

**RULES OF THE OTFORD LAWN TENNIS CLUB (founded 1954)**  
**As of April 1987 with amendments up to AGM March 2004**

1. NAME

The Club shall be called “The Otford Lawn Tennis Club” and its object shall be the promotion of the amateur sport of Lawn Tennis in the Parish of Otford and community participation in the same.

2. MEMBERSHIP

a). Membership of the Club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.

b). The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions to levels that will not pose a significant obstacle to people participating.

c). The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

3. ENTRANCE FEES

The Entrance fees are currently waived (AGM 2004)

4. SUBSCRIPTIONS (effective from April 2004)

All subscriptions become payable on 1<sup>st</sup>. April of each year.

FULL ADULT MEMBERS (18 years and over)

The subscription for full adult playing members is £68.00 per annum to be paid by 31<sup>st</sup>. May of current year and £73.00 if paid after 31<sup>st</sup>. May of current year.

MID-WEEK ADULT MEMBERS (18 years and over)

Mid-week members may be elected at a reduced subscription of £45.00 to be paid by 31<sup>st</sup> May and £50.00 if paid after 31 May. Mid-week members are eligible to play from Mondays to Fridays up until 6 PM and Saturday.

JUNIOR MEMBERS

The Committee shall have the power to elect junior members age 11 up to the age of 16 at the rate of £35.00 per annum. This includes Monday evening coaching during the Summer term. Children may only join at age under 11 under parental supervision.

The Committee may elect, on request through the Junior Organiser, Junior members to join in adult play and take part in the Club Championships, subject to certain restrictions which may be varied from time to time, providing their standard of play and behaviour meets adult requirements.

INTERMEDIATE MEMBERS (16 - 18)

Subscriptions for Intermediate members age 16 and under 18 years old shall pay £20.00 per annum.

A concession is made to those students beyond the age of 18 and in full time education and their fee is £20.00.

The Committee may elect Intermediate members to join in adult play, providing their standard meets adult requirements.

All members elected at such reduced rates become liable for the next higher rate of subscriptions on 1<sup>st</sup>. April following their attaining the appropriate age of status.

NON-PLAYING MEMBERS

Non-playing members may be elected, whose subscription shall be a minimum of £10.00 per annum

## 5. VISITORS

Members may bring visitors to the Club and will be responsible for entering their names in the Visitors' Book and the payment of the fee to the Treasurer. The fee will be £2.00 per day. Juniors may not bring visitors. Opponents in inter club matches are not regarded as visitors.

Persons who are eligible for full membership of the Club shall not play as visitors more than 3 times in any season.

## 6. FINANCIAL POLICY

The Club is non-profit making and all surplus income is reinvested in the Club. No surpluses or assets will be distributed to members.

Upon dissolution of the Club any remaining assets shall be given or transferred to another registered CASC, a registered charity or the sport's governing body.

## 7. OFFICERS

The Officers shall be a Chairman, Treasurer, Secretary, who shall be ex-officio members of the committee.

## 8. COMMITTEE

The affairs of the Club shall be conducted by a Committee of Management of not more than seven members. The Committee and other Officers with the exception of the Secretary and Treasurer, shall retire at the Annual Meeting but shall be eligible for re-election. A quorum at Committee Meetings shall be not less than four members. Casual vacancies shall be filled by the Committee, and the Members so appointed shall hold Office until the next Annual Meeting following their appointment. The Committee shall have the power to appoint Sub-Committees and delegate to them any powers of the Committee. Committee Meeting shall be held at such times as may be deemed necessary by the Committee. The Committee shall include at least one guarantor of Club loans.

## 9. SUBSCRIPTIONS IN ARREARS.

The Honorary Treasurer shall place before the Committee the name of any member whose subscriptions or other moneys have remained unpaid for six months. The Committee shall then have the power by written notice to terminate membership.

## 10. RESIGNATION OF MEMBERS

Any member wishing to resign his membership shall give notice in writing of his intentions before 31<sup>st</sup>. March, or he will be liable for another year's subscription.

## 11. EXPULSION

Any member infringing these Rules, or who shall be guilty of any misconduct, may be expelled from the Club by vote of a special Committee Meeting of which at least ten days' notice, stating the nature of the business to be discussed, shall have been given by the Honorary Secretary, who shall also give the Member concerned at least seven days' notice of such Special Committee Meeting by writing to his last known address and shall invite his attendance. The member in question has the right to appeal to the members against their expulsion.

## 12. GENERAL MEETINGS

The Annual General Meeting of the Club shall be held in March each year for the purpose of receiving the Honorary Secretary's Report and the Honorary Treasurer's Financial Statement for the year ending 31<sup>st</sup>. December and the election of the Officers for the ensuing year. Other General Meetings shall be held at such times as the Committee or a General Meeting shall determine. Twelve members shall form a quorum and in case of equal voting the Chairman shall have a casting vote. Special General Meetings shall be called on the requisition in writing of at least ten members.

### 13.AUDIT

The Financial Statement rendered by the Honorary Treasurer at the Annual General Meeting shall have been previously audited by a member of the Club, elected at the previous Annual General Meeting. It shall be signed by the Auditor, Chairman and Treasurer.

### 14.DRESS

Members and visitors using the courts for general play shall wear predominantly white or other approved tennis wear. Members playing in Club matches should wear predominantly white as requested by the Lawn Tennis Association. Tennis shoes must be worn on the courts. Training shoes or track shoes are not allowed as these damage the surface of the courts.

### 15.RULES OF PLAY

The courts will be open throughout the year. Members may use the adjoining Public Court, in addition to the Club's three courts, if it is not in use by the public, but it must be vacated immediately it is required. The Hire Fee will be reimbursed on request to the Hon. Treasurer. Schoolchildren and Junior members will be permitted to use the Club courts at any time unless adults require them. Juniors have priority on the 'lower court' at the times agreed. Short sets must be played when other members are waiting to play. The Committee shall make such further regulations as they think fit to ensure that members play in turn.

The Club shall supply new balls which shall be replaced from time to time as the Committee think fit.

### 16.DAMAGE

Members noticing cases of damage or loss occurring to the courts or equipment should inform a member of the Committee as soon as possible.

### 17.RULES BINDING ON MEMBERS

A copy of these rules shall be sent to each member on election and a new member shall be deemed to have accepted these Rules for all purposes unless he gives notice in writing withdrawing his application for membership and stating the grounds for so doing, within fourteen days of receiving notification that he has been duly elected, In this event his election may be rescinded and his initial subscription returned.

### 18.ALTERATION OF RULES

No Rule shall be made, altered or rescinded except at the Annual General Meeting, or at a Special General Meeting called for that purpose, and written notice of any proposed alteration or amendment of the Rules shall be sent to the Honorary Secretary not later than fourteen days before the date of the Meeting.

### 19.MATTERS NOT PROVIDED FOR

Any matters not provided for in these Rules shall be dealt with by the Committee at their discretion.

20.SPECIAL SERVICE A person or persons who are considered to have rendered services to the Club may be invited by the Committee to become President or Vice President of the Club.

21.AUDITOR An Honorary Auditor shall be appointed by the members at the Annual General meeting each year.