



COOPERS HILL LAWN TENNIS CLUB RULES

1. The Name of the Club and its Objects

a) The Club, founded in 1974, shall be named COOPERS HILL LAWN TENNIS CLUB (hereinafter called "the Club"). The Club exists to promote and encourage people from the local community to enjoy Tennis in a safe and sociable environment.

b) The Club is a non-profit making members' club. As a member of Coopers Hill Recreational Trust, the Club is a section of a registered charity. All surplus income is reinvested in the Club.

2. Lawn Tennis Association

a) At the Committee's discretion, the Club may be admitted to the LTA's register of British Tennis venues or any equivalent successor scheme.

3. Membership

a) All persons are eligible for membership of the Club. No person shall be denied membership of the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.

b) Parents or Guardians of children under the age of 18 are responsible for the behaviour and conduct of their children at all times while on the Club site.

c) The Committee shall have powers to limit the number of Members to reflect available facilities.

d) The Committee shall be empowered to offer Honorary playing or non-playing Life Membership.

e) Each Member agrees, as a condition of membership, to be bound by and subject to these Rules and all other Club policies. These currently include the Privacy Policy, Diversity and Inclusion Policy, Safeguarding Policy, Whistle Blowing Policy and Health and Safety Policy.

f) Memberships run from 1st April to 31st March of the following year. Memberships are non-refundable.

g) Subscription rates shall be reviewed and decided upon by the Committee annually. Annual membership shall commence on 1 April. All Members who fail to pay their renewal subscription by 31 March will be deemed to have left the Club.

h) The Committee shall decide the variety of categories of membership annually. Applications for membership shall be submitted online to the club's membership team. All membership queries should be addressed to membership@coopershilltennis.co.uk

i) The current categories and entitlements are as follows:

Full Adult Membership: This membership allows full access to all aspects of the Club Tennis and Social Programme.

Couple: This membership allows full access to all aspects of the Club Tennis and Social Programme.

- Family:** This membership allows full access to all aspects of the Club Tennis and Social Programme.
- Parent Member:** This membership is for parents of Junior Members to play solely with their children.
- Yellow Ball Junior and Students:** All children playing in yellow ball classes. In addition, all students in full time education. This membership allows full access to all aspects of the Junior Tennis Programme.
- Red/Orange/Green Ball Junior:** This membership allows children to play under the supervision of one of the Club's authorised Coaching Team.
- Social Member:** This membership allows access to the Club's off-court social events.

4. Committee

- a) The Club shall be managed by a Committee consisting of Chairman, Club Secretary, Treasurer, Men's Captain, Ladies' Captain, and Compliance Officer. The Committee reserves the right to add or fill any vacancy that may occur.
- b) The members of the Committee may exercise all of the powers of the Club for the purposes of the management of the Club.
- c) Members of the Committee will be elected annually at the AGM.
- d) Committee meetings shall be held as often as the Committee thinks fit provided that there shall not be less than four meetings each year. The Chairman and the Club Secretary shall have discretion to call emergency meetings of the Committee if they consider it to be in the interests of the Club. The Club Secretary shall give all the members of the Committee not less than seven days' notice of a meeting.
- e) Committee decisions shall be taken by majority. In the event of a tie, the Chairman shall have the casting vote.
- f) Team Captains shall be appointed by the Ladies' and Men's Club Captains.

5. Annual General Meeting

- a) The annual general meeting of the Club shall be held at such time as the Committee shall decide each year (normally July-September) to transact the following business:
1. To confirm the minutes of the previous annual general or extraordinary general meetings.
 2. To receive the Chairman's report of the activities of the Club during the previous year;
 3. To receive and consider the Financial Statement of the Club for the previous year and Treasurer's report as to the financial position of the Club.
 4. To elect the members of the Committee
 5. To deal with and decide upon any other matters which the Committee desires to bring before the membership;
 6. To deal with any matters raised by Members under "Any Other Business".
- b) No period greater than fifteen months shall elapse between one AGM and another.

6. Extraordinary General Meetings

- a) An extraordinary general meeting may be called at any time by Members by giving 14 days' notice to the Club Secretary. This must then be called within 21 days of receipt by the Club Secretary of a request in writing signed by not less than ten Members.
- b) The purpose(s) for which the meeting is required and the resolution(s) proposed shall be clearly stated. Only the purpose(s) for which the meeting is required and the resolution(s) proposed can be discussed at the meeting.
- c) The Club Secretary shall send Eligible Members notice of the date, time and place of the general meeting together with the resolutions to be proposed.
- d) All Members are entitled to speak at general meetings. Only Full Adult Members are entitled to vote at general meetings.

e) Each Member present shall have one vote and resolutions shall be passed by a simple majority of those Members present and voting. In the event of an equality of votes the chairman of the meeting shall have a casting or additional vote.

f) The Club Secretary, or in his or her absence a member of the Committee, shall take minutes at annual and extraordinary general meetings. Minutes will be freely available to the Club's membership within twenty-eight days of the meeting.

g) At an extraordinary general meeting, Members may vote in person at the meeting, or by appointing another Member as their proxy, or by post or email, as administered by the Club Secretary. All post or email votes, and all notifications of proxy appointment, must be received at least 24 hours prior to the meeting.

7. Accountancy and Finance

a) The Club's Financial Year shall run from 1st April to 31st March and the Financial Statements, submitted to the annual general meeting, shall be prepared and independently examined.

b) All monies belonging to the Club shall be deposited in bank accounts in the name of the Club. All cheques drawn shall be signed by two members of the Committee. All payments from a bank account will be carried out by someone duly authorised by two members of the Committee and designated in the Club's bank mandate(s).

c) The Committee shall have power to authorise the payment of remuneration and expenses to any member of the Committee, Member or employee of the Club and to any other person or persons for services rendered to the Club.

8. Expulsion

a) The Committee shall have power to refuse membership, expel or suspend a Member only for good and sufficient cause, such as conduct or character likely to be prejudicial to the interests of the Club.

b) A Member shall not be expelled or suspended unless given 14 days' written notice of the meeting of the Committee at which his expulsion or suspension shall be considered as well as written details of the complaint made against him or her.

c) The Member shall be given an opportunity to appear before the Committee to answer the complaint. The Member may bring one person to the meeting with them. The Member must not be expelled or suspended unless at least two-thirds of the Committee then present vote in favour of expulsion or suspension.

d) The Committee may exclude the Member from the Club's premises until the meeting considering expulsion or suspension has been held. For the avoidance of doubt, the Member shall be entitled to attend that meeting only for the purpose of making representations directly relevant to the complaint. The Committee's decision shall be final.

e) Any person ceasing to be a Member has no right to the return of any part of his or her subscription

9. Dissolution

a) 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 three-quarters of the Members voting at the meeting.

b) The dissolution shall take effect from the date of the resolution and the members of the Committee shall be responsible for the winding-up of the assets and liabilities of the Club.

c) Any property remaining on a winding up or dissolution of the Club after the discharge of the debts and liabilities of the Club shall not be paid to or distributed among the Members of the Club, but shall be given or transferred to Coopers Hill Recreational Trust Limited.

10. Club Property

- a) The last members to leave the courts shall ensure that the access gate to the courts is securely closed.
- b) The last members to leave the clubhouse shall ensure that the lights and other appliances have been turned off, the alarm set and the door securely closed.
- c) Clubhouse swipe cards, for which a refundable £10 deposit is charged, are the property of the Club and may be recalled at any time. They must be returned to a Committee Member on cessation of membership.
- d) Any Member breaking or otherwise damaging the property of the Club shall make good such damage at the discretion of the Committee.
- e) Members or visitors leaving unattended vehicles, rackets, clothing or other property at the Club do so at their own risk and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

11. Guests

- a) Members may introduce no more than three guests on any one day. Members may bring guests to the club and each guest may visit up to 5 times a year. The guest's details should be registered when making the court booking online and the guest fee must be paid within 48 hours of the guest's visit. Members are responsible for their guest and for informing their guest of the rules and procedures in place at the club.
- b) Members may not introduce guests whose application for membership has been declined or who have been expelled from the Club.

12. Animals and Pets

- a) Dogs and other animals are not allowed on Club premises.

13. Dress Code

- a) Members shall wear appropriate tennis clothing and flat rubber soled non marking tennis shoes.

14. Coaching

- a) Coaching can only be carried out by coaches authorised by the Committee, subject to appropriate DBS and Safeguarding Procedures. Members wishing to use ball baskets or other coaching paraphernalia must obtain the explicit permission of the Head Coach before doing so.
- b) Coaching Sessions shall take place at times decided by the Head Coach. These will be set out annually in the Club Programme. Members wishing to attend a group coaching session should reserve their place through the 'Club Bookings' tab on the Club's website. Members should contact the Head Coach directly for information on 121 lessons.

15. Data Protection

- a) Members' personal data/information is used solely for the administration of the Club. No data will be knowingly disclosed to any third party without the express written consent of the individual. Members should see the Privacy Policy for further detail.

16. Social Media

- a) Committee Members may take photos of Club events for the purposes of Clubhouse display or use on the Club's Website and official Social Media accounts. These will be uploaded within 48 hours of the event and will then be deleted by the relevant Committee Member. Members reserve the right for their

photos to be withheld from these platforms. These requests should be made in writing to the Committee at: membership@coopershilltennis.co.uk

17. Club Sessions and Tennis Balls

a) The Club will provide members with balls of reasonable quality for all official Club Sessions throughout the year. Balls will also be provided to the Team Captains for the League Matches. Members must provide their own Tennis balls for private games.

b) Club Sessions shall take place weekly at the following times:

Tuesday 9:30-12:00

Tuesday 18:30-21:30

Thursday 9:30-12:00

Saturday 13:30-17:00

At these times, the Club Session holds precedent over other private games and courts are booked out for this using the court booking system. All Full Adult Members (including Couples and Families) are permitted to play at club sessions. Members wishing to play at a club session do not need to book a place, but on their arrival should register their attendance in the club session book in the clubhouse.

18. Club Programme and Tournaments

a) The Club Programme is reviewed and agreed by the Committee annually, before being emailed to members. This is also available for review in the Clubhouse.

b) All Full Adult Members (including Couples and Families) are eligible to enter the Club Tournament. Juniors may be permitted to take part in the Senior Club Championships at the discretion of the Committee. Any juniors wishing to enter should contact the Men's or Ladies' Captain, who will then discuss the matter with the Committee. The Committee's decision will be final. Members wishing to enter a club tournament should reserve their place through the 'Club Bookings' tab on the Club's website.

19. Floodlights and Court Booking System

a) All members wishing to play on the club's courts should book tennis courts via the club's online booking system and must play only on the court booked. Members should not turn up to play if they have not booked a court. Members are able to book the eight courts from 8am until 9.30pm and they can be booked all year. There is no charge for booking a court, although in the winter months there is a small charge for a floodlight token if required when using the two floodlight courts.

Details of all players playing on court must be provided at the time of booking. The first and last name of all players must be entered in the text box when confirming the booking, as well as noting next to the player's name whether they are a member or a guest.

20. Complaints

a) Any complaints must be made in writing to the Club Secretary. The Club Secretary will respond in writing to the complainant within twenty-eight days of receipt.

21. Application and Alteration of the Rules

a) These Rules may be altered by resolution at an annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the Members voting at the general meeting, the notice of which contains particulars of the proposed alteration or addition.

b) Any difficulty in complying with the Rules or any dispute is to be referred to the Committee and the matter will be dealt with within 28 days. The Committee's decision will be final.