



Crawley Lawn Tennis Club

- ***RULES*** -

Crawley Lawn Tennis Club, Hazelwick Avenue, Three Bridges,
Crawley, West Sussex RH10 1NP
Telephone: 01293 533388
www.tenniscrawley.co.uk

Adopted at the AGM - February 2008

NOTES

- 1 Only those members with a membership category of “FULL”, see column four of the table on Page 14 are eligible to vote at Annual General Meetings or Extraordinary Meetings of the Club.
- 2 The Family membership category will be entitled to a reduced subscription based on the rate set for a Senior Single subscription
- 3 Off-Peak Adult members will be entitled to a reduced subscription based on the rate set for a Senior Single subscription.
- 4 Adult Novice subscription rate will be at the discretion of the Management Committee. Promotion to senior single within the first membership year will be at the discretion of the senior tennis professional. If the Management Committee approves a recommendation submitted on the Novice’s behalf by the senior tennis professional the Novice player may exceptionally be awarded all or part of second year of membership as a Novice.
- 5 A valid student card must be produced if claiming Student membership and Student membership will be entitled, at Management Committee discretion, to a reduced subscription.
- 6 Student 11-17 members will be entitled to a reduced subscription based on the rate set for a Senior Single membership.
- 7 Junior members will be entitled to a reduced subscription based on the Student 11-17 category.
- 8 Country members will be entitled to a reduced subscription based on the rate set for a Senior Single membership.

APPENDIX A

MEMBERSHIP CATEGORIES of CRAWLEY LAWN TENNIS CLUB

CATEGORY	MEMBERSHIP DEFINITION	
HM Honorary Life Membership	Awarded for exemplary service to CLUB.	FULL <i>See NOTE 1</i>
A Senior Single	For individual's aged 18+ on 1st April.	FULL
B Family	For two members of the same family both aged 18+ on 1st April.	FULL <i>See NOTE 2</i>
C Sixty +	For individual's aged 60+ on 1st of April.	FULL
D Off-Peak Adult	For individual's aged 18+ on 1st April who play tennis up to 1600 hours on weekdays, excluding Bank Holidays.	LIMITED <i>See NOTE 3</i>
E Adult Novice	For individuals aged 18+ on 1st April participating in the Club's adult beginner/improver tennis coaching programme.	FULL <i>See NOTE 4</i>
F Student U-23	For full-time students aged between 18-22 on 1st April.	FULL <i>See NOTE 5</i>
G Student U-18	For individuals aged between 13 -17 on 1st April.	LIMITED <i>See NOTE 6</i>
H Junior U-13	For individuals aged between 10 -12 on 1st April.	<i>See NOTE 7</i>
I Junior U-10	For individuals aged between 4 - 9 on 1st April.	<i>See NOTE 7</i>
K Temporary	For individuals requiring a membership of a single month's duration.	LIMITED
L Country	For individual's aged 18+ on 1st April living outside a 10 mile radius of Crawley Lawn Tennis Club, as the crow flies.	FULL <i>See NOTE 8</i>
M Social	A non-playing membership available to persons who wish to make use of the social amenities of the Club.	LIMITED

MANAGEMENT COMMITTEE 2008/2009

CHAIRMAN- Trevor Strudwick
 SECRETARY- Christine Stace
 TREASURER - Jamie Robinson
 MEMBERSHIP SECRETARY - Jackie Doherty
 TENNIS CO-ORDINATOR - Tom Elliott
 COMMITTEE MEMBERS
 Donna Hollick
 Richard Lavery

HONORARY PRESIDENT - Mrs. Deidre Blanch

COACHING TEAM
 Head Coach - Nigel Allingham
 Assistant Coach - Jamie Robinson
 Mini Tennis Green/Orange - Kelly Slater
 Mini Tennis Red - Kerry Papworth
 C.T.P. - Martin Cooke

13. ALTERATION, ADDITION or CHANGE OF RULES
- 13.1 No alteration or addition to the Club's Rules shall be made except by Resolution carried by two-thirds majority at either the AGM or at an EGM unless the NOTICE and/or the AGENDA for the meeting has contained particulars of the alteration or addition.
- 13.2 In the event of such alteration or addition being made, the Management Committee shall as soon as possible and in any case within twenty-eight days, give written notice of such alteration, change or addition to the Clerk of the Justices, Chief Officer of the Police and to the Chief Executive of the Local Authority of the district in which the Club is situated.
- 13.3 The Management Committee shall make available a copy of the current Club Rules to all new members and also make these available to existing members on request. Club Rules shall be displayed on a notice board in The Pavilion.

1. NAME/LOCATION
- 1.1 The Club's name shall be the 'CRAWLEY LAWN TENNIS CLUB' (formerly known as WORTH L.T.C.). Crawley Lawn Tennis Club is presently located at The Pavilion, Hazelwick Avenue, Three Bridges, Crawley, in the County of Sussex.
2. STATUS
- 2.1 The Club is a non-profit making organisation. All profit and surpluses will be used to maintain or improve the Club's facilities.
- 2.2 No profit or surplus will be distributed other than to another non-profit making body or to eligible members on the winding up or the dissolution of the Club.
- 2.3 Eligible members for any surplus arising from dissolution are those who have held a continuous unbroken membership with voting rights since 14th June 2002. Members who have joined the Club after the 14th June 2002, and who have maintained a continuous unbroken voting category of membership since that date, may participate in any dissolution after five years of membership.

3. PURPOSE
- 3.1 To provide and maintain the best possible facilities for the promotion and playing of the game of Lawn Tennis in Crawley and to encourage the game to be played in a competitive spirit and in the best tradition of sportsmanship.

4. TRUSTEES
- 4.1 There shall be three Trustees for the Club, to be appointed by the members and they shall hold office until death or resignation unless removed from office by a resolution of the members at an AGM or EGM. The names of the current Club's trustees shall be published on a notice board in The Pavilion.
- 4.2 The Trustees shall be the persons in whom, for the time being, all property of the Club whether freehold or leasehold shall be vested.
- 4.3 The Trustees shall hold the said property in trust for the Club in such a manner as they may be directed by a resolution of the members.
- 4.4 The Trustees shall be fully indemnified by the Club against all

- notice for the AGM; however, not later than twenty one days before the AGM a copy of the Notice together with a pro-forma request sheet for motions to be discussed at the AGM and a nomination sheet for the election of the Chairman and Management Committee shall be posted or emailed to the registered address of all members eligible to attend the AGM.
- 11.3 Notice of any Motion for inclusion in the Agenda of the AGM must be delivered in writing to the Secretary at least ten clear days before the date of the AGM. The proposer of the Motion shall be called on at the AGM to speak of the Motion.
- 11.4 The Agenda for the AGM shall be posted on the Club Notice Board at least seven clear days before the date of the meeting and no business, other than the business specified in the Agenda, shall be transacted at the AGM save with the consent of the majority of the members present.
- 11.5 A quorum for all AGMs shall consist of one fifth of the total number of full senior members or twenty full members, whichever is the lesser.
- 11.6 Only those members with a voting entitlement shall be allowed to vote at the AGM.
- 11.7 An Honorary President shall be elected annually at the AGM; the Honorary President so elected will not be eligible to serve on the Management Committee whilst holding this office.
- 11.8 An auditor shall be proposed for election by members at the AGM.
- 11.9 The Management Committee elections, including the election of Chairman of the Management Committee, shall be held at the AGM.

12. EXTRAORDINARY GENERAL MEETING [EGM]

- 12.1 EGMs may be summoned either at the direction of the Management Committee or upon a written request from a member forwarded to the Management Committee. If the request originates from a member, it must be signed by either one fifth of the members with voting rights or by twenty full senior members, whichever is the lesser. The request for an EGM must state the circumstances giving rise for such a Meeting and outline possible remedies if known. EGMs properly summoned shall be held within 42 days from the date of receipt by the Management Committee. Should the Management Committee fail to convene the meeting, then any signatory to the request for the EGM may call such meeting subject to the necessary notice being given.
- 12.2 The Rules for an EGM shall be the same as for the AGM.

outgoings in respect of the said property and against all costs, claims, liabilities and incidents thereunder.

5. MANAGEMENT COMMITTEE

- 5.1 Management of the Club shall be vested in a Management Committee which shall be elected annually at the Club's AGM or exceptionally at an EGM.
- 5.2 Only **Full Members** of the Club shall be eligible for election to the Management Committee.
- 5.3 The Management Committee shall comprise a Chairman, Membership Secretary, Secretary, Treasurer and Tennis Coordinator and two other General Members who between them will perform or oversee the following roles; Dome administration, Bar, Maintenance and Social. The Club's senior tennis professional will have a non-voting position on the Management Committee.
- 5.4 The decision-making quorum on the Management Committee shall be the Chairman and at least three other Full Members of the Committee. In the event of a tied decision the Chairman shall hold a casting vote.
- 5.5 The Management Committee shall be authorised to fill casual vacancies on the Committee and to appoint Sub-committees.
- 5.6 The frequency of Management Committee meetings will depend on the amount of business to be conducted but normally the Chairman will convene meetings on a monthly basis.
- 5.7 Members of the Management Committee who fail to attend 3 consecutive committee meetings without sufficient reason shall be deemed to have resigned from the Management Committee.

6. RESPONSIBILITIES OF MANAGEMENT COMMITTEE

- 6.1 The Management Committee is responsible for the short and long term financial security of the Club. In addition to acting with due diligence on all aspects of income and expenditure, it shall ensure that a sufficient sum of money is set aside each year for replacement of the Club's assets.
- 6.2 The Management Committee is responsible for the repair, maintenance and where appropriate replacement of Club assets including, but not limited to, the courts and associated equipment, the dome, the club house and the grounds.
- 6.3 The Management Committee is responsible for preparing and issuing Notices of the AGM or any EGM that may be properly called.
- 6.4 The Management Committee is required to prepare Minutes of the AGM and any EGM and keep Minutes of Management

- Committee meetings. Such Minutes having been read and approved must be posted on a notice board in The Pavilion.
- 6.5 The Management Committee is responsible for appointing the senior tennis professionals offering coaching services from the Club's premises. This appointment must be formalised through a service agreement which the Management Committee shall arrange. The length of such agreements shall be at the discretion of the Management Committee; however, initial appointments are recommended to be not more than one year in length.
- The appointed senior tennis professional may at his/her discretion appoint other professionals as needed; however, any such appointment shall be first approved by the Management Committee.
- 6.6 The Management Committee is empowered to decide if honorariums and any amounts thereof, are to be paid to elected officials; however, any such decisions must be available for members prior scrutiny at an AGM or EGM.
- 6.7 The Chairman of the Management Committee is responsible for the coordination and orderly conduct of Club business including AGMs, EGMs and Committee Meetings. In addition, the Chairman is responsible to members for ensuring that members' grievances are aired and resolved at the first opportunity and that any complaints against members are fairly decided in accordance with Club Rules. If the business of the Club and/or Management Committee cannot be conducted within the Constitution of the Club, the Chairman must inform members of the impediment and suggest remedies that may be needed.
- 6.8 The Treasurer's responsibilities shall include keeping a proper account of all monies received and expended as well as associated cash management, banking and the preparation of the financial accounts of the Club. The Treasurer shall ensure the annual statement of Club accounts shall be audited by a suitably qualified person, who is not a member of the Club, who is appointed by members at an AGM or EGM. In addition to the Annual Financial Statements, the Treasurer shall prepare a set of management accounts for each meeting of the Management Committee.
- 6.9 The Membership Secretary performs a critical role central to the on-going health of the Club. The key responsibilities are management, supervision and execution of membership renewals and new member enrolment procedures, managing, recording and follow up of membership enquiries and forming strategies and campaigns to recruit and hold new members. The Membership Secretary shall receive, and promptly thereafter, account and hand over membership fees to the Club Treasurer.
- 6.10 The Club Secretary's overall responsibility is to ensure the general

- dome. The entrance fee for such access will be set annually by the Management Committee. The Management Committee will develop a system to ensure there is a fair rotation of play when the dome is used on such occasions.
- 9.13 The Management Committee shall use their best endeavour to ensure that official Club home matches are scheduled to take place outside the hours of Club sessions. When impossible to do so the Committee will use their best endeavours to limit matches to two outside courts. If during the published period of a weekend Club session more than two outside courts are required for sanctioned matches then members attending the Club session shall be entitled to priority access to the dome free of cost.
- 9.14 Members using the indoor court without having first made an entry into the booking sheet shall be subject to a penalty fee decided by the Management Committee. Such penalty to be publicised on the Notice Board of the Club.
- 9.15 Non-payment of Dome fees to the Dome Administrator within 48 hours of usage of the Dome will result in a penalty fee being imposed on the offender/offenders, with the fee to be decided by the Management Committee and published on the Notice Board.
- 9.16 Non-payment of penalty fees within seven days of notification will result in suspension of membership.
- 9.17 Non-payment of tournament fees within 14 days of the tournament commencing shall be subject to a penalty fee decided by the Management Committee. Such penalty to be publicised on the Notice Board of the Club.
10. CLUB PREMISES
- 10.1 The Club premises shall be opened at such times as may be decided by the Management Committee and the time of opening and closing shall be exhibited in The Pavilion.
- 10.2 Intoxicating liquor may be supplied under the terms and conditions of the Premises License in the Club bar.
- 10.3 The Management Committee shall be responsible for setting and publishing the opening hours of the Club bar and such opening hours shall fall within and shall not exceed the opening hours permitted by the Premises License.
11. ANNUAL GENERAL MEETING [AGM]
- 11.1 The AGM shall be held not later than the month of March in each year on a day to be fixed by the Management Committee.
- 11.2 Notice of the AGM shall be exhibited on a Club notice board in the Pavilion at least twenty one days before the meeting. This Notice will be deemed to be the properly delivered and official

- 9.3 A member shall be allowed to bring a maximum of three guests at a time on payment of the appropriate visitor's fee for each visit. A guest may only be introduced and play on the outside courts on up to six occasions in any one calendar year.
- 9.4 Visitors fees will be fixed annually by the Management Committee and in the event of the visitor being introduced by a member, the member will be responsible for ensuring that the visitor is registered in the visitor's book and the visitor's fee is paid before play commences. Visitors must, whilst on Club premises adhere to Club Rules. Visitors will be permitted to play on up to six occasions on the outside courts during any one calendar year.
- 9.5 The Management Committee reserves the right to refuse a visitor admission to the Club.
- 9.6 Former members who have been expelled from the Club under Rule 7.7 may not be introduced as visitors.
- 9.7 Members or visitors shall not be allowed to play on Club courts if not wearing recognised tennis apparel and non-marking tennis shoes. Cross trainers or other athletic shoes without proper tennis tread patterns are not allowed as they damage the court surfaces. Men are not allowed to play bare chested and their tennis shirts must include sleeves. Ladies are not permitted to wear crop or bikini type tops and neither men nor ladies may wear cycling/support shorts unless worn as an under garment.
- 9.8 The Management Committee shall be responsible for allocating the outside courts between membership categories.
- 9.9 The Management Committee can allocate courts for specific purposes e.g. Club sessions, coaching, match practices, tournaments and juniors and these allocations take precedence over all other play. Details of such allocations shall be shown on the court booking sheets.
- 9.10 Designated Club sessions shall be open to all senior members who have been assessed by the senior tennis coach as meeting the required standard of play. The normal format of play during designated Club sessions shall be doubles, in the event of insufficient pairs, singles may be played but must cease if the court is required for doubles.
- 9.11 Members attending Club sessions must be able to offer for play a set of tennis balls of acceptable standard. If during a Club session a member is not able to offer a set of tennis balls of acceptable standard then, at the discretion of the other players on court, that member may be excluded from play.
- 9.12 If, during the published period of the weekend Club session, weather conditions prevent play on the outside courts and during any designated winter indoor Club night, members shall on payment of the published entrance fee have priority access to the

business of the Club is conducted in line with its Constitution and on a day to day basis be responsible for compiling Minutes of Committee and AGM, EGM meetings, managing incoming and outgoing correspondence and maintaining associated records and files. All files and correspondence are to be accessible to members of the Management Committee.

- 6.11 The Tennis Coordinator is the elected official responsible for developing, maintaining and implementing the members' senior and junior programme at the Club. This includes players grading systems, intra and inter Club competition, selection of match captains, the 'tennis' induction of new members and advising the Committee of a fair allocation of court time between membership categories, tuition and competition. Although a number of the Tennis Coordinator's responsibilities will be developed with the full involvement of the senior tennis professional and thereafter delegated to the senior tennis professional, the Tennis Coordinator will remain responsible to the Committee and to the Members for ensuring the tennis programme achieves its goals.
- 6.12 The two General Members of the Committee shall be responsible for performing or, if delegated outside the Committee, overseeing the Dome Coordinator, Bar, Maintenance and Social roles. These roles are further described in the document titled "Summary Descriptions of CLTC Committee Roles".
- 6.13 The Management Committee is authorised to appoint Life Honorary members up to the standing limit of twelve members. A Life Honorary membership is an award to members who have provided exemplary service to the Club over a period of years. Any change to the limit of twelve Life Honorary members must be agreed by ballot of members at the AGM or at any EGM.
- 6.14 The Management Committee shall have the power to decide any question not otherwise provided for in the Club Rules.
- 7. MEMBERSHIP**
- 7.1 Subject to the sole discretion of the Management Committee, all individuals over the age of 18 years on the 1st of April and Honorary Members are eligible for full membership of the Club. A full member of the Club – see **APPENDIX A** for a definition of full member - shall enjoy voting rights at AGM or EGMs. The Management Committee shall operate an open membership policy and will not have regard to considerations of origin or religion when determining an applicant's suitability for membership.
- 7.2 Categories of membership, including voting rights at the Club's AGMs or any EGM, are listed on **APPENDIX A**. Membership categories may be amended from time to time to keep pace with requirements.

- 7.3 With the exception of the Temporary or Social categories of membership, a person joining or rejoining the Club in any other category shall be required to pay the appropriate Joining Fee. Temporary or Social members may upgrade to another category provided they are eligible to do so and provided the appropriate Joining Fee is paid. Members who have paid a Joining Fee and through circumstance, have transferred to a Social or Temporary category may transfer back without a further Joining Fee, provided, continuous membership has been maintained.
- 7.4 All applications for membership shall be made in writing on a properly completed application form and shall be delivered to the Membership Secretary. Provided the application is not from a former member who has had their membership withdrawn under Rule 7.7, the Membership Secretary shall exhibit such applications in the Pavilion for a period of at least three days before membership is confirmed. Applications from former members who have had their membership withdrawn under Rule 7.7 shall be referred to the Management Committee for their sole determination if membership renewal can be offered. Members will be issued with a shoe tag which shall be renewed annually on payment of the subscription.
- 7.5 New members wishing to participate in Club sessions are required to be assessed by a Club's tennis professional before participation.
- 7.6 The Management Committee is empowered to elect Honorary Day Members and such membership shall be open to officials and members of visiting clubs for the day of the visit.
- 7.7 The Management Committee is required to suspend any member from using the Club facilities pending investigation of a documented complaint that the member concerned has acted in a manner that on the basis of the evidence presented is prejudicial to the interests of the Club. If the Management Committee determine, after proper and diligent investigation, that the subject has so acted, that member shall be expelled from the Club. Any former member who has been expelled shall not be eligible to rejoin for at least five years from the date of expulsion. Any former member who has been expelled who does apply to rejoin must have their application considered by the Management Committee.
- 7.8 The Management Committee shall investigate properly documented complaints received from members about poor, improper or otherwise inappropriate behaviour whilst on Club premises. If the complaint is upheld, and provided such behaviour has not been prejudicial to the interest of the Club - for which see 7.7 above, the Management Committee shall be entitled to issue a temporary ban from attending and/or using Club facilities. The length of the ban shall be at the discretion of the

Management Committee.

8. BUSINESS PLAN AND SUBSCRIPTIONS

- 8.1 The Management Committee shall prepare and offer at the AGM a business plan including estimates of membership numbers, as well as income and expenditure for the forthcoming membership year which shall run from 1st April to 31st March. This plan shall take into account the obligations placed on the Management Committee for the financial security and maintenance of the assets of the Club and shall include proposals for Entrance Fees and Subscriptions. The Entrance Fees and Subscriptions must be proposed and approved with or without amendment by the members attending the AGM.
- 8.2 Existing members are responsible for delivering their subscription renewals to the Membership Secretary by the 1st of April. Subscription renewals delivered after 14th of April shall be subject to a further Joining Fee. Existing members who have not delivered their subscription renewals and payments by the 14th April shall no longer be entitled to play at or otherwise use the Club facilities, unless doing so as a visitor. To assist members to determine membership status after the 14th of April, the Membership Secretary shall, by the 16th April create, display and maintain a list on a notice board in The Pavilion of [former] members who have not so far renewed their subscription to the Club.
- 8.3 At the Management Committee's discretion an instalment plan may be introduced for subscription renewals. The terms of any subscription scheme on offer shall be detailed in the membership renewal form.
- 8.4 For new members the annual subscription and entrance fee shall be due immediately on joining. New members may avail themselves of any unexpired portion of any instalment plan in operation; however, the joining fee must be included in their first instalment payment.
- 8.5 Bank charges incurred by the Club in properly processing subscription cheques shall be claimed from the member responsible for the Club incurring such charges.
9. RULES OF PLAY, VISITORS, DRESS and BEHAVIOUR
- 9.1 Courts shall be open for play at the discretion of the Management Committee.
- 9.2 Any member damaging or losing property of the Club shall make good the loss or damage to the satisfaction of the Management Committee.