

# Epsom Lawn Tennis Club

## *Constitution & Rules*

### **1 Name**

The name of the club is Epsom Lawn Tennis Club, hereafter to be referred to as the “Tennis Club” or the “Club”. The Tennis Club is a section of Epsom Sports Club, which in itself is managed by Epsom Sports Club, a charity limited by guarantee.

### **2. Governance**

The entire financial and business management of the Tennis Club (including ownership, leasing and management of the grounds) is the responsibility of Epsom Sports Club. However, the Tennis Club is responsible for the operational management and governance of its section (as outlined in this document) and reports to the Board of Epsom Sports Club through an elected representative. A diagram of Epsom Sports Club’s structure can be found in Appendix 1.

The Tennis Club incorporates both lawn tennis and padel tennis.

In addition, the Tennis Club shall be affiliated to the Lawn Tennis Association (“LTA”).

### **3. Aims and Objectives**

- To foster and promote the sport of lawn tennis and padel tennis at all levels within the community and within the sport, providing opportunities for recreation, coaching and competition.
- To support the management and maintenance of the Tennis Club facilities.
- To ensure that all members, playing/non-playing and visitors, abide by the Tennis Club Code of Conduct.
- To ensure that the Tennis Club and its members comply with the Rules of both Epsom Sports Club and the Tennis Club.
- To ensure a duty of care and fairness to all members and visitors of the Tennis Club through the implementation of appropriate policies and procedures.
- To encourage all members to participate fully and positively in the activities of the Tennis Club.

### **4. Membership**

- a) Membership of the Tennis Club shall be open to anyone interested in the sport of lawn tennis or padel tennis, on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) The Tennis Club has different classes of membership and subscription on a non-discriminatory and fair basis. The Tennis Club will keep subscriptions at levels to enable it to meet its budget, as approved by Epsom Sports Club.

- c) Application for membership of the Tennis Club shall be by completion of a membership application form and by payment of the relevant subscription/joining fees as determined by the Annual General Meeting of the Tennis Club.

*(Members are able to upgrade their classification of membership at any time; however, other changes to membership status should be made at the end of the relevant payment period. In exceptional circumstances the Tennis Club management committee (the "Committee") may consider interim changes.)*

- d) No person shall be eligible to use the facilities or services of the Tennis Club or be eligible for selection for any Tennis Club team unless the appropriate subscription has been paid by the specified date or membership has been agreed by the Committee. The exception being that it is permissible for non-members to take group lessons at the Tennis Club for one term without becoming a member of the Tennis Club. After the first term, the person must join as a member in order to continue with their lessons. All renewal subscriptions must be received prior to the first day of the forthcoming subscription year, unless otherwise notified by the Committee.
- e) The Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Tennis Club or tennis into disrepute. Appeal against refusal or removal may be made to the Committee, as set out in Rule 14.
- f) All members will be subject to the regulations of the Constitution and by joining the Tennis Club will be deemed to accept these regulations and any Codes of Conduct that the Tennis Club has adopted. The Tennis Club Constitution shall identify those members eligible to vote at any General Meetings.

## **5. Classes of Membership**

There shall be six classes of membership available. These are:

- Vice-Presidents (of Epsom Sports Club - to be nominated by the Committee and elected at the Sports Club Annual General Meeting)
- Adult Playing Member (18 years of age or over)\*
- Junior Playing Member (Under 18 years of age at the beginning of the current year)\*
- Non-playing Member
- Life Member
- Corporate Member

*\* Within these broad classes of membership, there may be further divisions of membership category as agreed at the Tennis Club Annual General Meeting.*

A list of membership categories and their respective benefits is attached as Appendix 2.

A list of members in each category shall be maintained by the Membership Secretary or other Officer of the Tennis Club.

## **6. Officers**

The Officers of the Tennis Club shall normally be as follows, but may be varied by the elected Committee:

### Executive Officers

- Chairperson
- Vice-chairperson
- Secretary
- Treasurer
- Membership Secretary
- Club Welfare/Children's Officer
- Junior Representative
- Estate (Grounds and Clubhouse) Representative
- Social Representative
- Off-peak Representative
- Publicity Officer/Webmaster and Social Media
- Ladies Captain
- Men's Captain
- Padel Captain

## **7. Election of Officers**

All Officers shall be elected at the Annual General Meeting of the Tennis Club from, and by, the members of the Tennis Club.

All Officers shall be elected for a period of one year, but shall be eligible for re-election to the same office or to another office.

## **8. The Committee**

The affairs of the Tennis Club shall be conducted by the Committee comprising the Executive Officers of the Tennis Club and certain other members elected from, and by, voting members of the Tennis Club. Only these members of the Committee shall be entitled to vote at Committee meetings.

The Committee will be convened by the Secretary and shall meet at agreed intervals and not less than four times per year.

The quorum required for business to be agreed at Committee meetings shall be seven.

The duties of the Committee shall be:

- a) To control the affairs of the Tennis Club on behalf of the members.
- b) To keep accurate accounts of the finances of the Tennis Club through the Tennis Club Treasurer. These should be available for reasonable inspection by members and a Statement of Accounts presented at the Annual General Meeting.
- c) The accounts should be made available to Epsom Sports Club Board, to enable the annual audit to take place. A budget will be presented for agreement by the Board and the section membership at the Annual General Meeting.
- d) To co-opt additional members of the Committee as the Committee feel is necessary. Co-

opted members shall not be entitled to a vote on the Committee and shall serve until the end of the next Annual General Meeting.

- e) To make decisions on the basis of a simple majority vote. In the case of equal votes, the relevant motion shall be deemed lost.

The Committee shall have powers to appoint sub-committees as necessary and to co-opt advisers who may be non-Tennis Club members invited to advise on specialist subjects.

An elected Committee member ceases to be such, if he or she ceases to be a member of the Tennis Club, resigns by written notice, or is removed by the Committee for good cause after the member concerned has been given the chance of putting their case to the Committee. Appeal against removal may be made to the Committee, as set out in the Epsom Sports Club Rules. The Committee shall fairly decide time limits and formalities for these steps.

The Committee has the power, subject to budget approval by Epsom Sports Club, to:

- a) hire playing facilities, transport, medical and related facilities in addition to those managed and provided by Epsom Sports Club;
- b) provide coaching, training, medical treatment, and related social and other facilities;
- c) take out any insurance for the Tennis Club, employees, contractors, players, guests and third parties;
- d) set aside funds for special purposes or as reserves with the agreement of Epsom Sports Club;
- e) co-operate with, or affiliate, firstly, to any bodies regulating or organising the sport of lawn tennis or padel tennis, secondly, to any club or body involved with lawn tennis or padel tennis and thirdly, with government and related agencies; and
- f) do all other things reasonably necessary to advance the aims and objectives of the Tennis Club.

NONE of the above powers may be used other than to advance the aims and objectives in a manner consistent with the Tennis Club Rules and the English Law.

## **9. General Meetings**

The Annual General Meeting of the Tennis Club shall be held at intervals not more than 15 months between meetings. Ten clear days written notice of the Annual General Meeting shall be given by advising every member and posting the notice on the Tennis Club notice board. The written notice may be delivered by email or other electronic means. Members must advise the Secretary in writing of any other business to be moved at the Annual General Meeting at least seven days before a meeting. The Secretary shall circulate or give notice to members of any amendments to the agenda not less than three days before the meeting.

The business of the Annual General Meeting shall be to:

- a) confirm the minutes of the previous Annual General Meeting and any General Meetings held since the last Annual General Meeting;
- b) receive the accounts for the year from the Treasurer and agree the budget for the forthcoming year;
- c) receive the annual report of the Committee from the Chair;

- d) elect the Committee and nominate any Vice-Presidents of Epsom Sports Club;
- e) review Tennis Club subscription rates and agree them for the forthcoming year; and
- f) transact such other business received in writing by the Secretary from members seven days prior to the meeting and included on the agenda.

Nominations of candidates for election of Offices shall be made in writing to the Secretary at least ten days in advance of the Annual General Meeting date. In the absence of any nominations prior to the deadline, nominations may be accepted at the Annual General Meeting. Nominations can only be made by adult members and must be seconded by another adult member.

Special General Meetings may be convened by the Committee or on receipt by the Secretary of a request in writing from not less than one-fifth of members of the Tennis Club who are entitled to vote at a General Meeting. At least ten days notice of the meeting shall be given.

At all General Meetings, the Chair will be taken by the Chair or, in their absence, the Vice-chair, or by a deputy appointed by adult members attending the meeting. Decisions made at a General Meeting shall be by a simple majority vote from those adult Members attending the meeting. In the event of equal votes, the relevant motion shall be declared lost.

A quorum for a General Meeting shall be five adult members of the Tennis Club including at least one from the Chair, Secretary or Treasurer of the Tennis Club.

Each adult member of the Tennis Club shall be entitled to one vote at General Meetings. Corporate Bodies are only entitled to one vote.

#### **10. Alterations to the Constitution**

Any proposed alterations to the Tennis Club Constitution may only be considered at an Annual or Special General Meeting, convened with the required written notice of the proposal. Any alteration or amendment must be proposed by an adult member of the Tennis Club and seconded by another adult member. Such alterations shall be passed if supported by not less than two-thirds of those adult members present at the meeting, assuming that a quorum has been achieved.

#### **11. Alterations to the Playing Rules**

The Playing Rules (see Appendix 3) have been developed by the Committee to help ensure the efficient operation and use of the Tennis Club facilities, as well as set standards of conduct expected of members and visitors to the Tennis Club. The Playing Rules will be reviewed on an annual basis; however, the Committee reserves the right to make interim changes, where these are in the best interests of the Tennis Club and/or its members.

#### **12. Finance**

The entire financial and business management of the Tennis Club is the responsibility of Epsom Sports Club. All Tennis Club monies shall be banked in an account in the name of the Epsom Sports Club.

The Treasurer of the Tennis Club shall be responsible for the finances of the Tennis Club and for providing a report on the financial position as required by the Committee. The Treasurer shall ensure that the Tennis Club maintains adequate and appropriate insurance to cover the activities of the Tennis Club.

The financial year will end on 31 March.

The Treasurer will present a Statement of Accounts at the Annual General Meeting for formal agreement. These accounts will be audited on an annual basis as part of Epsom Sports Club.

### **13. Property and Funds**

- (i) The grounds and facilities are managed by Epsom Sports Club.  
The property and funds of the Tennis Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by the Rules and all surplus income or profits shall be reinvested in the Tennis Club.
- (ii) The Tennis Club may also, in connection with the sports purposes of the Tennis Club, and with the approval of Epsom Sports Club:
  - a) sell and supply food, drink and related sports clothing and equipment;
  - b) pay for reasonable hospitality for visiting teams and guests; and
  - c) comply with the playing rules associated with any membership of competitive leagues and organisations.
- (iii) Personal property and equipment is the responsibility of the individual owner – the Tennis Club cannot be held responsible for loss or damage to personal belongings.

### **14. Discipline and Appeals**

All complaints regarding the behavior of members and visitors should be lodged in writing with the Secretary.

The Committee shall appoint a Disciplinary sub-committee, who will meet to hear complaints within seven days of a complaint being lodged. Any member requested to attend a Disciplinary sub-committee shall be entitled to be accompanied by a friend or other representative and to call witnesses. The Committee (or its sub-committee) has the power to take appropriate disciplinary action, including the termination of membership.

The outcome of the disciplinary hearing shall be put in writing to the person who lodged the complaint and the member against whom the complaint was made within seven days following the hearing.

There shall be a right of appeal to the Committee against either the finding or the sanction imposed or both following disciplinary action being taken. The appeal should be lodged within ten days of the disciplinary decision. The Committee (for disciplinary matters only) shall appoint an Appeals Committee (a maximum of three) which shall not include members involved with the initial disciplinary hearing but may include non-members of the Tennis Club. The Appeals Committee shall consider the appeal within ten days of the Secretary receiving the appeal. The individual submitting the appeal shall be entitled to be accompanied by a friend or other representative and to call witnesses.

In the event that a member is expelled from the Tennis Club, the Committee has the discretion to reimburse the membership fee in whole or part.

The decision of the Appeals Committee shall be final and binding on all parties.

**15. Dissolution**

- a) The Tennis Club may only be dissolved by an Extraordinary General Meeting convened on the recommendation of the Committee, or at the request of not less than one-half of the playing members. Dissolution of the Tennis Club shall not be effective unless the meeting is attended by not less than one-third of the playing members. A resolution for dissolution shall not be effective unless it is supported by not less than three-quarters of those present and voting.
- b) The Committee will then be responsible for the orderly winding up of the Tennis Club's affairs under the direction of Epsom Sports Club.

**16. Declaration**

Epsom Lawn Tennis Club hereby adopts and accepts this Constitution as a current operating guide regulating the actions of all members.

**SIGNED (CLUB CHAIRMAN)**

**NAME**

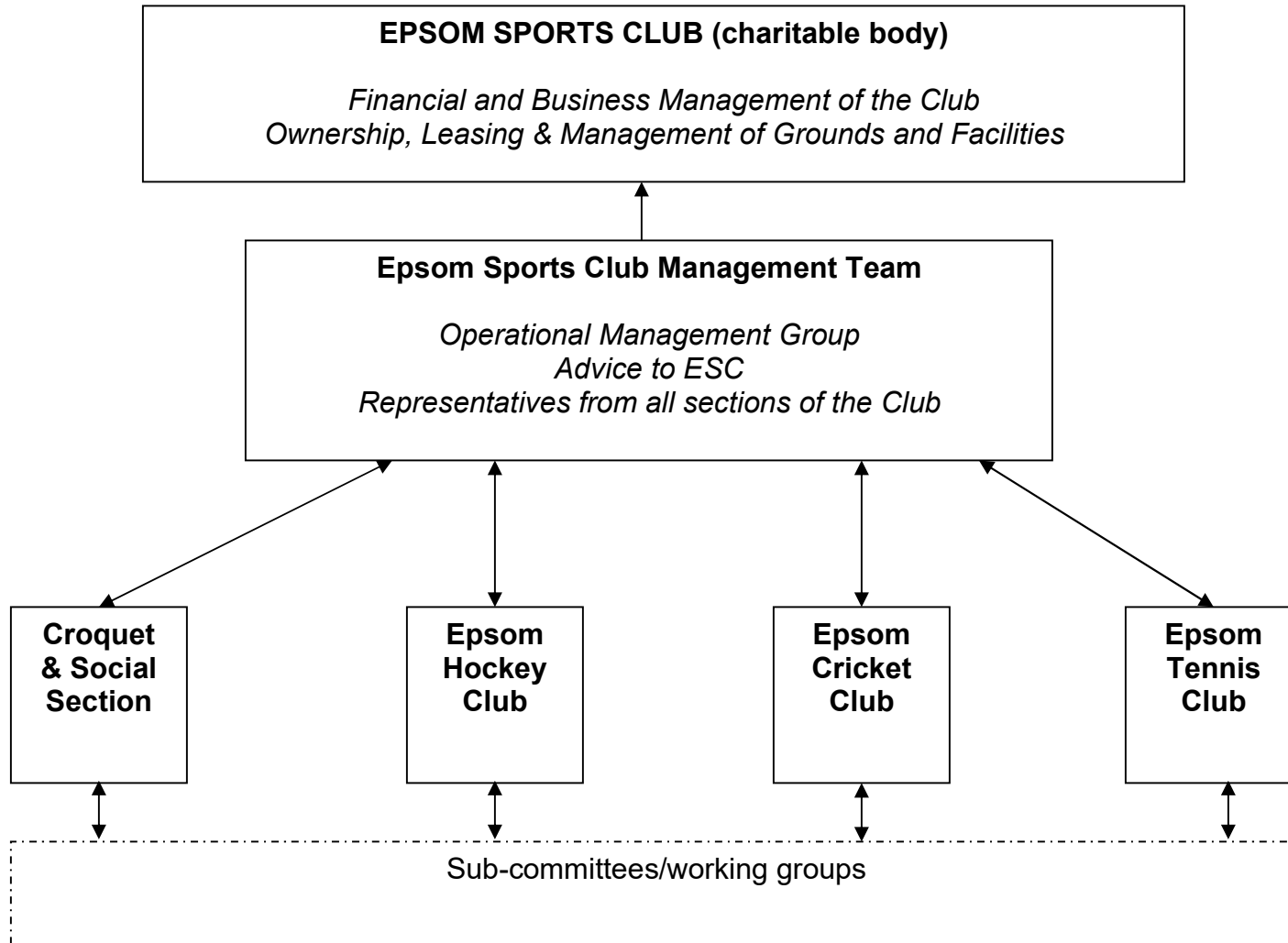
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**SIGNED (CLUB SECRETARY)**

**NAME**

**DATE**

## APPENDIX 1 > GOVERNANCE STRUCTURE OF EPSOM LAWN TENNIS CLUB





## APPENDIX 2 > CLASSES OF MEMBERSHIP

Senior (over 25)	Use courts at all times between 8am and 10pm, except during Junior coaching or social sessions (unless not all courts are being used by Juniors or a court has been booked using the online court booking system). Play for teams and in Club tournaments
Senior (18 to 25)	As Senior (over 25)
Off-peak (over 18)	Use courts Monday to Friday (including Bank Holidays) between 8am and 6pm except during Junior coaching or social sessions (unless not all courts are being used by Juniors or a court has been booked using the online court booking system). Play for teams if matches take place within these times. Play in Club tournaments at other times on payment of a visitor's fee
Peak Padel (Adult & Junior)	Use court at all times between 8am and 10pm, except during club organised sessions. Court should be booked using the online court booking system. Play for teams and in Club tournaments
Off-peak Padel (Adult & Junior)	Use courts Monday to Friday (including Bank Holidays) between 8am and 6pm except during club organised sessions. Court should be booked using the online court booking system. Play for teams if matches take place within these times. Play in Club tournaments at other times on payment of a visitor's fee
Adult Beginner	For the complete beginner who cannot rally and struggles to serve. Assessment by Coach required to confirm membership category. Expectation to move to Adult Improver, Senior or Off-peak status after one year, and Beginners are asked to receive coaching in order to achieve this.
Adult Improver	For the 'rusty racquet' player who has some experience but has not played for a while; for those who have played a bit and can rally and play points, but their basic technique needs working on and their tactics improving and for those moving up from our Adult Beginner category. Assessment by Coach required to confirm membership category. Expectation to move to Senior or Off-peak status after one year, and, if felt necessary, Improvers are asked to receive coaching in order to achieve this. May attend Sunday evening Improver social session together with first Monday and any Wednesday Off-peak social sessions each calendar month.
Junior (10 to 17)	Use courts at all times between 8am and 10pm, except when Seniors/Off-peak have priority (unless not all courts are being used by Seniors/Off-peak). May play with other Junior members, or parents/other adults who are members in their own right. May be awarded Senior status on Coach's recommendation, allowing them to play at adult social sessions, in senior teams and tournaments.
Racqueteer (9 or under)	As for Juniors, but may not attend Junior social sessions. May play with parents who are not members in their own right (these parents may only use the courts while playing with their Racqueteer children).
Students in Full time education	As for adults, but at reduced rates for 18-25 year olds in full-time education.

Holiday Student	As for Students, but may only play during recognised University/College holidays.
Honorary	As Senior (over 25). Upon nomination by the Committee in recognition of outstanding contribution to the Club.
Non-playing	May use the Club's facilities, but may not play on the courts.

## APPENDIX 3 > PLAYING RULES OF THE TENNIS CLUB

### Dress

Tennis clothing must be worn on court at all times, with footwear appropriate to the playing surface.

### Membership Identification

The Committee may provide members with a form of identification and, if this is done, it is expected that playing members are able to prove their membership upon request. Anyone without such proof will be asked to leave the premises.

### Tennis Court Usage

Monday	9.30 – 12.00	Off-peak social session – all courts except two courts
	17.00 – 19.00	Junior priority - all courts except one court
Tuesday	19.00 – 22.00	Senior social tennis session – all courts except two courts
Wednesday	13.30 – 15.00	Off-peak social session – two courts
	19.00 – 22.00	Match practice - all courts except two courts
Thursday	19.00 – 22.00	Senior social tennis session – all courts except two courts
Friday	19.00 – 22.00	Junior social tennis session – three courts
Saturday	09.00 – 11.00	Junior priority – all courts except one court
	14.00 – 18.00	Senior social tennis session – all courts except two courts
Sunday	14.00 – 18.00	Senior social tennis session – all courts except one coaching court
	17.00 – 19.00	Improver social tennis session – four courts
	19.00 – 21.00	Improver social tennis session – four courts

Priorities for court usage:

1. Courts as shown above and at all times, one court is available for coaching (currently Court 6) and one court is available for a member booking.
2. Adult or Junior matches against members of other clubs (as part of team or individual competitions sanctioned by the Committee) which can be booked up to 120 days in advance and up to ten hours (over a number of courts).
3. Other occasional special court reservations sanctioned by the Committee which can be booked up to 120 days in advance and up to ten hours (over a number of courts).

4. As mentioned in (1), one court may be booked during Club social sessions and it can be booked up to two weeks in advance on the appropriate court booking system available, subject to:
  - a. if grass courts are not available, then only one court may be booked.
  - b. if grass courts are available, then two all-weather courts or one grass and one all-weather court may be used.
  
5. All other courts are available for use by individual members for play between the hours of 8.00am and 10.00pm. A member may book a court up to two weeks in advance and may book up to a maximum of two hours (over a number of courts).

### Peg Board

To be used at all Club social sessions - visitor pegs are available for guests and new members.

- The first social member to arrive places the peg board on the hook and puts his peg in the chooser position.
- The next three to arrive make a four and place their peg on the selected court and commence play.
- This process continues until all courts are in use or, until the first four finish.
- Anybody arriving after all courts are in use places their peg in the waiting, the first always being the chooser.
- At the end of first match the four players place their pegs behind those waiting, winners first - if no one is waiting, the chooser is selected from the two winners.
- The chooser then selects from the first eight to form the next four. The person remaining at the top of the waiting becomes the chooser. If no one is waiting the chooser can either mix the four or wait for another game to finish, so there is a better mix (e.g. mixed doubles, ladies, ability etc.).
- Social takes priority over any other play except when:
  - a court is required for coaching (one court only); or
  - a court is required for an internal match (limited to one court only).
- People must vacate courts if required for social sessions.
- Please ensure you return your peg to its correct place when leaving.

### Padel Court Usage

Monday	19.00 – 22.00	Peak social session
Thursday	19.00 – 22.00	Peak social session
Saturday	14.00 – 16.00	Peak social session
Sunday	14.00 – 16.00	Peak social session

Priorities for court usage:

Outside of the formally arranged sessions above, priority will be given to court bookings made using the online booking system.

### Visitors

It is the duty of the member to account to the Club for the visitor's fee. Visitor fees must be paid to a Committee member or deposited in the payment collection box (or other payment collection method in use at the time).

Junior visitors may be introduced as a guest by any member.

No visitor may play more than three times in one membership year. A member may introduce one visitor to play on any day.

### ELTC Tournaments

ELTC tournaments are to be conducted in accordance with the rules of the competition. Tournament matches may be played during Club sessions under the authority of the tournament co-ordinator, subject to the following limitations:

- i. if only all-weather courts are available, only one court may be used;
- ii. if grass is in play, two all-weather courts may be used or one grass court and one all-weather court; and
- iii. courts must be pre-booked on the appropriate court booking system available.

### Match Practice

Designated periods are to be attended only by those members invited to do so by the men's, ladies' and padel captains. The session is in the control of the men's, ladies' and padel captains (or a designated individual) within guidelines requested by the committee and is for the benefit of current team players only. No other members should attempt to attend without prior invitation of the men's/ladies' captains. Members may request an invitation.

### Conduct

ELTC has developed a good reputation, both on and off the court and the General Committee is keen to maintain this positive position within the local, tennis and padel community, to help do this, a members code of conduct has been created.

What follows is an outline of the behaviour and attitude expected of Club members both on and off court:

- ❖ **Respect for the Clubs assets – the clubhouse, equipment and surrounding environment.**

- Make sure you use the appropriate clothing and equipment.
  - Keep tidy – ensuring that the facilities are ready for all users.
  - Report any problems/damages.
  - Store kit and equipment safely.
  - Ensure that the facilities are secure after use.
- ❖ **Respect and appreciate other members.**
- Make yourself aware of Club rules and abide by them.
- ❖ **Welcome guests and visitors:**
- Ensure visiting teams and guests are made aware of facilities and activities.
  - Ensure guests are made aware and abide by the code of conduct.
- ❖ **Give support to committee members, Club officers and other volunteers.**
- Respond promptly to queries or requests.
  - Offer your help rather than waiting to be asked – there are plenty of tasks to be done and the more people involved the lighter the load!
- ❖ **Have a positive attitude on the court**
- Play by the rules - fairly and with integrity.
  - Show respect to your opposition – recognise good play.
  - Respect the officials (whether qualified or unqualified) and the decisions they make – remember they are volunteers and without their time and commitment, competitive tennis could not be played.
  - Thank your opposition and umpires.
- ❖ **Show your commitment to the Club and your team by making every effort to:**
- Support Club events.
  - Attend Club sessions.
  - Attend training regularly and making yourself available for representative matches.

### Floodlights

Floodlight sessions will be controlled by each individual member and no fee is payable (although a floodlight charge is payable for coaching sessions, which will be collected by the Coach). During Peak times (6 – 10pm on weekdays and at all times on the weekend), members should be encouraged to book courts using the appropriate court booking system available. Courts can only be booked for a maximum of two weeks in advance and games must be arranged for the pre-determined playing periods.

### Wimbledon Tickets

The Club receives an allocation of tickets for the Wimbledon Championships. All paid up members, who satisfy LTA requirements, are entitled to enter a draw held annually by the Club for the right to purchase one pair of the allocated tickets. Members or a representative must be present at the draw.

## Balls

Adult tennis members (other than Beginners) receive a can of balls per playing season (summer: April to September; winter: October to March). Members are entitled to a second can of balls per season on return of the used set. The Committee will publicise the process for ball collection. For clarity, padel members are not entitled to a ball allocation.

## Breach of Playing Rules

The aim of these playing rules are to provide a framework to promote fairness of access and opportunity to play tennis at ELTC and create a welcoming and friendly atmosphere, whilst at the same time outlining expected standards of behaviour and conduct. Where there are any serious or persistent breaches of these rules, the Committee will take the necessary action to rectify the situation in line with the Club Constitution & Rules and those of the LTA.