



2.1 MTC Rules and Regulations

RULES as agreed at the Annual General Meeting November 2015

1. Defined terms

A In the rules, unless the context requires otherwise:

“LTA” means Buckinghamshire 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;

“the LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“the Game” means the game of tennis;

“The Club” means Marlow Tennis Club;

“member” means a member of the Marlow Tennis Club;

“the Rules” means the rules of the LTA as in force from time to time

“The Chairperson” means the person elected from time to time to be Chairperson of the Club in accordance with Rule 10

“The Committee” means the Management Committee of the Club appointed under rule to 10 to manage the club

“The Disciplinary Code” means the disciplinary code of the LTA as in force from time to time

B Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; and words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

2. Names and Objectives

The club shall be known as the Marlow Tennis Club - a section of Marlow Sports Club Limited.

The objects of the Club are:

(a) to provide tennis, social and other activities and generally to encourage and facilitate the



- playing of tennis in accordance with the acknowledged Rules of the Game;
- (b) to provide and maintain the facilities and tennis clubhouse at Pound Lane;
 - (c) to promote, improve, develop and support the interests of tennis;
 - (e) to take and retain a membership of the Buckinghamshire LTA (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 Buckinghamshire LTA as amended from time to time and the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated;
 - (f) to acquire, establish, own, operate and turn to account in any way [for the members' benefit] the tennis court facilities of the Club together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
 - (g) subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, 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;
 - (h) 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 Buckinghamshire LTA (as appropriate);
 - (i) to make donations or offer support to other lawn tennis clubs which are charities, other community amateur sports clubs, such as Marlow Sports Club;
 - (j) 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 to as are otherwise incidental or conducive to the attainment of all or any of the objects stated in this Rule 2.

3. Application of Surplus Funds

- 3.1. The Club is constituted by the Rules as a non-profit-making Members Club. In no circumstances during the continuance of the Club, nor after its dissolution, shall any assets or surplus funds be distributed to any Member or other person nor to any organisation which is not itself either constituted as non-profit-making or a charity



3.2 Nothing in Clause 3.1 shall prevent the Club from entering into an agreement with a member for the supply by him or her to the Club of goods or services or for his employment by the Club, provided that such arrangements are approved by the Committee (without the member being present) and are agreed with the member on an arm's length basis."

4. Membership

4.1 Eligibility for membership

- 4.1.1. Persons of either sex are eligible for Full membership of the Club provided they are at least 18 years old.
- 4.1.2. No person shall be denied membership of the Club on grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs
- 4.1.3. Persons below the age of 18 may be elected junior members with right to join the Junior Committee but without the right to vote at general meetings

4.2 Admission of members

Any person who wishes to become a Member must submit an application in such a form as the Committee shall decide. Every candidate for membership shall be considered by the Committee which shall, in its absolute discretion, decide whether to admit that candidate as a member. A person shall not be entitled to any privileges of the Club until two days have passed since his application was submitted, whether or not he is a Member before those two days have lapsed.

4.3 Conditions of membership and using facilities

- 4.3.1 Each member of each class agrees as a condition of membership and each user or visitor agrees as a condition to use these facilities:
 - 4.3.1.1 to be bound by and subject to these rules (as in force from time to time);
 - 4.3.1.2 to be bound by and subject to the Rules and the Disciplinary Code.
- 4.3.2 Rule 1 confers a benefit on the Buckinghamshire LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the Buckinghamshire LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 2, should be



enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

4.3.3 The Committee may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

4.3.4 Only full, off-peak, senior and junior or student members over the age of 18 shall be entitled to receive notice of, attend and vote at general meetings.

5. Classes of Member

There shall be the following classes of member:

Full Member - adult, senior and student members

Off-Peak Member - one who only wishes to play at times other than Full Members Play. Off-Peak Members may, at the discretion of the Committee, be invited to play at certain Full Members playing sessions.

Junior Member - one who is still in full time education. Junior Members may, at the discretion of the Committee, be invited to play at certain Full and/or Off-Peak Members playing sessions. There will be 2 categories ages 5-10 and 11-18.

Senior Member - for people aged over 70 years old who have the same rights as full members.

Student Member - for those young adults 18-25 years, studying after school i.e. at undergraduate or post graduate level or part time – eligibility will be determined by evidence of a current student card will be required. These members have the same rights as full members.

Country Member - for those living overseas who live in the UK for up to 4 months of the year and full time students living more than 30 miles away from Marlow at University for 8 months of the year.

Members are encouraged to move between classes as appropriate.

6. Subscriptions

a) The subscription year runs from 1st April to 31st March. Subscriptions are due on 1st April each year.



- b) The annual subscriptions shall be as approved from time to time by a General Meeting. Current subscriptions will be prominently displayed in the Clubhouse. All subscriptions include any membership fee of Marlow Sports Club and the Bucks LTA.
- c) Any existing Member whose subscription is not paid within one month of the due date will cease to be a member and will have to complete an application for membership form should they wish to continue to be a Member. The Committee may, at its discretion, relax the timing of this rule.
- d) The subscription of a new Member should accompany the completed membership application form.
- e) New Members, joining after October 1st will pay half of the annual subscription for the relevant category.
- f) A refund to a Member may be made at the discretion of the Committee.
- g) Further information on subscriptions may be contained in the **Regulations**, for example, additional benefits covered by subscriptions.
- h) Full, student and senior members can purchase keys to the club house and the courts. Junior members can purchase keys to the courts only.

7. Election of Members

- a) The Committee shall have the power to limit the numbers of Members in the respective classes if they consider it necessary.
- b) The Committee shall have the power to offer Honorary Life Membership to any Member who, in the Committee's opinion, has rendered long and outstanding service to the Club. Such membership shall entitle the Honorary Member to the privileges of Full Membership.

8. Suspension or Expulsion

The Committee shall have the power to terminate or suspend the Membership of any Member or to exclude any Visitor whom it considers guilty of a breach of the Club's Rules and Regulations or of any misconduct or offensive behaviour to any other Member or Visitor. Expulsion of any Member shall only take place after that Member has received seven days notice in writing from the Hon. Secretary. Expulsion may mean ineligibility for re-election for Membership. The decision of the Committee is final and binding.

9. Visitors and Temporary Members

- a) Members may introduce Visitors as playing members as long as court space is available and on payment of the appropriate Visitor's fee. The Member introducing them will be responsible for payment of the fee and observance by the Visitor(s) of all Club Rules and Regulations. No Visitor shall be introduced more than six times in any Club (Subscription) year.
- b) The current rate of Visitors Fees will be prominently displayed in the Clubhouse.
- c) Every member of a visiting match team shall be an Honorary Member for the day and every competitor in a Tournament at the Club (and in the case of a competitor under the age of 18, their



- parent or guardian) shall be an Honorary Member for the period of the tournament, There shall be no charge for being an Honorary Member.
- d) The Club allows a one-month trial membership for adults at an amount to be decided annually by the Committee. This membership category is aimed at those considering joining but who wish to take lessons first with the Club Coach and/or establish if their personal circumstances do allow them to play as much as they anticipate. This membership is only offered once and if the person joins the club the fee is taken off their subscription fee is reduced by the amount they have already paid.
 - e) The Club allows non-members participating in coaching to play at the Club for up to one (equivalent school) term on payment of the appropriate Visitor's fees. The visitor's fees paid in any one membership year will be deducted off the annual membership dues for that same year on joining the Club though any Visitor's fees paid in excess of the annual membership dues will not be refunded.
 - f) A member introducing a guest and any person introduced as a guest of the Committee in accordance with rule 9a must enter the name and address of the guest together with the name of the introducer in a book which must be kept in the tennis Clubhouse.

10. Injury, loss of or Damage to Property

Members or Visitors leaving rackets, clothing or any other property at the Club do so at their own risk and the Club shall not be responsible for any loss or damage to that property or any injury arising there from or from any other cause.

11. Management of the Club

- a) The management of the Club shall be entrusted to a Committee of a maximum of 12 Members normally comprising the Chairman, Hon. Secretary, Hon. Treasurer, Fixture Secretary, Ladies and Men's Captains and four other Full or Off-Peak Members. If more than one of the designated Offices is held by a single person, no other Committee vacancy shall thereby be created.
- b) Election of Committee members shall take place at an Annual General Meeting. The Chairman, Hon. Secretary and Hon. Treasurer shall normally be elected every two years; all other Committee members shall be elected annually. All Committee Members are eligible for re-election. Nominations for Committee members should be submitted in writing to the Hon. Secretary prior to the Annual General Meeting but, at the discretion of the chairman, nominations from the floor at the Annual General Meeting will be accepted. All nominations must be proposed and seconded by Members entitled to vote at the Annual General Meeting (see Rule 14 g) for entitlement to vote). All nominees must agree with their nomination before it is submitted.
- c) The Committee shall have the power to:
 - elect Members in accordance with Rule 7.
 - fill any casual vacancy on the Committee.
 - from time to time make and revise the Club Regulations.



- delegate any part of its duties to one or more sub-committee(s) which may be composed of any Members of the club.
- rule on any question arising out of or not specifically provided for in the Rules and Regulations.
- d) The Committee should meet at least four times in a calendar year. The quorum at a Committee meeting shall be five. Matters requiring decision shall be settled by a simple majority. In the event of a tie the Chairman of the meeting shall have a second or casting vote. Proxy votes are allowed.
- e) A list of Committee members shall be prominently displayed in the Clubhouse.
- f) The Chairman of the Committee is eligible for honorary membership during his or her term of office, and other officers for a 50% reduction in fees. Qualifying members will be determined by the Committee.
- g) Through the Chair, or in their absence, a deputy, represent the views and interest of the Tennis Club on the main committee of Marlow Sports Club.
- (e) The Club agrees that each member if the 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 Buckinghamshire LTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Club can enforce any breach at its option and in its sole discretion.
- (f) 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, and sub-contractors to, the Club. The Committee shall have power to enter into contracts for the purposes of the Club on behalf of all of the Members.
- (g) The members of the Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club/LTA business. Mileage will be reimbursed at HMRC allowable rates.
- (h) Any member of the Committee may participate in a Committee meeting by way of video conferencing, telephone or similar equipment which allows every person to hear and speak to one another throughout such a meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and deemed to vote. Such a meeting shall be deemed to take place where the largest group of those participating is assembled or, if there is no such group, where the chairperson of the meeting is.

12. Closing the Courts

The Committee shall have the power to close the courts to Members for the maintenance and repair or for the holding of special events. If possible notice of such closure shall be prominently displayed in the Club house.

13. Accounting Year



Except for the purposes of subscriptions the Club's financial year shall run from 1 October to 30 September and the Accounts to be submitted to the Annual General Meeting shall be prepared accordingly. The Accounts shall be audited.

14. General Meetings

- a) An Annual General Meeting shall be held each year between 30 September and 31 December. Ten clear days notice in writing shall be given to all Members by the Hon. Secretary who shall at the same time provide an Agenda for the meeting and, if possible, a copy of the relevant audited Accounts. If necessary the audited Accounts can be submitted at the Annual General Meeting.
- b) One tenth of the Senior and Off-Peak Members, including Committee members, shall constitute a quorum. Should there be insufficient Members to constitute a quorum the Annual General Meeting shall be reconvened within six weeks whether or not this exceeds the time limit stipulated under a) above.
- c) Any member wishing to propose a resolution at the Annual General Meeting must do so in writing to the Hon. Secretary at least 21 days in advance of the meeting so that provision can be made on the Agenda. The business of the Annual General Meeting shall be:
 - confirmation of the minutes of the previous Annual General Meeting and of any subsequent Extraordinary General Meeting
 - the consideration of the Committee's reports and the Hon. Treasurer's accounts
 - the election of Officers and Committee for the following year
 - appointment of the Auditor (should this not be possible at the Annual General Meeting then the Committee shall appoint an Auditor prior to the Accounts being prepared for the next Annual General Meeting)
 - any item of which notice has been given and details included in the agenda
 - any additional items that may be accepted at the discretion of the Chairman
- d) An extraordinary General Meeting may be called by the Committee or within one month of receipt by the Hon. Secretary of a request signed by ten Members entitled to vote at a General Meeting. The request shall state the business proposed to be transacted.
- e) At an Extraordinary General Meeting only that for which it was called may be discussed. In special cases additional items may be allowed at the discretion of the Chairman.
- f) Every Member (other than Temporary Members) shall be entitled to be present and to speak at any General Meeting and, if aged 18 or over, to vote. Decisions shall be made by simple majority vote (unless otherwise provided for in these Rules). In the event of a tie the Chairman shall have a second or casting vote.
- g) Every Member (other than Temporary Members) shall be entitled to be present and to speak at any General Meeting and, if aged 18 or over, to vote once on each resolution. Decisions shall be made by simple majority vote (unless otherwise provided for in these Rules). In the event of a tie the Chairman shall have a second or casting vote.
- h) No objection may be raised as to the qualification of any person voting at a meeting except at the meeting or adjourned meeting at which the vote objected to is tendered, and every vote not



disallowed at the meeting is valid. Any such objection must be referred to the Chairperson of the meeting.

- i) The Honorary Secretary, or in his or her absence a member of the Committee, shall take minutes at annual and extraordinary general meetings.

15. Rules and Regulations

- a) A copy of these Rules and of the Regulations made by the Committee under Rule 11 shall be prominently displayed on the Club notice board and all Members deemed conversant therewith. A copy of the Rules and Regulations shall be given to all Members on election. The Regulations shall cover such items as Summer Season dates, playing times, rules of Club Play, provision of tennis balls, clothing and footwear and restrictions on court.
- b) The Rules may only be altered at a General Meeting and then only after due prior notice and with two thirds of those present entitled to vote voting in favour.
The Regulations shall be made and periodically revised by the Committee.
The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice, by at least two thirds of those present entitled to vote voting in favour. Such a meeting shall appoint a Committee to wind up the affairs of the Club and shall give general directions as to the winding up of the Club within the scope of Rule 3. Due account shall be taken of the connection with Marlow Sports Club.
- c) Any property remaining after the discharge of the debts and liabilities of the Club shall not be paid or distributed among members of the Club, but shall be given or transferred to another non-profit making tennis club or voluntary organisation having objects similar to those of the Club or a registered charity for lawn tennis or the LTA for use in community related tennis initiatives.

16. Use of Facilities

- a) 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 regulations of Buckinghamshire LTA, the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Buckinghamshire LTA can enforce any breach at its option and in its sole discretion.
- b) Members may only use the facilities for commercial activities with written permission from the Committee.

17. Finance

- 17.1 All monies payable to the Club shall be received by the person authorised by the Committee to receive such monies and shall be deposited in a bank account in the name of the Club or in the MSC/MTC Development account for the sole purpose of providing tennis facilities to the Club. No sum shall be drawn from any account except by signed authorisation of two



Committee members. Any monies not required for immediate use may be invested as the Committee in its discretion thinks fit.

17.2 Subject to Rule 15c, the income and property of the Club shall be applied only in furtherance of the objects of the Club and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

17.3 The Committee shall have power to authorise the payment of remuneration and expenses to any officer, member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club. The remuneration of a member of the Committee, Member or employee of the Club or other person may take any form and may include any arrangements in connection with the payment of a pension, allowance or gratuity, or any death or sickness or disability benefits to, or in respect of, that person.

17.4 The Club may pay any reasonable expenses that members of the Committee properly incur in connection with their attendance at meetings of the Committee or at annual or extraordinary general meetings of the Club or otherwise in connection with the exercise of their powers and the discharge of their responsibilities in relation to the Club.

17.5 The financial transactions of the Club shall be recorded in such manner as the Committee thinks fit by the Honorary Treasurer.

18. Borrowing

18.1 The Management Committee may borrow a maximum total amount of £5,000 on behalf of the Club for the purposes of the Club from time to time at its own discretion and with the sanction of a general meeting any further money above that sum.

18.2 When so borrowing the Management Committee shall have power to raise in any way any sum or sums of money and to raise the repayment of any sum or sums of money in such manner and on such terms and conditions as it thinks fit provided that in the event that the repayment of any sum or sums is to be secured (in particular by mortgage of or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club at a general meeting.

18.3 The Committee shall have no power to pledge the personal liability of any Member for repayment of any sums so borrowed.



19. Property (to anticipate potential new tennis courts following MSC's recent acquisition of additional land and for a Clubhouse for which we may be able to secure part funding from the LTA/Sport England)

- 19.1 The property of the Club, other than cash at the bank, shall be vested in the Trustees of Marlow Sports Club. They shall deal with the property as directed by resolution of the Committee and entry in the minute book shall be conclusive evidence of such a resolution.
- 19.2 The Trustees shall be entitled to an indemnity out of the property of the Club for all expenses and other liabilities properly incurred by them in the discharge of their duties via the MSC usage agreement or other mechanic as may be agreed by the Committee from time to time.

20. Notices

- 20.1 The Club can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it in electronic form to an address notified by the intended recipient to the Club or by making it available on a website and notifying the intended recipient of its availability in accordance with this rule.
- 20.2 If any notice or other information is left by the Club at the intended recipient's usual address, it is treated as being received on the day it was left.
- 20.3 If any notice or other information is sent by the Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.
- 20.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.



MARLOW TENNIS CLUB REGULATIONS as at October 2014

1. Summer Season

To be set down annually prior to 1st April when decided by the Committee.

Full / Off-Peak Season

Junior Season

2. Playing Times

Unless otherwise specified in these Regulations, Full Members shall have priority on playing on court over Off-Peak and Junior Members and Off-Peak over Junior Members. Specified playing sessions, where the designated class only may play (unless all the courts are free or unless other Regulations under 2 or Rule 12 apply), are as follows:

a) Full Members Play

Monday, Tuesday, Wednesday and Thursday from 6pm (summer season). The Committee will designate some of these times for dedicated play eg. open club evenings, team practice.

b) Off-Peak Members Play

Tuesday & Wednesday mornings (all year)

c) Junior Members Play

Monday to Thursday: 4pm to 6pm & Friday: 4pm to 8pm.

Saturday and Sunday until 12 noon unless there are club matches when they may play on Court 4 only.

Inter club matches shall take priority over other play. In these circumstances Full Members Play will commence as soon as the matches are concluded. Teams will be encouraged to play right through to permit the earliest start for Full Members Play on these occasions. Annual fixtures shall be prominently displayed in the Clubhouse. Amendments to the fixtures shall also be displayed.

Internal Club Tournament matches shall take priority over other play on (unless an inter club match has been arranged) at times agreed by the committee on an annual basis and recorded on the court booking sheet.

Juniors may play on the Mini-Tennis Zone with a responsible adult at any time up until dusk.

3. Rules of Full Members Play

If a court is not booked or there is not dedicated club play taking place e.g. team practice members shall not play two sets in an unchanged four if any other eligible Members are waiting



to play. Singles shall not be played if two or more eligible Members are waiting to play. All games shall end on completion of a short set unless no other eligible Members are waiting to play. During matches Courts 1, 2 and 3 are only available to club members playing competitive matches as determined by the Committee from time to time.

4. Provision of Tennis Balls

Tennis balls shall be provided for Inter Club matches, summer club tennis social events and the finals of the annual internal Club tournament.

5. Clothing and Footwear and Court

All players shall wear recognised tennis clothing on court, except for coloured sweaters and track suits which are permitted in inclement weather. Shoes worn on court must be predominantly white with rubber soles, without raised heels, spikes, studs, cleats, bars or deep ribbing.

6. Restrictions on Court and their surrounds

Only players are allowed on court and only for purpose of playing tennis. Dogs, but only on leads, are allowed in the area surrounding the courts.

7. Wimbledon draw

Only members who have paid their subscription by the end of the *second week of April of the new membership year* and who are individual members of British Tennis at the end of the *preceding January* and opted-in on the LTA website will be eligible to enter the ballot for the Wimbledon tournament draw. Members or their nominees must also attend the draw organised by the Committee. Successful members will be notified by email via the LTA system. The result will also be sent out electronically via Tennisballs. Members allocated tickets will have 14 days in which to pay for the ticket or the ticket will be reallocated automatically. No member will be allocated more than two tickets and these will be for the same day in any one year. Only one member of any family may be allocated tickets in any one year.