

Hazel Grove Bowling and Tennis Club

Club Rules 2019

1. Name

The name of the Club is Hazel Grove Bowling and Tennis Club

2. Definitions

2.1. The following shall have the meanings listed below when used throughout this document;

“the CCGBA” means the Cheshire Crown Green Bowling Association;

“the BCGBA” means the British Crown Green Bowling Association;

“the CCLTA” means the Cheshire County Lawn Tennis Association;

“the LTA” means the Lawn Tennis Association (the governing body of tennis within Great Britain, the Channel Islands and the Isle of man) of the National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time;

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

“the LTA Rules” means the rules of the LTA as in force from time to time;

“the HMRC” means HM Revenue and Customs

“the General Committee” means the committee appointed under Rule 17 to manage the Club

“the members” means the members of the Club admitted from time to time to membership of the Club in accordance with Rule 10

“the Trustees” means the persons appointed from time to time to be trustees of the Club in accordance with Rule 22

2.2. Words denoting the singular number include the plural number and vice versa; words denoting the masculine gender include the feminine gender; words denoting persons include bodies corporate (however incorporated) and unincorporated, including unincorporated associations of persons and partnerships.

3. Club Purposes

The Club is formed to provide facilities of a bowling green, tennis courts and a pavilion for its members and to promote and encourage participation in the playing of crown green bowls, tennis and indoor games. The Club shall be non-profit earning and any surplus shall be re-invested in the Club for the furtherance of the playing of crown green bowls, tennis and indoor games.

4. Objectives

The objectives of the Club are to promote participation in healthy recreation for the benefit of the wider community in Hazel Grove and surrounding areas, by providing facilities for playing the amateur sports of crown green bowls, tennis and indoor games.

5. Powers

5.1. In addition to any other powers it has, the Club may exercise any of the following powers in order to further the objectives:-

- i. To raise funds. In exercising this power, the General Committee must not undertake any substantial permanent trading activity and must comply with any relevant statutory regulations.
- ii. To acquire, establish, own, operate and turn to account in any way for the members benefit, the property of the Club, with the approval of the Trustees and to maintain and equip it for use.
- iii. To sell, lease or otherwise dispose of all or any part of the property belonging to the Club, with the approval of the Trustees. In exercising this power, the Trustees must comply as appropriate with section 36 & 37 of the Charities Act 1993.
- iv. To employ such staff as are necessary for the proper pursuit of the objectives and to make all reasonable and necessary payments of salaries or wages.
- v. To affiliate to the CCGBA, and by doing so affiliate to the BCGBA, and to comply with and uphold the rules and regulations of both bodies as amended from time to time.
- vi. To affiliate to the CCLTA, and by doing so affiliate to the LTA, and to comply with and uphold the rules, regulations and disciplinary codes of both bodies as amended from time to time.
- vii. To make rules, regulations, bye-laws and standing orders concerning the operation of the Club including, without limitation, regulations concerning disciplinary procedures that may be taken against members.
- viii. To do all such other things as the General Committee thinks fit to further the interests of the Club or to be incidental to or conducive to the attainment of all or any objects of the Club.

5.2. The General Committee may, from time to time, borrow money for the purposes of the effective running of the Club, providing that it does not involve pledging security on the land and property under the control of the Trustees.

5.3. The General Committee can request the Trustees to make all dispositions of the Club's land and property, or any part of it, available for giving security for any loans or borrowing. The Trustees can agree to such request subject to compliance with the Trust Deed and the Trustees complying with Section 38 & 39 of the Charities Act 1993 regarding the mortgage of land and buildings under their control.

6. Eligibility for Membership

6.1. Membership of the Club is open to all members of the community without any discrimination on the grounds of ethnic origin, colour, religion, sex, disability, age or sexual orientation.

6.2. Any person over the age of 15 is eligible for full membership.

6.3. No person below the age of 16 shall be eligible for full Club membership but Junior Members will be admitted at 8 years of age. Playing time for Junior Members to be restricted as specified in Rule 13.

6.4. Children of full members of the Club will be admitted from 3 to 7 years of age as Junior members subject to being accompanied at all times on Club Premises by a parent or legal guardian and will be subject to the Rules for Junior Members.

7. Proposal for Membership

7.1. Every candidate for membership shall sign an application form for such membership on the form provided for the purpose or such other form as the General Committee may from time to time determine. Every candidate for membership must be proposed by a Club Member.

7.2. A candidate so proposed must be seconded by a member of the General Committee and on completing an application form in full, submit it to the Honorary Assistant Secretary.

8. Display of Particulars and Election to Membership

8.1. Candidate's particulars, as specified in Rule 7, must be posted prominently in the Clubhouse for 7 days prior to the day when they come up for election.

8.2. Each application will be considered by the General Committee and decided by a simple majority.

9. Membership

9.1. The Honorary Assistant Secretary must send a newly elected member written notice of their election, a copy of the rules and a request to pay the first subscription to the Honorary Treasurer.

9.2. If payment is not made within one month from the date of notice of election, the election is void unless sufficient cause is shown to the satisfaction of the General Committee.

10. Classes of Membership

10.1. Membership shall comprise the following classes:-

- i. Life Member. The General Committee shall have the privilege of electing Life Members in reward for long and useful service to the Club.
- ii. Playing Member
- iii. Club Member
- iv. Associate Member. Associate membership is restricted to a partner of a full Club Member. An Associate Member is entitled to admission to the Club premises only when accompanied by their partner. Associate Members are not entitled to use the playing facilities of the Club.
- v. Country Member. Country membership shall be open to those persons residing at a distance of not less than 30 miles from the Club.
- vi. Junior Member. From 3-15 years of age.
- vii. Student Member. From 16-23 years of age. Student membership for persons aged 18 and over shall be restricted to those persons who are engaged in full time education.
- viii. Family Member. Family membership shall consist of two adults together with one or more of their own children each of which qualify for Junior Membership.
- ix. Temporary Member. Temporary membership is available to prospective joining members. A Temporary Member, upon payment of a fee determined by the General Committee, shall be entitled to use the full facilities of the Club for a period of one calendar month from the date of acceptance. In the event of a Temporary Member making an application for transfer of membership in accordance with Rule 7, the fee paid for Temporary Membership shall, upon acceptance of the application for transfer of membership, be deducted from the balance of the respective fee for the category of membership approved.
- x. Day Member. Day membership is available on a casual basis. A Day Member, upon payment of a fee determined by the General Committee, shall be entitled to use the playing facilities of the Club between 9.00 a.m. and 6.00 p.m. on any one day Monday to Friday inclusive.

10.2. The General Committee may offer, at its discretion, special privileges to Junior Members.

11. Payment of Subscriptions

11.1. The annual subscriptions for each class of membership shall be approved each year by the General Committee

11.2. A list showing the current subscriptions shall always be posted in the Clubhouse.

- 11.3. All annual subscriptions become due on the 1st March and must be paid not later than 31st March in each year. The Tennis Ball fee is in addition to the annual subscription and must be paid at the same time as the annual subscription. If after a written reminder has been given a subscription has not been paid by the 30th April following, the defaulter, unless subject to a contrary decision of the General Committee, immediately ceases to be a member of the Club.
- 11.4. A defaulter may, in the absolute discretion of the General Committee, be readmitted to membership on payment of all arrears.

12. Resignation of Membership

A member wishing to resign must give notice in writing to the Honorary Secretary before the Annual General Meeting and return all Club keys, or will incur liability for the following season's subscription.

13. Conduct of Members

- 13.1. Members shall only play crown green bowls or tennis if wearing clothing complying with the Club's published dress code.
- 13.2. Save for the provision of gaming machines or other games or lotteries permitted by law and approved by the General Committee, members may not use the Clubhouse for illegal gambling.
- 13.3. Each member agrees as a condition of membership;
- i. to be bound by and subject to these rules (as in force from time to time).
 - ii. when participating in tennis activities to be bound by and subject to the rules and the disciplinary code of the LTA.
- 13.4. Rule 13.3(ii) 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 Contract (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 13.3(ii) 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.

14. Play and Priority

- 14.1. The order of play for tennis shall be as follows:-
- i. Members shall ordinarily have priority according to their arrival at the Club;
 - ii. At the conclusion of a set, players shall vacate the court and give way to members waiting to play. A set shall normally be considered to be a short set
 - iii. Singles shall only be played provided other members are not being debarred from playing as a result of the courts being occupied.
 - iv. The last set to play on a court shall be responsible for letting down the net, brushing the courts and collecting and returning the balls to the Clubhouse.
 - v. Juniors may play at any time providing there are no Full Members waiting to play, with the exception of Thursday evenings when Junior Members will have priority of play on not more than three courts. Juniors Members may play at junior coaching sessions.
- 14.2. The General Committee may make arrangements for holding matches, tournaments or other similar competitions

15. Suspension and Expulsion of Members

- 15.1. If at any time the General Committee considers that a Member's conduct, either inside or outside the Club premises, is contrary to the interests of the Club and injurious to its reputation, the Committee may invite the Member, by letter, to resign.
- 15.2. If the Member does not resign by the date specified in the letter, the General Committee may consider the Member's expulsion at a special General Committee meeting.
- 15.3. The Member whose expulsion is being considered must be given at least one week's notice of the General Committee meeting and the grounds under which expulsion is being considered.
- 15.4. At the meeting the Member must be allowed to offer any explanation or defence that is thought fit, either verbally or in writing.
- 15.5. If two thirds of the members of the General Committee present vote for expulsion, the person immediately ceases to be a member. The voting on a matter of expulsion must be by ballot if not less than three members of the General Committee request it.
- 15.6. The General Committee may exclude the Member from the Clubhouse and Club grounds until the date of the special General Committee meeting.
- 15.7. Any person whose membership is terminated under this Rule shall forfeit all privileges of membership and all rights against the Club save that any un-expired portion of their subscription shall be refunded.

16. Notices and Members' Addresses

- 16.1. Any notice these rules require to be given or sent to a member is deemed to have been duly given or sent on the next working day after it is posted to the address of the member appearing in the Club books.
- 16.2. Every member must immediately give to the Honorary Assistant Secretary written notice of any change of address.

17. Management of the Club

- 17.1. The affairs of the Club in matters not reserved to be considered in General Meeting or otherwise for the decision of the general body of members, must be managed by one elective committee; and this committee shall be known as the General Committee. It shall be charged with the general management of those affairs not assigned to special committees.
- 17.2. The General Committee shall consist of the Officers of the Club together with the Club Vice-President, immediate Past President, Gents' Bowling Secretary, Ladies' Bowling Secretary, Club Development Secretary, Tennis Secretary, Ladies' Secretary and nine other members consisting of three Trustees of the Trust which owns the buildings and land leased to the Club, and six Club Members, two Club Members to retire each year and to be eligible for re-election for a period of three years at the Annual General Meeting
- 17.3. Each member of the General Committee must satisfy HMRC's fit and proper person test to be involved in the general control, management and administration of the Club and must declare that he/she is a fit and proper person prior to being elected.
- 17.4. The Club agrees that each member of the General Committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of the

CCGBA, BCGBA, CCLTA and the LTA Rules and 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 its sole discretion..

18. Officers of the Club

18.1. The Officers of the Club shall consist of the President, Honorary Secretary, Honorary Assistant Secretary and Honorary Treasurer.

18.2. Each of the Officers shall hold office for one year and shall be elected at the Annual General Meeting.

19. Election of the General Committee

19.1. Officers of the Club and other members of the General Committee shall be elected to the General Committee for one year at the Annual General meeting with the exception of the two Club Members who are elected in accordance with Rule 17.2. The three Trustee Members of the General Committee shall be nominated to the General Committee by the Trustees. All members of the Club entitled to vote at the meeting, must be equally capable of being elected.

19.2. Nominations of officers and General Committee Members, duly proposed and seconded, shall be in the hands of the Honorary Secretary at least seven days before the Annual General Meeting.

19.3. Every voting member is entitled to vote for as many candidates as there are vacancies to be filled.

19.4. The candidates who receive most votes must be declared elected up to the number of vacancies, and, in the case of two or more candidates receiving equal numbers of votes, there shall be a further vote.

19.5. The General Committee shall have the power to fill any vacancy arising during the year and to appoint sub-committees either from the General Committee or from the general body of members. The proceedings of the General Committee shall not be invalidated because there is less than the prescribed number of members.

20. Proceedings of the General Committee

20.1. The General Committee must appoint a Chair at its first meeting who will hold office for one year, or until removed from office by a resolution of the Members of the Committee.

20.2. The Chair of the meeting shall have a casting vote.

20.3. The Committee must meet at least six times during the year to arrange the affairs of the Club and to examine its accounts.

20.4. The Honorary Secretary must send a notice of each meeting to every Committee Member.

20.5. A quorum shall consist of five members present.

20.6. Minutes of all proceedings of the Committee must be taken and these minutes must be open to inspection by any member of the Club, upon application to the Honorary Secretary and a summary thereof posted in the Clubhouse.

20.7. The members of the General Committee shall be entitled to an indemnity out of the assets of the Club for all expenses and other liabilities properly incurred by them in the management of the affairs of the Club.

21. Sub-Committees

- 21.1. The General Committee may from time to time appoint sub-committees, either from amongst its members or from the general membership of the Club and may refer to them any of its powers and duties.
- 21.2. The sub-committees must periodically report their proceedings to the General Committee and must conduct their business in accordance with the directions of the General Committee.

22. Trustees

- 22.1. The property of the Club is vested in at least three and no more than six trustees. The Trustees must deal with the property in accordance with the Trust Deed.
- 22.2. The Trustees shall hold office until death or resignation or until removed from office by the provisions contained within the Trust Deed.
- 22.3. On the death, incapacity or resignation of a Trustee the remaining Trustees shall nominate a successor within six months of the vacancy occurring.

23. Annual General Meeting

- 23.1. The Annual General meeting of the Club must be held no later than the end of February each year on a date and at a time to be fixed by the General Committee.
- 23.2. The Annual General meeting must meet for the purpose of:-
 - i. Reading the minutes of the previous Annual General Meeting.
 - ii. Presentation of the Honorary Secretary's report.
 - iii. Presentation of the Honorary Treasurer's report and statement of accounts for the previous financial year and subscriptions for the forthcoming year. .
 - iv. Election of the Officers and Members of the General Committee for the ensuing year
 - v. Consideration of any other business appropriate to the meeting.
 - vi. Appointment of a person to conduct a review of the accounts for the ensuing year
 - vii. To decide on any resolution submitted to the meeting

24. Member Resolutions

- 24.1. Any member who wishes to move a resolution at the Annual General Meeting must give written notice of the resolution to the Honorary Secretary at least 14 days prior to the meeting.
- 24.2. Another member who is entitled to vote at the meeting must second any resolution submitted to the Annual General Meeting.

25. Extra-Ordinary General Meeting

- 25.1. The General Committee may call an Extra-Ordinary General meeting for any purpose at any time.
- 25.2. An Extra-Ordinary General meeting shall be called at any time by the Honorary Secretary on request from ten or more members of the Club.

25.3. In the event of the number of members entitled to vote at a General meeting of the Club falling below fifty, an Extra-Ordinary General Meeting shall be called by the Honorary Secretary on request from not less than one-fifth of the members entitled to vote.

26. Notice of General Meetings

26.1. The Honorary Secretary must send notice of the Annual General Meeting or any Extra-ordinary General Meeting, and details of the business to be transacted at the meeting to every member entitled to vote at a General Meeting at least 14 days before the meeting.

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

27. Conduct of General Meetings

27.1. At all General Meetings the President, or in his/her absence a member of the General Committee present at the meeting, must take the Chair.

27.2. All members, with the exception of Associate Members, Junior Members and Temporary Members, shall be entitled to vote and every member present and entitled to vote may have one vote upon every motion.

27.3. Resolutions shall be passed by a simple majority and the Chair shall be entitled to a casting vote.

28. Quorums

28.1. The quorums at all General Meetings shall be :-

- i. for motions proposing any repeal or amendment of the Club Rules, 25% of the members entitled to vote
- ii. for all other business, 10 members entitled to vote.

29. Financial Year

The financial year of the Club shall end on the last day of December in each year, to which date the accounts of the Club must be balanced.

30. Review of Accounts

30.1. At every Annual General Meeting, an appropriate person, who is not a Trustee or a member of the General Committee, must be elected to conduct a review of the accounts for the ensuing year.

30.2. A vacancy occurring in the office of accounts reviewer during the year, must be filled by a person appointed for that purpose by the General Committee.

31. Purchase of Intoxicating Liquor

31.1. The purchase for the Club and the supply of intoxicating liquors shall be managed by the General Committee which is an elective committee as defined by the Licensing Act 2003.

31.2. The sale or supply and consumption of intoxicating liquor in the Club will be permitted within the hours specified on the Club Licensing Registration Certificate.

- 31.3. Subject to any restrictions which may from time to time be imposed by the General Committee, the following persons shall be entitled to admission to the Club premises and to purchase intoxicating liquor for consumption on the premises :-
- i. Members
 - ii. Visitors admitted under Rule 32
 - iii. Other persons admitted to the Club premises, subject to any conditions attached to the Club Licensing Registration Certificate
 - iv. Club employees
- 31.4. No member shall, except for professional services rendered at the request of the General Committee, on any pretext or in any manner receive any profit, salary, or emoluments from funds or transactions of the Club.
- 31.5. No person shall at any time be entitled to receive at the expense of the Club, or any member thereof, a commission, percentage, or similar payment on, or with reference to, the purchase of intoxicating liquor by the Club.
- 31.6. Nor shall any persons directly or indirectly derive any pecuniary benefit from the supply of intoxicating liquor by, or on behalf of, the Club to members or guests. Apart from any benefit accruing to the Club as a whole and apart also 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

32. Visitors

- 32.1. Members may introduce and entertain visitors at the Club and there shall be kept at the Club premises a Visitor's Book in which both the member and visitor shall sign.
- 32.2. The introducing member shall be responsible for his or her visitor strictly observing the Club Rules and regulations and must not leave the Club premises before his or her visitor.
- 32.3. Subject to fees agreed upon by the General Committee and published on the notice board, members may introduce visitors to play bowls, play tennis or play snooker and the introducer shall enter the visitor's name in the Playing Visitor's Book prior to playing and shall be responsible for the appropriate fee to the Honorary Treasurer.
- 32.4. Any one visitor may not be introduced on more than 12 occasions in any calendar year.
- 32.5. The Club may suspend any member who takes undue advantage of this privilege to the detriment of the Club. No person whose membership has been terminated under Rule 15 hereof shall at any time be introduced as a visitor

33. Use of Facilities

The Club agrees that all unlicensed and unregistered tennis coaches and, so far as reasonably practicable, tennis players and other persons using the tennis 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 and regulations of the CCLTA and the LTA Rules and 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 CCLTA can enforce any breach at its option and in its sole discretion

34. Gaming

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

35. Amendment of Rules

- 35.1. These rules may only be added to, repealed or amended by resolution at a General Meeting but not (if relevant) so as to jeopardise the Club's status as a Community Amateur Sports Club as first provided by the Finance Act 2002 and not in any event to alter its purposes (unless the procedure set out in Clause 35.3 has been followed) or by dissolution provisions.
- 35.2. A resolution to amend the rules must be passed by a majority of at least two-thirds of the members present and entitled to vote. The notice of the General Meeting must include notice of the resolution setting out the terms of the proposed amendment.
- 35.3. The Club Purposes may be changed to include another eligible sport if the General Committee unanimously agree and the Members also agreed the change by a 75% majority of votes cast.

36. Bye-laws and Regulations

- 36.1. The General Committee may from time to time make, amend or repeal bye-laws and regulations it deems expedient for the internal management and well being of the Club and the use of the playing facilities.
- 36.2. Bye-laws and regulations may not be inconsistent with these rules.
- 36.3. All bye-laws and regulations are binding on the members until repealed by the General Committee or set aside by a resolution of a General Meeting.

37. Dissolution

- 37.1. If at any General Meeting a resolution for the dissolution of the Club is passed by a majority of the members present and entitled to vote, and if that resolution is confirmed by a resolution passed by a majority of two-thirds of the members present and entitled to vote at a special General Meeting held not less than one month after that meeting, at which not less than one-half of the members entitled to vote are present, the General Committee must immediately, or at such future date as is specified in the resolution, instruct the Trustees to realise the assets of the Club.
- 37.2. The Trustees, on realisation of the assets must discharge all liabilities and have the absolute discretion to vest the whole or any part of the assets or proceeds of realisation to either another Bowling or Tennis Club or to another sporting organisation, providing that either such are registered as Community Amateur Sports Clubs, or to the BCGBA or to the LTA. On completion of which the Club will be dissolved.