

ROTHER MEADS TENNIS AND GAMES CLUB

RULES AND BYE-LAWS

(Revised 2017)

1. Name of the Club.

1.1 The Club shall be called the Rother Meads Tennis and Games Club.

2. Membership.

2.1 The Club shall consist of Playing Members and Non-Playing Members.

2.2 Subject to Rule 12, Temporary Members may be admitted to enjoy the facilities of the Club.

2.3 Where the word 'Members' is used in the Rules and in any Bye-Laws or Regulations of the Club, it applies to all the above categories of Membership unless specified otherwise.

3. Privileges of Membership.

3.1 Playing Members are entitled to those facilities provided by the Club for which the relevant Annual Subscription has been paid and to attend and vote at all Club General Meetings.

3.2 Non-Playing Members have the same privileges as Ordinary members except as regards play.

4. Management of the Club.

4.1 The Management of the Club is vested in 'Rother Meads Tennis and Games Club Limited' a Company formed to hold the Freehold and other property acquired for the use and benefit of the club, to control the finances and to incur all necessary expenses incidental to management.

4.2 This Company has delegated the general Management of the Club to an Executive Committee of the Club ("the Committee"), appointed for this purpose by the Members of the Club, and under such delegation the Committee have powers to make Bye-Laws and Regulations as they deem necessary from time to time for the better regulations of the Clubhouse, grounds and games (provided always that such Bye-Laws and Regulations are not contrary to the spirit of these Rules), which Bye-Laws and Regulations together with these Rules shall be binding on all Members of the Club unless and until rescinded or varied either by the Company or, if made by the Committee, by the vote of the Club in a Club General Meeting.

4.3 Only those Members of the Committee elected by the Club under Rule 5 shall be entrusted with (a) the purchase for the Club and supply by the Club of alcoholic liquor and (b) the election of members of the Club.

4.4 A minimum of three Members of the Committee shall be present to form a quorum for the transaction of business and a minimum of two may be empowered to sign on behalf of the Committee.

5. Officers of the Club.

5.1 The Executive Committee shall consist of the Officers of the Club, namely the President, one or more Vice-Presidents, a Secretary and an Honorary Treasurer and Ordinary Members who shall be elected by the Club at each Annual General Meeting, by rotation. Two of the Ordinary Members shall retire annually by rotation and shall be eligible for re-election to the Committee. The Officers of the Club shall go out of office every year but shall be eligible for re-election.

5.2 Casual vacancies occurring during any year may be filled up by the continuing members of the Committee, but any such elections shall be subject to confirmation at the Annual General Meeting next following.

5.3 The Directors of Rother Meads Tennis and Games Club Limited, being members of the Club, are also 'ex-officio' Members of the Committee but, being appointed by the Company, are not subject to election or removal by the Club.

6. Club Annual General Meeting.

6.1 A Club Annual General Meeting shall be held on a date to be fixed by the Committee but not earlier than the 15th April or later than the 31st December in any year to transact any ordinary business of the Club provided that not more than 15 months shall elapse without such meeting being held.

6.2 Not less than 21 days notice of the date of the Club Annual General Meeting ("AGM") shall be given in writing (by post and/or email) to members together with the ordinary Agenda for the AGM.

6.3 Any Resolutions proposed to be brought forward other than by the Committee shall sent to the Secretary in writing and signed by both the Proposer and Seconder, both of whom must be a playing or non-Playing Member of the Club, not less than 14 days prior to the date of the Club AGM. A copy of any such Resolution will be exhibited on the Club notice board as soon as possible after receipt.

6.4 The President of the Club or, in his absence, the Chairman of the Committee, shall take the chair at all General Meetings or, failing either of these, a Member of the Committee elected as Chairman for the purposes of the Meeting.

6.5 Any Resolution or amendment to the resolution brought forward at the AGM shall be carried or rejected by a bare majority of Members entitled to vote and present at such Meeting.

6.6 The Committee shall have the power to give notice to Members of any Resolution and to obtain proxies from members unable to attend the Meeting, which proxies shall count as votes at the Meeting, if the Committee deem that it is in the best interests of the Club to do so.

7. Special General Meetings.

7.1 The Committee shall have the power to call a Special General Meeting (“SGM”) of the Club to consider and decide matters of urgent importance.

7.2 A SGM shall be called by the Committee on receipt of a written requisition to them signed by a Proposer and Seconder and not less than twenty playing and/or non-playing Members. The reason for a SGM shall be clearly defined in the requisition and any Resolutions to be brought forward, together with the names both of the Proposer and Seconder, shall be given in full, with no other business to be dealt with at such the SGM convened for that purpose.

7.3 Fourteen days notice of the date of such a SGM shall be given in writing (by post and/or email) to all Members entitled to attend, with an Agenda of the business of the SGM.

7.4 Chairman, voting and Proxies (if necessary) shall be as provided for in Rule 6.

7.5 A SGM shall also be called as provided in Rule 15.

8. Addresses of Members.

8.1 Every member shall from time to time, as necessary, communicate his (or her) address, telephone number and email address to the Honorary Secretary, and all notices and communications sent by post or email to such addresses shall be deemed to have been duly delivered on the day following.

9. New Members.

9.1 Applicants must have their names forwarded to the Secretary, in writing, on the prescribed form.

9.2 Applicants will automatically be elected as Members or Temporary Members once they have submitted their completed application forms and paid their appropriate subscriptions.

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10. Annual Subscriptions.

10.1 Annual subscriptions payable by members of the Club shall be such as the Club, in an AGM, shall from time to time prescribe.

10.2. Playing members shall pay an Annual Subscription at rates set annually by the Committee under 10.1 above but, in the case of families living under the same roof, after two members of the family have paid full Annual Subscriptions, every additional Member aged under 18 may be admitted to Membership of the club at a reduced rate of Subscription to be set by the Committee. This concession will also apply to single parent families.

11. Payment of Fees and Subscriptions

11.1 Subscriptions of New Members shall be payable prior to joining and no use may be made of the Club until these have been paid.

11.2 The Committee shall have discretion to make a reduction in the first Annual subscription of a new Member elected in any year after 15 July.

11.3 Apart from new Members, Annual Subscriptions are payable in advance on 1 April in each year and no use may be made of the Club until these have been paid.

11.4 The name of any member failing to pay the Annual Subscription due by 1 May in each year may at the discretion of the Committee be 'posted' in the Clubhouse and the Member concerned shall be informed in writing and email by the Secretary, and should the sum due not be paid by 1 June the name of any such defaulting Member may be erased from the List of Members of the Club and his (or her) Membership may forthwith cease at the discretion of the Committee.

11.4 Any Member so dealt with may, however, be reinstated by the Committee should satisfactory explanations for non-payment be tendered and all arrears paid.

12. Temporary Membership.

12.1 Persons not being Members of the Club may play as Temporary Members on payment of rates to be decided by the Treasurer. Notwithstanding the foregoing, it shall be within the discretion of the Committee to charge Temporary members' fees at a special rate for special occasions.

12.2 Temporary Members having a residence (other than a temporary one) within a radius of 15 miles of the Clubhouse will not be permitted to play at the club on more than 4 occasions per season under the Temporary Membership rules without applying to join the Club as full Members. Applicants from outside the 15 mile radius will not, under any circumstances, be granted weekly or daily Temporary membership for a period of more than 2 weeks (14

consecutive days) or 7 non-consecutive days per season. Members may not introduce more than three Temporary Members to play on the Club's courts at any one time.

12.3 The number of Temporary Members on normal occasions shall not exceed 50 at any one time, but the Club may allow not more than 200 such Temporary Members to take part in some events forming part of the Club's Annual Tennis Festival.

13. Members Abroad.

13.1 Members abroad for periods of twelve months or over shall agree a subscription rate to be agreed with the Treasurer.

14. Resignation of Membership.

14.1 Any Member wishing to resign Membership of the Club shall give written notice to the Secretary before the 31 March, failing which he (or she) shall be liable for the Annual Subscription for the next financial year, and in any event shall continue to be liable to the Club for any Subscriptions or other sums due at the time of resignation.

15. Conduct of Members.

15.1 Should any Member conduct himself/herself either in or out of the Club in a manner likely to be injurious to the character, welfare, interests, or good order of the Club or persistently disregard the Club's Rules, Byelaws or Regulations, the Committee shall have the power to suspend such Member from the use of the Club until such time as he/she shall tender satisfactory explanations or assurances to the Committee and, in default of these within one month of suspension, expel the offending Member of the Club.

15.1 Any member so dealt with shall have the right of appeal, within 14 days of expulsion, by demanding in writing to the Secretary, that a SGM be called to review the Committee's decision.

15.3 On receipt of such a demand, the Committee shall call a SGM for this purpose at the earliest convenient date and at such meeting a vote shall be taken by ballot, the result of which if adverse to the member concerned by a two-thirds majority of those attending the meeting, shall be deemed to confirm his/her expulsion and this decision shall be final.

16. Damage.

16.1 Members and Temporary Members shall be responsible for any damage done by them to the buildings, ground, or any other property of the Club and shall be liable to make good such damage either by replacement or payment as may be decided by the Committee.

16.2 Members shall be held responsible for any damage done by Guests introduced by them.

17. Complaints.

17.1 All complaints shall be made in writing to the Secretary who, if unable to deal with him or herself, shall submit to the Committee for consideration and decision.

17.2 In no instance may a servant of the Club be reprimanded by a member.

18. Dogs.

18.1 Under no circumstances shall dogs be permitted on the playing ground, but they may be brought onto the Club grounds and into the Clubhouse save that all dogs must be properly under control on a lead and fastened up securely in a place provided for them.

19. Board and Committee.

19.1 The names and Duties of the Board and Committee will be published on the Club's website.

20. Equality and Diversity.

The Club will ensure that everyone is treated fairly and with respect and that all members, Non-Members and Visiting Clubs and Teams will not be denied access to the Club by reason of Discrimination of any sort. The detailed Policy is available on the Club's Website.

21. Child Protection Policy.

All persons under the age of 18 years who use the Club's facilities will be guaranteed an emotionally and physically safe environment in which to play their sport and enjoy the social activities at the Club. The detailed Policy and contact details of the Club's Welfare Officer are available on the Club's website.

22. Risk Assessment Policy.

The Club will carry out a full annual risk assessment of its Facilities with a view to highlighting potential hazards and taking appropriate action wherever necessary to ensure a safe and enjoyable environment.

22. Other Rules.

Any matter not provided for in these Rules or in the Bye-Laws and regulations shall be decided by the Committee whose decision is final unless and until set aside or varied by the Vote of a General Meeting.

The interpretation of the Rules, Bye-Laws and Regulations shall be similarly dealt with.

BYE-LAWS

Lawn Tennis and Croquet

1. Play shall be governed by the Laws of 'The Lawn Tennis Association' and of 'The Croquet Association' respectively.
2. The Clubhouse shall be open to members at all times throughout the year but members may only use the Tennis courts as follows:
 - 2.1 Grass Courts. Grass courts may only be used during the Summer season from 1 May to 31 October subject to the reservation contained in Bye-Law 3, provided that;
 - Play on any one day may not commence before 10am, and
 - The Courts are in the opinion of the Committee fit for play.
 - 2.2 Hard Courts Hard Courts may be used throughout the year. The Artificial Clay court must be swept after use.
 - 2.3 Priority. Full members of the Club have precedence at all times, save as expressly provided for by the Committee.
3. The Committee reserve the right to postpone the opening or closing of the Courts either as regards dates or hours of play, should play on them be likely to be injurious to the ground or for other sufficient reason.
4. The Committee may also reserve any or all of the Courts if required for Tournaments or Matches arranged by the Club or with the sanction of the Committee, and no Tournaments or Matches arranged otherwise than by or with the sanction of the Committee shall be allowed to interfere with equal rights of all Playing members to the use of the Courts.
5. At the discretion of the Committee, Members may be permitted to engage a limited number of Lawn Tennis Courts or Croquet Lawns for private games or parties for the afternoon from 2pm.
6. Temporary Fees should be paid by Non-Members and their names written in the Guest Book.
7. In the event that all of the Courts or Croquet Lawns are occupied and other Members are waiting to play, the Courts must be vacated after two sets of Tennis and the Lawns after one game of Croquet (limited to two hours) have been played.
 - 7.1 Should other Members be waiting to play each set of tennis after the call of '6 - all' shall be decided by a Tie-Breaker.
 - 7.2 Doubles matches shall take precedence over singles matches.

8. Players must provide their own tennis balls.
9. Proper tennis shoes must be worn by Players on the tennis Courts.
10. Predominantly white clothing shall be worn when playing on the grass Courts.
11. Alcoholic liquor may only be served on the Club premises at the following hours in accordance with the Club's licence and provided that the bar is staffed.
12. Members of other Clubs may be admitted to the Club premises for the purpose of taking part in tournaments or matches and on the occasion of such visits alcoholic liquor may be served to such persons by or on behalf of the Club for consumption on the premises.
13. Members may introduce guests to the Club, limited to no more than three to each member on any one occasion. It shall not be permissible for any visitor other than as specified in Bye-Law 10 above to purchase alcoholic liquor.
14. Members may use the Gym at their own risk. In the event the Member does not know how a piece of equipment works, the member should seek advice first. No person under the age of 18 years may use the Gym unsupervised.
15. Members may use the Club's Sauna at their own risk. Details of how to use the Sauna are shown outside the Sauna. The Sauna should not be used by a Member if the member is unfamiliar with the equipment. No person under the age of 18 years may use the Sauna unsupervised.
16. White soled footwear should be worn at all times on the Squash Courts.
17. Only persons approved by the Committee may serve behind the Bar and have access to the Bar's till.
18. Only persons approved by the Committee (or its representative) may use the Club's main kitchen and associated facilities.
19. Members may use the Members Kitchen, BBQ and equipment. They must leave such equipment in a clean state after use.
20. When leaving the Club's Premises, Members should do so quietly and respect the interests of the Club's neighbours. Members should ensure that the Clubhouse is left secure and all lights are turned off.
21. Children should be supervised at all times and Parents/Guardians should be aware of hazards such as cars and water at all times.

PROTOCOLS

1. Accident and Emergency Procedures.

Details of the Protocols in the event of an Accident or Emergency are posted in the Clubhouse and Pavilion. First Aid boxes are available in the Clubhouse and Pavilion. A Defibrillator is available outside the Club's changing rooms.

2. Welfare Officer.

The Club has a Welfare Officer whose name and duties are set out on the Club's Website. Any Member (both Full and Junior) can ask to see the Welfare Officer who will have DBS clearance. All conversations will be confidential.

3. Fire Officer.

The Club has a Fire Officer whose name and responsibilities are set out on the Club's website.

4. Health and Safety Officer.

The Club has a Health and Safety Officer whose name and duties are set out on the Club's website.

The Club will undertake an annual Risk Assessment; any member identifying a potential risk may draw it to the attention of either the Health and Safety Officer or a Member of the Committee.

5. Event or Tournament Organiser.

A Check list of Advice and matters to be considered by Event or Tournament Organisers is available on the Club's website.