

28 November 2024

MERROW LAWN TENNIS CLUB RULES

1. The Club, founded in 1923 is called Merrow Lawn Tennis Club.
2. OBJECTIVE: The objective of the Club is to encourage, facilitate and improve the playing of tennis.
3. CONSTITUTION: The Club is constituted by these rules as a non-profit making members club with Trustees as stated in the latest Trust Deed.
4. TRUSTEES: The Membership, at a General meeting, may appoint such persons as it thinks fit, not exceeding four at any one time, to be Trustees on the Club's behalf of the Club's land, buildings, and other assets. The Chair shall enter into such deeds and documents as are necessary for putting the same into effect.
5. OFFICERS AND COMMITTEE: The Officers of the Club shall consist of the President, Chair, Secretary, and Treasurer. There shall be up to nine elected Committee members and the Club Coach if one is appointed.
6. ANNUAL GENERAL MEETING: An Annual General Meeting (AGM) of the Club shall be held in early March each year, with sufficient notice given by the Secretary to the members. The Club's financial year shall end on 31st December each year. The AGM will review the past year, and as vacancies arise, elect the Officers of the Club, Committee Members and deal with any other business that may be brought forward. Nominations for Officers of the Club and Committee Members will close seven days before the AGM. Proxy voting is permitted for Officers of the Club Committee Members and all items voted on at the AGM; there will be a confidential ballot for contested roles. The new Officers of the Club and new Committee will take effect from 1st April.

QUORUM: A Quorum at a General Meeting shall consist of 20 adult members of the Club, i.e. those with full booking rights.

ELECTIONS: The term of office for the President, Chair, Secretary and Treasurer is three years; they can be re-elected once only for a further maximum period of three years. Committee members must resign at each Club AGM and can stand for re-election a maximum of three times. However, if there are no new members wishing to stand for election to the committee, and a committee member is willing to remain on the committee for longer than three years, then that is permissible.

All Club members who have been a member for more than one year can be nominated for election and can nominate individuals for election. If a casual vacancy occurs on the Committee, the remaining members of the Committee can appoint another to act until the next election takes place.

BUDGET: A GENERAL MEETING shall, upon recommendation from the Committee, decide upon:

- (i) The raising of all loans, debentures whether secured or unsecured and any other long-term commitment.
- (ii) Major items of expenditure over those required for the regular management of the Club.

7. MANAGEMENT: The Club shall be managed by a Committee consisting of the Chair, Secretary, Treasurer, and other elected members. Five members of the Committee shall form a quorum. The Committee is responsible for preparing the conditions of play for each category of membership and to take such actions as it deems necessary for the good management of the Club.

8. SEASON: The membership Club Year commences on the 1st April annually and ends on the 31st March.

9. JOINING OF MEMBERS: Every candidate for junior or adult membership shall apply to the Club Administrator to join the Club. On joining the Club all new members shall pay the joining fee and relevant subscription fee; this shall be paid in full, not in instalments.

10. MEMBERSHIP: The names, addresses, telephone numbers and emails of all members will be maintained by the Club Administrator who should be informed of subsequent changes.

11. CATEGORIES OF MEMBERSHIP: The categories of membership shall be recommended by the committee and decided at the AGM.

12. SUBSCRIPTION: The subscription for each category of membership shall be recommended by the Committee and decided at the AGM. There shall be a joining fee for new adult members (excluding students). The Committee may adjust subscription rates for a new member joining the Club after the start of any Club membership year. Such adjustment will be calculated pro rata to the normal subscription for the remainder of the Club year. Members are reminded that all subscriptions are payable by 1st April, if they are not paid by the 15th April it will be assumed that they do not want to continue their membership.

13. ALTERATION OF THE RULES: The rules can be cancelled, amended, or added to at any General Meeting of the Club provided at least a fortnight's notice in writing, giving details of such proposed alteration of the rules, is sent to the Secretary.

14. BALLS: Balls shall be provided for adult members only and will be replaced, as necessary. Members are required to look after the balls and return them to the clubhouse after use.

15. DRESS: No member or guest shall be allowed to play on the courts unless wearing suitable tennis shoes. All players must be dressed in recognised tennis wear (at the discretion of the Committee).

16. CONDITIONS OF PLAY: These shall be determined by the Committee and displayed in the clubhouse.

17. CLOSING OF COURTS: Any court may be closed for play by any Officer or Estate Manager. A notice of closure will be emailed to members.

18. AVAILABILITY OF CLUBHOUSE AND COURTS: The Clubhouse and courts are available for members' use from 8am to midnight daily. Floodlights are available for use by adult members and for junior coaching sessions until 9.30pm Monday to Saturday and until 6.30pm on Sunday. No group coaching is permitted on Court 7. Members using the

clubhouse for a social gathering involving in excess of 20 people should first liaise with the Club Administrator regarding the date, time, and number of attendees.

19. VISITORS: Members can bring guests to play tennis on the Club courts no more than three times per membership year. Before a guest plays, the member introducing him or her must make an appropriate entry in the Visitors Book (blue book next to ball rack) and pay the fee to the Club Administrator. The Committee may withdraw the privilege if it is abused. Members who are sponsored by the Club in any tournaments and competitions will be exempt from guest fees.

20. SUSPENSION OR EXPULSION: the Committee shall have the power to terminate or suspend the membership of any member or exclude any members or visitor whom it considers guilty of a breach of the Club rules or of misconduct or offensive behaviour to any other member, visitor, or employee on the Club's premises.

21. BAR FACILITIES: At the discretion of the Committee, the clubhouse may be used for sale of alcoholic beverages. The sales of alcohol are limited to Club members who are 18 years or over. The hours during which sales of alcohol may take place are defined by the Bar Licence i.e.

- (a) Monday to Saturday – 10.30 – 23.00
- (b) Sunday and Good Friday – 12.00 - 22.30
- (c) Christmas Day – 12.00 - 15.00 & 19.00 – 22.00

As and when required, the Committee is permitted to apply for an extension of hours.

22. INJURY, LOSS OF PROPERTY ETC. Members or visitors leaving vehicles, racquets, clothing, or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

23. EXTRAORDINARY GENERAL MEETING: An Extraordinary General Meeting (EGM) of the Club shall be called at any time, either at the desire of the Committee or on receipt by the Secretary of a request in writing for such a meeting, signed by at least 10 adult Club members and specifying the nature of the business. Fourteen days' notice of an EGM shall be given to Club members and the notice shall specify the business to be transacted.

24. SMOKING: Smoking and vaping is prohibited on MLTC premises.

25. Club members who would like to advertise their professional services should firstly contact the Club Administrator. Advertisements will then be subject to the agreement of the Committee.

26. COACHING: Members are only entitled to arrange private courses of tennis tuition on the Club courts with a Coach approved by the Committee and subject to the Club's rules on the availability of courts.