



# Horley Lawn Tennis Club

## Operating Rules

### 1. Introduction and Purpose

1.1 These Operating Rules ("Rules") specify aspects of the management and operation of Horley Lawn Tennis Club which are not already specified in the Articles of Association (of Horley Lawn Tennis Club LLC, Company Number 8277089) (referred to in this document as "the Articles" or "AA"), themselves governed by Charity Commission rules as applicable to Horley Lawn Tennis Club (registered Charity Number 1150481).

1.2 These Rules and the Articles shall be permanently displayed in the Clubhouse.

1.3 As specified in the AA (Art. 7) these Rules are made by, and can be changed by, the Committee whose members constitute the Officers of the Club, the Directors of the Company, and the Trustees of the Charity. *Club members may challenge these rules including through processes laid out in the Articles.*

### 2. Background

2.1 Horley Lawn Tennis Club ("HLTC", "the Club") was established in 1894 to provide facilities for its members to enjoy the playing of lawn tennis in Horley, and to carry on any social activities ancillary thereto. In November 2012 it incorporated as a Limited Liability Company (Company Number 8277089) and in January 2013 it became a Registered Charity (Charity Number 1150481).

2.2 As a charity its objects are:

2.2.1 For the benefit of the inhabitants of Horley and the surrounding area:

2.2.1.1 to promote the amateur sport of lawn tennis;

2.2.1.2 to promote community participation in healthy recreation, in particular by the provision of facilities for the learning, teaching and playing of lawn tennis; and

2.2.1.3 to promote the provision of facilities for recreation or other leisure time occupation of individuals who have need of such facilities by reason of their youth, age, infirmity or disablement, financial hardship or social and economic circumstances or for the public at large in the interest of social welfare and with the object of improving the condition of life of the said inhabitants

2.3 HLTC is managed by a Committee comprising the elected Officers of the Club (see 10.1 (c)) who are also the Directors of HLTC LLC and the Trustees of HLTC the registered charity.

### 3. Precedence

3.1 In any case of conflict between these Rules and the Articles, the Articles shall take precedence.

#### 4. Policies

4.1 The Club has adopted the following policies some of which govern how the Club shall be managed. Where required members, guests and visitors to HLTC shall abide by them. The policies shall be regarded as an integral part of these Rules.

- Volunteer Recruitment and Retention policy
- Child Protection policy
- Code of Practice for Working with Young People
- Photography and Filming of Children and Young People policy
- Equality and Diversity policy
- Accident and Emergency Guidance
- Maintenance policy (including Sinking Fund policy)
- Complaints policy
- Feedback policy
- Smoking policy
- Anti-bullying policy
- Code of Practice for Members and Users
- Risk Assessment policy
- Environmental policy
- Financial policy

4.2 The current version of each policy is recorded in the HLTC Policies and Procedures list, and each shall be displayed within the Clubhouse.

#### 5. Membership Year

5.1 The Membership Year shall commence on 1<sup>st</sup> April; when subscriptions become due.

#### 6. Financial Year

6.1 The Club's financial year shall be from 1<sup>st</sup> April to 31<sup>st</sup> March

#### 7. Membership Categories

7.1 Every member shall be entered into any one of the following categories of membership as defined below:

Definition and restrictions	Category
Club standard player aged 18 or over and not in full-time education. No restrictions.	Full Member
Club standard players playing Monday – Friday 9.00 am – 6.00pm, or until 4.30pm on Fridays when Junior Session require the courts	Midweek Member
Players beyond beginners but not yet up to Club standard. Can play any time except during Club play (but can join Club play on Tuesday evenings). Participation in official Club tournaments limited to Winter Handicapped or by invitation of the Committee.	Improver Member

Players new to tennis or who have not yet achieved Improver/Club standard. Can play at any time except during Club play sessions or official Club tournaments (but can play in the Adult/Junior Tournament or in Beginner tournaments)	Beginner Member
Players who have at least one child as a Junior Member. May only play with their child(ren) and outside Club play sessions, or in the Adult/Junior tournament.	Parent of Junior Member
Aged 18 or over on 1 <sup>st</sup> April and in full time education. Play times according to whichever Membership they would fall into if not a student.	Student Member
Aged under 18 on 1 <sup>st</sup> April. Can play at any time except during Club play sessions or official Club tournaments (but can play in junior tournaments). At the discretion of the Committee may be invited to become an Upgraded Junior able to participate in Club play sessions and all adult tournaments.	Junior Member
Aged under 18 on 1 <sup>st</sup> April invited to 'upgrade' by the Committee. Invitation subject to coach's recommendation on tennis-playing ability and Committee assessment of emotional maturity and behaviour over 3 club play sessions before invitation could be issued.	Upgraded Junior Member
Does not use the Club for tennis play.	Non-playing Membership

7.2 Note that at the discretion of the Committee all categories of playing membership may use otherwise unused courts during Club play sessions but Club play participants shall always take precedence (except that Midweek members may only play on Mondays to Fridays inclusive, Student Members play times may be restricted by their equivalent Membership were they not a student, and Parent of Junior Members may play only with their child(ren)).

## 8. Conditions of Club Membership

8.1 Each member (of each category of membership) agrees as a condition of membership:

- (A) to be bound by and subject to these rules and the rules and regulations of the Surrey County Lawn Tennis Association (as in force from time to time); and
- (B) to be bound by and subject to the LTA Rules and LTA Disciplinary Code.

8.2 Rule 8.1 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 these Rules, apart from Rule 8, shall not be enforceable by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person or body who is not a party to these Rules. For the further avoidance of doubt the rights of the LTA under the Contracts (Rights of Third Parties) Act 1999 shall extend only to the administration of discipline and no rights shall accrue in respect of the operation or management of HLTC.

8.3 The Committee may, subject to Rule 8.2 and the Club's Complaints policy, terminate the membership of any person, or impose any other sanction it determines to be

appropriate, in connection with the breach of any condition of membership set out in these Rules. The Committee may, at its sole discretion and following a written complaint made and processed in accordance with the Club's Complaints policy, apply the sanctions allowed by that policy.

8.4 No person shall be admitted to membership, or be admitted as candidates for membership, to any of the privileges of membership without an interval of at least two days between their nomination or application for membership and their admission.

## 9. Visitors

9.1 Non-members may visit the Club as a guest of a member. A fee is payable (except for visitors not playing) and the introducing member is responsible for paying it (*note that a discount on the full visitor fee is available if it is paid before the visitor starts playing – see notices for details*). No playing visitor living within an 8-mile radius of the Club may be introduced more than 3 times in any rolling one-year period.

## 10. Annual General Meeting (AGM) (see also AA Art 11.10 and 11.11)

10.1 The Committee shall call an Annual General Meeting within 6 months of the end of the Club's financial year. Its purposes shall be:

- a) To receive reports from the Chairman and Captains on the previous year's activities, including those in furtherance of the Charity's objectives
- b) To receive the Treasurers' report, accounts and balance sheet as at the end of the financial year
- c) To elect the Officers of the Club to serve as the Committee until the next AGM. *Candidates may be nominated and seconded for more than one post but once successful all further nominations shall fall. The Officers shall be elected in the following order:*

*Chairman  
Hon Secretary  
Hon Treasurer  
Mens Captain  
Ladies Captain  
Membership Secretary  
Social Representative  
Junior Representative*

*Nominations shall close at midnight on the day before the AGM unless there are posts for which there are no nominations, which shall remain open up to the point of election in the AGM itself.*

*As an Officer is also a Trustee of the Charity, candidates must comply with the requirements of the AA Art. 5.*

- d) To confer on any individual (with his or her consent) the honorary title of President or Vice-President
- e) To appoint an independent examiner for the Charity (see AA Art.11.11.5)
- f) To transact any other business in accordance with an Agenda to be posted on the Club notice board and website not less than 7 days in advance of the meeting.

10.2 As required by AA Art. 11.2 the Committee shall provide at least 14 and at most 28 clear days notice of the AGM, which shall be by display of a notice in the Clubhouse and by notice on the Club's website. *Where possible notice shall also be sent to members by electronic mail (but it is incumbent on members to ensure that the Club has a current e-mail address and has given authority to the Club to use it).*

#### 11. Extraordinary General Meetings (EGM)

11.1 An EGM may be called by the Committee or by one or more Club members as specified in Art. 11 of the AA.

#### 12. Proxy Attendance and Voting

12.1 The Companies Act requires that members are able to attend and/or vote in General Meetings, including the AGM, by proxy, but only if the appointment of a proxy is made in writing to the Club up to 48 hours before the start of the General Meeting. *Written notice of proxy appointments, which may include the Chair, and which may include directions on how the proxy shall vote, should be addressed to the Club Secretary.*

#### 13. President and Vice-Presidents

13.1 President and Vice-President are honorary titles whose holders have no direct or executive role in the management of the Club. There is no rule requiring there to be any such appointments.

13.2 There can be only one President whose appointment shall be approved by the members in General Meeting, and who remains in office until he or she resigns, or dies, or is removed from office by a resolution of members passed in General Meeting.

13.3 There can be any number of Vice Presidents whose appointments shall be approved by the members in General Meeting, and each of whom shall remain in office until he or she resigns, or dies, or is removed from office by a resolution of members passed in General Meeting.

#### 14. Court and Playing Rules

14.1 The Rules of play shall be those of the Lawn Tennis Association.

14.2 No one shall play on or use the courts unless wearing recognisable tennis clothing. Footwear shall have non-marking soles.

14.3 The courts shall be available for play daily from 8.30am until 10.15pm.

14.4 Times of 'Club play' and other sessions shall be as defined in the Tennis Programme displayed in the Clubhouse.

14.5 All Courts shall be reserved for use by Juniors on Fridays throughout the year from 4.30pm until 7.30pm. Other members may use unused courts during these times at the sole discretion of the coach running the junior session.

14.6 During 'Club Play' sessions no singles play shall be allowed while members are waiting to play, except during Club official tournaments. The Committee may limit the number of singles tournament matches allowed simultaneously during Club Play.

14.7 In Club Play, matches comprise a maximum of one set; a set in play must finish when one side has won 6 games, with a regulation tie break played to determine the outcome if the sides reach 5 games all. In Club official tournaments the competition rules shall determine the number of games required to determine the outcome. The Committee may limit the number of doubles tournament matches allowed simultaneously during Club Play.

14.8 In non-Club Play sessions official HLTC Club teams shall take precedence over choice of courts, and other players shall, if required, concede at the end of the current game.

14.9 During Club Play the Club coach may use one court for individual coaching irrespective of whether or not the person being coached is a member of HLTC.

14.10 The coaching team has priority use of a number of courts at various times as shown in the coaching programme below. The coach running the session may release courts not required for coaching, for general or club play, at his/her sole discretion.

Day	Times	No of courts reserved for coaching	Comments/Notes
Monday		None	
Tuesday	5.00pm-6.00pm	3	Cts 1,2,3
Wednesday	4.30pm-7.30pm	3	Cts 1,2,3
Thursday	4.30pm-6.30pm	3	Cts 1,2,3
Friday	4.30pm-7.30pm	All	Junior Night
Saturday	9.00am-2.00pm 9.00am-10.00am 2.00pm-3.00pm	3 (see Note 1) 2 (see Note 2) 1 (see Note 3)	Note 1: Cts 1,2,3 Note 2: 4,5 or 6,7 Note 3: For use by those attending the preceding drop-in coaching session
Sunday		None	

14.11 Courts may be reserved by using the court booking system (see attached [Annex](#)), and only by Club members, and for use by the Club member playing with other Club member(s) and/or one or more guests (for each of whom a visitor fee will be due). Members and/or guests shall concede a court they may be using when required by a member who has already booked that court; the court shall be conceded at the end of the current game (for which a 'sudden death' deuce shall be played if needed to determine the outcome). Courts cannot be reserved during Club play sessions or Junior night, nor can courts required by the coach be reserved (see 14.10). Courts reserved in advance of Club play or junior night shall be immediately conceded when required for Club play or Junior night. A Court may be reserved only up to one week ahead of the date upon which it is required. At the discretion of the Committee court bookings may be taken from non-members, for which a fee shall be payable; this fee shall be determined by the Committee on a case-by-case basis. Such bookings may be made at any time in advance. A Committee member shall enter such bookings into the court booking system. Club members shall concede courts when required for these bookings at the end of the current game.

14.12 Matches played on behalf of the Club ('Official Matches' ie Club-entered teams in Surrey, Dorking & Leatherhead or Weald leagues) shall take precedence for the choice of court over other matches including reserved courts provided that the team captain has reserved courts in the booking system (members displaced from reserved courts may then take over other courts for which reservations have not been made).

14.13 Only by exception, and with the prior agreement of the Committee, shall Official Matches be arranged that require use of Courts during Club play or Junior night.

14.14 Privately-arranged matches, even if part of a recognised (including LTA sponsored) competition, shall not, without prior agreement of the Committee, be arranged to take place during Club play or Junior sessions and shall not otherwise than in compliance with these rules regarding court bookings assume any prior rights or precedence over use of courts. HLTC players taking part in such competitions shall pay the standard visitor fee for each non-member participating in any such match.

## 15. Bar Operation

15.1 The Committee may appoint one or more persons, none of whom shall be aged under 18 years, to constitute a Bar Committee to manage the bar, which shall be empowered to manage the purchase and sale of intoxicating liquor on behalf of the Club to members.

15.2 Alcoholic beverages shall not be served to or on behalf of persons under the age of 18 years.

15.3 The Committee shall have the power to fix the permitted hours in accordance with the licence granted under the Licensing Act from time to time in force. The hours shall be displayed in the Clubhouse near the bar.

15.4 Intoxicating liquor shall not be supplied to members, guests or visitors except as allowed by the licence granted under the Licensing Act from time to time in force, nor on the premises otherwise than by or on behalf of the Club. No arrangements shall be made for any person to receive at the expense of the Club any commission, percentage or similar payment for or with reference to purchases of intoxicating liquor by the Club or for any person directly or indirectly to derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members, visitors or guests apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise or contributing to a general gain from the carrying on of the Club.

## 16. Application of Club Funds

16.1 The Club is a non-profit making organisation. Subject to Rule 17.1 the income and property of the Club shall be applied solely towards promoting the Club's objects as set out in these Rules and the AA and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club.

16.2 Nothing in this Rule shall prevent the Club from entering into an agreement with a member (other than a Officer of the Club) for the supply by him to her to the Club of goods or services or for his or her employment by the Club, provided that such arrangements are approved in advance by the Committee (without the member being present) and are agreed with the member on an arm's length basis. AA Art.8 governs the supply of goods

and services by, and payments to, Officers of the Club (who are also Trustees of the Charity).

16.3 No Club member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.

## 17. Dissolution

17.1 A resolution to dissolve the Club shall be proposed only as a Special Resolution (see AA Art 11.8) and voted on at an Extraordinary General Meeting. The dissolution shall take effect from the date of the EGM passing such a resolution and the Officers of the Club shall be responsible for the winding-up of the assets and liabilities of the Club. Any property remaining after winding-up or dissolution of the Club after the discharge of its debts and liabilities shall not be paid to or distributed to the members of the Club but shall be applied as directed in AA Art.17, ie:

by transfer to one or more other bodies established for exclusively charitable purposes, in consultation with the LTA, within the same or similar to the Club's charitable Objects; or

directly for Objects or for charitable purposes which are within or similar to the Club's charitable Objects; or

in such other manner consistent with the charitable status as the Charity Commission of England and Wales approves in writing in advance.

## 18. Use of HLTC Facilities by other organisations

18.1 HLTC intends that its facilities can be used by other local, community-based organisations. The Committee shall engage with such bodies to arrange mutually convenient access times for both parties which shall not usually exclude such use concurrently with tennis play.



## Definitions

Articles of Association of Horley Lawn Tennis Club llc, Company No 8277089	“AA”
The Charity Commission of England and Wales or its successor	“Charity Commission”
Horley Lawn Tennis Club	“HLTC”
The Lawn Tennis Association Limited	“LTA” or “Lawn Tennis Association”
The Surrey Lawn Tennis Association	“Surrey LTA”

## Certificate

These Rules were adopted by HLTC Committee on 22<sup>nd</sup> August 2016 as evidenced in the Approved Record or Minutes of the meeting.

## Annex A - Court Booking System

HLTC operates an elementary court booking system wherein bookings are entered and maintained in a physical diary kept within the clubhouse.

See [Rule 14.11](#) for detail of the conditions attached to booking courts

Those wishing to reserve a court should, up to one week ahead of the time that the court is required, write their name, preferred court number and start and finish times against the relevant date in the diary.