**12 Kaduna Close, Eastcote, Middlesex, HA5 2PZ**

[www.eastcotetennis.co.uk](http://www.eastcotetennis.co.uk)

**RULES OF EASTCOTE LAWN TENNIS CLUB**

**1 Name**

The Club is called Eastcote Lawn Tennis Club.

**2 Objective**

The objective of the club is to provide facilities in a safe and friendly environment to support and encourage the playing and coaching of social and competitive tennis for all ages and abilities.

# 2A Defined terms

## 2A.1 In the Rules, unless the context requires otherwise:

“Disciplinary Code” means the disciplinary code of the LTA in force from time to time;  
“LTA” means the Lawn Tennis Association Ltd 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; “member” means a member of the Club;“LTA rules” means the rules of the LTA as in force from time to time.

**3 Numbers of Members, Categories of Membership, Voting Rights**

3.1 The Club shall have the following categories of membership:

* Full Member.
* Country Member, who has the playing and voting rights of a Full Member and whose permanent place of residence is more than 25 miles from the Club or 15 miles from the Club if they have previously been a Full Member.
* Under 25 Member, who is a Full Member and has not passed their twenty-fifth birthday at the start of the relevant subscription year (1March); or a Full Member who is over 25 years and in full-time education.
* Five-Day Member who is entitled to play on Mondays to Fridays but not on Saturdays, Sundays or Public Holidays.
* Off-Peak Member who is entitled to play on Mondays to Fridays up to 4pm but not Bank Holidays.
* Probationary Member who is entitled to play on Mondays to Fridays, and at weekends and on Public Holidays after 3pm. Renewal of a probationary membership after the first year shall be at the invitation of the Committee.
* Rookie Member who is a Junior Member invited by the Committee to become a Rookie Member having the rights of Full Member to play at Peak Times but excluding the right to vote and who will be invited to become a Student Member or Full Member at the Committee’s discretion.
* Non-PlayingMember who is a social member of the Club and entitled to use the Clubhouse but not the tennis courts.
* Junior Member who is under 18 and entitled to play at Junior Times (Rule 38.7).

3.2 The total number of Full Members shall not exceed 25 members for each court permanently in operation.

In all other categories the maximum number shall be determined by the Committee from time to time.

An Honorary Life Member shall be a Full Member but shall not be taken into account in calculating the total number of Full Members.

3.3 The number of Full Members shall not at any time be less than 25.

3.4 A Voting Member shall be either a Full Member or a Five-DayMember who has attained the age of 18.

**4 Eligibility for Membership**

4.1 Children below the age of 18 may be elected as a Full Member without the right to hold office or to vote at general meetings.

# 4A Conditions of membership

## 4A.1 Each member agrees as a condition of membership:

### to be bound by and subject to these Rules (as in force from time to time);

### to be bound by and subject to the LTA rules and the Disciplinary Code.

## 4A.2 Rule 4A.1 confers a benefit on the LTA and, subject to the remaining provisions of this Rule, is intended to be enforceable by the 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 4A.1, 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.

4A.3 The Committee may take action under Rule 10, 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.

**5 Proposal for Membership**

5.1 All applications for membership should be supported by the signature of the   
Director of Coaching.

5.2 All applicants for full membership must pass a playing-in test.

**6 Entry to Membership**

6.1 The Hon. Secretary must send a new member written notice of their acceptance and a copy of the Rules.

6.2 If payment is not made within the time stipulated in the date of the notice of election (being not less than 7 days), the election is void unless sufficient cause is shown to the satisfaction of the Committee.

**7 Entrance Fees and Subscriptions**

The retiring Committee shall propose the subscriptions for the year which shall be fixed at the Annual General Meeting of the Club.

**8 Payment of Subscription**

8.1 Payment for all annual subscriptions is due on 1 March each year.

8.2 A discount as agreed at the Annual General Meeting shall be given for all membership subscriptions paid by 1st March each year and may also be offered for later payment of full year subscriptions at the discretion of the Hon Treasurer.

8.3 If, despite reminder, payment for a subscription is not received by 31st March, the defaulter, subject to a contrary decision by the Committee, immediately ceases to be a member of the Club.

8.4 A defaulter may, in the absolute discretion of the Committee, be readmitted to membership on payment of all arrears.

**9 Resignation of Membership**

Any member may resign their membership by giving to the Hon. Secretary written notice of their intention to do so.

**10 Expulsion**

10.1 If at any time the Committee is of the opinion that the interests of the Club so require, it may by letter invite any member to resign from the Club within a time specified in the letter.

10.2 If the member does not resign, the question of their expulsion must be submitted to a Special General Meeting to be held within 21 days after the date specified in the letter as the date before which they are invited to resign.

10.3 The member whose expulsion is sought must be given notice of the meeting and of the grounds on which it is sought to expel them at least 4 days before the meeting.

10.4 At the meeting the member must be allowed to offer any explanation or defence that they think fit, either verbally or in writing.

10.5 If two-thirds of the Voting Members present at the meeting vote for their expulsion, the member immediately ceases to be a member.

10.6 The Committee may exclude the member from the Clubhouse and Club grounds until the Special General Meeting has been held.

**11 Effect of Resignation or Expulsion**

Any person ceasing to be a member forfeits all right to, and claims upon the Club, its property and its funds, and they have no right to the refund of all or part of their subscription.

**12 Management of the Club**

12.1 The Officers of the Club shall be the President, the Hon. Treasurer and the Hon. Secretary.

12.2 The entire management of the Club (except as otherwise provided by these Rules) must be deputed to a Committee consisting of the Officers of the Club and not less than 4 nor more than 10 additional members. One of the additional members shall be appointed Ladies’ Captain and another of the additional members shall be appointed Men’s Captain. The remaining members of the Committee shall be allocated such functions as the Committee shall from time to time decide are necessary for the effective running of the Club.

**13 Election of Committee**

13.1 All members of the Committee, with the exception of the Ladies’ Captain and the Men’s Captain, must retire at the Annual General Meeting, but each is eligible for re-election.

13.2 Any two Voting Members may propose any other member or members who has been a Full Member or a Five-Day Member for at least two years by giving notice in writing to the Hon. Secretary at least 24 hours before the meeting or completing the nomination list posted in the Clubhouse at least 14 days before the Annual General Meeting.

13.3 All members attending the Annual General Meeting will be given notice of the nominations received but there shall be no obligation to circulate all members with details of the nominations received.

13.4 Voting must be by ballot and every Voting Member is entitled to vote for as many candidates as there are vacancies to be filled.

13.5 In the event of more than one nominee for a position on the Committee the nominee who receives the most votes must be elected, and, in the case of two or more nominees receiving an equal number of votes, the Chair may have a casting vote.

# 13A The Committee: conditions for election

# The Club agrees that each member of the Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to the LTA rules and the 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.

**14 Casual Vacancies**

14.1 In the event of a vacancy on the Committee, the Committee may appoint any Full Member of the Club to fill the vacancy.

14.2 The proceedings of the Committee are not invalidated because there are less than the prescribed numbers of members.

**15 Men’s and Ladies’ Captains**

15.1 The Men’s and Ladies’ Captains shall be appointed with effect from 1 October each year and shall hold office for one year and must retire on 30 September the following year, but each is eligible for re-election.

15.2 Any two Voting Members may propose any other member or members who has been a Full Member for at least two years to be Men’s or Ladies’ Captains by completing the nomination list posted in the Clubhouse as soon as possible after 1 September.

15.3 In the event of more than one nominee a Special General Meeting of the Club will be held for the purpose of voting on the nominees. At such a meeting, every Voting Member attending is entitled to vote and the nomineewho receives the most votes must be elected. In the case of two or more nominees receiving an equal number of votes, the Chair may have a casting vote.

**16 Proceedings of the Committee**

16.1 The President, Hon. Secretary and Hon.Treasurer will be appointed at an Annual General Meeting.

16.2 The Committee must meet as often as necessary and at least every two months to receive a report of the Club’s financial position.

16.3 The Hon. Secretary must send notice of each meeting to every committee member

16.4 Seven members form a quorum.

16.5 The Hon. Secretary must take minutes of all proceedings of the committee, or a nominated Committee member in their absence.

**17 Sub-Committees**

17.1 The Committee may from time to time as it considers necessary or expedient appoint Sub-Committees which shall comprise at least one of its members(distinct from the Sub-Committee under Rule 28) and may depute or refer to them any of its powers and duties.

17.2 The Sub-Committees must periodically report their proceedings to the Committee and must conduct their business in accordance with the directions of the Committee.

17.3 If any member of a Sub-Committee ceases to be a member of the Committee, they automatically cease to be a member of the Sub-Committee, and another elected member of the Committee must be appointed in their place.

**18 Annual General Meeting**

18.1 The Annual General Meeting of the Club must be held during the first two weeks in February each year on a date and at a time to be fixed by the Committee.

18.2 The Annual General Meeting must:

18.2.1 receive from the Committee a report and statement of accounts for the preceding financial year and the Committee’s recommendation for subscriptions for the next year;

18.2.2 elect the Committee;

18.2.3 appoint an auditor for the ensuing year and

18.2.4 decide on any resolution duly submitted to the meeting as provided below.

18.3 A copy of the report, statement of accounts and the Committee’s recommendation for subscriptions for the next year must be sent to every Voting Member at least 21 days before the Annual General Meeting.

**19 Members' Resolutions**

Any Voting Member who wishes to move a resolution at the Annual General Meeting must give written notice of the resolution supported by a second Voting Member to the Hon. Secretaryat least fourteen days preceding the meeting.The Hon. Secretary will notify all members of any such resolutions at least 7 days before the meeting.

**20 Special General Meetings**

The Committee may call a Special General Meeting at any time for any special purpose, and it must do so immediately upon the requisition in writing of any 10 members of the Club stating the purpose for which the meeting is required. Not less than 7 days’ notice shall be given to a Voting Member specifying the object of the meeting.

**21 Notice of General Meetings**

21.1 The Hon. Secretary must send notice of the Annual General Meeting or any Special General Meeting and of the business to be transacted at the meeting to every Voting Member.

21.2 For the avoidance of doubt at least 21 days’ notice must be given for an Annual General Meeting. Not less than 7 days’ notice must be given of any other General Meeting of the Club.

21.3 No business may be brought forward at a General Meeting other than that of which notice has been given.

**22 Conduct of General Meetings**

22.1 At all General Meetings the President, or in their absence a member selected by the meeting, must take the chair.

22.2 Every Voting Member who is present may have one vote upon every motion and in the case of equality of votes the Chair may have a casting vote.

**23 Proxy Votes**

23.1 If any Voting Member is unable to attend any Annual General Meeting or General Meeting of the Club or any adjournment, they shall be entitled to appoint a proxy to vote on any resolution proposed at the meeting, notice of which has been circulated to members at least 7 days prior to the date of the meeting.

To be valid the form of proxy must be in a format produced by the Hon. Secretary and must indicate whether or not the proxy is to vote in favour or against the proposed resolution.

In default of any indication the proxy will vote for the resolution.

The President will automatically be appointed the proxy unless the member appoints another person. A completed proxy form signed by the member must be lodged with the Hon. Secretary at least 72 hours before the date of the meeting.

23.2 A proxy vote may not be used for the election of Officers of the Club or members of the Committee.

**24 Quorums**

The quorums at all general meetings shall be 20 Full Members.

**25 Financial Year**

The financial year of the Club ends on the last day of October in each year, to which day the accounts of the Club must be balanced.

**26 Auditors**

26.1 At every Annual General Meeting a personmust be elected to serve as auditor for the ensuing year.

26.2 A vacancy occurring in the office of auditor during the year must be filled by a person appointed for that purpose by the Committee.

**27 The Company**

27.1 The freehold of the Club at Kaduna Close is vested in Eastcote Club (Sports) Limited. The shares in Eastcote Club (Sports) Limited are held by nominee shareholders on behalfof the Club.

27.2 The nominees must deal with the property as the Committee from time to time directs by resolution (of which an entry in the minute book is to be conclusive evidence).

27.3 The nominees may be indemnified against risk and expense out of the Club property.

27.4 The nominees will hold office until death or resignation or until removal from office by the Committee.

27.5 Where by reason of death, resignation or removal it is necessary for a new nominee to be appointed, the Committee must nominate the person or persons to be appointed the new nominees.

27.6 On appointment, the nominees will complete a Declaration that all shareholdings registered in their name in the company are held on behalf of the members of the Club.

**28 Purchase of Intoxicating Liquor**

28.1The purchase of intoxicating liquor for supply by the Club must be in the absolute discretion of a Sub-Committee of not less than 2members, being elected members of the Committee appointed by the Committee for that purpose.

28.2 If any member ceases to be a member of the Committee, they automatically cease to be a member of the Sub-Committee, and another elected member of the Committee must be appointed in their place.

**29 Permitted Hours**

The permitted hours for the supply of intoxicating liquor are the general licensing hours for the licensing district in which the Club is situated as provided by the Licensing Act 1964 Section 60(5) and may be varied from time to time by the Committee in accordance with the statutory provisions for the time being in force.

**30 Private Benefit not to accrue on Purchase etc of Liquor**

30.1 No one may receive at any time at the expense of the Clubor of any member of the Club any commission percentage or similar payment on or with reference to purchases of intoxicating liquor by the Club.

30.2 No one may directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by or on behalf of the Club members or guests or others so entitled apart from any benefit accruing to the Club as a whole and apart also from any benefit which a person derives indirectly by reason of the supply giving rise to or contributing to a general gain from the carrying on of the Club.

**31 Supply of Intoxicating Liquor**

31.1 Intoxicating liquor may be sold to non-members admitted to the Club premises under Rule 33 or pursuant to arrangements made by the Committee under Rule 39, for consumption on Club premises only.

31.2 No one under the age of 18, whether or not a member of the Club, may be supplied with, or consume, intoxicating liquor on Club premises.

31.3 No member may bring intoxicating liquor for consumption on Club premises.

**32 Profits or Payments to Members**

No member may receive any profit or payment from the funds or transactions of the Club except for services rendered with the agreement of the Committee.

# 32A Coaches and players

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 the LTA rules and the 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.

**33 Visitors**

33.1 Every member may introduce visitors on the days on which they are entitled to use the Clubhouse and courts.

33.2 Every visitor must be the guest of and be accompanied by the member introducing them and both must sign the visitors' book immediately on entering the Club premises.

33.3 Visitors who are introduced as playing visitors shall pay a visitor fee as approved at the Annual General Meeting of the Club.

33.4 No person shall be introduced as a playing visitor on more than 3 playing days at peak times and on no more than 10 occasions during a calendar year. For this purpose, “peak times” means such times as defined by the Committee from time to time and posted in the Clubhouse.

**34 Gaming**

Save for the provision of gaming machines or other games or lotteries permitted by law and approved by the Committee, the Clubhouse may not be used for gambling or the playing of games of chance.

**35 Amendment of Rules**

35.1 These Rules may be added to, repealed or amended by resolution at any general meeting.

35.2 A resolution to alter the Rules must be passed by a majority ofthe Voting Members voting on the resolution.

35.3 Any reference in these rules to “these Rules” or “the Rules of the Club” includes a reference to the Rules of the Club as altered from time to time in accordance with this rule.

**36 Regulations**

36.1 The Committee may from time to time make, repeal and amend regulations it thinks expedient for the internal management and well-being of the Club and the use of the courts.

36.2 Regulations may not be inconsistent with these rules.

36.3 All regulations are binding on the members until repealed by the Committee or set aside by a resolution of a General Meeting of the Club.

**37 Use of Courts**

37.1 The Committee shall have the power to close or reserve any court or courts at any time for any purpose, and a majority of members of the Committee present at the courts may close any courts, which they consider unfit for play.

37.2 All members of the Club shall wear recognised tennis clothing and shoes.

37.3 Players shall provide their own racquets and balls.

37.4 The Committee shall have the power to modify the Rules relating to the use of the courts for the general benefit of the Club, to ensure fair use of the courts by all members. Any such changes should be ratified at the Annual General Meeting and are to be posted in the Clubhouse.

37.5 All Club members are empowered to ensure that Rules relating to use of courts are observed. Failure by any member to comply with these Rules should be reported to the Committee.

37.6 The Committee may also make arrangements for holding matches, tournaments or other like competitions and provide cups and other prizes for such competitions.

**38 Playing Times**

38.1 No play shall be permitted before 8am.

38.2 On Saturdays and Sundays between 10am and 1pm, bank holidays between 10am and 1pm and on Wednesday evenings after 5pm (“peak times”) when there are more than 4 members at the club for the purpose of playing tennis, the rota board shall be in operation.

ROTA BOARD SYSTEM:

Members wishing to play must put up their names on the board when they are ready to play.

The first named person may select 3 other players from the first seven, (including himself/herself) to play on the first available court.

On coming off court the names of the winners should go up first.

Players should not abuse the spirit of the system.

38.3 At all other times, the use of the Courts is governed by the Club booking system.

38.4 Courts must be booked through the booking system which can be accessed via the Club website.

38.5 The rules for the use of the booking system are set out in Paragraph 38A and are subject to change during a membership year at the discretion of the Committee.

38.6 Failure to adhere to the booking system rules may, at the discretion of the Committee, affect a members’booking privileges.

38.7 Juniors use of the courts (“Junior Time”) shall be as follows:

38.7.1 use of 5 courts from 4pm on Fridays provided that they are not required for Junior Matches

38.7.2 three courts from 2pm-4pm on Sundays provided that they are not required for Junior Matches

38.8 Only the Club Coaches authorised by the Committee shall be entitled to coach on the courts.

**38A**

1. All members are permitted to book a maximum of 4 one-hour slots in a one-week period from Monday to Sunday, subject to the times when their membership entitles them to use the courts.

2. The booking system opens from 6.30am each morning for bookings during which members can book for the following 8 days.

3. Members must cancel courts if it becomes apparent that they are unable to use a booked slot.

4. Members are not permitted to use their allocation for the benefit of any other member including family members.

5. Members must not book more than 1 court for the same time slot.

6. Other than courts designated by the Committee for the purposes of:

(a) coaching;

(b) internal and external matches;

(c) specific members sessions (including Friday Night Social and Drills Night),

all courts must be used. These bookings will have priority over any other.

7. Where a booked court is not occupied within 10 minutes of the scheduled starting time, it may be taken over by other members.

**39 Borrowing**

39.1 If at any time the Club in General Meeting passes a resolution authorising the Committee to borrow money, the Committee may then borrow for the purposes of the Club the amount of money, either at one time or from time to time, at the rate of interest, and in the form and manner and upon the security specified in the resolution.

39.2 If it is necessary to provide security for the loans by the taking of a charge against the Club’s property or any part of it then the nominee shareholders shall procure that the Company entersinto any agreements in relation to it as the Committee deem proper for giving security for any loans and interest.

39.3 Every Voting Member of the Club, whether voting on the resolution or not, and any one becoming a member of the Club after the passing of the resolution, is deemed to have assented to the resolution as if he or she had voted in favour of it.

## 40 Members’ Property and Etiquette

40.1 The Club and the Committee shall not be responsible for loss or damage to any member’s

property.

40.2Members may bring their children to the Club premises provided no annoyance is caused to members present.

40.3Any member who brings a dog to the Club premises must keep it on a leash. No dogs except guide dogs are allowed in the Clubhouse.

**41 Notices and Members' Addresses**

41.1 Any Club notice to membersis deemed to have been duly given if it is sent.

41.1.1 by first class post to the address of the member appearing in the Club books in which case it is deemed to have been received on the next day (which shall mean Monday to Saturday) after it is posted

41.1.2 by e-mail to an e-mail address for the member as appearing in the Club books, in which case it is deemed to have been received by the next day after it is despatched.

41.2 Every member must immediately give to the HonSecretary written notice of any change in their address or e-mail address.

**42 Dissolution**

In the event of the winding up of the Club, except for the purposes of reconstruction or merger with another tennis club, which results in a surplus arising from the disposal of its assets, such surplus funds shall be donated to the Middlesex LTA or its successor for the general benefit of Lawn Tennis.

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