



CASC no: 04425

CONSTITUTION

1 NAME

The club established in 1923 is called Salts Tennis Club (the club).

- 1.1 Salts Tennis Club is a financially independent and independently managed Club, affiliated to the Salts Sports Association (SSA).

2 DEFINITION

The Club/ Registered place to play

Means Salts T.C

The LTA

Means the LTACLG (the governing body of lawn tennis in Great Britain, The Channel Island and the Isle of Man). of The National Tennis Centre, 100 Priory Lane, Roehampton, London, SW15 5JQ and its subsidiaries or such successor, entity or entities as become(s) the governing body of the game of Tennis within Great Britain, the Channel Islands and the Isle of Man from time to time.

The Y.L.T.A

Means the Yorkshire Lawn Tennis Association

The Game

Means the game of Tennis.

The Chairman

Means the person (elected) from time to time to be Chairman of the club in accordance with Rule 7.

The (Honorary) Secretary

Means the person (elected) from time to time to be the (honorary) secretary of the club in accordance with Rule 7.

The (Honorary) Treasurer

Means the person (elected) from time to time to be the (honorary) treasurer of the club in accordance with Rule 7.

The Management Committee

Means the committee appointed to manage the club in accordance with Section 7.

The Members

Means the members of the Club/Registered place to play admitted from time to time to membership of the Club/Registered places to play in accordance with Section 5

3 OBJECTS

To provide facilities for tennis and to generally promote the playing of tennis in Shipley and surrounding areas.

- 3.1 To provide and maintain the Tennis club facilities at Salts Sports Association including club owned tennis equipment for the use of its members.
- 3.2 To provide other ordinary benefits of an amateur sports club as set out in Schedule 18 of the Finance Act 2002.
- 3.3 To encourage individuals to participate in healthy recreation, through tennis, for the benefit of the community.
- 3.4 To provide structured coaching to players, to raise the standard of tennis.
- 3.5 To participate in various local tennis leagues in Shipley and the surrounding areas.
- 3.6 To take and retain a membership of to the YLTA (and by doing so become and remain registered as an associate of the LTA) and to comply with and uphold the Rules and Regulations of the YLTA and LTA as amended from time to time and the LTA rules and Disciplinary Code and the rules and regulations of any body to which the LTA is affiliated.
- 3.7 Subject to the LTA Rules and the LTA Disciplinary Code and the LTA,s wider jurisdiction, to discipline the members where permitted by its Rules/Regulations and to refer its members to be disciplined by the LTA or the YLTA (as appropriate)
- 3.8 To do all such other things as the Management Committee thinks fit to further the interests of the Club, to advance and safeguard the interests of the Game, to promote increases in participation at all levels of the Game or as otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 3

4 POWERS OF THE MANAGEMENT COMMITTEE

The Management Committee have the following powers that may be exercised only in promoting the objects of the Club:

- 4.1 To publish or distribute information.
- 4.2 Can form sub-committees to take over any of the Management Committee's existing functions if required.
- 4.3 To improve facilities or form partnerships with other bodies or associations.
- 4.4 To raise funds (grants and loans, but not by means of taxable trading) interest free from the YLTA, LTA or other grant giving bodies i.e. private companies, and lottery applications.
- 4.5 The Management Committee have no powers to borrow monies from any company where interest would be charged.
- 4.6 Deal with all financial aspects regarding the day to day running of the club.
- 4.7 To set aside all surplus funds to be used solely for the upkeep and maintenance of the tennis courts, their surrounds and the Club infrastructure.
- 4.8 To insure the Tennis Clubs property against any foreseeable risk.
- 4.9 To enter into contracts to provide services to other bodies.
- 4.10 To make rules, regulations, bye laws and standing orders concerning the operation of the Club including without limitation regulations concerning disciplinary procedures that may be taken against the Members.
- 4.11 To discipline the Members where permitted by its Rules and Regulations and to refer its Members to be disciplined by the YLTA, and LTA where so required.
- 4.12 To do all such things as the Management Committee thinks fit to further the interests of the Club or to be incidental or conducive to the attainment of all or any of the objects stated in Rule 3.
- 4.13 To carry out the wishes of the Membership as stated in Item 5.
- 4.14 The Management Committee have the power to amend the constitution if they feel it necessary for the welfare of the club and its infrastructure, said amendments to be ratified by the members at the following years AGM.

5 MEMBERSHIP

- 5.1 Any person who wishes to become a Member must submit an application in such form as the Management Committee shall decide. Every candidate for membership shall be considered by the Management Committee, which shall admit that candidate to membership of the Club unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the Club. A person shall not be entitled to any privileges of the Club until two days have elapsed since their application for membership was submitted, whether or not they are admitted as a Member before those two days have passed.
- 5.2 Any person may appeal against a Management Committee decision to refuse or expel from membership. The appeal may be made to the Club's members and decided by a majority vote.
- 5.3 The Club is committed to a policy of equal opportunity and equal treatment of all Members be they Junior or Senior and expect all members to abide and adhere to this general principle, as laid out in the Clubs Child Protection and Anti Discrimination and equal Opportunity Policy.
- 5.4 Membership of the Club is open to any individual interested in playing the game of tennis with no restrictions as to playing ability, disability, age, ethnic origin, race, colour, creed, sex, occupation, sexual organisation, or political, religious or other beliefs.
- 5.5 The Management Committee may establish different classes of membership and set appropriate rates of subscription provided that the Management Committee shall use its best endeavours to ensure that the Membership fees set by it do not preclude Membership of the Club.
- 5.6 Members rejoining the Club for the next season must pay the Annual Subscription to the Treasurer not later than the end of February in each year, and as such, receive the relevant discount. Where payment is not made by this date, the membership of such members shall be deemed to have been terminated and the full relevant subscription will then have to be paid.
- 5.7 The Management Committee will keep a full register of members including category of membership.
- 5.8 A member whose subscription is 2 months in arrears shall be deemed to have resigned their membership of the club and will relinquish all privileges of the Club.
- 5.9 A member may withdraw from membership of the Club on one month's clear notice to the Management Committee. Membership shall not be transferable in any event and shall cease immediately on death, dissolution, or on the failure of the Member to comply, or to continue to comply with any condition of membership set out in these rules
- 5.10 Members may introduce visitors at a fee to be determined at the Annual General Meeting, and subject to a maximum of four visits per season. Members introducing visitors must sign the visitors' book on arrival.
- 5.11 No Member shall be paid a salary, bonus, fee or other remuneration for playing for the Club.
- 5.12 The Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of The Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Party Act) 1999 applies and that the LTA and The Club can enforce any breach at its option and its sole discretion.
- 5.13 Only fully paid up members shall be entitled to receive notice to attend and vote at any Extra Ordinary Meeting or the Annual General Meeting.

6 GENERAL MEETINGS

- 6.1 All members are entitled to attend and vote at an Annual General Meeting in person. Junior members may be represented by their parent or guardian.
- 6.2 An Annual General Meeting will be held once a year (preferably after the financial year end).
- 6.3 The Secretary shall send to each Member at their last known address, written notice of the date of the Annual General Meeting together with the agenda and resolutions to be proposed at least 21 days prior to the meeting. Any person wishing to add to the Agenda should contact the Chairperson or Secretary by letter at least 2 days before the date of the Annual General Meeting. There will be **(no other business)** at an Annual General Meeting.
- 6.4 The Chairman or (if the Chairman is not available) another Management Committee member nominated by the Management Committee (7.3.4) will chair the meeting.
- 6.5 The Secretary or in their absence a member of the Management Committee, shall take Minutes at Annual or Extraordinary General Meetings.
- 6.6 The quorum for the Annual or any Extraordinary meetings shall be 15 members.
- 6.7 Except where otherwise provided in this constitution, every issue at an Annual General Meeting will be determined by the vote of the membership.
- 6.8 At an Annual General Meeting the members:
 - 6.8.1 Will receive the accounts for the previous year.
 - 6.8.2 Will receive the Management Committee's report on the Club's activities for the previous season.
 - 6.8.3 Will re-elect existing Management Committee members, if willing to stand or in the case of retiring officers propose and vote for replacements.
 - 6.8.4 Will re-elect the Chairman, Treasurer, and Secretary if they are willing to do another term or propose and elect new officers from among the existing membership.
 - 6.8.5 May vote to remove a Management Committee member, including the Chairman.
 - 6.8.6 Will allow the Management Committee to appoint an independent auditor for the Club accounts.
 - 6.8.7 Will discuss and determine by vote any issue raised in writing as clause 6.3.
 - 6.8.8 Will consider the election of any life members.
- 6.9 An Extraordinary General Meeting may be called at any time by the Management Committee or after a written request from at least 20 members and must be convened within 21 days.

7 THE MANAGEMENT COMMITTEE

- 7.1 The Management Committee shall consist of at least 7 members, maximum 13 members, each committee person to agree to attend a minimum of 8 committee meetings per calendar year and to attend all EGM and AGM meetings if at all possible.
- 7.2 The Management Committee shall have control of the day-to-day running of the Club, its property and funds, and shall have sole right of appointing and determining the terms and conditions of service of employees of the Club. The Management Committee shall have power to enter into contracts for the purposes of the Club on behalf of its members
- 7.3 The Management Committee shall include the following officers:
 - 7.3.1 Chairman
 - 7.3.2 Secretary
 - 7.3.4 Elected Management Committee members of which One be voted on by the Management Committee to act as Vice Chairman to take the chair when Chairman is not in attendance.
- 7.4 Each member of the Management Committee must satisfy H.M.R.C,s Fit and Proper persons test to be involved in the general control, management and administration of the Club and must declare that he/she is a Fit and Proper person prior to being elected.
- 7.5 The Club agrees that each member of the Management Committee will be required, as a condition of election or appointment to agree to be bound by and subject to these rules, the rules and regulations of the Y.L.T.A and the L.T.A rules and Disciplinary Code, such an agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the L.T.A and the Club can enforce any breach at its option and its sole discretion
- 7.6 A person ceases to be a member of the Management Committee if he or she:
 - 7.6.1 Is incapable, whether mentally or physically, of managing his or her own affairs.
 - 7.6.2 Is absent from 4 consecutive meetings apart from long term illness or holidays.
 - 7.6.3 Ceases to be a member of the Club.
 - 7.6.4 Resigns by written notice to the Management Committee.
- 7.7 A junior committee formed from junior members consisting of a minimum of 3 people to report and air their views, opinions, and concerns in relation to the junior section to a sub-committee formed from the Chairman, Secretary, and an appointed Child Protection Officer. These meetings to precede monthly Management Committee meetings

8 COMMITTEE MEETINGS

- 8.1 The Management Committee will meet once a month to conduct the affairs of the Club.
- 8.2 The minimum quorum at a meeting shall be 5 plus the Chairman.
- 8.3 If the Chairman is not available the Vice Chair shall chair the meeting (as 7.3.4).
- 8.4 Every issue will be voted on and in case of a deadlock the Chair will have the casting vote.
- 8.5 Each Management Committee member has 1 vote and no proxy votes will be allowed.

9 EXPULSION

- 9.1 The Management Committee shall have power to expel any Member when, in its opinion, it would not be in the best interests of the sport or of the Club for them to remain a member, subject to a majority vote by the Club's members as per clause 5.2.
- 9.2 A Member shall not be expelled unless they are given [14] days written notice of the meeting of the Management Committee at which their expulsion shall be considered and written details of the complaint made against them.
- 9.3 The Member shall be given an opportunity to make written representation and/or to appear before the Management Committee, and at any such meeting to be accompanied by a representative or friend, who may answer complaints made against the member and to cross examine any witness on behalf of said member.
- 9.4 The Management Committee may exclude the Member from the Clubs premises until the meeting considering their expulsion has been held. For avoidance of doubt, the member shall be entitled to attend that meeting for the purpose of making their representation.

10 EFFECT OF RESIGNATION OR EXPULSION

- 10.1 Any person ceasing to be a Member forfeits all right to and claim upon the Club, its property and its funds, and they have no right to the return of any or part of their subscription.
- 10.2 The Management Committee may at its discretion pay back all or part of annual subscription fee if a Member falls ill (long term) and would not be able to participate in Club life.

11 PROPERTY AND FUNDS

- 11.1 The Club is a non profit making organisation. All surplus monies after each seasons debts paid will be used to maintain or improve the Clubs facilities and in furtherance of the Clubs objects and no portion thereof shall be paid or transferred, directly or indirectly, to the Members of the Club
- 11.2 No Management Committee member shall receive monies from Club funds apart from any agreed honorariums and expenses incurred in carrying out their duties.
- 11.3 Funds that are not required for immediate use should be deposited in the court savings account.
- 11.4 Payments for all running expenses to be controlled and paid for by the Management Committee and two number signatures applied to each transaction, the signatories to be Chairman, Treasurer, and Secretary.
- 11.5 Funds may be used to pay for court rental, including payments to Salts Sports Association in regards to rents and other items only on agreement of the Management Committee.

12 RECORDS AND ACCOUNTS

The Management Committee and Treasurer must keep up to date accounts that are to be audited at each year-end.

- 12.1 Annual reports.
- 12.2 Annual statement of accounts.
- 12.3 The Management Committee must keep proper records of:
 - 12.3.1 All proceedings at Annual and Extraordinary General Meetings
 - 12.3.2 All proceedings at Committee Meetings.
 - 12.3.3 All reports of sub-committees.
 - 12.3.4 All reports from representative to the Salts Sports Executive Committee.
- 12.4 The Annual reports and statements of accounts must be made available to all members of the Club.

13 NOTICES

- 13.1 Notices under this Constitution regarding planned events may be sent by hand or by suitable electronic means.
- 13.2 The address at which a member is entitled to receive notices is the address noted on said members application for membership form.

14 AMENDMENTS

This constitution may be amended or amendments made by the Management Committee, ratified by the members at an AGM or EGM meeting by a two thirds majority of members present at said meetings but;

- 14.1 The members must be given 21 days notice of the proposed amendments.
- 14.2 No amendment is valid if it compromises the objects of the Club.

15 PLAYING RULES

- 15.1 Salts T.C agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other person using the facilities of Salts TC will be required as a condition of such use, to agree to be bound by and subject to these rules, the Rules and Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that (the LTA) and Salts TC can enforce any breach at its option and in its sole discretion.
- 15.2 All Bradford League, Friendly League, Wharfedale League and Yorkshire League teams, be it men's, ladies or mixed doubles, will be selected by the relevant Captains in consultation with other Captains.
- 15.3 Team Captain is a voluntary post, proposed and voted on at the Annual General Meeting. If the position is not filled the Management Committee will select a Captain before the commencement of the next season. To avoid communication problems, only one person may Captain a team.
- 15.4 In the case of a selection clash between 2 different team fixtures, the team who is safe in their position with no chance of promotion or relegation will give priority of choice of players to other teams if they could be in danger of relegation or if they are in with a chance of promotion.
- 15.5 Team Captains may nominate another member to take over his or her duties if he or she will not be available. All other relevant team Captains to be notified if this occurs.
- 15.6 Members must at all times wear regulation or suitable tennis attire and footwear on the courts. Any member improperly dressed will not be permitted to play.

16 CODE OF CONDUCT FOR PLAYERS

Players shall

- 16.1 Make every effort to develop his or her sporting abilities in terms of skill, tactics and stamina.
- 16.2 Give maximum effort and strive for the best result they can achieve.
- 16.3 Avoid all forms of gamesmanship.
- 16.4 Avoid violent and abusive behaviour towards the opposition.
- 16.5 Know and abide by the rules and etiquette of the game.
- 16.6 Accept success and failure equally and gracefully.
- 16.7 Treat all opponents with due respect at all times.

17 EQUIPMENT & PROPERTY OF THE CLUB

It is the responsibility of all members to leave the courts and pavilions in good order and to ensure they are securely locked. Members will be held responsible for the property of the Club.

18 DISSOLUTION

- 18.1 A resolution to dissolve the Club shall be proposed only at an Extraordinary General Meeting and shall be passed only if carried by a majority of at least 75% of members testified by their signatures to an instrument of dissolution in the form prescribed by the Treasury Regulations.
- 18.2 The dissolution shall take effect from the date of the resolution, and the members of the Management Committee shall be responsible for the winding up of the assets and liabilities of the Club.
- 18.3 Any assets remaining on a winding up or dissolution of the Club, after the discharge of and liabilities of the Club shall be paid to or distributed to the YLTA for use in community related tennis initiatives, another registered community amateur sports club for lawn tennis, or to a registered charitable organisation.

Adopted at a meeting held:

At: **Salts Sports Association Clubhouse** (place)
.....

On: **December 6th 2011** (date)
.....

Signed by:

Name **Jim Dyer**
.....

Signature:
.....

(Name and Signature of Chair of Meeting)

Witnessed by:

Name **Simon Kennett**
.....

Address: **34 Longwood Avenue Bingley BD16 2RX**
.....

Occupation: **Sales Manager**
.....

Signature:
.....

(Name, Address and Occupation of Witness)