

RUFFORTH TENNIS CLUB

Constitution and Rules

1. The Club

- a) The Club shall be called “Rufforth Tennis Club”
- b) The Club shall form the Tennis section of Rufforth Playing Fields Association

2. Objectives

- a) The objectives of the Club shall be to regulate, organise and control the game in the interests of all members, within the laws of the game and in accordance with the rules of the Club and the Playing Fields Association and promote tennis within the local community
- b) To maintain the courts, equipment and ground surrounding the courts, which will enhance the playing and promotion of the game
- c) To ensure the buildings are looked after and for the provision of social activity and refreshment for the benefit of members

3. Management

- a) The management of the Club shall be entrusted to a Committee consisting of the following Officers: Chairman, Honorary Secretary, Honorary Treasurer and Welfare Officer together with any other co-opted members of the Club. The members of the committee should reflect the diversity of the club.
- b) All Officers and Committee Members shall retire annually but they shall continue to hold office until the conclusion of the Annual General Meeting at which there successors are appointed, except for the office of Chairman which shall be transferred during the meeting. All members shall be eligible for re-election
- c) Any member of the Committee who is absent from any three consecutive meetings without giving notice of inability to attend shall cease to be a member of the Committee
- d) The Committee shall have the power to appoint sub-committees, of which Chairman and Honorary Secretary shall be ex-officio members, and to co-opt members to maintain numbers or to enlist the services of members for specific matters

- e) Four members of the Committee shall form a quorum

4 Annual General Meeting

- a) A General Meeting of the Club shall be held annually during the month of March, at such place and time as the Committee shall determine, to:-
- b) Approve the minutes of the previous Annual General Meeting
- c) Receive and approve reports from the Chairman, Honorary Secretary and a financial statement from the Honorary Treasurer. Team Captains should also provide an annual report
- d) Elect officers and Committee for the ensuing year
- e) Fix Subscriptions, Visitors Fees, Match Levies and any other financial payments to be made by members
- f) Transact all general business
- g) Notice of the Annual General Meeting shall be given in writing to all members at least fourteen days prior to the date of the Meeting
- h) Members who wish to have matters included on the Agenda of the Annual General Meeting must give notice in writing to the Honorary Secretary seven days preceding the Meeting
- i) At the Annual General Meeting members present shall have the right to vote only on matters of which due notice shall have been given
- j) The right to vote shall apply to all members
- k) No alteration of additional rules shall be made except by a resolution carried by a majority of the voting members present at the meeting, notice of which shall have contained particulars of the proposed alteration or addition
- l) Five members (voting) shall form a quorum at an Annual General Meeting
- m) The Management Committee, consisting of Chairman, Secretary, Treasurer, Welfare Officer and Administrator will oversee and approve the day to day management decisions. All other meetings will be subject to wider committee attendance and approval

5 Membership

- a) Application forms for membership shall be submitted in writing
- b) Prospective Members may be allowed by the Committee to play for a £5 fee per session (Adults) including coaching prior to the application for membership
- c) All members must abide by the rules of the Club and a signed application for members shall signify acceptance of these rules
- d) The Committee shall have the power to suspend or expel any member whose conduct is likely to endanger the welfare, good name, or order of the Club
- e) The Committee shall define the classes of membership
- f) Members will be issued with the clubs Data Protection Policy and a DPA form to specify their preferences with regard to the use of photography by the club.

6 Subscriptions

- a) Subscriptions at the rates agreed by the Annual General Meeting shall be paid within fourteen days of acceptance into membership of the Club, or in the case of existing members by 1st May for the ensuing season

7 Finance

- a) The financial year of the Club shall close on 31st March each year, an Annual Statement of Accounts shall be prepared by the Honorary Treasurer for presentation at the Annual General Meeting
- b) The Honorary Treasurer shall have charge of all monies, receipts and payments and shall render to the Committee, at any time required by them, accounts in the name of Rufforth Tennis Club
- c) The Club shall receive income from all money-raising efforts, occasional lettings of the courts, floodlights and collections made at events approved or organised by the Committee and in which the Club has a playing part

8 Visitors

- a) Members shall be permitted to introduce two accompanied friends as a guest but the same guest shall not be admitted to the courts or clubhouse more than 3 times in one year. The member introducing the guest will be responsible for the payment of visitors fees (£5 per session) to a Committee Member

9 Teams

- a) The number and style of teams to be entered into any leagues, tournaments and championships shall be decided by the Committee with consideration of members' wishes
- b) A fixture list giving details of all matches in which teams shall participate shall be prepared by the Match Secretary or Secretaries and shall, where practically possible, be available to all members at the commencement of each playing season

10 Play

- a) Players shall at all times wear suitable footwear which have non-marking soles and are not ridged, and wear recognised sports clothing when playing
- b) The rules of play shall be those recognised by the Lawn Tennis Association, subject to local variations as may be made by the Committee
- c) In Club play when other members are waiting one short set only shall be played
- d) Members of the Committee shall be responsible for ensuring that courts are allocated fairly between members present and, if necessary, a rota shall be introduced. Unless otherwise agreed members already waiting to play shall take precedence over new arrivals
- e) The times of play for the various classes of membership shall be decided by the Committee
- f) Tournaments may be held at the discretion of the Committee
- g) If unfit for play the courts will be closed and the decision of any Committee Member on this matter shall be final

11 Data Protection Policy

- a) The Committee will maintain the clubs Data Protection Policy in accordance with the latest guidance
- b) The DPP will be consistently complied with by the Committee

12 Display

- a) A copy of these rules shall be posted on the Club Notice Board and Club Website (www.rufforthtennisclub.co.uk) and shall be issued to each member on application