



The Park Tennis Club
Tattershall Drive,
The Park,
Nottingham,
NG7 1BX

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Park Tennis Club (2012) Ltd

Constitution & Rules

1 Name

The name of the club established in 1886 (formerly called "The Nottingham Lawn Tennis Club & Newcastle Lawn Tennis Club) shall be 'The Park Tennis Club'. The club is a company limited by guarantee and incorporated as 'The Park Tennis Club (2012) Ltd. Company No. 8608160.

2 Constitution

The club is constituted by the rules, as a non-profit making members club.

3 Objects

The objects of the club are:

- (a) To provide and maintain top quality facilities to promote, encourage and facilitate the playing of tennis
- (b) To provide social amenities, including the sale or supply of food and drink as a social adjunct to the purposes of the Club.
- (c) To provide coaching opportunities for all members
- (d) To provide opportunities for the local community to enjoy the facilities of the Club
- (e) To generate funds in any way the committee think fit in order to provide and maintain good quality facilities, and to further the interests of the Club
- (f) To affiliate to the county LTA (and in so doing affiliate to the LTA) and to comply with and uphold the rules and regulations of the County LTA and the LTA.
- (g) To discipline members where permitted by the rules of the Club.

4 Membership and Subscriptions

- 4.1 The Membership shall be open to all persons in accordance with the Club equality policy. No person shall be denied membership of the club on the grounds of race, ethnic origin, creed, colour, age, disability, gender, sexual orientation, occupation, religion, political or other beliefs.

- 4.2 Age is to be calculated from 1st January.
- (a) Senior membership shall be available to persons over the age of 18
(b) Junior membership shall be available for persons under the age of 18.
(c) Within these categories, different classes of membership shall be as agreed at a properly convened Annual General Meeting or Extraordinary General Meeting, and shall be included in the regulations operating at any given time.
- 4.3 The annual subscription for the various categories of membership shall be as determined from time to time by the Annual General Meeting.
- 4.4 No candidate shall be entitled to any privileges of the club until confirmed as a member. No person shall be admitted to membership until interval of at least 48 hours had elapsed between application and selection.
- 4.5 Only senior playing members shall be entitled to receive notice of, attend, and vote at general meetings. The other members shall be entitled to all the other privileges of membership other than the right to receive notice of, attend, and vote at general meetings.
- 4.6 Confirmation of membership shall be made by the committee of the club (or it's appointed officer), and no reasons need be given to any candidate in the event of rejection of the application.
- 4.7 On the confirmation of a new member, the Membership Secretary shall notify that candidate and require payment of the subscription and the entrance fee (if any) direct to the Membership Secretary.
- 4.8 If payment is not made within one month from the date of the notice of acceptance, the application shall lapse until sufficient cause is shown to the satisfaction of the committee.
- 4.9 All annual subscriptions shall be payable by the first day of April in each year. If after a reminder has been given, a subscription has not been paid on or before the first day of June, the defaulter shall cease to be a member of the club. Re-admittance to membership on payment of all arrears may be made at the discretion of the committee subject to the candidate for the re-admission complying with the Rules set out before relating to the admission of the new members.
- 4.10 Any member may resign their membership on giving to the Membership Secretary notice in 'writing to the effect provided that if notice is given after the first day of June in any year, he or she shall be liable to pay the subscription for that year.
- 4.11 All subscriptions due to the club shall be deemed to be a debt due to the Treasurer of the club for the time being.
- 4.12 All members shall have responsibility for the appropriate use of, safety, tidiness and security of the Club's premises. Failure to do so will be deemed by the committee to be a disciplinary matter.
- 4.13 The Committee shall have the power to expel any member who shall offend against the rules of the Club or whose conduct shall in the opinion of the Committee render him or her unfit for membership of the Club. Before any such member is expelled, the Secretary shall give him or her seven days written notice to attend a meeting of the Committee and shall inform him or her of the complaints made against him or her. No member shall be expelled without first having the opportunity of appearing before the Committee and answering complaints made against him or her, nor unless at least two thirds of the Committee then present vote in favour of his or her expulsion. No member whose membership has been terminated under this rule or who owes money to the Club shall be introduced by any members as a visitor or guest to any part of the Club premises. Any member expelled from the Club shall have no right to any reimbursement of their subscriptions.

5 Administration

- 5.1 The Management of the club shall be entrusted to a Committee consisting of a Chairman, Secretary and Treasurer plus a minimum of 5 and maximum of 17 other members, all of whom shall be elected annually at the Annual General Meeting of the Club. The others shall include the Membership Secretary, the Bar Manager, the Ground Secretary, and the Ladies' and Men's Team Captains. They shall all go out of office in

- every year but shall be eligible for re-election. The Committee has the power to co-opt additional Committee members during the year.
- 5.2 The Committee may appoint one or more Sub Committees for such purposes as it may deem appropriate.
- 5.3 Five members shall constitute a quorum of the committee and three a quorum of a sub committee.
- 5.4 In the event of a vacancy among the officers of the club occurring between Annual General Meetings, the Committee shall have power to appoint any member of the club to fill such vacancy until the next available Annual General Meeting.
- 5.5 The Chairman, Secretary and Treasurer shall act in all matters in accordance with the directions of the Committee of the Club. Subject to any directions given to him or her by the Committee, the Secretary or Pavilion Manager may on behalf of the Club engage domestic staff and other Club Servants as may be necessary for the efficient and economic running of the Club and may lawfully terminate such engagement.
- 5.6 The Committee shall normally meet once a month or otherwise as it may at its discretion decide in order to arrange the affairs of the Club.
- 5.7 A member of the Committee shall be deemed to have vacated office if:
- (a) They become bankrupt or makes any arrangement or composition with his creditors generally.
 - (b) They are, or maybe, suffering from a mental disorder.
 - (c) They resign their office by notice to the Club.
 - (d) They shall without sufficient reason the absent from meetings for more than 3 consecutive meetings.
 - (e) They are requested to resign by not less than two thirds of the Committee.
- 5.8 Decisions of the Committee shall been made by a simple majority. The chairman shall have the casting vote in the event of an equality of votes.
- 5.9 Minutes shall be taken of all proceedings of the Committee and shall be open to the inspection of the Club applying to the Secretary therefore.
- 5.10 Any Sub-Committee appointed by the Committee shall periodically report their proceedings to the Committee and shall conduct their business with the direction of the Committee.
- 5.11 In each year, the Committee must appoint a Bar Committee to control the purchase, sale and other matters in connection with the consumption of intoxicating liquor in the Club premises. The Bar Committee shall consist of the Bar Secretary and at least two other Committee members.
- 5.12 The Committee shall from time to time make, repeal and amend Regulations (not being inconsistent with these Rules) as it shall think expedient for the internal management of the Courts and wellbeing of the Club. All such Regulations shall be binding upon the members until repealed by the Committee or set aside by resolution of a General Meeting of the Club.
- 5.13 The Committee shall have the power to make arrangements for holding matches, tournaments and other like competitions including imposition of a charge for admission for non members; and to reserve the courts as may be required on any occasion that the Committee at its discretion thinks proper.
- 5.14 The Committee shall be responsible for the management of the Club and shall have the sole right of appointing and determining the terms and conditions of service of employees of the club. The committee shall have power to enter into contracts for the purposes of the Club on behalf of all members.
- 5.15 The Committee shall take out in keeping force a comprehensive policy of insurance with reputable insurers to cover the club against all usual risks to its full replacement value. Agencies or individuals using the club for their own purposes will be required to have appropriate insurance for the purpose.
- 5.16 All persons appointed by the club to coach children and vulnerable adults will be subject to the appropriate legal checking requirements (DBS) to ensure the safety of children and vulnerable adults.
- 5.17 No information about club members will be given to a 3rd party without the permission of every member. Member's personal details are confidential to the club unless permission is given by an individual member.

6 General Meetings

- 6.1 The Annual General Meeting of the Club shall be held in the month of June in each year. The date and time of the meeting shall be fixed by the Committee and at the Annual General Meeting the following matters shall be dealt with:
- a) To receive from the officers and the Committee reports, balance sheets and statement of account for the preceding financial year.
 - b) To elect officers and to appoint an auditor for the ensuing year
 - c) To decide upon any resolution which may be duly submitted to the meeting as hereinafter provided
 - d) To determine categories of membership and fix subscriptions (see section 4 above)
- 6.2 Not more than fifteen months shall elapse without an Annual General Meeting. Notice of the day and times of the Annual General Meeting shall be posted at the Club in a prominent position in the part of the club premises which is frequented by members, for a period of at least 42 days before such date and it shall be the duty of the Secretary to ensure that any such notice remains exhibited throughout the said period. Any member desirous of moving any resolution at the Annual General Meeting shall give notice thereof in writing to the Secretary not less than 28 days before the date of the Meeting. At least 14 days before the date of the Meeting, the Secretary shall post all Resolutions in the Club in a prominent position in part of the Club frequented by members, and circulate to all members a notice specifying the business to be dealt with at the Annual General Meeting. There will be a section for Any Other Business for discussion purposes only; no decisions may be taken on these Any Other Business subjects.
- 6.3 An Extraordinary General Meeting of the Club may be convened at any time by the Committee by causing a notice thereof to be posted in the Club premises in the manner prescribed above and submitting a written notice of such meeting at least 14 days before the day appointed for the meeting. The said period of 14 days may be dispensed with at the discretion of the Committee if the nature of the business to be discussed in their opinion so requires.
- Such a meeting may also be requisitioned by one fifth of the members of the Club for the time being or 30 members whichever is the less. On written notice being given to the Committee with a list of members who support the calling of the meeting. If the Committee fails to convene such a meeting within 28 days of such a requisition being made, the members themselves may convene the meeting on the 14 days' notice being given to the membership of the Club.
- 6.4 Voting: At all General Meetings of the Club, every member of the Club shall be entitled to be present but only senior members may vote. Each senior playing member shall be entitled to one vote upon every question.
- 6.5 In normal circumstances, the Chairman of the Club shall be the Chairman of all General Meetings but in his or her absence, a member of the Committee approved by the meeting shall take the Chair before the commencement of any business. The Secretary shall take minutes of the proceedings of all General Meetings of the Club.
- 6.6 The Quorum for any General Meeting shall be twenty members.
- 6.7 Prior to any AGM, the Committee will announce a list of roles, and this will be posted in the club in accordance with rule Rule 6.2.
- 6.8 Prior to any AGM, within the timings set out in Rule 6.2, any member including current Committee members will be able to put their name forward for a number of positions. This number will be limited to a maximum of 3 positions per person.
- 6.9 The person elected will be the one to gain a simple majority of the votes cast.
- If this is not achieved in the first ballot, the person with the lowest number of votes will drop out. Another vote will then be taken etc..... until one person does have a simple majority of the votes cast.
- The voting will start with the Chair, Secretary and Treasurer in that order
Then, following the Treasurer's election, the next position will be chosen at random and so on.

7 Supply of Alcohol

- 7.1 The purchase of alcohol for the Club, and the supply of alcohol by the Club, will be managed by:
- 1) The Club in General Meeting; or

- 2) The General Body of Members; or
 - 3) A Committee whose members are:
 - a) members of the club;
 - b) at least eighteen years of age; and
 - c) elected by the members of the Club.
- 7.2 No person may receive any commission, percentage or similar payment, relating to purchases of alcohol by the Club.
- 7.3 No person may directly or indirectly receive any pecuniary benefit from the supply of alcohol by, or on behalf of, the Club to members or guests apart from:
- a) all benefit accruing to the Club as a whole; or
 - b) all benefit which a person derives indirectly as a result of the supply creating a general gain to the Club.
- 7.4 Supply of Alcohol for Consumption off the Club Premises is not permitted.

8 Profits

- 8.1 No member shall at any time be entitled to receive at the expense of the Club any commission, percentage, or similar payment on, or with reference to, purchase of intoxicating liquor. The purchase and supply of intoxicating liquor must be in the absolute discretion of at least 3 members of the committee appointed for that purpose.
- 8.2 The Club is a non-profit making organization. All surpluses will be used to maintain or improve the Club's facilities and in furtherance of the Club's objectives. Profits made on the sale of food, drink, membership fees and any other fundraising ventures shall become the property of all of the members of the club, to be utilized the benefit of the club as a whole at the discretion of the Committee.
- 8.3 In the event of the Club ceasing to exist for whatever reason, all monies held on account of the Club shall be utilised to discharge all creditors, liabilities and any costs reasonably incurred in winding up the Club. Any balance shall then be divided equally between the senior members.

9 Financial Year

- 9.1 The Financial Year of the Club shall end on the thirtieth day of September in each year at which date the accounts of the Club shall be prepared.

10 Guests

- 10.1 Any member shall be entitled to introduce not more than 4 guests to the Club during anyone period of permitted hours. No member shall introduce more than 8 guests per calendar month. Such guests shall be personally well known to and bona fide guests of the member introducing them. No person whose application for membership has been declined or who has been expelled from the Club shall be introduced as a guest.
- 10.2 The member introducing the guest(s) shall enter the name and address of the guest together with his or her Own name in the Visitor's Book / on a Vistor's envelope which shall be kept for the purpose at Club premises.
- 10.3 The appropriate Visitor's fee shall be recorded in the Visitor's Book / on a Vistor's envelope and placed in a Vistor's envelope and deposited in the slot in the pavilion door.

- 10.4 No visitor may play more than four times in one calendar year without the Committee's permission.
- 10.5 Any persons who are competitors, players or officials or who assist in any games sponsored or organised on behalf of the club shall be entitled to become a temporary member for a period not exceeding 24 hours. They shall be entitled to use all Club premises and facilities during and after the game they are playing or supporting or assisting but shall not be entitled to any rights or privileges in connection with the Club.

10.6 Members' functions

Any member of the Club may use the Clubhouse facilities for his or her own private party or function having given a minimum 21 days notice to the Committee and the Committee agreeing to the function being held.

On such occasions, all persons attending the function may utilise all the facilities of the Club, including the purchase and consumption of intoxicating liquor within the Clubhouse or the grounds of the Club, providing always that there shall be no sale or supply or consumption to or by any person under the age of 18 years.

11 Opening Hours

- 11.1 The Club shall be open between the hours of 8am to 12 Midnight on each day, subject to the discretion of the Committee at the particular time.
- 11.2 Permitted hours. The supply of intoxicating liquor in the club premises may be the general permitted hours operating in the area. i.e.:
- | | |
|---|-------------------------------|
| Monday to Saturday | 10:30 - 23:00hrs |
| Sundays and Good Friday | 10:30 - 23:00hrs |
| Christmas Day, the permitted hours shall be fixed by the committee. At present these times are: | 12:00 - 15:00 & 17:00 - 20:30 |
- 11.3 No intoxicating liquor shall be sold, or supplied to, or consumed by any person under the age of 18 years. Members may be required to produce proof of age when requesting the supply of intoxicating liquor.
- 11.4 No member or guest under the age of 14 years shall be allowed to the area where the supply of intoxicating liquor is available unless accompanied by their parent / guardian.
- 11.5 In the event of the function being organised mainly for the benefit of members or guests under the age of 18, the supply or consumption of intoxicating liquor shall not be permitted.

12 Playing Regulations

- 12.1 **Court closure:** the committee, or person appointed by them, has the right to close any courts that they consider unfit for play. Members are asked to respect the notices on each court and abide by the decision.
- 12.2 **Dress code:** recognized tennis clothing must be worn. Singlets, jeans or playing on court bare-chested is not permitted. Footwear must be "appropriate for tennis" and of a type designed not to damage the surface of the court; sole must be non-marking, not black and must be ridged not studded.
- 12.3 **Shoe tags:** Members are issued with shoe tags on payment of their subscription. These must be worn at all times when playing at the Club. Membership checks may be conducted at any time by the committee or members acting on their behalf.
- 12.4 **Visitors:** visitors must abide by the rules of the club. See also section 10 guests.
- 12.5 **Court behaviour:** all players shall behave in a courteous and polite manner at all times. Foul language, offensive or abusive behaviour will not be condoned and will be considered by the committee as a disciplinary matter. Players must not walk behind or across courts in play until the point is completed stray

ball shall return to the correct court between points, unless the potential accident is identified.

12.6 Court priority:

- a) No court maybe individually pre-booked by members without the permission of the Committee
- b) Matches have priority use of the artificial courts
- c) Juniors have priority use of the "birdcage" court
- d) Seniors have priority over juniors for the use of the artificial courts
- e) All junior coaching will take place on the top hard courts. (6/7). Regular coaching or junior multi-sport activities will have priority use of these courts at all times.
- f) Adult coaching will have priority use of the bottom hard courts (4/5) if the top hard courts are in use by juniors.
- g) Social tennis sessions advertised by the club have priority on 2 of the 3 artificial courts, unless team league matches have been unavoidably scheduled for these times.
- h) If all artificial courts are in use, doubles play takes priority over singles.
- i) Members must vacate courts after 1 set, or 30 mins of practice, if there are members waiting to play. During social tennis sessions advertised by the club, members must vacate the artificial courts after one set, or 30 min of practice, if members are waiting to play on the court.
- j) The Committee may give priority to unnamed groups of players for any specified courts at any one time. This will be advertised at least 3 weeks in advance in the clubhouse.

13 Club Social Sessions

- 13.1 These sessions are sanctioned / run by the club and are open to all members. The times are advertised in the clubhouse and on the website. The sessions have priority use of two of the three artificial courts.

14 Alteration of Rules

- 12.1 These rules may be revoked added to or altered by Resolution carried by a majority of at least two thirds of the members present and entitled to vote at a General Meeting the notice of which shall contain particulars of the proposed alternation or addition. The Secretary shall as soon as possible and in any case within 28 days of making of any such alteration or addition to these rules give written notice of such alteration or addition to the Licensing Authority.

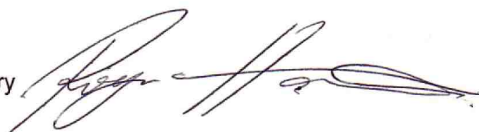
Signed
December 2015

Chairman



Robert Cullen

Secretary



Roger Harrison