

ILKLEY LAWN TENNIS & SQUASH CLUB LIMITED (“THE CLUB”)

RULES 2017

1. Rules

These are the Rules referred to in the Articles of Association (“the Articles”) of the Club as the same may be published from time to time. The Articles and these Rules govern the operation of the Club. The Articles are available for inspection by any member at his or her request. Where the terms of the Articles and these Rules conflict, the terms of the Articles shall prevail.

In these Rules, unless the context requires otherwise:-

“Disciplinary Code” means the disciplinary code of the LTA in force from time to time;

“LTA” means LTA CLG 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.

2. Officers of the Club

In addition to their duties under the Companies Act 2006 and the Articles, the officers of the Club (that is, the members of its Board of Directors) shall have the following duties:-

2.1 Honorary Secretary

The Honorary Secretary shall conduct all the correspondence of the Club with the exception of matters over which the Treasurer has jurisdiction.

The Honorary Secretary shall have responsibility for all documents belonging to the Club and shall keep full and correct minutes of all proceedings and records of all competitions of the Club.

Should the Club employ any full or part-time managerial or administrative staff then the Club may delegate some or all of the Honorary Secretary’s duties and responsibilities to such staff. Any duties and/or responsibilities so delegated shall be at the absolute discretion of the Members Committee.

2.2 Honorary Treasurer

The Honorary Treasurer shall be responsible for all the accounts of the Club and shall present to the Members Committee management accounts for regular periods not exceeding 3 months and to the Annual General Meeting a clear statement of the financial position of the Club as at the last day of the previous financial year.

This statement shall be made available to members entitled to vote at least 14 days before the Annual General Meeting and shall have been duly audited by a Registered Auditor appointed by the Members Committee.

Should the Club employ any full or part-time managerial or administrative staff then the Club may delegate some or all of the Treasurer’s duties and responsibilities to such staff. Any duties and/or responsibilities so delegated shall be at the absolute discretion of the Members Committee.

2.3 Honorary Compliance Secretary

The Honorary Compliance Secretary shall, on behalf of the Board, monitor and review compliance with the legal, regulatory and contractual requirements of the Club.

Should the Club employ any full or part-time managerial or administrative staff then the Club may delegate some or all of the Compliance Secretary’s duties and responsibilities to such staff. Any duties and/or responsibilities so delegated shall be at the absolute discretion of the Members Committee.

3. **Management**

The Club's Board of Directors shall manage the Club and act in accordance with the directions of the Members Committee insofar as such directions relate to overall strategy and monetary and budgetary matters. The duties and responsibilities of the Board and the Members Committee both in general and in relation to one another are as set out more particularly in the Articles.

The Club agrees that each member of the Board will be required as a condition of election or appointment to agree to be bound by and subject to these Rules, the rules of the LTA (as in force from time to time) and the Disciplinary Code, such agreement to contain an express acknowledgment 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.

4. **Finance**

4.1 All money payable to the Club shall be received by the General Manager – and be deposited in a bank account in the name of the Club. No sum shall be drawn from that account except as authorised by two of the possible authorised signatories who shall be the Chairman, Honorary Secretary, Honorary Treasurer, Honorary Compliance Secretary and General Manager, or in accordance with a bank mandate approved by the Board. Any money not required for immediate use may be invested by the Club as the Board of Directors in its discretion thinks fit.

4.2 The financial transactions of the Club shall (subject to the requirements of the Companies Act 2006 (as the same may be amended or replaced from time to time) to prepare accounts) be recorded in such manner as the Board of Directors thinks fit and shall be the responsibility of the Honorary Treasurer.

5. **Sub-Committees**

The Sub-Committees referred to in the Articles shall have the following duties. They shall work with Club Management in the discharge of these responsibilities.

5.1 **Tennis**

This shall plan, organise and control the tennis playing activities of the Club to create maximum playing value for members whilst balancing the need between coaching and development, competitive play and social tennis. It shall have delegated responsibility for:

Club Teams
Internal Tournaments/ Competitions
Social Tennis
Player Development

5.2 **Squash**

This shall plan, organise and control the squash playing activities of the Club to create maximum playing value for members whilst balancing the need between coaching and development, competitive play and social squash. It shall have delegated responsibility for:

Club Teams
Internal Tournaments/Competitions
Social Squash
Playing Development

5.3 **Juniors**

This shall organise and promote playing and social opportunities for Junior members and shall have delegated responsibility for:

Playing and coaching opportunities in both tennis and squash
Control and discipline of junior members
Junior social events

5.4 **Exercise and Fitness**

This shall seek comments and suggestions from Fitness Centre members on the day to day operation of the Fitness Centre and through regular meetings and will make suggestions and recommendations to the - Board of Directors /Members Committee/General Manager for the operation, maintenance and improvement of the Fitness Centre facilities. It shall also have delegated responsibility for the provision of Group Exercise and Fitness Classes.

Each of the above Sub-Committees shall comprise a Chairman to be elected at an Annual General Meeting in accordance with the Articles and any number of members or other persons who shall be invited to serve by the Sub-Committee Chairman the majority of whom shall be Members. Each Sub-Committee shall meet as and when determined by the Sub-Committee Chairman. Additional Sub-Committees shall be set up as and when required and as directed by the Board of Directors.

6. **Employees of the Club**

The Club may employ such staff as are deemed necessary by the Board of Directors for:

- i) The effective organization of the Club.
- ii) The provision of services and facilities for members.

The terms and conditions under which individual persons are employed shall be as determined by the Board of Directors who shall have full regard to all current and relevant employment legislation.

Overall policy for line management structures and staff training and development shall be determined by the Board of Directors.

7. **Membership**

Membership of the Club shall be open to all persons irrespective of ethnicity, nationality, sexual orientation, religion or beliefs; or of age, sex or disability except as a necessary consequence of the requirements of tennis, squash and exercise and fitness as particular sports.

All members shall be subject to the Articles, to these Rules and the Regulations of the Club and its Codes of Conduct and Bye Laws and Standing Orders from time to time in force and shall also abide by the Rules and Regulations of the LTA and Yorkshire LTA and England Squash, from time to time in force.

8. **Membership Classes**

The classes of membership shall be as determined by the Members Committee from time to time and currently is as follows

Full: Adult 25+, Adult 18-24, Teen 14-17
Rackets: Adult 25+, Adult 18-24, Teen 14-17, Junior 9-13
Fitness: Adult 25+, Adult 18-24, Teen 14-17
Social
Honorary

There are discounts available for:

Joint memberships for two members living at the same address

Family membership for two adults plus any children (Juniors or Teens) at the same address

Senior (see Rule 10.5)

Membership may be paid annually in advance or monthly by Direct Debit.

In additional short term membership of all classes is available for 1,2 or 3 months, payable in advance.

9. **Membership Category Classification**

Full membership entitles a member to the use of 'Tennis, Squash, Exercise and Fitness and Social facilities

Fitness membership entitles a member to the use of the Gym, Fitness classes and social facilities

Social membership entitles a member to the use of social facilities

Honorary membership is awarded to members who have brought distinction to the Club by demonstrating outstanding merit, performance or service to the Club. Honorary membership is awarded on the unanimous recommendation of the Members Committee and ratified by the members at an Annual General Meeting

Maximum age limits for Junior – 13, Teen – 17, and Adult 18-24 apply on the date of joining, renewal (for annual membership) or the month following a birthday for monthly DD membership.

10. **Subscriptions and Fees**

The membership shall be liable to pay subscriptions and fees to the Club as follows:-

Subscriptions and Court/Playing/Competition Fees and Charges

The members shall pay any annual subscription and court and playing and exercise and fitness or competition fees and any other fees or charges set by the Members Committee from time to time.

10.1 **Subscriptions**

The subscription rate (Annual and Monthly DD) for each of the membership classes and discount categories shown under Rule 8 shall be determined each year by the Members Committee at a meeting. At such meetings the Treasurer shall publish his/her budget for the year in question, incorporating any proposed changes in subscriptions. The Members Committee shall have the authority to raise subscriptions by up to 2% per annum over the increase in the retail price index without reference to a General Meeting. Any proposed increase greater than this requires approval by a General Meeting convened for this purpose.

10.2 **Court, Playing and usage fees**

The level and scope of all court booking and playing fees and any additional usage fees for the Fitness Centre shall be determined by the Members Committee.

10.3 **Payment of Subscriptions**

Annual subscriptions shall be payable on the day of joining and annually on the same date
Subscriptions may also be paid by monthly Direct Debit.

If a member's subscription fees are overdue by more than one calendar month then the membership shall expire and the person in question shall no longer be a member.

10.4 **Joining Fee**

No Joining Fee shall apply to all new memberships unless the Board of Directors makes a ruling to the contrary on the recommendation of the Club's General Manager.

10.5 **Over 70s' Subscription Concession**

All members over the age of 70 who have been members continuously for more than 25 years will have the option to receive a discount of 25% off the annual subscription for their membership class. Such option shall be exercised by completing the relevant section of the Club's membership renewal form.

11. **Visitors, Guests and Competition Players**

- 11.1 For the purposes of the following Rules, a 'Guest' is a non-member visitor to the Club who is accompanied by a member; a 'Competition player' is a non-member player who plays in a competition(s) at the Club and a 'Visitor' is a visitor to the Club who is not accompanied by a member.
- 11.2 A Visitor or a Guest may access the entire facilities of the Club for the duration of a single day per visit. An individual may attend the Club on a total of 6 days per year, either as a Visitor or a Guest.
- 11.3 Visitor/Guest Fees shall be fixed by the Members Committee from time to time. Members may invite Guests up to 6 times per year with no visitor /guest fee payable. A single individual may be invited as a Guest on multiple occasions, subject to the limit of 6 visits per year.
- 11.4 The Visitor fee can be waived or modified at discretion of Club Management for special Club events and courses.
- 11.5 The use of Club facilities by other sporting or social clubs and schools is permitted under specific arrangements made with each such club or school, and must be authorised by Club Management in advance. The Visitor fee will not be applicable
- 11.6 No visitor fee is payable for competition players or supporters from other clubs for club matches or official tournaments, other than any specific fee for attending the tournament. Supporters at tournaments attending under this rule do not have access to the club playing facilities or fitness facility
- 11.7 No fee is payable for visitors wishing to use the Cafe/Bar only, either individually or for a special event
- 11.8. Visits under rules 11.4, 11.5, 11.6 or 11.7 will not count towards the annual limit of 6 visits
- 11.9 A Junior (i.e. under 18) cannot be a Visitor (i.e. unaccompanied by a member) but can be invited as a guest, or as part of a school group under rule 11.5
- 11.10 Junior members under the age of 13 and Social members may not invite guests
- 11.11 All visitors and guests will be recorded, either in the general visitor register, on an attendance list for an event , or accreditation list for a tournament. Regular visitors (under rule 11.5 above) may be required to register on the Club's access control system
- 11.12 On payment of the visitor fee, visitors may book tennis and squash courts within the normal booking window period. Visitor spaces on fitness classes will be limited
- 11.13 It is understood that no one whose application for membership has been declined or who has been expelled from the Club may be introduced as a Guest or Visitor or otherwise allowed onto the Club's premises.

12. **Interpretation of Club Rules**

The interpretation or meaning of the Rules shall be the sole responsibility of the Members Committee, whose decision shall be final.

13. **General**

- 13.1 Any member of the Members Committee or any paid employee (except cleaning staff) may stop play on any court if he or she considers it too wet or otherwise unfit for play.
- 13.2 The laws of the games shall be those sanctioned by The Lawn Tennis Association and England Squash, as revised from time to time.
- 13.3 Dogs (other than guide and/or assistance dogs) are not allowed on the grounds except in the car park and on the Dales Way footpath.
- 13.4 Members shall be responsible for and shall reimburse the club for any damage to or loss of property of the Club caused by them or by any visitors or guests introduced by them and the amount of such damage shall be determined by the Board of Directors.
- 13.5 Members may wear appropriate coloured tennis, squash and exercise and fitness clothing, when playing tennis or squash, or using the exercise and fitness facility at the Club, provided that such attire is designed specifically for the relevant activity in question and is generally recognized as such. No Football or Rugby tops are permitted.
- 13.6 Each member agrees as a condition of membership to be bound by and subject to these Rules (as in force from time to time) and to be bound by and subject to the rules of the LTA (as in force from time to time) and the Disciplinary Code.
- 13.7 Rule 14.6 confers a benefit of 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 14.6, should be enforceable by virtue of that Act by any person other than a member or the Club.

- 13.8 The Board may terminate the membership of any person or impose any other sanction which it determines to be appropriate in connection with the breach of any condition of membership set out in these Rules.

14. **Coaches and Players**

All unlicensed and unregistered coaches and, so far as a 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 these Rules, the rules of the LTA (as in force from time to time) and the Disciplinary Code, such agreement to contain an express acknowledgment 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.

15. **Permitted Hours**

- 15.1 No intoxicating liquor or alcohol shall be sold or supplied to members, Guests or Visitors on the Club premises other than in accordance with one of the following alternatives and the alternatives may not operate at the same time:

- (a) by, or on behalf of, the Club, in which case the permitted hours for the supply of intoxicating liquor shall be fixed by the Members Committee who shall ensure compliance by the Club with the provisions of the Licensing Act 2003 (as the same may be amended or replaced from time to time) and all other Acts relating thereto and of any conditions attached to any Premises Licence granted in respect of the Club premises. The Members Committee shall also appoint a designated premises supervisor who shall hold a valid personal licence; or
- (b) by a third party café/bar operator acting in accordance with the provisions of the Licensing Act 2003 (as the same may be amended or replaced from time to time) and all other Acts relating thereto and of any conditions attached to any Premises Licence granted in respect of the Club premises and authorised to so sell or supply by the Members Committee. The third party shall also appoint a designated premises supervisor who shall hold a valid personal licence. For the avoidance of doubt such third party is not selling or supplying by or on behalf of the Club.

16. **Social Functions**

Members will be permitted to hire the Club premises for social functions. The Club premises may also be hired out for use by non-members providing that members are still able to enjoy the privileges of membership of the Club. All social functions held at the Club must comply with the Licensing Laws and all other statutes, and all Standing Orders, Codes of Conduct and Bye Laws and Rules and Regulations of the Club.

17. **Restrictions on Sales of Liquor**

Pursuant to the Licensing Act 2003 (as the same may be amended or replaced from time to time) and in accordance with the Premises Licence and or Temporary Event Notice in force intoxicating liquor or alcohol may be supplied or sold by or on behalf of the Club or a third party for consumption on the Club premises to persons 18 years of age or older who are either members, Guests or Visitors.

18. **Notices**

Each member shall notify their current address to the Secretary from time to time and all notices sent by the Club to this address shall be deemed to have been delivered.

19. **Information**

A copy of these Rules shall be prominently displayed on the Club premises at all times.