

WEMBLEY AND SUDBURY TENNIS, SQUASH & SOCIAL CLUB

CONSTITUTION AND RULES



1. NAME The Club shall be called "Wembley and Sudbury Tennis, Squash and Social Club".

2. INTERPRETATION

The following terms and expressions shall in the context of these rules have the meanings assigned to them hereunder:

- 2.1 The Club - Wembley and Sudbury.
- 2.2 LTA means Lawn Tennis Association and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time.
- 2.3 CASC means Community Amateur Sports Club
- 2.4 The Rules - The Rules of the Club.
- 2.5 LTA Rules - The Rules of (the LTA) as in force from time to time.
- 2.6 Code of Conduct- the club's requirements of member's conduct and the disciplinary code of (the LTA) in force from time to time.
- 2.7 The Officers – The Officers of the Club as defined in Rule 6.
- 2.8 The Trustees - the Trustees of the Club.
- 2.9 Members - the Members of the Club.
- 2.10 Senior Members - All Members who join to the Club (both tennis and squash) under the categories defined herein except for Junior Members.
- 2.11 Full time Tennis Members - Members who join to play tennis for twelve consecutive months commencing 1st April.
- 2.12 Junior Tennis Members - Members of the Junior Tennis Section of the Club.
- 2.13 Full time Squash Members - Members who join to play squash rackets for twelve consecutive months commencing 1st September.
- 2.14 Mid-Week day time Squash Members - Members who join to play squash rackets for twelve consecutive months commencing 1st September, but on weekdays only and not in the evening periods (up to 5pm.daily).
- 2.15 Junior Squash Members - Members of the Junior Squash Rackets Section of the Club.

*All Junior Members shall have the rights as set out in the Rules of the Junior Section appended hereto as Rule 19 and which form part of these Rules.

- 2.16 Non-playing (Social) Members - Members elected to take part for a year, i.e. April 1st to March 31st, in the activities of the club, with the exception of playing Tennis or Squash Rackets.

3. OBJECTS

The objects of the Club shall be:

- 3.1 To provide facilities to, promote and encourage participation in the playing of Tennis, Squash and other sports or social activities as shall from time to time be sanctioned by the Club in a General Meeting.
- 3.2 To arrange matches with other clubs and to regulate those played on the Club's premises and to select the teams for such matches.
- 3.3 To arrange and regulate an annual tournament or tournaments among Members.
- 3.4 To arrange and regulate such other competitions as shall from time to time be sanctioned by the Club in a General Meeting.

4. CONSTITUTION

- 4.1 The Club shall ideally consist of not less than fifty playing members associated together for the purpose of carrying out the objects as defined in rule 3 in such a manner as shall not constitute the carrying on of a trade or profession.
- 4.2 The Club is non-profit making and any surplus income or gains will be reinvested in the club and may not be distributed in cash or in kind to members or third parties save that this clause shall not prevent donations by the Club to charities or to other clubs that are registered as Community Amateur Sports Clubs.
- 4.3 Dissolution. Upon dissolution of the Club any remaining assets shall be given to or transferred to another registered Community Amateur Sports Club, a registered charity or the sport's governing body for use by them in related community sports.

5. TRUSTEES

- 5.1 There shall be not fewer than two or more than four Trustees of the Club, who shall stand seized and possessed of the grounds and property of the Club (other than cash), to be dealt with by them as the Club from time to time directs by resolution in general meeting, always provided that such dealings are lawful in accordance with the Trustee Act 1925 and the Trust Deed of the Club of the 4th July 1906.
- 5.2 The Trustees shall hold office, in continuing succession from the original trustees appointed in the Trust Deed of 1906, until death or resignation or until removal from office by resolution of the Club in general meeting. If any time it becomes necessary to appoint new trustees, a proper person being a member of the Club and resident in the area formerly known as the urban district of Wembley shall be nominated by the Club in general meeting to take the place of the Trustee so dying, resigning or removed from office.
- 5.3 For the purpose of giving effect to such nomination as confirmed in general meeting with the meaning of Section 36 of the Trustee Act of 1925, any two or more of the surviving Trustees shall by deed duly appoint the person or persons so nominated to supply the vacancy accordingly.

- 5.4 If at the next general meeting following such vacancy no person or persons can be nominated, it shall be lawful for the surviving or continuing Trustees or a majority of their number to appoint a proper person, being a member of the Club and resident as aforesaid to supply the vacancy.
- 5.5 Explanatory Note: - Trustees are appointed to represent the Club, which has no legal identity of its own, by assuming legal responsibility for the land and buildings, in dealing with third parties where necessary and must always act in accordance with the Club's wishes and for its benefit. The Trust Deed lays down the specific sporting purposes for which the land is held in trust, and directions as to the disposal of the lands on the authority of the Trustees alone, only in the event of the playing membership of the Club being less in number than 50.

6. OFFICERS

- 6.1 The Officers of the Club shall consist of:
- A) The President, one or more Vice-Presidents, the Honorary General Secretary (The Secretary), the Honorary Treasurer.
 - B) The Tennis Secretary, the Tennis Membership Secretary, the Men's Lead Tennis Captain and the Ladies' Tennis Captain (as needed).
 - C) The Squash Secretary, the Men's Squash Captain and Ladies' Squash captain (as needed) and the Squash Membership Secretary.
 - D) The Social Chairman and Bar Chairman, as relevant.
- 6.2 The Officers listed under A and D above shall be elected annually by all Senior Members at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall remain in office until the close of the next succeeding Combined Annual General Meeting.
- 6.3 The dignity of the Office of President shall however be protected by ensuring that only one nomination is presented at the Combined Annual General Meeting, by the use of the following procedure:
- All Nominations must be received by the Honorary General Secretary in accordance with Rule 13, and be discussed between the retiring President, the Committee, the nominee and the nominator if necessary.
 - In the absence of mutual agreement, the nomination shall be decided by the Committee.
- 6.4 The Officers listed under B above shall be elected annually by all Senior Tennis playing Members at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall remain in office until the close of the next succeeding Combined Annual General Meeting.
- 6.5 The Officers listed under C above shall be elected annually by all Senior Squash playing Members at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall remain in office until the close of the next succeeding Combined Annual General Meeting.
- 6.6 Retiring Officers shall be eligible for re-election.

7. MANAGEMENT

- 7.1 The Club shall be managed by a General Committee ("The Committee") drawn from all sections of the Club, comprising the Officers and other elected members as follows:
- 1) General Representatives comprising the Officers elected under Rule 6 (i) A and D together with one general member.
 - 2) Tennis Sub-Committee representatives, comprising the Tennis Officers elected under Rule 6 (i) B.
 - 3) Squash Sub-Committee representatives, comprising the Squash Officers elected under Rule 6 (i) C. should a social section exist comprising the Bar Chairman and the Social Chairman when appropriate, elected under Rule 6 (i) D.
- 7.2 The members of The Committee under A above shall be elected at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall serve on The Committee until the close of the next succeeding Combined Annual General Meeting.
- 7.3 The members of The Committee under B above shall be elected at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall serve on The Committee until the close of the next succeeding Combined Annual General Meeting.
- 7.4 The members of The Committee under C above shall be elected at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall serve on The Committee until the close of the next succeeding Combined Annual General Meeting.
- 7.5 The members of The Committee under D above shall be elected at the Combined Annual General Meeting and (subject to termination by resignation or otherwise) shall serve on The Committee until the close of the next Combined Annual General Meeting.
- 7.6 Retiring members of The Committee shall be eligible for re-election.
- 7.7 The Club agrees that each tennis and squash playing member of The Committee will be required, as a condition of their appointment, to agree to be bound and subject to the Rules of the LTA and the Code of Conduct and acknowledges that the Contracts (Rights of Third Parties) 1999 applies and that the (LTA) can enforce any breach at its option and at its sole discretion; and be required to sign a fit and proper declaration as required by HMRC (CASC).
- 7.8 The General Committee shall, apart from the general powers of management conferred under Rule 7.1 and other specific powers conferred elsewhere in these Rules be empowered to:
- 1) elect a Chairman of its meetings and determine the period for which they are to hold office.

- 2) elect an Acting Chairman of the Meeting, in the absence of the Chairman.
- 3) fill any casual vacancies among Officers, the elected members of the Committee, the appointed members of the Advisory Committee and the members of the Bar-Sub-Committee.
- 4) appoint Sub-Committees in addition to those herein provided, to carry out policies as directed by The Committee.
- 5) co-opt additional ex-officio members to a maximum of two at any one time and for periods not exceeding two months for the purpose of undertaking special duties assigned by The Committee.
- 6) The Trustees and any other persons having general control and management of the running of the club e.g., its expenditure are required to sign a declaration for fit and proper persons. This signed declaration will be kept in case HM Revenue and Customs ask to see it.

8. THE ADVISORY COMMITTEE

- 8.1 There shall be available to advise and assist the Club on matters of major policy, an Advisory Committee consisting of the President (who shall be the Chairman), the Secretary, the Treasurer and two appointed members. The Trustees may appoint one of their number as an additional member of the Advisory Committee and shall notify the Secretary of such appointment. Members of the Advisory Committee shall be elected for a three-year term.
- 8.2 The appointed members shall be appointed by the Club at the Combined Annual General Meeting to serve on the Advisory Committee until the conclusion of their term of office. In the absence of candidates for appointment, the two members shall be drawn from the General Committee.
- 8.3 Retiring appointed members of the Advisory Committee shall be eligible for re-appointment.
- 8.4 Three members of the Advisory Committee shall form a quorum.
- 8.5 The Committee of the Club in General Meeting shall be entitled to refer any matters of major policy to the Advisory Committee for its advice, and the Advisory Committee shall give its advice and recommendations as soon as practicable thereafter.
- 8.6 The Advisory Committee shall be entitled to tender advice or recommendations to the Committee or to the Club in General Meeting of its own volition, and for this purpose the Advisory Committee shall be entitled to require the Secretary (or in their absence, the Assistant Secretary) shall cause Notice convening an Extraordinary General Meeting to be dispatched within seven days of request by the Advisory Committee.

9. SUBCOMMITTEES

9.1 Subject always to the approval and sanction of The Committee and to the provision of Rules herein, the Subcommittees shall have complete executive power and responsibility in the control of the organisation and play of their respective sections, including the arrangement of matches and the appointment of Captains (other than those elected at a General Meeting) and Team Selection Committees.

9.2 The elective Subcommittees, where they exist, shall consist of the following:

1) Tennis Subcommittee:

The Tennis Subcommittee shall comprise the General Committee representatives elected under Rule 7(1)B together with other members to serve for team selection, tournaments, ball control, house committee and grounds committee duties. The other members shall be elected by senior Tennis Playing Members at the Combined Annual General Meeting.

2) Squash Subcommittee:

The Squash Subcommittee shall comprise the General Committee representatives elected under Rule 7(1)C together with members as required to serve for team selection, tournaments, court control, membership and house committee duties. The other members as required shall be elected by Senior squash playing members at the combined Annual General Meeting.

3) Standing Subcommittees

Standing Subcommittees (e.g. Development Subcommittee; Maintenance Subcommittee) shall also be formed from the elected members of The Committee and the Tennis and Squash Subcommittees, together with other appointed members to comprise additional subcommittees, as required, all subject to the approval of The Committee.

9.3 The elected members of the Tennis, Squash, Social and Bar Committees shall (subject to termination by resignation or otherwise) serve on the said Sub-Committee until the close of the next succeeding Combined Annual General Meeting relevant to the election.

9.4 Members of standing or appointed Sub-Committees shall (subject to termination by resignation or otherwise) serve on the said Sub-Committee until their appointment is terminated by The Committee. Retiring elected and appointed members of the Sub-Committees shall be eligible for re-election or reappointment.

10. MEMBERSHIP

10.1 Membership of the Club is open to all persons, 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. For young people age below the age of 17, a parent or guardian is to be entirely responsible for their attendance at all club activities.

10.2 Membership of the Club shall be classified as follows:

A. Senior Members:

- 1) Tennis Playing Members.
- 2) Full-time students, at the discretion of The Committee.
- 3) Squash Playing Members.
- 4) Full-time students, at the discretion of The Committee.
- 5) Social (non-tennis or squash playing) Members.
- 6) Honorary Life Members.

B. Junior Members:

- 1) Junior Tennis Playing Members.
- 2) Junior Squash Playing Members arranged at the discretion of The Committee.

10.3 Senior Membership shall be available for persons who have reached the age of 16 years on the date upon which application is made. The Committee may, however, accept application, for senior playing membership from persons under the age of 16 years.

10.4 Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs, or of age or disability, except as a necessary consequence of the requirements of Tennis or Squash as particular sports. (Refer also to Rule 21.)

10.5 Each member agrees as a condition of membership:

- 1) **That they be bound by and subject to the Club Rules (as in force from time to time)**
- 2) tennis and squash playing members to be bound and subject to the LTA Rules and the Code of Conduct (as in force from time to time)

10.6 The Club may refuse membership or expel from membership only for good and sufficient cause, such conduct or character likely to bring the Club or sport into disrepute. Appeal against such a decision may be made to the Club's members and decided by a majority vote. (Refer also to Rule 55.

10.7 The Committee may, on receipt by the Secretary of an application to do so, transfer such member from playing membership to non-playing membership and vice versa.

10.8 The Club may, in General Meeting, elect any member to Honorary Life Membership in recognition of services rendered to the Club.

10.9 The Secretary shall maintain a **Register of Members** in accordance with the Data Protection Act, the GDPR and other relevant legislation that may come into force from time to time. The Register in which shall be entered the full name and address of each member, the member's

classification in accordance with Rule 11 hereof, the date on which each member joined the Club and any other particulars which The Committee may from time to time direct. The Register shall be kept securely by the sector secretaries and, subject to any ruling by The Committee, shall be conclusive.

- 10.10 The number of Tennis, Squash and Non-Playing (Social) members shall be based on guidelines published by the sport's governing bodies, according to the pattern of demand, to ensure that efficient use is made of the facilities without overcrowding or undue restrictions on members.
- 10.11 Application for membership shall be made on an appropriate form, which shall include details of categories of membership, acceptance of the Rules of the Club, and, in the case of juniors, parental consent.
- 10.12 Authority for acceptance of membership shall be delegated to the Secretaries and Captains of the Tennis and Squash sub-committees or to appointed coaches within the guidelines set by the committee. The latest names and numbers shall be reported at each meeting of the Committee for approval.
- 10.13 Lists of members shall be maintained and, subject to the Data Protection Act, the GDPR regulations and the requirements of the Licensing Law, be kept by the relevant sector secretaries.

11. COMMITTEE MEETINGS

- 11.1 Not less than five meetings of The Committee shall be held in one year and shall be convened by The Secretary giving notice thereof to each member of The Committee not less than seven days prior to the date of such meeting.
- 11.2 The Secretary may convene a meeting of The Committee at any time and shall do so forthwith upon receipt of a written request signed by not less than three members of The Committee.
- 11.3 A quorum for a meeting of The Committee shall be six members.
- 11.4 The Secretary shall cause a correct record of all business transacted at meetings of The Committee to be recorded by way of formal minutes.
- 11.5 Proceedings of any meetings of The Committee shall not be invalidated by the accidental omission to give notice to, or the non-receipt of, notice by any member of The Committee.

12. SUBCOMMITTEE MEETINGS

- 12.1 The Tennis or Squash Secretary or Social Chairman may convene a meeting of their respective Subcommittee at any time, and shall do so when requested by not less than three members of the Subcommittee.
- 12.3 A quorum for meetings of the Tennis or Squash Subcommittees shall be not less than two members.
- 12.4 The Tennis and Squash Secretaries and the Social Chairman shall cause correct records of all business transacted at meetings of the Subcommittees to be maintained and reported thereafter at the next succeeding meeting of The Committee.
- 12.5 The General Secretary shall ensure that a representative of each Subcommittee maintains full and accurate records of their transactions and correspondence within the Club records system.

13. GENERAL MEETINGS

- 13.1 A General Meeting of the Club called the **Combined Annual General Meeting** shall normally be held in March of each year, on a date to be determined by The General Committee.
- 13.2 At least fourteen and not more than twenty-one days' notice of every Combined General Meeting shall be given to every Senior Member at their or her address in the Register, either by post or email if possible. Such notice shall include the time and place of the Meeting and the business that shall be brought before it and shall notification of any proposed alteration to the Rules.
- 13.3 The accidental omission to give Notice of Meeting to or the non-receipt of Notice of a meeting shall not invalidate the proceedings at that meeting. Notice given by e-mail shall be deemed to be received on the date of the e-mail.
- 13.4 The President of the Club shall be Chairman of the Meeting. In the absence of the President, a Chairman for the meeting shall be elected by those present.
- 13.5 The purpose and conduct of this meeting shall be as follows:
 - 1) To receive the Reports of the Honorary, Secretary, the Tennis Captain, the Squash Captain and the Social Chairman.
 - 2) To receive the audited financial accounts of the Club for the year ended the previous December 31st, together with the Honorary Treasurer's Report thereon.
 - 3) To receive the report of the Advisory Committee.
 - 4) To amend or add to the Rules.
 - 5) To transact any other Tennis, Squash or general Club business.
 - 6) To elect the General Officers of the Club and Members of the General Committee as defined under Rules 6(1)A and 7(1)A, an Advisory Committee if appropriate, and the elected members of the Bar Sub-Committee, by all Senior Members.

- 7) To elect the Tennis Officers and representatives to the General Committee as defined under Rules 6(i) B and 7(i) B, and the elected members of the Tennis Sub-Committee as defined under Rule 10 (a), by Senior Tennis Playing Members.
 - 8) To elect the Squash Officers and representatives to the General Committee as defined under Rules 6 (i) C and 7 (i) C, and the elected members of the Squash Sub-Committee as defined under Rule 10 (b) by Senior Squash Playing Members.
- 13.6 An **Extraordinary General Meeting** of the Club shall be called by the Secretary within seven days of the receipt by the Secretary of a demand in writing signed by ten Senior Members stating the proposals to be laid before the meeting, or at the request of The Committee or the Advisory Committee.

14. NOMINATIONS

14.1 Nominations to posts:

- 1) Any Senior Member, provided he or she is a fully paid-up Member at the time of the relevant Combined Annual General Meeting, may nominate any other senior member for election to any post to be filled under Rule 31(1)f above at such meeting and may vote accordingly.
- 2) Any Senior Tennis Playing Member, provided he or she is a fully paid-up Member at the time of the relevant Combined Annual General Meeting, may nominate any other senior tennis playing member for election to any post to be filled under Rule 31(2)a above at such meeting, and may vote accordingly.
- 3) Any Senior Squash Playing Member, provided he or she is a fully paid-up Member at the time of the relevant Combined Annual General Meeting, may nominate any other senior squash playing member for election to any post to be filled under Rule 31(3)a above at such meeting, and may vote accordingly.
- 4) Written nominations signed by a proposer and seconder qualified as aforesaid shall, in order to be a valid nomination for this purpose, be delivered to the Secretary not later than the last day of the month preceding such meeting. Nominations sent electronically to and duly received by the Secretary and which fulfil the requirements of this rule will be considered valid nomination if the date is not later than the relevant penultimate day of the month preceding such meeting.

14.2 Resolutions:

- 1) The Committee, the Advisory Committee and any two or more Senior Members (except those excluded under Rules 39 and 55) shall be entitled to propose any resolutions under Rules 31(1)d. and 31(1)e.

- 2) Any such resolutions must be notified to the Secretary in writing prior to at least 30 days in advance of the date of the Combined Annual General Meeting at which they are to be put, and appear on the published agenda for the meeting.
- 14.3 A quorum for any General Meeting shall be 10% of the Tennis Playing Members together with 10% of the Squash Playing Members on the Register at that time, or 5 of each category of such members, whichever is the less.
- 14.4 All propositions put before a Combined General Meeting (except nominations for and election of officers and committee members under Rule 32), shall be declared carried if, on a show of hands, there is an overall majority of senior members present in favour of the resolution, and also:
 - 1) The number of senior tennis members present indicating their approval exceeds the number of such members indicating their disapproval, excepting that a motion will require at least 10 members' disapproval before it can be rejected. And
 - 2) the number of senior squash members present indicating their approval exceeds the number of such members indicating their disapproval, except that a motion will require at least 5 senior members' disapproval before it can be rejected.
- 14.5 In the event of a tie under this Rule the Chairman shall have an additional casting vote, A poll may be demanded by the Chairman or at least three members before or on the Declaration of the result of a show of hands and unless a poll be so demanded a declaration by the Chairman that a resolution has on a show of hands been carried or lost shall be conclusive.

15. SUBSCRIPTIONS

- 15.1 The club may have different classes of membership and subscription on a non-discriminatory and fair basis. The club will keep subscriptions at levels that will not pose a significant obstacle to people participating. Subscriptions shall be decided as follows:

- 1) **Tennis Section:**

- (a) The subscription for the Tennis Section shall be agreed at a Tennis Subcommittee meeting and ratified by the General Committee before the start of each season.
- (b) Subscriptions will cover the period from 1st April until 31st March of the following year.

- 2) **Squash Section:**

- (a) The subscription for the Squash Section shall be agreed at a Squash Subcommittee meeting and ratified by the General Committee before the start of each season.
- (b) Subscriptions will cover the period from 1st September until 31st August of the following year.

- 3) **Non-Playing (Social) Section:**

The subscription for the Non-Playing (Social) Section shall be agreed at the Combined Annual General Meeting and ratified by the General Committee before the start of each season.

- 15.2 Discounts:

- 1) Tennis Members will be allowed a percentage discount on joining the squash section and squash members will be allowed a percentage discount on joining the tennis section, such percentages

to be decided at General Committee. This percentage discount is deductible on all future tennis and squash subscriptions whilst remaining a member of both sections.

- 2) Cohabiting couples are entitled to a percentage reduction on their combined fees when both are tennis or squash playing members at the due date, such percentage to be decided by the General Committee.

15.3 Membership is annual, but at the discretion of the relevant Subcommittee, applications for shorter membership periods may be accepted at relevant pro rata rates.

15.4 The Secretary shall, in the case of a member whose subscription has not been received within one month of the date due, notify that member that unless the subscription is paid within one calendar month of the date of such notice, the said member will automatically be suspended from membership of the Club. A Notice of Suspension shall be sent to the member concerned by email.

15.5 Tennis Fees:

- 1) Senior members may introduce visitors to play tennis. The same visitor may not be introduced on more than six days between April and September inclusive, out of which not more than three days shall be weekends or bank holidays, or on more than three days from October to March.

- 2) Visitors' fees shall be as recommended by the Tennis Sub-Committee and ratified by the General Committee and shall be paid to a committee member or nominee and entered in the accounts accordingly.

- 3) Junior members may introduce visitors under the rules as above on payment of the relevant fee.

15.6 Squash Fees:

- 1) The Squash Court fee for members shall be as recommended by the Squash Sub-Committee and ratified by the General Committee.

- 2) Senior squash members may introduce visitors to play squash, provided that the same visitor is not introduced more than six times per season. An additional court guest fee as recommended by the Squash Sub-Committee and ratified by the General Committee shall be paid and entered on the sheets and accounts accordingly.

15.7 General:

- 1) Members introducing visitors shall be responsible for ensuring that their visitors comply with the Rules of the Club and the above terms and fees.
- 2) All visitors introduced to the bar shall be signed into the visitors' book.
- 3) The admission of visitors shall be at the discretion of The Committee.

15.8 Visiting Club Teams:

Members of clubs visiting the Club for the purpose of match fixtures shall be deemed to be temporary members of the Club for the day of the fixture.

15.9 Resignations

- 1) Any Member of the Club who intends to resign their membership shall give notice to the Honorary Secretary or Membership Secretary before the date fixed for the payment of their subscription under Rule 38.
- 2) If such notice is not given before the stipulated date, the member shall remain liable for the payment of their subscription for the current season.

15.10 Cancellation of Membership

- 1) Should any circumstances affecting any member be brought to the notice of The Committee which, in their opinion, is a breach of any condition of membership set out in these Rules, or shall be likely to endanger the welfare or good order of the Club, the Committee shall have the power to remove the name of the offender from the list of members and shall give them notice thereof through the Secretary, and such individual shall immediately cease to be a member of the Club and shall forfeit all subscriptions and all right to or claims whatsoever upon the Club or its property.
- 2) Any member who is expelled or whose membership is not accepted or renewed by the Club shall have a right of appeal to the Club members as set out in Rule 15.

16. FINANCIAL REGULATIONS

16.1 Financial Accounts:

- 1) True accounts shall be kept of the monies received and expended by the Club, of the matters in respect of which such receipts and expenditures take place, and of the assets and liabilities of the Club.
- 2) Accounts of the Club shall be drawn up for the year ended December 31st in each year and shall be examined by the Auditors who shall report thereon to the members.

16.2 Commission:

- 1) No person (apart from the merchant, wholesaler or licensed trader) shall at any time be entitled to receive at the expense of the Club or any member thereof any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club nor shall any person directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club to members 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.
- 2) Similarly, no person or Member shall gain pecuniary benefit out of any materials supplied to or activity carried out by the Club, except where the supply or activity is in the normal licensed trade

or profession of that person, and the interest of any Member is fully declared and approved by The Committee.

17. BAR REGULATIONS

- 17.1 The hours during which the Club may be open for the supply, when available, of intoxicating liquor shall be in accordance with statutory licensing requirements as approved by act of Parliament.
- 17.2 Extensions to the permitted hours may be authorised by the appropriate Superintendent of the Metropolitan Police on application.

18. TENNIS REGULATIONS

- 18.1 Tennis shall be played in accordance with the Rules of Tennis authorized by the International Tennis Federation.
- 18.2 The Club agrees that all unlicensed and unregistered coaches and, so far as is reasonably practicable, players and other persons using the Club tennis facilities will be required, as a condition of such use, agree to be bound by and subject to the Club Rules, the Rules of the LTA and the Code of Conduct, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) 1998 applies and that the LTA and the Club can enforce any breach at its option and at its sole discretion.
- 18.3 The tennis courts shall be available for play daily (weather and ground conditions permitting) during the hours of daylight and thereafter on the floodlit tennis courts until 10.00 pm. Decisions on court serviceability shall be made by the members of the Tennis Sub-Committee, or in the absence of a member of the Tennis Sub-Committee shall be final.
- 18.4 Matches, where scheduled, will take precedence over social play, and should be notified to members in advance .
- 18.5 During social play, where all courts are in use and additional senior players are waiting to play, after playing one set of tennis, sufficient numbers of those playing (who have played for the longest duration) shall leave the court. A rota board may be brought into use at any time deemed necessary by any member present; otherwise a rota will be agreed verbally. The occupation of the courts shall be governed by the regulations displayed thereon.
- 18.6 In the event of a set reaching five games all, during the Summer Season (April to September inclusive) two more games shall be played and if necessary, the set shall then be decided by a tiebreak and in the Winter Season (October to March inclusive) a tie-break will be played at five all, unless otherwise unanimously agreed by those present.
- 18.7 All members, coaches and playing visitors (all players using the tennis courts) shall play on the courts in appropriate sports clothing and footwear. Shoes shall be heelless and rubber-soled and be of a form that do not cause damage to the playing surface. A shirt or top must be worn at all times.

19. JUNIOR TENNIS REGULATIONS

- 19.1 Membership shall be open to any person up to the age of 18 years.
- 19.2 The Junior Section shall be managed by a Sub-Committee appointed by the Committee of the Club, which will consist of one Senior Member and four Junior Members.
- 19.3 Juniors with appropriate interest, ability and commitment shall be invited to play in senior periods at no extra charge.
- 19.4 Visitors may be introduced subject to the restrictions and payment of visitors' fees as set out in Senior Rule 40. This fee must be paid to a Committee Member and entered in the Junior Visitors' Book. The same visitor shall not be introduced on more than six days in the season.
- 19.5 The number of Junior Members shall be as set out in Rule 19.
- 19.6 Times of Play: Junior members may play at all times when the courts are available for play, subject to the following:
- 19.7 When either senior or junior matches are in progress, senior members will have precedence for the use of the remaining courts in the evening periods after 6.00 pm and at weekends, subject to Senior requirements at the discretion of the Tennis Sub-Committee, but every consideration and encouragement shall be given to juniors. At times of exceptional demand, juniors' sets shall alternate with senior sets on at least one court as directed by a member of the Tennis sub-committee.
- 19.8 When the courts are in use for club coaching programmes, individual play will not normally be permitted for either junior or senior members, except, where space is available.

20. SQUASH REGULATIONS

- 20.1 Squash shall be played in accordance with the Rules of Squash England.
- 20.2 The courts shall be available for play daily until 10.00pm or at the discretion of The Committee.
- 20.3 All squash players should use rubber-soled heelless shoes. Shoes which mark the floor of the court are not allowed. Squash players should ensure that they do not wear their squash shoes outside the club pavilion.
- 20.4 Booking of Courts:
 - 1) A court may be booked up to but not exceeding 14 days in advance and for any period up to one hour.
 - 2) All bookings must be completed in accordance with the booking system before going on to the court.
 - 3) If the period is exceeded, the appropriate booking procedure must be completed before leaving the Club Premises.

- 4) A booking may be cancelled up to 24 hours before the time booked for play, but after that time the court fee will be charged.
- 20.5 Guests may play at the invitation of members but must be supervised by a member while on the premises. They may play up to 6 times before being obliged to join as members.

21. EQUALITY, DIVERSITY AND INCLUSION

- 21.1 The Club fully supports the principles of equal opportunities and is committed to ensuring that all organisations and individuals are treated fairly and on an equal basis, regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sex or sexual orientation in compliance with the Equality Act 2010.
- 21.2 Membership of the club shall be open to anyone interested in the sport on application, regardless of these characteristics.
- 21.3 In formulating its working procedures and producing materials, The Club will seek to ensure that, for its part, every reasonable effort is made in format, language and approach, not to discriminate against people, in relation to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sex or sexual orientation
- 21.4 . The Club will provide open access to all the services it offers. It insists on equality:
- In the selection of Club Officers and team members.
 - in the selection of volunteers who work for or on its behalf
 - in the format and content of all the competitions in which The Club takes part
 - in the monitoring of practices, procedures and data relating to operations
 - in the modification of any existing Rules which may serve to inhibit the needs and performance of those people with special needs.
- 21.5 In formulating its working procedures and producing materials, The Club will seek to ensure that, for its part, every reasonable effort is made in format, language and approach, not to discriminate against people, in relation to their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, disability, sex or sexual orientation.
- 21.6 In furtherance of this policy The Club will work in co-operation with other organisations and agencies to develop means of identifying and furthering an equal opportunity ethos in the area.

22. SAFEGUARDING POLICY

- 22.1 The Club recognises its responsibilities under the Children and Social Work Act (2017) and will maintain a Club **Safeguarding Policy**, embodying the mutual respect due to young people and older users of the Club.
- 22.2 Any incidents relating to safeguarding of juniors or adults should be reported as soon as practically possible to the delegated Safeguarding Officer, who will maintain a written record of such incidents.
- 22.3 The full Safeguarding policy can be found on the Club website: <https://wstsclub.co.uk/policies/>

23. HEALTH & SAFETY

- 23.1 The Club recognises its responsibilities under the Health and Safety law, applicable to clubs and their clubhouses. Members and players participating are subject to the non-statutory rules set down by the tennis and squash sport's governing bodies. These can be found on the Club website: <https://wstsclub.co.uk/policies/>
- 23.2 Injuries and accidents should be recorded in the Incident Book kept available on the premises at all times and reported to the designated Health and Safety officer or a Committee member as soon as practically possible.
- 23.3 Any dog brought on to the Club's premises must be kept on a leash at all times.
- 23.4 Smoking or vaping is not allowed on the tennis courts or in the clubhouse.

24. GDPR:

- 24.1 The club recognises its responsibilities under the General Data Protection Regulations to ensure the security and confidentiality of all data concerning members.
- 24.2 The full policy on General Data Protection Regulations can be found on the Club website: <https://wstsclub.co.uk/policies/>

1. Revised and approved at the Annual General Meeting of the Club held on 8th April 1992.

Incorporates revisions and additions agreed in General Meeting on 25th April 2001 in accordance with requirements of the lottery application and 21st May 2008.

2. Further amendment agreed at the Annual General Meeting of the Club held on 12th May 2010 in accordance with requirement of HMRC

3. Minor editing agreed by the General Committee on 6th December 2010, in accordance with further requirements of HMRC.
 4. Editing agreed by the General Committee on 6th December 2011 required by the LTA following the incorporation of the LTA.
 5. The club was granted CASC status in 2010
 6. Minor editing agreed by members of the General Committee on 14th December 2022, in accordance with further requirements of England Squash & new/revised UK & CASC legislation.
 7. Updated to comply with new and revised LTA and UK regulations in July 2023.
 8. Further revised December 2024 – February 2025.
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