

## The Rules of Bristol Central Tennis Club

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### 1 NAME OF CLUB

The Club shall be called the “Bristol Central Tennis Club”, (formerly known as “Bristol Central Conservative Club”).

### 2 COMPOSITION AND PURPOSE

2.1 The object of the Club is to encourage the playing of tennis as a healthy amateur recreation by Members drawn from the local community by the provision of facilities, coaching etc.

2.2 The three hard courts, Clubhouse etc. situated off Derby Road, St. Andrews, were given to the “Bristol Unionist Association for Lawn Tennis” by the late Mr. Mycroft Boucher to provide facilities for Lawn Tennis including a Clubhouse to provide refreshments and social amenities for Members and to employ the funds of the Club for the purpose and object of the Club. The building of the fourth hard court was made possible by fund-raising and loans from Members.

2.3 The title to the land is held by BCTC (Land) Ltd., a company limited by guarantee. The Officers of the Company shall be elected by the Executive Committee and all the decisions shall be approved by the Executive Committee.

2.4 All surplus income or profits are re-invested in the club. No surpluses or assets will be distributed to members or third parties.

2.5 In the event of the dissolution of the Club:

(a) the land occupied by the Clubhouse and courts 1, 2 and 3 must be offered to the “Bristol Unionist Association” at the current market value in accordance with existing covenants. The proceeds of such sale of land become assets of the Club for disposal in accordance with rule 2.5(b) below. The land occupied by the 4th court and the parcel of land to the rear of court 1 will remain the property of BCTC (Land) Ltd.

(b) 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 be given or transferred to one or more 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”)
- iii. The sports national governing body for use by them for related community sports

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## 3 COMPOSITION OF MEMBERSHIP

3.1 The Club shall consist of Honorary Members, Playing Members and Non-Playing Members. The Playing Members are to be sub-divided into:

- Full playing
- Improvers
- Weekday Members
- Student Members, who shall be over 18 years of age and in full time education
- Junior Full Members, who shall be up to the age of 18 years, and
- Junior Squad Members (Juniors may also play on a “Pay and Play” basis in organised coaching sessions).

## 4 MEMBERSHIP

### 4.1 Application for Membership

Membership of the Club shall be open to anyone interested in tennis on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

Applications for Membership to the Club shall be submitted to the Membership secretary. Applications for membership shall be prominently displayed on the Club noticeboard for not less than two days prior to election by the Executive Committee. The Executive Committee shall have the authority to accept or reject applications by a simple majority at a meeting of the Executive Committee. Persons may not be admitted to membership or to any of the privileges of membership without an interval of at least two days between their application for membership and admission.

The level of Membership of all new playing Members shall be subject to assessment by the Membership secretary and/or other Members of the Executive Committee.

### 4.2 Subscriptions

The annual subscription, which includes the L.T.A. levy, is due on 1<sup>st</sup> April. This cover all play from the 1<sup>st</sup> April to 31<sup>st</sup> March and must be paid by 1<sup>st</sup> May. Any subscription not paid by this date will be liable to an additional payment.

Members whose subscriptions are unpaid by the 1<sup>st</sup> May shall be deemed to have resigned from the Club.

The level of subscription etc. will be displayed on the notice board, and will be kept at a level that will not pose a significant obstacle to people participating. At

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the discretion of the Membership secretary pro rata reduced subscriptions may be accepted from Members wishing to join for part of the year.

At the discretion of the Membership secretary reduced subscription may be accepted from Members normally residing more than 30 miles from the Club.

### 4.3 Full Membership

Full playing Members are eligible for selection to Club teams. Some Club tournaments and Club play sessions may be restricted to Full Playing Members.

### 4.4 Junior Membership

Junior Full Members are eligible for selection for Club teams and may play in Club tournaments and Club play sessions. Junior squad Members may pay an annual subscription or attend squad sessions on a Pay and Play basis. Junior Members under the age of 16 are only permitted to use the Club during coaching sessions and Club play or under the direct supervision of an adult. Junior Members may attend social functions at the discretion of the Executive Committee.

### 4.5 Weekday Members

Weekday Members may use the courts on any normal working days (subject to availability) before 6:00 pm.

### 4.6 Improvers

Improvers are Members who attend the Senior Coaching sessions arranged by the Club coach and play at other times as set out on the booking sheets. At the end of the coaching course the standard of Improvers will be assessed by the Club coach or other Members of the Executive Committee. Improvers who have reached the required standard may become Full Playing Members. Improvers may request a reassessment by the Club Coach or the Membership secretary.

### 4.7 Non-Playing Members

The Executive Committee shall deal with application for such Membership and such Members will be liable for an annual subscription. Applications for non-playing membership will not be accepted where this would result in the non-playing membership exceeding 5% of the aggregate of Honorary, Full-Playing and Improver Members,

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### 4.8 Honorary Members

The Executive Committee may make recommendations for granting Honorary Membership to an existing member who has given exceptional service to the Club or tennis in general. Such proposals shall be put to the Members at a general meeting. Such Members shall have the same rights as Full Members.

### 4.9 Resignation

Any member wishing to resign from the Club is expected to give written notice to the Hon Secretary on or before the 1st May.

## 5. GENERAL MEETINGS

5.1 A General Meeting shall be held annually not later than the end of December, twenty voting Members to form a quorum. Full Playing, Improver and Honorary Members are entitled to vote.

The purpose of the meeting is as follows:

- To receive an audited Statement of Accounts for the past year
- To elect the following:
  - The Executive Committee
  - Honorary Auditor(s), who shall not be Committee Members
  - Honorary Members
- To decide such subscriptions as may be necessary
- To vote on specific motions as set out in the agenda.

5.2 An Extraordinary Meeting of the Club may be called at any time:

- By the Executive Committee, or
- By any Members entitled to attend and vote at General Meeting if notified in writing to the Hon Secretary at least 21 days in advance and signed by 20 such Members

5.3 The names of Members who may be nominated for office (who must be full Members) under Rule 5.1 together with names of their proposer and seconder (who must be full Members) shall be displayed on the notice board at least 2 days before the General Meeting at which elections are to be held.

5.4 Members wishing to put a motion to the meeting must notify the Hon Secretary in writing 7 days before the meeting

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## 6. COMPOSITION OF COMMITTEES

### 6.1 The Executive Committee

The Executive Committee will consist of thirteen Members and include the following specific posts:

- Chairman
- Ladies' Captain
- Men's Captain
- Hon Treasurer
- Hon Secretary
- Chairman of the Bar Committee
- Membership Secretary
- Junior Membership representative

The size of the Committee can be increased without alteration to the Club Rules where the Executive Committee decide it is necessary for the proper administration of the Club, and where nominees are elected at the AGM.

Seven committee Members to form a quorum

### 6.2 Emergency committee

In an emergency, any three of the following may form a quorum: the Chairman, the two Captains, the Hon Treasurer and the Hon Secretary.

6.3 Any committee Member who fails to attend three consecutive Committee Meetings shall cease, at the discretion of the Executive Committee, to remain a member of the Committee and the Executive Committee shall have the power to co-opt a new Committee Member in his or her place.

## 7. DUTIES OF THE EXECUTIVE COMMITTEE

7.1 The Executive Committee will attend to the administration of the Club, and at the first meeting following the Annual General Meeting shall:

- Elect such officers and sub-committees as shall be necessary for the proper administration of the Club
- Elect the Officers of BCTC (Land) Ltd
- Ensure that the names of the Executive Committee and the amounts for the Club subscription, fees, etc. are displayed in the Clubhouse

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- 7.2 At the final meeting of the Executive Committee it shall ensure that the notice of the Annual; General Meeting is made according to rule 5.1 and that the following are available for presentation at the meeting:
- Audited Accounts for the year
  - Itemised agenda with speakers
  - Such amendments to subscriptions, fees etc. as they may wish to recommend
  - Any proposals for Honorary Members
- 7.3 A brief summary of any resolutions passed in committee shall be posted in the Clubhouse for general information.
- 7.4 The Executive Committee will actively encourage members to stand for nomination for Club Officer and Committee Member positions.
- 8 AUTHORITY OF THE EXECUTIVE COMMITTEE
- 8.1 The Executive Committee shall have the power to elect such officers and sub-committees to act on behalf of the Executive Committee as shall be necessary for the proper administration of the Club. The Executive Committee shall decide the duties and the authority of the sub-committees.
- 8.2 The Executive Committee may request any Members to resign, or may terminate a Membership at any time without stating their reason and without returning the annual subscription or part thereof. The Executive Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or the game of tennis into disrepute. Appeal against refusal or removal may be made to the members.
- 8.3 The Executive Committee shall have power to reserve the Clubhouse and any or all the courts for tournaments or matches. Due notice will be posted in the Clubhouse.
- 8.4 The Executive Committee has the power to suspend any person from the Club's premises at their discretion.
- 8.5 To keep subscriptions at an acceptable level, Members may be required to attend working parties, and a roster will be drawn up by the Executive Committee and displayed on the Club's Notice Board giving notice to Members of the dates their attendance is required.
- 8.6 The Rules of the Club shall be binding on all Members. Any question as to the interpretation of these rules or any amendment or addition thereto, shall be determined by the Executive Committee whose decision is final.

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## 9 PLAY

### 9.1 Club play

At times set aside for Club play, Members are expected to play according to the system as organised for that purpose by the Executive Committee.

### 9.2 Balls for Club Play

Balls will be provided for Club play and Members are responsible for ensuring that the number of tennis balls allocated to them for their set are readily available at the completion of their set, failing which the charge as laid down must be paid to the Club for each ball lost.

### 9.3 Clothing

Playing Members and guests must wear acceptable tennis clothing and footwear. An Executive Committee member shall have the power to stop anyone playing who is considered to be improperly dressed.

### 9.4 Hours of play

The hours during which the Members shall be allowed on court shall be displayed on the Club Notice Board by the Executive Committee.

### 9.5 Court booking

Certain periods will be set aside for booking by Members. These times will be identified on the booking sheet displayed on the notice board. Members may book a maximum of 3 consecutive 30-minute periods. Bookings may be made seven days in advance.

### 9.6 The use of the floodlights during evening play shall be according to the planning permission as specified for their use and will be detailed on the booking sheet.

## 10 COACHING

### 10.1 Club Coach

The Executive Committee may appoint a Club Coach who will be responsible for the provision of coaches for Club coaching sessions. The Executive Committee may set aside courts for the use of the Club Coach for coaching of Members and non-Members. Details will be shown on the booking sheet.

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### 10.2 Individual coaching

Members may receive coaching from the Club coach at times set aside or by pre-booking a court at times indicated on the booking sheet. Coaching of Members or guests is permitted during periods set aside for pre-booking.

### 11 GUESTS

11.1 Any member is entitled to introduce a guest or guests to the Club subject to the Rules of the Club, provided that person or persons has not been suspended nor their Membership terminated. The member will be responsible for the payment of the appropriate fee, and shall enter the name and address of the guest(s) in the Visitors Book. Such guests shall enjoy the full privileges of the Club for that visit. No guest may be introduced more than 6 times during the year to play tennis.

11.2 The playing Members of visiting teams and their supporters may be permitted to purchase intoxicating liquors at such times as the bar is open and otherwise enjoy the full privileges of the Club during their visit.

### 12 CLUB HOURS

12.1 The opening and closing of the Club shall be 8.00 a.m. to 11.45 p.m. daily. When a special extension of the permitted hours has been granted, the closing time shall be half an hour after the permitted hours have expired. The Executive Committee shall have the power to vary these hours of opening and closing.

12.2 The permitted hours of the Bar shall be such as may from time to time be fixed by the Executive Committee and notified to the Clerk of the Justices. The Executive Committee may at their discretion apply to the Justices for an extension of the permitted hours on special occasions.

### 13 CLUBHOUSE

13.1 The Clubhouse may be used for the playing of games of chance according to the provisions of the current Betting and Gaming Act.

13.2 A charge may be made to Members and visitors on not more than 12 occasions in each year for admission to any part of the Club premises upon which a social function is being held.

13.3 Musical instruments shall not be operated except under the direct supervision of a member of the Executive or Bar Committees.

13.4 Club keys are available to all adult Members on payment of a refundable deposit. Keys are numbered and personally issued and must not be lent to other Members

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- or guests. The keys remain the property of the Club and may be recalled at any time.
- 14 MEMBERS' LIABILITY TO DAMAGE
- 14.1 Any person damaging the courts or any furniture, fittings etc. belonging to the Club must report to a member of the Executive Committee, who may hold that person responsible for repairing or replacing that damaged item.
- 15 THE CLUB'S LIABILITY TO MEMBERS
- 15.1 Members, their guests and visitors use the Club's facilities and courts at their own risk and with the understanding that the Club will not be held liable for any loss, damage, injury etc. howsoever caused.
- 15.2 Junior Members are only supervised during pre-arranged coaching sessions or other junior events. At all other times they may only use the Club's facilities under the supervision of a parent or guardian.
- 16 MEMBERSHIP DETAILS
- 16.1 Membership details may be held on a computer. The Club only holds such information deemed necessary for the proper administration of the Club. Members may apply in writing to the Membership Secretary for details of such information held.
- 17 ALTERATION OF RULES
- 17.1 The Rules may only be altered by a two-thirds majority of those Members present and voting at a General Meeting. All proposals for alterations must be received by the Hon Secretary at least seven days before the date of the General Meeting. The Rules may not be amended so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided for by the Finance Act 2002 or to alter the dissolution provisions as set out in Rules 2.4 and 2.5

**These rules were adopted by the Members of the Club at the 2005 Annual General Meeting held at the Clubhouse on Friday, 9 December 2005 and are hereby signed as certified:**

**Ken Griffin, Chairman**

**Lauren Shillaber, Secretary**