



BRACKNELL LAWN TENNIS CLUB

2004 - 2005

CONSTITUTION

1 The Constitution of the Bracknell Lawn Tennis Club was established at a General Meeting on 23 November 1972.

2 Changes to the Constitution can be made only by agreement with the Trustee of the Club.

3 The Club shall be known as BRACKNELL LAWN TENNIS CLUB.

4 Membership is open to all, and no application for membership will be refused on other than reasonable grounds. There will be no discrimination on grounds of race, occupation or religious, political or other opinion.

LIABILITY TO TRUSTEE

5 The Club must comply with the terms of the lease granted by the Bracknell Development Corporation and the repayment of rent, loans and interest thereon shall be the first charge upon the Club's funds. Sufficient funds must be reserved at least 6 months prior to such payments becoming due.

6 Officers of the Club must accept the direction of the Trustee in any matter affecting the Club, for which the Trustee considers that he might be held to be accountable to the Bracknell Development Corporation.

7 It is the responsibility of the Officers of the Club to acquaint themselves with the obligations of the Club.

CLUB OBLIGATIONS

8 The Club must provide adequate facilities for members to play tennis.

9 The Club must promote the game of lawn tennis for all members, regardless of proficiency, and provide social and recreational facilities for members and guests.

10 The Club must be run as a non-profit-making organization. All profits and surpluses must be used to maintain or improve the Club's facilities. No profit or surplus may be distributed other than to another non-profit-making body or to members on winding up or dissolution of the Club.

11 The Club may undertake loans to promote Club developments.

RULES

1 MANAGEMENT OF THE CLUB

1.1 The management of the Club shall reside in its officers and Committee. The officers are the Chairman, Club Captain, Secretary and Treasurer.

1.2 The Management Committee may make regulations consistent with the Constitution and the Rules of the Club.

1.3 The Rules of the Club shall be alterable only in General Meeting

1.4 The text of any proposed alteration to the Rules must fall within the bounds of the Constitution of the Club and must be:

1.4.1 Displayed in the Clubhouse for not less than 14 days prior to the General Meeting.

1.4.2 Notified to all members, in writing, at least 14 days prior to the General Meeting.

1.5 The Club shall be affiliated to the Lawn Tennis Association

2. MANAGEMENT COMMITTEE

2.1 The Management Committee consists of the Chairman, Club Captain, Secretary, Treasurer, Club Vice-Captain, Ladies'/Men's Captain, Match Secretary and leaders of the sub-committees – 6 to form a quorum, of whom one must be an officer of the Club – who are nominated and elected at the Annual General Meeting of the Club, prior consent of each nominee first having been obtained. The Committee shall have power to elect a member to fill a vacancy arising for any reason.

2.2 In the absence of the Chairman, the chair is taken by the Club Captain, Secretary or Treasurer, in that order.

2.3 Election of the Management Committee.

2.3.1 Membership of the Management Committee shall be annual from 1 November to 31 October. Members may stand for re-election.

2.3.2 A List of Nominations will be displayed in the Clubhouse not less than 6 weeks prior to the Annual General Meeting, together with nomination forms. Candidates shall be proposed and seconded by full playing members (Rule 9.1.a). The Secretary will append the details of those properly nominated to the List of Nominations. Nominations will close 3 weeks before the Annual General Meeting.

2.3.3 The names of all nominees, as displayed in the Clubhouse, shall be advised in writing to all members no less than 14 days before the Annual General Meeting.

3. **SUB-COMMITTEES**

3.1 Sub-committees shall be formed and be led by the member elected to the Management Committee as follows:

Match and Tournament Sub-committee (Club Captain, Club Vice-Captain, Ladies'/Men's Captain and Match Secretary).

Social Sub-committee.

Pavilion Sub-committee.

Bar Sub-committee.

Ground Sub-committee.

Junior Sub-committee.

PR and Recruitment Sub-committee.

Sub-committee members, other than the Match and Tournament Sub-committee and the Bar Sub-committee, who must be elected at the AGM, shall be co-opted by the leader of the respective sub-committee and approved by the Management Committee.

3.1.1 **Match and Tournament Sub-committee**. The Match and Tournament Sub-committee is responsible for arranging matches and tournaments, for the selection of teams and for the organization of general play for members.

3.1.2 **Social Sub-committee**. The Social Sub-committee consists of the Social Secretary and co-opted members, and is responsible for the social activities of the Club.

3.1.3 **Pavilion Sub-committee**. The Pavilion Sub-committee consists of the Pavilion Leader and co-opted members, and is responsible for the provision of refreshments and the general cleanliness and upkeep of the Pavilion.

3.1.4 **Bar Sub-committee**. The Bar Sub-committee consists of the Bar Leader and members elected at the AGM, to comply with Licensing Laws, and is responsible for the provision of alcoholic and soft drinks and the observance of prevailing licensing regulations.

3.1.5 **Ground Sub-committee**. The Ground Sub-committee consists of the Ground Leader and co-opted members, and is responsible for the maintenance of the Club premises, including courts and court equipment, clubhouse, hedges, parking area, fences, gates and all equipment.

3.1.6 **PR and Recruitment Sub-committee**. The PR and Recruitment Sub-committee consists of the PR and Recruitment Leader and co-opted members.

4. GENERAL MEETINGS

4.1 An AGM shall be held in October each year and the Secretary shall give at least 14 days' written notice of the date of the meeting to all members.

4.2 All members shall be entitled to attend, but only those members defined in Rule 9.1.a, and members of the Management Committee, may vote, provided that subscriptions have been paid.

4.3 One quarter of the senior playing membership will constitute a quorum.

4.4 Resolutions at any meeting shall be decided by a majority of voting members present. In the event of equality of voting, the Chairman of the meeting shall be entitled to a casting vote.

4.5 The Secretary shall take the minutes of the proceedings at all meetings of the Club.

5. EXTRAORDINARY GENERAL MEETINGS

5.1 The Secretary shall summon an Extraordinary General Meeting on receipt of a request to that effect signed by the Trustee, or by not fewer than 6 members of the Management Committee, or by not fewer than 20 senior playing members. Any such request shall state the subject to be discussed or the resolution to be proposed. The Secretary shall give each member at least 14 days' written notice of the meeting and of the business for which the meeting is called. One quarter of the senior playing membership shall form a quorum. A two-thirds majority is required for any resolution to be carried.

5.2 Only the Management Committee may call an EGM to set aside a resolution proposed and carried at the preceding General Meeting.

6. PLAYING RULES

6.1 The playing rules of the Club shall be those adopted by the LTA, except for social tournaments and other special occasions.

7. REGULATIONS OF PLAY

7.1 Clothing shall be predominantly white tennis clothing, with one coloured garment allowed. T-shirts are acceptable, but not articles from other sports. Tracksuits may be of any colour. Correct tennis shoes must be worn.

7.2 Courts may be reserved by the Club Captain or the appointed representative for the occasion, for matches, match practice and tournaments, within the limits prescribed by the Management Committee.

7.3 General play shall consist of one short set (tie-break at 5-5).

7.4 Members and visitors may not play 2 consecutive sets while other members are waiting, except in matches and tournaments.

7.5 Playing visitors may use the courts on the invitation of a senior member, but no one visitor

may play on more than 6 days in any season.

7.6 The fees for visitors shall be known as 'Court Fees' and shall be decided by the Management Committee.

7.7 The payment of Court Fees shall be the responsibility of the sponsoring member, who must ensure that details are recorded.

8. **JUNIOR SECTION**

8.1 Facilities for junior play are determined by the Management Committee, which is required at all times to promote and encourage junior members in the game of Lawn Tennis.

8.2 The junior section shall, at the commencement of the playing season, form a committee of Captain and 2 other junior members, under the auspices of the Junior Leader.

9. **MEMBERSHIP**

9.1 Club membership shall consist of the following categories:

9.1.a **Full Playing Members.** This class includes adult members qualifying for full unrestricted play:

9.1.a.1 **Senior.** Senior membership is the class for members from the age of 18, effective date 1 April.

9.1.a.2 **Couple.** Couple membership is the class open to two cohabiting adults.

9.1.a.3 **Country.** Country Membership is the class for adults living over 25 miles from the Club.

9.1.b **Other Adult Membership.** This class includes 5-day Members, Senior Citizens, Adult Students, Bridge Members and Novice Members. The Management Committee may determine fees and conditions for these categories.

9.1.c **Student.** Student membership applies to any member aged 18 years more, who is undergoing full-time education.

9.1.d **Junior.** Junior membership contains categories:

9.1.d.1 Mini Junior – under 11 years old at 1 April.

9.1.d.2 Junior – under 18 years old at 1 April.

9.1.e **Social.** Social members must be nominated by a Club member and approved by the Management Committee.

9.2 The maximum number of members in each class shall be determined by the Management Committee.

9.3 Social members, not more than 2 in number, are eligible for election to the Management Committee as leaders of the Pavilion, Social, Bar or Ground sub-committees, and are entitled to Senior privileges, except use of the courts.

10. CONDUCT OF MEMBERS

10.1 **Notices.** The posting of notices shall be subject to the approval of the Secretary.

10.2 **Security.** The last member to leave the Club must ensure that:

- a. All lights, except security lights, are extinguished.
- b. All doors, windows and gates are secure.
- c. The alarm is activated.

10.3 **Car Park.** Members shall park cars in such a manner as to ensure free movement for others to park and depart.

10.4 **Keys and Alarm Tags.** Members must ensure that alarm tags and keys to the Clubhouse do not fall into the hands of persons other than Club members.

11. TERMINATION OF MEMBERSHIP

11.1 The Club requires any member, upon leaving, to return alarm tags and keys of the Club, whereupon the deposit paid for them will be refunded by the Treasurer.

11.2 The Management Committee – at a meeting attended by two-thirds of its members, including 2 Officers – shall have the power to require the resignation of any member whose conduct is considered to be incompatible with the interests of the Club.

11.3 The Management Committee shall not be liable to give any reason for such action, nor shall any member have claim or remedy against the Club or the Management Committee.

12 SUBSCRIPTIONS

12.1 The playing season shall commence on 1 April each year and end on 31 March in the following year

12.2 Rates of subscription for the various classes of membership shall be determined by the Management Committee, with due regard to the requirements of the Sinking Fund. The Sinking Fund shall be separately invested and made up of a proportion of the Club's annual income, such as to provide for adequate replacement of court surfaces. The Fund may be used for other major developments, but only when a General Meeting is shown how it will be replenished in good time for proper purpose. All guarantors and Trustees of loans outstanding shall be informed if the Sinking Fund is to be used for court replacement, even if they are no longer members of the Club.

13. **ACCOUNTS**

13.1 The Treasurer shall keep such proper books of account as will enable her/him to present at the AGM of the Club, or at any time required, - on reasonable notice – by the Management Committee, an accurate report and statement concerning the finances of the Club.

13.2 The audited accounts of the Club shall be made up to 31 March each year and shall be presented at the next General Meeting.

14. **BAR PROVISIONS**

14.1 **Licence Requirements**. The Management Committee shall arrange the supply of alcoholic drinks for members, and for other persons on the Club premises, and shall secure observance of current licensing requirements, and of any conditions attached to any licence held by or on behalf of the Club, or to any registration certificate granted in respect of the Club premises.

14.2 **Commission**. No person shall be paid at the expense of the Club any commission or similar payment on or with reference to the purchase of alcoholic drinks; nor shall any person derive personal pecuniary benefit from the supply of such drinks to members or guests.

14.3 **Bar**. The Bar is out of bounds to all members except those on duty and members of the Management Committee.

14.4 **Opening Hours**. The Bar may be opened for the sale of intoxicating liquor, as required, by members of the Bar Sub-committee, within the statutory licensing hours (1100 – 2300 weekdays and 1200 – 2230 Sundays).

15. **INTOXICATING LIQUOR**

15.1 **Members**. No intoxicating liquor may be supplied otherwise than to a member who has been a member of the Club for at least 2 days, or whose nomination or application for membership was made at least 2 days before his admission to the privileges of membership.

15.2 **Guests**. Bona-fide guests may purchase and consume intoxicating liquor provided that:

15.2.a No member shall be entitled to introduce more than 3 bona-fide guests into the Club at any one time.

15.2.b The names and addresses of all guests and the name of the member signing them in shall be entered into a book maintained for that purpose, such book to be kept on the premises.

15.3 **Visiting Teams**. Members and Officials (excluding spectators and supporters of same) of teams visiting for the purpose of playing a match may purchase and consume intoxicating liquor.

15.4 **Social Functions**. Intoxicating liquor may be sold to persons attending the Club premises for social or other functions organized or authorized by the Club, provided always that the number of such functions shall not exceed 12 in any one year, and no function shall be permitted to which admission may be obtained by payment of money at the door, whether by ticket or otherwise.

16. EXCLUSION AND LIABILITY

16.1 Neither the Club nor any officer thereof shall be liable to any member or guest of a member or any other person for the loss of, or damage to, any property, occurring from whatever cause, in or about the Club premises; a notice to this effect shall at all times be displayed in a prominent position on the Club premises.