

WOODBRIIDGE TENNIS CLUB (WTC)

INCORPORATING DEBEN JUNIOR TENNIS CLUB

CLUB RULES EFFECTIVE FROM AUGUST 2021

1. NAME AND OBJECT

The Club which is a Community Amateur Sports Club (CASC) is named the Woodbridge Tennis Club (incorporating Deben Junior Tennis Club) and shall have as its object the provision and promotion of tennis for its Members.

2. CONSTITUTION

The Club is constituted by these Rules as a non-profit making Members Club. All surplus income or profits shall be reinvested in the Club. In no circumstances during the continuance of the Club, shall any assets or surplus funds be distributed to any Member or other person, nor to any organisation which is not itself either constituted as a Community Amateur Sports Club, the Lawn Tennis Association or a registered charity.

3. AFFILIATION

The Club has affiliation to the Lawn Tennis Association through the appropriate County Lawn Tennis Association and has adopted and conforms to the rules of these organizations' in so far as they can apply.

4. MANAGEMENT

The management of the Club shall be in the entire control of a Committee of the following ten officers:

Chair, Vice-Chair, Welfare Officer, General Committee Members x 2, Honorary Treasurer, Membership Secretary, Coaching representative, Club Captain, Junior Programme representative

The entire Committee shall be elected for one year by the Membership at the Annual General Meeting but the Committee shall be empowered to fill any vacancy occurring after the General Meeting. Nominations will then be sought prior to the following AGM.

Every Committee Member shall be entitled to be present and to speak at any Committee meeting and, except for the Chair, shall be entitled to vote on any resolution. All issues shall be decided by a simple majority and in the event of an equality of votes, the Chair shall have a casting vote.

The Committee shall publish regulations and information via email and they will also be displayed on the Club Notice Board and website. The regulations shall reflect the decisions of Committee Meetings as far as possible. The Committee is, however, empowered to alter the regulations if dictated by changed circumstances since the General Meeting and these will be reviewed at the following General Meeting.

The Committee may delegate any part of its duties (excluding those relating to Membership) to one or more sub-Committees. Members, or external agencies, may be engaged at the discretion of the Committee to undertake specific tasks, and the Committee shall have the authority to allocate funding where appropriate.

No major decision regarding Junior matters will be made by the Committee without the support of the Junior representative.

At any Committee Meeting the quorum shall be five.

The Committee shall meet at least three times in every year and additionally as circumstances require.

5. MEMBERSHIP

Membership of the Club is open to all without discrimination. A person may be admitted to the Club as a Member under any of the following categories:

- A. Full Senior Membership (open to players of any standard).
- B. Junior Membership aged under 18, or under 23 and in receipt of full-time education, on 1st April for the year paid for.
- C. Family Membership - to include paying for the eldest child. (Family Membership could include grandparents, as well as parents).
- D. Winter Membership will commence on the 1st October and be valid until 31st March the following year.

The current club fee structure (Members and Visitors) can be found on the WTC website and on the club notice board.

Members may attend, without further fee, all regular playing sessions as defined by their Membership category. They may also represent the Club in matches and in any other playing activities during the year, provided that these events are approved by the Committee. Members will, however, be liable for any charges levied on these occasions in order to ensure they are self-financing.

Before the commencement of the summer and winter seasons, all Club Members may register their names for match selection by the captains, whose contact details are published on the Club notice board and website.

The Committee shall have the power to terminate or suspend the Membership of any Members whom it considers are guilty of a breach of any rules, or of misconduct or offensive behavior to any other Club Member and/or to Members of other tennis clubs.

6. COACHING

The Club shall provide a coaching programme agreed by the Committee and Club coaches. The Committee shall employ the best available coaches to provide a comprehensive coaching programme for all stages of development from mini tennis through to adult squads.

7. VISITORS

The Club may admit Visitors to its regular playing sessions upon payment of the prescribed Visitor's fee and subject to a limit of three attendances per year. Any person declaring a wish to join the Club may, however, be allowed to attend three regular playing sessions, free of charge.

Parents of Junior Members may play with their child/ children during court time allocated to Juniors until the Junior Member reaches 13 years of age. No parents may play during Junior Club Night.

8. GENERAL MEETINGS

The Annual General Meeting (AGM) shall, in normal circumstances, be held on the first Thursday in March.

Any Member wishing to propose a resolution at the Annual General Meeting must send a copy thereof to the Treasurer on, or before, 5th February.

An Extraordinary General Meeting (EGM) shall be called by the Committee at their discretion upon giving the Membership 14 days' notice, or within one month of receipt by the Treasurer of a requisition signed by at least 20 Members indicating the business to be transacted. The Treasurer shall send to every Member with at least 14 days' notice of any Extraordinary General Meeting, together with a copy of the agenda.

The business of the Annual General Meeting shall include:

- A. Confirmation of the minutes of the previous Annual General Meeting and any subsequent Extraordinary General Meeting(s).
- B. Consideration of the Committee's Report and the Treasurer's accounts for the past year.
- C. Agreement of the subscription charges for the following year.
- D. Any item for which notice has been given and details included in the Agenda.
- E. The election of the Committee Members for the following year.
- F. Appointment of an Honorary Auditor.

At any General Meeting the quorum of Members shall be 20, and postal votes, which should be mailed or handed to the Treasurer, shall be permitted on any proposal put forward at such a General Meeting.

Proxy votes shall be permitted, and may be handed in writing to any attending Member.

At the discretion of the Chair, Visitors shall be allowed to attend Annual General Meetings and be allowed to speak. They will not be entitled to vote. Advanced written notice stating the Visitors name and stated interest must be received by the Treasurer by the 5th February.

At the discretion of the Chair, Visitors shall be allowed to attend an Extraordinary General Meeting and be allowed to speak. They will not be entitled to vote. Advanced written notice stating the Visitors name and stated interest must be received by the Treasurer 14 days before any EGM.

9. FINANCE

The Accountancy Year shall commence on 1st January and end on 31st December.

Visitor's fees are due at the commencement of the playing session. Payment of the Visitor's fee is the responsibility of the Club Member accompanying the Visitor. Non-payment is a breach of Club Rules (Rule 7) and may result in suspension.

Joining fees and annual subscriptions will be fixed yearly at the AGM for the ensuing year and will be published on the WTC website and on the Club notice board. The year runs from 1st April to 31st March. Subscriptions shall be payable by 1st May.

10. DISSOLUTION

The Club can be dissolved upon the passing of a resolution at an Extraordinary General Meeting (called with the proper notice) by at least two thirds of those voting. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions for the disposal of any assets. The assets shall be applied for approved sporting or charitable purposes to comply with Community Amateur Sports Club legislation.