

ORCHARD LAWN TENNIS CLUB

RULES

1 NAME

1.1 The Club shall be called the Orchard Lawn Tennis Club.

2 OBJECTIVE

2.1 The purpose of the Club is to promote the amateur sport of Lawn Tennis in and around Welwyn Garden City by providing facilities for it and by encouraging community participation in it.

3 FINANCE

3.1 The Club is non-profit-making and all surplus income or profits are reinvested in the Club. No surpluses or assets will be distributed to members or third parties.

4 COMMITTEE

4.1 The Club shall be managed by a Committee of members which shall consist of the following: President, Officers (Chairman, Vice-Chairman, Honorary Secretary, Honorary Treasurer, Membership Secretary, Ladies' Captain and Men's Captain), and a minimum of 4 others. The Committee shall be elected at the Annual General Meeting and subject to termination of office by resignation or otherwise shall remain in office until the following Annual General Meeting.

4.2 The Committee shall have power to fill any vacancy and to co-opt any member.

4.3 Retiring Committee members shall be eligible for re-election.

5 MEMBERSHIP

5.1 The Club is open to all the community without discrimination and membership shall be granted to anyone who completes a membership application form, pays the subscription applicable, and agrees to abide by the Rules and Bye-laws. The Club caters for members of all abilities and ages.

5.2 The Committee shall have the power to determine the number of members according to the facilities available and shall cause a list of members and their addresses and telephone numbers to be posted in the clubhouse. This data will be held on computer and will be used solely for Club purposes.

5.3 Subject to recommendation by the Committee and approval at the Annual General Meeting, Life Membership may be awarded to a member. Such membership shall be in recognition of meritorious service to the Club.

5.4 All members are welcome to General Meetings and playing members aged 18 and over are entitled to vote.

- 5.5 The categories of membership shall be broadly as follows, but as defined fully in the Bye-laws:
- (a) Life
 - (b) Full playing
 - (c) Household / Family
 - (d) Restricted
 - (e) Student
 - (f) Junior
 - (g) Non-playing.

- 5.6 The Club may refuse membership or expel from membership only for good and sufficient cause, such as conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by majority vote.

6 SUBSCRIPTIONS

- 6.1 Membership subscriptions shall be determined at the Annual General Meeting.
- 6.2 Subscriptions shall be due on 1st April each year.

7 RESIGNATIONS

- 7.1 Every person who is a member of the Club on 31st December shall be required to give notice in writing to the Committee, on or before the 31st March in the following year, if they intend to discontinue their membership.

8 EXPULSIONS

- 8.1 The Committee may request any member to resign or may terminate their membership if their conduct or character is likely to bring the Club into disrepute. For the purpose of this rule a vote of not less than two thirds of the Committee shall be necessary. Under this rule, a member's subscription may, at the discretion of the Committee, be returned in whole or in part.
- 8.2 No person whose membership has been terminated under the foregoing clause shall be introduced as a visitor.

9 ALTERATION OF RULES

- 9.1 No alteration of these Rules shall be made except at a General Meeting, and provided that proper notification has been given concerning any such alteration.

10 BYE-LAWS

- 10.1 Bye-laws exist for regulating the conduct and affairs of the Club. The Committee shall have powers to alter them. They shall be posted in the clubhouse and shall be binding on all members.

11 ANNUAL GENERAL MEETING

- 11.1 The Annual General Meeting of the Club shall be held in every year, not later than December, to transact the following business:
- (a) to receive and, if approved, to adopt the Club's accounts for the 12 month period to September 30th of that year
 - (b) to receive and approve the Minutes of the last Annual General Meeting and any Special General Meeting
 - (c) to consider and, if approved, pass alterations to the Rules
 - (d) to appoint the President and elect the Officers and other members of the Committee
 - (e) to deal with any other matters which the Committee may wish to bring to the notice of the members and to receive suggestions from the members for consideration by the Committee
 - (f) to approve any item of expenditure exceeding £5000.
- 11.2 At least 21 days' notice of the Annual General Meeting shall be given to the members and such notice shall specify the matters to be discussed.

12 SPECIAL GENERAL MEETING

- 12.1 A Special General Meeting may be called at any time by the Committee, or by the Secretary within 21 days of receiving a request in writing, signed by no fewer than eight members, specifying the object of the meeting. It may be called for any of the following purposes:
- (a) to consider and, if approved, sanction any proposed alteration to the Rules
 - (b) to deal with any special matter which the Committee may desire to place before the members
 - (c) to receive the resignation of the Committee or to remove any member thereof from office and to fill any vacancy or vacancies
 - (d) to deal with any special matter which the members requesting the meeting may desire to place before the members
 - (e) to authorise any item of expenditure exceeding £5000, unless any such expenditure has been approved by an Annual General Meeting.
- 12.2 At least 21 days' notice of any Special General Meeting shall be given to the members and such notice shall specify the matters to be discussed.

13 CHAIRMAN OF MEETINGS

- 13.1 At Committee Meetings, Annual General Meetings and Special General Meetings a Chairman shall be elected to preside and shall have a casting vote in the event of equality of votes. The Chairman at Annual General Meetings and Special General Meetings need not be a member of the Committee.

14 QUORUM

14.1 At Committee Meetings (except for the purpose of Expulsions), five members shall form a quorum. At General Meetings, fifteen members shall form a quorum.

15 TRUSTEES

15.1 There are 4 Trustees who act on behalf of the Club and are party to the lease granted by Welwyn Hatfield District Council to the Club. The Trustees shall be empowered to negotiate with Welwyn Hatfield District Council or their successors in all matters pertaining to the lease of the clubhouse, tennis courts and grounds in Blakemere Road.

16 SUB-COMMITTEES

16.1 The Committee shall have power to appoint sub-committees, from among its members or otherwise, to carry out special duties.

17 VISITORS

17.1 Visitors' fees shall be determined at the Annual General Meeting.

17.2 A member introducing a visitor shall enter their name, the visitor's name and the date, in a book to be kept for that purpose, and shall be responsible for the fees and for the visitor's observance of the Rules and Bye-laws.

17.3 No person may be introduced as a visitor on more than three occasions in any year.

18 DISSOLUTION

18.1 In the event of it becoming necessary to dissolve the Club, any remaining assets shall be given or transferred to another registered Community Amateur Sports Club (CASC) or the Lawn Tennis Association (LTA) for use by them in community related sports.

BYE-LAWS

1. Players must avoid taking mud on to the courts on their shoes. Chewing gum, fizzy drinks, glass and cigarettes are not permitted on the courts.
2. All playing members and visitors are expected to wear tennis clothing; shoes must have no spikes, ribs, studs or raised heels, and the soles must be of non-marking rubber or other soft material.
3. The Committee may reserve one or more of the courts at any time for match or tournament play, coaching or team practices.
4. No person except players, umpires and linesmen may remain on the courts during play.
5. Members are forbidden to enter any gardens of surrounding houses to recover tennis balls until the express permission of the occupiers has first been obtained.
6. The last player to leave the Club premises at any time must:
 - (a) ensure the courts are locked
 - (b) place any furniture in the pavilion
 - (c) close the pavilion windows, turn off all the lights and lock the doors
 - (d) return the key.
7. Club Play
 - 7.1 Fours will be organised by a Committee member or a senior person present. Singles may be played when there are fewer than 4 members wishing to play.
 - 7.2 When ten or more members are playing, a rota should be kept. The names of the four players coming off the court should be listed in the following order:
 1. winning lady, 2. losing man, 3. losing lady, 4. winning man.In the case of a ladies' or men's four, the names of the winning couple should be listed first. The person at the top of the list can choose three players out of the next six to make up the next four. Any player chosen, but declining to play, will move to the bottom of the list.
 - 7.3 When players are waiting, a short deuce will be played.
 - 7.4 At all times, short sets will be played.
8. Casual Play
 - 8.1 Junior members shall have priority use of one court up to 6.30pm on Monday to Fridays and to dusk on a day specified by the Committee. They may use the courts at all other times when not required by adult members.
 - 8.2 Adult members can play whenever courts are available, but must liaise with any players subsequently arriving and wishing to play to ensure the spirit of club casual play is maintained.
9. Membership Categories
 - 9.1 Adult membership is full playing status for those aged over 18.
 - 9.2 Household membership includes up to 2 adults and up to 4 of their dependent children at the same address.
 - 9.3 Restricted membership includes those aged over 18 as follows:
 - (a) mid-week members playing up to 6pm Mondays to Fridays
 - (b) members who only attend paid coaching sessions
 - (c) members who play only with their children.
 - 9.4 Junior membership includes those aged under 19 as follows:
 - (a) children under 12 (those in year 6 and below)
 - (b) under 19's (those in years 7 - 13).
 - 9.5 Non-playing membership is for adults supporting the club.
 - 9.6 By invitation of the Committee, a junior member may have the same playing and voting rights as a full playing adult.
10. Use of Club Premises

Players and their guests must take every care for their own safety whenever they play tennis. Play must not commence or continue if there is any risk to the players either through conditions or ability. The Club and its officers will not accept responsibility for any claims that could have been avoided by following this rule.