



# BURTON

## Tennis & Squash Club

### Club Rules

#### NAME

1. The name of the Club shall be the "Burton Tennis and Squash Club" (BTSC).

#### OBJECTIVES

2. The object of the Club is to provide facilities for and promote participation of the whole community in the sports of Tennis, Squash and Racket ball. The Club is a non-profit organisation. All financial surpluses will be used to maintain or improve its premises at Ashby Road, Burton upon Trent, DE15 0LQ.

#### MEMBERSHIP

3. Membership of the Club is open to all. No person shall be denied membership on grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. There shall be the following categories of membership:
  - (a) Full – adults aged 18 or over;
  - (b) Spouse/partner living at the same address as a full member;
  - (c) Senior/retired - over 65 years of age;
  - (d) Junior 0-16 years of age;
  - (e) Junior 0-16 years of age where member has parental responsibility;
  - (f) Student in full-time post 16 full education – the Committee may request evidence;
  - (g) Guest racket sports team players as confirmed by the relevant sports captain;
  - (h) Racket sports coaching only;
  - (i) Historical bonded;
  - (j) Free – members appointed by the Committee who serve on the Club Committee, the Bar Duty Rota and any members appointed as Life Members by the Committee who they deem to have given outstanding service to the Club; and
  - (k) At its discretion, the Committee may at times offer bespoke membership packages and promotions.
  - (l) Coaches employed by i2c who deliver the coaching programme at the Club will have the same access rights to the Club as a Full Member.

#### MANAGEMENT

4. The management of the Club shall be undertaken by a Committee of Officers.
5. No member may stand for election to the Committee until they are in their second year

of membership of the Club.

6. The Officers of the Club shall be elected at an Annual General Meeting and will include:
  - I. Chair;
  - II. Vice-Chair;
  - III. Secretary;
  - IV. Treasurer;
  - V. Membership Secretary;
  - VI. Bar Secretary;
  - VII. Individual Sports Captains;
  - VIII. Grounds and Premises Secretary; and
  - IX. Welfare Officer, with responsibility for the Safeguarding of adults and children.
7. The Welfare Officer is responsible for enforcing the Club Safeguarding Policy.
8. Three Officers shall be a sufficient quorum for a monthly General Committee Meeting.
9. Captains for Men's Tennis and Squash and Ladies' Tennis, Squash and Racket ball shall also be elected at an Annual General Meeting.
10. It is the responsibility of Team Captains to ensure that all match fees are paid by all players on the day of the match.
11. The Committee shall have the power to co-opt members to serve on Sub-Committees to which may be delegated special duties; serving on a sub-committee does not entitle any member to free membership or a reduction to their annual subscription.
12. The Committee shall have the power to convene an Extraordinary General Meeting at not less than seven days' notice to the Membership.
13. One Annual General Meeting shall be held during September each year. At this meeting the subscriptions shall be determined for the year commencing the following April.
14. The Committee, on receiving a requisition signed by not less than ten voting members shall convene an Extraordinary General Meeting at not less than fourteen days' notice to the Membership to allow for the representation by the Committee to be organised. Such a meeting shall be held not less than fourteen and not more than twenty-one days from the receipt of the requisition.
15. All members over the age of 18 years will have the right to vote at the Annual General Meeting or at an Extraordinary General Meeting.
16. Fifteen members aged over 18 years shall form a quorum at the Annual General Meeting or at an Extraordinary General Meeting.
17. The Committee will appoint a Club President on an annual basis. As the President is an Honorary position the Committee will nominate an individual for the position to preside over its running of the Club.
18. Should a committee member stand down, the Committee will appoint a suitable Club member into a holding position until the next AGM.

## **SUBSCRIPTIONS**

19. The Financial Year shall end on March 31st. Subscriptions shall become due on April 1<sup>st</sup> for the ensuing year. Membership shall continue from year to year unless a written resignation is received by the Membership Secretary. If the annual subscription of any member is not paid by May 1st, the Committee reserves the right to cancel the membership and all access and playing rights to the Club of that member and will

inform them of this in writing accordingly.

#### **NEW MEMBERS**

20. Any person wishing to become a member of the Club shall complete an online Application Form via the Club MyCourts. A hard copy of an application form will be made available to any individual who requests one.
21. The subscription for the first year shall be payable before a new member shall be entitled to use the Club facilities. Applications made during the financial year will be subject to the relevant reduction on a pro rata basis.
22. The Club will provide the facility to pay subscriptions by monthly direct debit or in full by debit or credit card.
23. The Committee will regularly monitor the payment of subscriptions to ensure that those accessing the Club are entitled to do so by having paid their subscription.
24. The Committee shall have the power to restrict or close Membership when it considers that additional members may prejudice the facilities already being offered to existing members.

#### **SUSPENSION/EXPULSION FROM MEMBERSHIP**

25. The Club may refuse membership with good and sufficient cause. The Club may also suspend membership or expel a member in accordance its Disciplinary Policy for Members. A member subject to suspension or expulsion will have the right of appeal in accordance with the Disciplinary Policy for Members.
26. All members are expected to comply with the Club Rules, the Club Code of Conduct for Members and the Safeguarding and Diversity and Inclusion Policies which are available on the Club website and displayed on the noticeboard in the Clubhouse.

#### **VISITORS**

27. Members may introduce guests at the Club for social purposes. The Member shall be responsible for the guest observing Club rules.
28. Playing guests may be introduced by members on payment of the Visitors' Fee applicable at the time as determined by the Committee. Such guests shall sign the Visitors' Book and the fee paid prior to playing.
29. Visitors are the responsibility of the member who introduces them to the Club.
30. The Committee will regularly monitor the Visitors' Book and the payment of Visitors' Fees.
31. The Committee may at its discretion admit to the Club any player, official or companion of a team visiting the Club for the purpose of playing a match or engaging in any other recreational or appropriate activity relevant to either Club. The Club may sell alcoholic products to such persons provided such a sale is restricted to the day on which the match or recreational activity takes place. These provisions also apply to those non-members who have hired the use of Club facilities and to Club Sponsors.
32. Any hire of any Club facilities will only be permitted after the Committee has considered an application to do so by the completion of the Event Proforma submit it to the Social

Secretary and Bar Secretary for the discussion and agreement of the Committee.

### **PLAYING TENNIS, SQUASH AND RACKETBALL**

- 33. (a) **All** members wishing to play should book a court using the online MyCourts system and pay the relevant fees.
- (b) Each court booking should be completed fully on MyCourts with the names of all members/players using the court.
- (c) A court which has been booked but is still unoccupied ten minutes after the beginning of the relevant period shall be deemed to be vacant and may be used by other members.
- (d) Any member unable to fulfil a booking should make every reasonable effort to cancel the booking so that the court may be made available to other members.
- 34. Clothing may be of any colour. Footwear of a suitable type must be worn on all court surfaces. Black soled shoes and those worn out of doors are prohibited on the Squash Courts.
- 35. The Committee may prohibit play when the condition of the courts warrants such action. Any such decision will be communicated to members via email by the Chair or by a member of the Committee delegated with their authority to do so.
- 36. Periods of play, court booking and cancellation procedures, and court fees shall be reviewed by the Committee from time to time and redetermined accordingly.
- 37. The playing of games other than tennis, squash and racket ball on the courts is prohibited unless under the supervision of a coach affiliated to the Club or sanctioned by the Committee accordingly. Table tennis may also be played on Squash Court 3 and the equipment must be removed from the at the end of the session and returned to its storage area in the corridor.
- 38. Junior members playing squash must wear suitable eye protection when on court. Parents, carers and coaches are responsible for ensuring this.
- 39. All members have a responsibility to bring any concerns about any damaged or malfunctioning facilities or equipment immediately to the attention of the Committee. The Committee will review any entries in the Accident Book as a standing agenda item for its meetings. The Committee should be informed of all accidents that occur on Club premises to allow it to review risk assessments and to exercise its duty of care to members; thus, any member who completes an entry in the Accident Book should also inform a member of the Committee about the accident either by telephone or email.

### **MUSICAL EQUIPMENT**

- 40. Musical equipment should only be used on the courts as part of an organised Club activity, but the user must also take into account any potential disturbance to others using the courts at the same time.

## **SMOKING**

41. All internal areas of the Club are designated as no-smoking zones. Smoking is not permitted on the patio/decking area. A designated smoking area is situated near the entrance to the car park and the appropriate waste bin provided in the area should be used. Vaping is not permitted in non-smoking areas.

## **HOURS OF OPENING**

42. The Club shall be opened and closed at such hours as may from time to time be determined by the Committee and communicated via email to members and displayed in the Clubhouse.

## **PERMITTED HOURS**

43. Permitted hours for the supply of intoxicants shall be determined by the Committee in accordance with the provisions of the Licensing Act 2003, communicated via email to members and displayed in the Clubhouse. The present permitted hours are:
- Mondays to Saturday inclusive (excluding Christmas Day); and
  - Sunday
44. The Club is governed by licensing laws and the club will not and must not serve outside permitted licencing hours unless applied for an approved by the licence holder. Failure by a member to apply and adhere to these laws may be deemed as gross misconduct. During Club events the Licence Holder may apply an extension of hours. This should be clearly indicated for discussion on completion of the Event Proforma.
45. a) Gambling is not allowed on Club premises.  
b) Illegal streaming is not allowed on Club premises nor endorsed by the Club for any TV channels not subscribed to by the Club.

## **BAR MANAGEMENT**

46. The management of the of the Club Bar, including the purchases for the Club and the supply by the Club of intoxicants shall be the responsibility of the Bar Secretary who must hold a personal licence to serve alcohol.
47. Junior members and any other individual under the age of 18 are not permitted behind the Club Bar and serving area under any circumstances and accompaniment by an adult or coach does not override this stipulation.
48. No other persons other than current bar staff are authorized behind the bar or to sell goods, the only exception to this are members of the Committee and employee of the Club as specified in the contract of employment.
49. It is the responsibility of parents and carers to ensure that junior members are provided with the necessary refreshments appropriate to the activity in which they are participating.
50. Any member wishing to hold a private event shall complete an Event Proforma and submit it to the Social Secretary and Bar Secretary for the discussion and agreement of the Committee. The hire of the Club is free of charge for members only and the member concerned must be present at the event.

51. The consumption of alcoholic beverages not purchased at the Club is forbidden on Club premises.

### **PECUNIARY BENEFITS**

52. No member or group of members of the Club shall:

- (a) Receive at the expense of the Club any commission, percentage or similar payment, on or with reference to the purchase of intoxicants by the Club;
- (b) Directly or indirectly derive any pecuniary benefit from the supply of intoxicants by or on behalf of the Club to members or visitors apart from any benefit accruing to the Club as a whole apart also from any benefit which a person derives indirectly by reason of the supply, giving use of thus contributing to a general gain from the business or activities of the Club;
- (c) Directly or indirectly derive any financial remuneration from any activity whatsoever carried out on Club premises without the prior consent of the Committee.

### **TRUSTEES**

53. The Committee shall have the power to appoint not less than three persons to act as Trustees for the purpose of any moneys, securities or property belonging to the Club. Such Trustees shall act at the sole direction of the Committee in all matters relating to the disposition of the moneys, securities or property so held.
54. The Committee shall inform members of the names of the Trustees at the AGM.

### **INDEMNITY FOR COMMITTEE MEMBERS AND TRUSTEES**

55. Every Trustee and every member of the Committee, employee or agent of the Club shall be indemnified by the Club out of the assets of the Club for all claims of whatsoever nature made against them either jointly or individually in association with the management of the affairs of the Club. The Committee shall be empowered to pay from the funds of the Club all costs, losses, and expenses which any such Trustee, member of the General Committee, employee or agent of the Club may incur or for which they may become liable by reason of any contract entered into or act by them in good faith in accordance with the instructions of the Committee or an Extraordinary or Annual General Meeting of the Club or otherwise in discharge of their proper duties. The Committee, acting on behalf of the Club, may give any member of the Committee, Club employee or agent of the Club who has incurred or may be about to incur any liability at the request of the Club such security by way of an indemnity as it deems appropriate.
56. The Committee will ensure that the Club takes out adequate public liability insurance on an annual basis via the Lawn Tennis Association (LTA).

### **BORROWING POWERS**

57. If at any time the Club, at an Annual General Meeting or Extraordinary General Meeting, shall pass a resolution authorising the Committee to borrow money, the Committee shall thereupon be empowered to borrow for the purposes of the Club such

amount of money either at one time or from time to time and at such a rate of interest and such form and manner and upon such security as shall be specified in such a resolution or not; all persons becoming members of the Club after the passing of such a resolution shall be deemed to have assented to the same as if they had voted in favour of such a resolution.

#### **DISSOLUTION OF THE CLUB**

58. In the event of the dissolution of the Club, any assets remaining after the satisfaction of all debts and liabilities shall not be paid to or distributed among the members of the Club, but shall at, the discretion of the Committee, be given to or transferred to one, all or a combination of the following approved. sporting or charitable bodies:

- (i) A registered charitable organisation(s);
- (ii) Another Club which is a registered Community Amateur Sports Club (CASC); or
- (iii) The LTA or Squash England for use by them for related community sports.

#### **AMENDMENT OF RULES**

59. The Committee reserves the right to make amendments to the Club Rules from time to time as it deems necessary in the best interests of the Club and its membership.
60. The Committee may also decide to make amendments to the Club Rules in the light of a significant event or incident at the Club, a change in the rules of the LTA, Squash England and in any legislation.
61. Changes to club rules can only be made by the Committee and these will reflect Club policies.

#### **NOTIFICATION OF RULE CHANGES**

62. The Committee will communicate any amendments to the Club Rules either via email, at the AGM or at an EGM as appropriate.
63. It is the responsibility of individual members to make themselves aware of Club Rules, the Code of Conduct for Members and other Club policies. It is the Committee's responsibility to ensure all members are kept informed of matters relating to the Club Rules and Club policies.

The Committee of Burton Tennis and Squash Club

These rules were agreed at the Committee Meeting on 5<sup>th</sup> June 2023