

# **Sutton Tennis and Squash Club**

## **RULES**

### **1. Name**

The Club shall be known as Sutton Tennis and Squash Club. It is constituted as a Charitable Incorporated Organisation (CIO). These rules deal with those aspects of the

day-to-day management of the Club which are not covered by the Constitution of the CIO (the Constitution).

## **2. Objects**

The objects of the Club are set out in the Constitution.

## **3. Management**

The Constitution empowers the Trustees of the CIO to delegate their powers or functions to a committee or committees. Subject to the power of the Trustees to vary the terms of such delegation, the day-to-day affairs of the Club shall be managed by a Management Committee comprising:

- Chairman
- Secretary
- Treasurer
- Club Manager
- Development and Facilities Manager
- Men's Tennis Captain
- Ladies' Tennis Captain
- Men's Squash Captain
- Social Secretary

at least one of whom must be a Trustee

Each member of the Committee shall be entitled to one vote. In the event of equality the Chairman shall be entitled to a second or casting vote. Four members present (of which one must be a sports captain) shall form a quorum and in the case of a vote with the minimum quorum, there should be a three vote majority with no casting vote.

## **4. Elections**

- i. Chairman  
Each year at the AGM the members of the Club (excluding those under 18) shall elect by a majority vote a Chairman whose term in office shall not exceed four consecutive years.
- ii. Officers  
Each year at the AGM the members of the Club (excluding those under 18) shall elect by a majority vote the remaining officers referred in para 3 above.
- iii. Nominations  
Any two members of the Club who are over 18 shall be entitled to nominate a member to serve in any of the capacities in i and ii above. All nominations must be in writing and must be received by the Club Secretary at least 7 days before the AGM.
- iv. Ballots  
In the event of a ballot, ballot papers shall be prepared containing the names of the candidates and each member over the age of 18 present at the AGM shall be entitled to vote. In the event of equality in a ballot, the Chairman shall have a second or casting vote.
- v. Casual Vacancies  
In case there shall not be a sufficient number of candidates nominated, the Committee may fill the remaining vacancies.

## 5. Sub-Committees

- a) The Tennis and Squash Committees will each comprise a Men's Captain, a Ladies' Captain and the Club Coach. The Committees may co-opt such other members as they require.
- b) In addition to the elected Tennis and Squash Committees, the Management Committee may appoint such other Sub-Committees as it thinks fit. Each Sub-Committee will elect its own Chairman and Secretary.  
The Club Secretary or his nominee shall be an ex-officio member of all Sub-Committees.

## 6. Membership

- a) Membership and termination of membership of the Club are governed by paragraph 9 of the Constitution. The administration of the admission of new members will normally be delegated to the Management Committee. The rates of membership fees effective from 1 April each year will be reviewed by the Trustees and proposed to the members. They shall be payable either monthly or annually in advance. In the event of non-payment of membership fees, benefits of membership shall be suspended immediately.
- b) Entrance fees and subscriptions shall include any government tax and where applicable the appropriate capitation fees payable to the Lawn Tennis Association and England Squash. The capitation fees may, if the Committee considers it appropriate be charged to members as an addition to their annual subscription.

## 7. Categories of Membership, Entrance Fees and Subscriptions

Subject to paragraph 9 of the Constitution, membership of the Club shall consist of playing, non-playing and honorary members listed in the categories below, limited to such numbers as the Committee may, from time to time, decide.

Membership Categories:

AT	Tennis
AS	Squash
ATS	Tennis and Squash
TMW	Adult Tennis Midweek (access to courts from Monday to Friday only)
TOP	Adult Tennis Off-Peak (access to courts from Monday to Friday before 5pm only)
ST	Under 21 Tennis (under 21 on 1 <sup>st</sup> April)
STS	Under 21 Tennis and Squash (Under 21 on 1 <sup>st</sup> April)
SS	Under 21 Squash (Under 21 on 1 <sup>st</sup> April)
H	Honorary
HLVP	Honorary Life Vice-President
L	Life
DT	Disability Tennis Membership

The Committee may by majority vote elect members to be Honorary Members. At each AGM the Secretary shall report the names of those so elected.

CM Corporate Membership for Tennis and/or Squash at a rate and under such conditions to be agreed by the Management Committee with the company involved. Representatives of the Company to which such concessionary rates

are extended will be responsible for submitting the names of those wishing to benefit from Corporate Membership to the Management Committee for approval. This replaces the normal process of approval set out in Rule 10a) to c)

Corporate Membership carries restricted rights. In particular, CM category members shall not be entitled to participate in Elections of Committees or Elections of Members. Nor are they entitled to move resolutions at an AGM, requisition an Extraordinary General Meeting or vote on alterations to the Rules of the Club.

All the above categories carry full social rights.

JT	Junior Tennis (under 18 on 1 <sup>st</sup> April)
JTS	Junior Tennis and Squash (Under 18 on 1 <sup>st</sup> April)
JS	Junior Squash (under 18 on 1 <sup>st</sup> April)
MT	Mini-Tennis (under 11 on 1 <sup>st</sup> April)
MTS	Mini-Tennis and Squash (under 11 on 1 <sup>st</sup> April)
MS	Mini-Squash (under 11 on 1 <sup>st</sup> April)
U8	Under 8 years

Junior membership carries restricted social rights. Juniors may not invite guests to the Club for purely social purposes without the consent of the Committee, nor are they permitted to purchase or consume alcohol on the premises.

Membership fees may be paid monthly or annually

#### Monthly

There is no minimum term. Members may cancel a monthly membership any time by emailing the Club Manager at [manager@stscsport.co.uk](mailto:manager@stscsport.co.uk). However, restarting a monthly membership within 6 months of cancelling will incur a re-joining fee amounting to one month's membership fee in addition to that month's fee. Members can pause membership at a cost of £5 per month (for example in case of injury and longer travel abroad), but this is at the discretion of the club and must be organised by contacting the Club Manager.

#### Annually

Annual memberships run for a year from the date of joining. In many cases, membership is paid by direct debit, which will automatically renew on the anniversary of joining. These fees may be refunded if a member changes their mind within 28 days of renewing or if they consider that fees were taken in error. Where memberships are not paid by direct debit, members will be contacted by the club with a reminder to renew on the anniversary of joining.

To cancel your membership, members should contact the Club Manager by email at [manager@stscsport.co.uk](mailto:manager@stscsport.co.uk) or phone 020 8643 2940.

## 8. Special Terms

A reduction may be made in the joint subscription of husband and wife members, when each of them is in one of the categories AT, AS, ATS, ST, SS, or STS. The subscription of

the third and succeeding member or members of the same family residing permanently at the same address shall similarly be reduced. Such discounts will be determined by the Club Manager broadly on the lines of 12.5% of the subscriptions of two adult tennis members and 25% off the subscriptions of junior members of the same family.

Members absent abroad for a whole or part of a year, who are studying for the whole or part of the year away from the area of the Club, or who are permanently resident more than 25 miles distant from the Club may be entitled to a reduction in their annual subscription. Such reductions will be granted ad hoc at the discretion of the Manager.

All such discounts will be recorded by the Manager and reported from time to time at meetings of the Management Committee and thence to the Trustees. In addition, the Trustees shall have a general power to admit members on special terms.

## **9. Conformity with the Rules and to the Safeguarding Standards for LTA Registered Venues**

As an LTA Registered Venue, the Club is committed to meeting the safeguarding standards laid down by the LTA. These may be consulted at <https://www.lta.org.uk/about-us/safeguarding-protection/venue-safeguarding-standards> and are to be regarded as incorporated in the club rules. Each members agrees as a condition of membership to be bound by and subject to the Rules of the Club and the Code of Conduct for members as they are in force from time to time.

## **10. Members' Decisions and General Meetings**

Rules for Members' decisions and General Meetings of members are set out in paragraphs 10 and 11 of the Constitution

## **11. The Rules of the Club**

The rules of the Club shall be altered only at an AGM, or at an EGM specially convened for the purpose. Each individual alteration or addition shall be considered and noted upon separately, and will require a two-thirds majority of members present.

## **12. Times of Play and Use of the Club**

The clubhouse and courts shall be available for the use of members on such days and for such hours as the Committee may from time to time determine.

A summary of the normal times of play and opening times of the clubhouse will be on display in the clubhouse and on the Club website, and temporary variations to these times will be notified to members by means of prominent notices as the need arises. The tennis courts will close at 10pm

A summary of the hours during which the bar will normally be open will be on display in the clubhouse and on the Club website, and variations to these (e.g. over Bank Holidays) will similarly be notified to members.

The Committee has the power to amend the normal hours for the use of the clubhouse, bar and courts as it may from time to time determine.

Smoking is not permitted in the clubhouse. Dogs, other than Assistance Dogs, are not permitted in the clubhouse

## **13. Visitors to the Club**

Under the terms of the Constitution, Members may introduce visitors subject to the Rules and Regulations. All visitors must be signed in to the Visitors Book by the member whose guest they are. A member may not introduce more than 3 visitors at any one time, and no visitor may be invited to the Club more than 6 times in any one year, subject to the discretion of the Trustees to waive this rule in certain instances.

**14. Strangers**

During such time or times as any Open Tennis or Squash Tournaments are being held at the Club and during such time or times as any neighbouring social clubs or bodies have hired the clubhouse and subject to the approval of the Committee, there may be admitted to the registered premises of the Club, persons other than members and their guests, and intoxicating liquor may be supplied to them by or on behalf of the Club for consumption on the premises and not elsewhere.

No person, whether stranger, visitor, guest or member is permitted to bring intoxicating liquor on to the Club premises except by permission of the Committee.

**15. Arrangements for Tournaments and Matches**

The Committee shall have power to make arrangements for holding matches, tournaments or other like competitions, including the imposition of a charge for the admission of non-members to the courts, and to reserve courts as may be required on any occasion as the Committee in their discretion think proper.

**16. Amendment of Regulations**

The committee shall from time to time make, repeal and amend all such regulations (not inconsistent with these Rules) as they think expedient for the internal management, use of the courts, and well being of the Club. All such regulations shall be binding upon the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.