

# **Hutton and Shenfield Union Church Lawn Tennis Club**

## **CLUB RULES**

### **Name**

1. The Club shall be called “**The Hutton and Shenfield Union Church Lawn Tennis Club**”

### **Association, affiliation and application of surplus funds**

2. The Club shall recognise its association with the Hutton and Shenfield Union Church (“the Church”) by inviting the Minister of the Church to be President of the Club, for the term of his/her Ministry.
3. The Club will affiliate to the Essex County Lawn Tennis Association (the “ECLTA”) (and by doing so affiliate to the Lawn Tennis Association (the “LTA”) and to comply with and uphold the rules and regulations of the ECLTA and the LTA as amended from time to time and the rules and regulations of any body to which the LTA is affiliated.
4. The Club will discipline the Members where permitted by its rules/regulations, refer its Members to be disciplined by the LTA or the ECLTA (as appropriate) where so required by the Rules and Disciplinary Code of the LTA or the ECLTA (as the case may be).
5. The Club is a non-profit making, unincorporated organisation. Subject to rule 49, the income and property of the Club shall be applied solely towards promoting the facilities and in furtherance of the Club’s objectives as set forth in these rules and no portion thereof shall be paid or transferred directly or indirectly to the members of the Club, other than for a Bursary.
6. Nothing in the above clause shall prevent the Club from entering an agreement with a member for the supply to the Club of goods and services provided such arrangements are approved by the Committee and are on an arm’s length basis.
7. The Club will provide a safe and inclusive environment for everyone to play tennis and will follow LTA policies on fair play, equality and diversity (including complaints procedure), safeguarding, recording and publishing images, sun safety and standards and etiquette. These policies will change from time to time and be displayed on the website with a summary in the Clubroom.

### **Objectives**

8. The objectives of the Club are;
  - a To provide tennis, social and other activities and generally to encourage and facilitate the playing of tennis in a welcoming environment.
  - b To provide and maintain Club grounds and premises.
  - c To do all such things as the Committee thinks fit to further the interests of the Club.

### **Management of the Club**

#### **Committee**

9. The Club shall be managed by a Committee of Members consisting of;

Chairman, Secretary, Membership Secretary, Treasurer, Assistant Treasurer, Men's Captain, Men's Vice Captain, Ladies' Captain, Ladies Vice-Captain, Match Secretary, Junior Secretary, Assistant Junior Secretary, Welfare Officer, Publicity Officer, Publicity Officer 2, Club Coach, Mid Week Captain, Grounds Organiser 1, Grounds Organiser 2, Tennis Ball Organiser, Friendly Match Organiser, Social Organiser 1, Social Organiser 2.

All of whom, being full Annual Members, shall be elected at the Annual General Meeting.

10. The Club agrees that each member of the Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the LTA Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.
11. Committee Meetings shall be held as often as the Committee thinks fit provided there are no less than three meetings per year. The quorum for such meetings shall be 6 Committee members one of whom should be the Chairman, Secretary or Treasurer. In the absence of the Chairman, the Secretary will be acting Chairman, in the absence of both the Chairman and Secretary the Treasurer will be acting Chairman.
12. Decisions of the Committee shall be made by simple majority and in the event of an equality of votes the Chairman or acting Chairman shall have the casting vote.
13. The Committee shall be responsible for the management of the Club and shall have the power to enter into contracts for the purposes of the Club on behalf of all the members.
14. The members of the Committee may delegate any of the powers conferred on them by these rules to such person or committee by such means to such an extent in relation to such matters and on such terms as they see fit.
15. The Committee may fill by co-option any vacancies in the offices of the Club which may occur at or after the holding of the Annual General Meeting in any year. All members of the Committee shall retire each year and be eligible for re-election.
16. The Committee shall be elected at the Annual General Meeting each year and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected at the Annual General Meeting.
17. A member of the Committee shall be deemed to have vacated office if he or she resigns or is requested to resign by not less than two thirds of the Committee acting together.

#### Honorary Membership

18. The Committee shall have the power to appoint Honorary Membership, after consultation with existing active Honorary Members, to any member who it feels has made a significant contribution to the club over several years and provided outstanding service in one or more Committee roles.

#### Limits of Authority

19. That the Limits of Authority for the Tennis Club be established as follows;
  - No member, other than committee members, may commit the club to any expenditure.
  - Any expenditure incurred must be specifically for the benefit of the club and/or its members.

- A committee member may incur minor expenditure up to £50.
- Any expenditure up to £500 can be approved by the Treasurer.
- Any non standard expenditure (outside of regular items not part of the agreed budget) between £500 and £1000 must be approved by any two of the Chairman, the Treasurer, or the Secretary. [Note: where time charge investigative work is the only option, daily updates back to the Chairman, Treasurer and Secretary are necessary. If at a particular point such work can be quantified and the cost is likely to exceed the £1000 limit, and it is practical to do so, then three quotations are sought –see below].
- Items of expenditure in excess of £1000 must be approved by a majority of the committee (to include either the Chairman, Treasurer or Secretary)
- Major items of work such as court resurfacing etc. in excess of £5,000 must be authorised by an EGM/AGM.
- For items of expenditure in excess of £1000, in normal circumstances three estimates should be obtained before proceeding with the work, to ensure value for money. For abnormal circumstances, agreement must be made between the Chairman, Treasurer, Auditor and Secretary to commit the Club to a single source supplier where it is practicable and reasonable to do so.

20. That the Banking/Cheque signing authorities shall be as follows:

- For amounts up to £500 the Treasurer has single banking/cheque-signing authority.
- For amounts in excess of £500 signatures of any two of the Chairman, the Treasurer or the Secretary are required. (In exceptional circumstances an additional authorised member of the committee may be one of the signatories)
  - Cash withdrawals in excess of £500 should be authorised by the Chairman

#### AGM's and EGM's

21. An Annual General Meeting of the Club shall be held in November of each year to receive a statement of accounts (for the year up to 30<sup>th</sup> September prior to that meeting), elect the Committee and transact such business as may be necessary.
22. All Members shall be entitled to receive notice (30 days) of and to attend the Annual General Meeting but only full Members shall have the right to vote. All members shall receive notice of 14 days for any extraordinary meetings.
23. The quorum for annual general meetings is 15 with a simple majority required when voting on motions, whilst the quorum for extraordinary general meetings is 6 with a 75% majority required when voting on motions.

#### Finance

24. The Club is allowed to borrow monies for the purpose of contracting for work to be done to maintain or replace tennis court facilities. This is subject to Tennis Committee recommendation, and approval at an AGM or Extraordinary General Meeting. The normal source of funding, should this be necessary, will first be the Essex County Lawn Tennis Association.

### **Membership**

#### Application

25. Membership of the club is open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or beliefs. Any person wishing to join the Club must apply on line or contact the Membership Secretaries. The Committee shall have the power to refuse membership only for good and proper cause such as conduct or character likely to bring the Club or the game into disrepute.

### Categories

26. There are two types of membership, Full and Associate, both of which are bound by the rules of the Club. Full members are entitled to vote at meetings whereas Associate members are not. The categories of Full and Associate membership are as follows; (see also appendix 1 for more details)
- (a) **Annual (full)**, in respect of whom the subscriptions shall be fixed from time to time at a General Meeting.
  - (b) **Honorary (full)**, in respect of whom there shall be no subscription.
  - (c) **Over 80 Membership (full)** in respect of whom there shall be a special subscription rate providing the person has been a Club member for over 20 years and is over 80 on April 1.
  - (d) **Coaching Category (Associate)** prior to Full or Intermediate Membership – in respect of which there shall be a special subscription rate and a separate fee to fund coaching to be arranged by the club coach. The coach will advise and recommend readiness for transfer to Intermediate or Full Membership. No joining fee will be required for this category.
  - (e) **Intermediate Membership (Associate)** prior to Full membership in respect of which the member will pay a special subscription rate and a separate fee to fund coaching to be arranged by the Club coach. The coach will advise and recommend readiness to transfer to Full membership. No joining fee will be required for this category.
  - (f) **Country (full) membership** – for those members who live more than 20 miles from HSUC tennis club. The subscription rate will be two thirds the full time annual rate.
  - (g) **Parental membership (Associate)** – for parents of junior members who only wish to play tennis with their children (who are junior members of the club). No joining fee will be required for this category.
  - (h) **Student (full) membership** – This option is open to all cadet members who are in year 13 and intend to go to university. It will continue for the duration of their course.
  - (i) **Under 25 years (full) membership** – For members who are under the age of 25 years on the 1<sup>st</sup> April.
  - (j) **Cadet membership** – from 11 years to 18 years.
  - (k) **Junior Membership**—from 11 years to 18 years.
  - (l) **Maxi Membership**—from 7 years to 10 years
  - (m) **Mini Membership**---from 3 years to 6 years

### Subscriptions

27. All subscriptions for Membership shall be proposed by the treasurer on behalf of the committee, discussed and approved by Members at the Annual General Meeting each year.

### Conditions

28. Each member agrees as a condition of membership:

- (a) To be bound by and subject to these rules and the rules and regulations of the ECLTA (as in force from time to time)
  - (b) To be bound by and subject to the LTA Rules and the Disciplinary Code
29. Rule 28 (a&b) confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from Rule 28 (a&b), should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.
30. The minimum subscription for Holding (non-playing) Members shall be fixed by the Committee from time to time. Holding members are not eligible to be entered in the Wimbledon draw.
31. A joining fee of such sum as the Committee may decide shall be payable by all future Members.
32. Subscriptions of Members shall be payable to the Membership Secretaries by a date to be agreed by the Committee. Any subscriptions received after this date could incur a penalty fee in line with the current joining fee as agreed by the Annual General Meeting.

#### Coaches and Other Persons using the Club

33. The Club agrees that all coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the LTA Rules and the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.
34. The Club coach signs a Coaching Agreement with the Club which is reviewed and discussed with the coach from time to time. In addition, the Club coach and the assistants sign a standard operating procedure which outlines further policies and procedures to be followed in delivering coaching. The Club coach and assistants must have a valid LTA licence which are to be displayed on the Club notice board.

#### Visitors

35. Full members may bring visitors to the club at a daily subscription per person to be fixed from time to time by an Annual General Meeting. The names of all visitors and tennis club members with them must be advised to the Club. No more than 3 visitors can be signed in at any one time by a member. No visitor can be signed in more than 3 times each year.
36. Visitors using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the LTA Rules and the Disciplinary Code, such agreement to contain any express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.

#### **Disciplinary action and Expulsion**

37. The Ethics Sub-Committee, consisting of the Chairman, Men's Captain, Ladies' Captain and Membership Secretary (adult or junior depending on the person involved) will consider any issues relating to the breach of Club or LTA rules such as misconduct or offensive behaviour. The Ethics Sub-Committee can request a meeting with a member to consider

any issue, deliver a written warning or can suspend any member prior to a recommendation for expulsion that would be considered at the Committee.

38. The Committee shall have the power to expel any member when in its opinion it would not be in the interests of the sport or the club for him/her to remain a member.
39. A member shall not be expelled unless given 14 days' written notice of the meeting of the Committee at which expulsion shall be considered and written details of the complaint made against him/her.
40. The member shall be given an opportunity to appear before the Committee to answer complaints made against him/her. The member must not be expelled unless at least two-thirds of the Committee then present vote in favour of expulsion. The member will be told within five working days of the decision.
42. Any person expelled forfeits all right to and claim upon the Club, its property and its funds and has no right to the return of any part of the subscription.

### **Injury, loss or damage of Property**

43. Members, visitors their guests and any other person of whatsoever description bringing vehicles, rackets, clothing or other property to the Club, its grounds and premises, do so at their own risk and the Club shall not be responsible for any loss, damage or injury to any property or person while on the Club's premises

### **Court Administration**

44. The on-line court booking system may be used by all full members, coaching category members, parental category members and cadet members. There are restrictions for various categories. However, no member may book more than one court in their own name at the same time on the same date.
45. Members may be requested to undertake an on-duty session per year to help with the organising of tennis activities.
46. The Committee shall have power to restrict the number of playing visitors proposed to be introduced on any one day.
47. The Committee shall have power:-
  - (a) To close any of the courts if thought to be necessary
  - (b) To arrange for the use of the courts for matches, match practices and tournaments by prior notification on the Club Notice Board and by using the online court booking facility.
48. During Club sessions,
  - (a) no players, having completed a set, shall commence a new set if any players be waiting to play and
  - (b) singles sets shall not be played if there be two or more other Members wishing to form a double set.

49. New tennis balls will be provided for club play throughout the year. The balls are replaced each Saturday morning. At times of very wet weather the ball coordinator may use ex-match balls instead of new balls. This will be a decision made by the ball coordinator.
50. It is requested that players wear white or coloured tennis clothing on the courts. The wearing of footwear specifically designed for tennis is compulsory at all times.
51. Courts are available each day from Monday to Saturday from 8.30am to 10pm. In order to avoid any conflict with Sunday services, play on the courts on Sundays and Good Friday is only allowed from 1.00pm to 5.30pm. No play is allowed on Christmas day. The floodlights can be used up to 10:00pm on courts 1, 2, 4 & 5.

### **Bursary**

52. A bursary for one year for up to 3 persons per year may be given subject to arrangement between the Captains, Membership Secretary and the Treasurer only. Details will be confidential.

### **Indemnity**

53. The Club indemnifies the Committee and its members for any liability incurred in good faith in the discharge of their duties or the running of the Club (limited to the assets of the Club).

### **Rule Changes**

54. The rules in this document shall not be altered without the sanction of an Annual General Meeting or an Extraordinary one, called especially for that purpose.

### **Dissolution**

55. If, upon winding up or dissolution of the Tennis Club, there remains, after the satisfaction of all its debts and liabilities, any assets whatsoever, the same shall not be paid to or distributed among the members of the Tennis Club, but shall be given or transferred to another non-profit making organisation.

### **Appendix 1: Details of rules relating to membership categories**

### **Appendix 2: Details of Hutton and Shenfield's LTC Tennis Ranking.**

Approved/amended at the Annual General Meeting on	28.11.95
Amended at the Annual General Meeting on	25.11.96
Amended at the Annual General Meeting on	24.11.97
Amended at the Annual General Meeting on	22.11.99
Amended at the Annual General Meeting on	11.11.02
Amended at the Annual General Meeting on	08.11.10
Amended following the AGM approval on	12.11.12
Amended following the AGM approval on	11.11.13
Amended following the AGM approval on	07.11.15
Amended following the AGM approval on	12.11.16
Amended following the AGM approval on	11.11.17
Amended following the AGM Meeting on	16.11.22

Hutton And Shenfield Membership Categories

			Full incl 80	Intermediate**	Coaching Category**	Country	Student	<25 on 1/04	Parental	Cadet 11-18	Junior 11-18	Maxi 7-10	Mini 4-6	Total	
Playing Restrictions			None	B,C,D	A,B,C	None	None	None	A,B,C	None	A,B,C,D	A,B,C,D	A,B,C,D	A,B,C,D	
Playing Classification			4+	3.5	1,2,3	4+	4+	4+	None	4+	None	None	None	None	
Visitors			Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	No	No	
Wimbledon Draw No Longer Applicable			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	
Online Booking			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Attendance at meetings			Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	No	No	No	No	
Voting at AGM's and EGM's			Yes	No	No	Yes	Yes	Yes	No	No	No	No	No	No	
Joining Fee			Yes****	No	No	Yes	No	Yes	No	No	No	No	No	No	
Play in Teams			Yes	No	No	Yes	Yes	Yes	No	Yes***	Yes	Yes	Yes	No	
Play in Tournaments			Yes	No****	No****	Yes	Yes	Yes	No	Yes***	Yes	Yes	Yes	No	
Playing Times		Mon-Sat		8.30am to 10.00pm											
		Sun and Good Friday		1.00pm to 5.30pm											
		No play Christmas Day													
Playing Restrictions	A	Tues and Thur mornings		9.00am to 12.00am during Social											
	B	Wednesday evenings		7.00pm to 9.00pm during Social											
	C	Saturday afternoon		1.00pm to 4.00pm during Social											
	D	Each Day		After 7.00pm											
*The coach will advise and recommend readiness to transfer to Full membership and then the member will be played in by a suitable Captain. Intermediate Category members must move to Full membership once they have reached the relevant standard of tennis (level 4) either immediately or at the next subscription renewal period.															
**The coach will advise and recommend readiness to transfer to Full or Intermediate membership and then the member will be played in by a suitable Captain. Coaching Category members must move to Full membership once they have reached the relevant standard of tennis (level 4) either immediately or at the next subscription renewal period but there is no requirement to move to Intermediate if there is no benefit for the individual if they are working full time.															
***Including adult tournaments and teams															
****By invitation only															
*****18-80 do not pay a joining fee since to move to this category you have to be a member for 20 years															



## Hutton and Shenfield LTC Tennis Ranking

## Appendix 2 to Rules

<b>Beginner</b>	<b>1.0</b>	This player is just starting to play tennis.
<b>Beginner</b>	<b>1.5</b>	This player has limited playing experience and is still working primarily on getting the ball into play.
<b>Beginner</b>	<b>2.0</b>	This player needs on-court experience. This player has obvious stroke weaknesses but is familiar with basic positions for singles and doubles play.
<b>Beginner</b>	<b>2.5</b>	This player is learning to judge where the ball is going although court coverage is weak. This player can sustain a slow rally with other players of same ability.
<b>Beginner</b>	<b>3.0</b>	This player is consistent when hitting medium pace shots, but is not comfortable with all strokes and lacks control when trying for directional intent, depth, or power.
<b>Intermediate</b>	<b>3.5</b>	This player is achieving improved stroke dependability and direction on moderate pace shots, but still lacks depth and variety. This player exhibits some good net play, has improved court coverage and is developing teamwork in doubles.
<b>Full</b>	<b>4.0</b>	This player generally has dependable strokes, including directional intent, on both forehand and backhand sides on moderate shots plus the ability to use lobs, overheads, approach shots and volleys with some success. This player occasionally forces errors when serving and some teamwork in doubles is evident.
<b>Lower Team</b>	<b>4.5</b>	This player has begun to master the use of power and spins and is beginning to handle pace, has sound footwork and can control depth of shots and is beginning to vary tactics according to opponents. This player can hit serves with power and accuracy and place the second serve and is able to rush the net successfully.
<b>Medium Team</b>	<b>5.0</b>	This player has good shot anticipation and frequently has an outstanding shot or attribute around which a game may be structured. The player can regularly hit winners or force errors off short balls, can put away execute lobs, overhead smashes and spin on second serves.
<b>Top Team</b>	<b>5.5</b>	This player has developed power and or consistency as a major weapon. This player can vary strategies and style of play in competitive situation and hits dependable shots.