



The Pit Farm (Guildford) Tennis Club

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Revised 3rd January 2012

RULES

NAME AND OBJECTS

- 1 The name of the Club shall be “The Pit Farm (Guildford) Tennis Club”.
- 2 (i) The Club shall be a non-profit making Members’ Club.
(ii) The objects of the Club shall be as follows:
 - (a) To afford opportunities and facilities for Members of the Club to play lawn tennis and such other games as the Members may wish, with the prior approval of the Committee;
 - (b) To hold tournaments open to both Members and/or non-Members;
 - (c) To provide facilities for Members to carry on social activities;
 - (d) To do all thing incidental and ancillary to the above objects.

MEMBERSHIP AND ELECTION

- 3 The Club shall consist of playing, honorary and social Members, both ladies and gentlemen limited to such numbers in each of the various categories hereafter set out as may from time to time be determined by the Committee.
- 4 (i) Save as provided in Rule 6 of these Rules the entrance fee for new playing Members of all categories shall be such sum as shall from time to time be determined by the Committee.
(ii) There shall be the following categories of Membership whose respective rates of subscriptions, (payable to the Club on election and thereafter in advance of 1st March in each year), shall be as decided from time to time by the Committee.

Category of Membership

“A”	Full Playing Member
“B”	Honorary Member
“C”	Five-day Playing Member – Monday to Friday
“D”	Temporary Member
“E”	Full Playing Member over the age of 18 years who shall not have attained the age of 23 years on the 1 st March in the relevant year
“F”	Social Member
“H”	Junior Member, being over 8 and under 18 years of age on the 1 st March in the relevant year
“H-”	Mini-Tennis Member being over 4 and under 8 years of age on the 1 st March in the relevant year. Members under this category shall only be entitled to play between 1p.m. and 4p.m. Monday to Friday, excluding public holidays (excepting formal mini-tennis coaching sessions).

- “J” Limited Senior Playing Member, excluding club days/ evenings. Requiring tuition/practice before attaining playing-in standard.
- “J+” Limited Senior Playing member, excluding Tuesday/ Saturday club days/evenings. Requiring tuition/practice to attain playing-in standard.
- “Off-Peak” Monday to Friday, 11.00a.m. to 4.00p.m. only. Friday/ Saturday evenings (winter) and Friday/Saturday/Sunday evenings (summer) after 6.00p.m.

Mini tennis members (Category H-) **must** be supervised by a parent (or guardian over 18) when using the courts (excluding mini-tennis coaching). Mini tennis members use the courts at their own risk.

The Committee shall have the power to elect as a member in Category “E” any person entitled to Membership in Category “H” who in the opinion of the Committee should be given better opportunity for progress. Any person so elected shall pay the subscription appropriate to Category “E” Membership and shall have all the playing privileges of that Category of Membership.

- 5 For Members in all Categories who are elected to Membership after 31st June in any year the Committee may at their discretion accept a proportionately reduced subscription for the part year.
- 6 The Committee shall have the power to suspend or remit any entrance fee either generally or specifically, if in their opinion it is in the interests of the Club to do so.
- 7
 - (i) The Committee shall have the power to admit to Temporary Membership (Category D) any person or persons not normally resident in the UK or the surrounding district on such terms as they may from time to time decide and publish on the Club notice board.
 - (ii) The Committee shall have power to elect any person, with his/her consent, an Honorary Member (Category B) if they are of the opinion that the election of such person to such Membership would benefit the Club or would be a recognition of special services to the Club.
- 8 Members in Categories “H” shall have only such privileges as the Committee are of the opinion can be given to them without interfering with the rights of Playing Members.
- 9 All persons wishing to apply for membership of the Club in whatever Category shall be required to complete a Club Membership Application Form and to submit this to the Honorary Secretary, who shall acknowledge orally or in writing receipt of such application and briefly explain the procedure for election. Applicants for playing membership are requested to attend a previously arranged playing-in session at the Club prior to a decision on their membership application.
- 10
 - (i) All applications for membership shall be considered as soon as is

- practicable following the playing-in session and the applicant shall be informed of the Committee's decision, which in turn shall be subject to the Chairman's discretion in the event of lack of unanimity.
- (ii) On acceptance, all Members shall be bound by the Rules and Regulations of the Club for the time being in force and this obligation shall continue for as long as they remain Members.
- 11 (i) Each new member shall receive from the Honorary Secretary notice in writing of his or her election, together with a copy of the Rules and Regulations of the Club, and a request for payment of the entrance fee (if any) and subscription due to the Club. Such payments shall be deemed to imply acceptance of the Rules and Regulations of the Club and shall be a condition precedent to the right to use any of the facilities of the Club.
- (ii) If the above-mentioned payments are not made within one Calendar month of the assumed date of receipt by the applicant of the notice of election the Member's name shall, unless the Committee otherwise direct, be erased from the list of Members.
- 12 (i) Any member desiring to resign or enter a different category of Membership from the one to which he or she belongs shall apply so to do in writing to the Honorary Secretary not later than the date when his or her subscription for the forthcoming year becomes due, failing which he or she shall be liable for that next year's subscription and for all arrears as if such application had not been made.
- (ii) Any member who at any time becomes ineligible for the category of Membership to which he or she belongs shall, unless he or she serves notice received by the Honorary Secretary not less than one month before his or her subscription becomes due, become liable for the subscription appropriate to the category of Membership for which he or she has become eligible.
- (iii) The Committee shall have power to terminate the Membership of any member who, being ineligible to remain in his or her category of Membership, applies to enter a different category which, in the opinion of the Committee, would be contrary to the interests of the Club.
- 13 All annual subscriptions shall be payable by the 1st day of March in each year, and any member being in arrears with his or her subscription shall not be entitled to enter for any match or tournament instituted by the Club or make any use of the facilities provided by the Club after that date. If any subscription becomes one calendar month in arrears, the member in default shall, unless able to justify the delay to the satisfaction of the Committee, cease to be a member of the Club. Any person who ceases to be a member of this Club shall be liable for such subscription.
- 14 (i) Any Member contravening any Rule or Regulation for the time being in force, or whose continued Membership would, in the opinion of the Committee, be prejudicial to the interests of the Club, may be expelled by the Committee. Before expelling any Member under this Rule, the

Committee shall, after giving the Member proposed to be expelled not less than fourteen days' notice in writing of the reasons for the proposed expulsion, afford him or her an opportunity to present an explanation or defence.

- (ii) Members expelled under this Rule shall have no claim to the return of any part of their subscription.

OFFICERS AND COMMITTEE

- 15 (i) There shall be elected each year at the Annual General Meeting:
 - (a) A President;
 - (b) Vice Presidents;
 - (c) A Captain of the Club, an Honorary Secretary and an Honorary Treasurer
 - (d) A Committee of not more than 18 Members, including the officers enumerated in (a) and (c) above.

Persons selected under the preceding paragraphs of this sub-section shall hold office for one year, but shall be eligible for re-election.

Officers elected under (a) and (c) above shall be Members of the Committee.

The position of Chairman of the Committee shall be elected by the Committee.

- (ii) There shall also be elected each year at the Annual General Meeting an examiner, who shall not be member of the Committee.
 - (iii) All Officers and Members of the Committee must have been Members of the Club for not less than two years.
 - (iv) The committee shall be responsible for drawing up its own rules of procedure.
- 16 Save as hereinafter provided, all nominations of officers and Members of the Committee shall be in writing signed by a proposer and seconder, who shall first ascertain that their nominee is willing to stand. Such nominations shall be sent so as to be received by the Honorary Secretary not later than fourteen days before the Annual General Meeting. Existing Officers and Members of the Committee retiring in accordance with Rule 15 (i) shall automatically be deemed to be nominated for re-election provided they inform the Honorary Secretary that they are willing to stand for re-election not later than fourteen days before the Annual General Meeting. All nominations so received shall be displayed on the Club notice board for not less than seven days prior to the Annual General Meeting.
 - 17 (i) The affairs of the Club shall be managed by the Committee, subject to the Rules and Regulations of the Club for the time being and subject also to any directions passed by two-thirds of the Members of the Club present

- and voting at a General Meeting, but no such direction shall invalidate any past transaction which would have been valid but for such direction.
- (ii) Save as otherwise specifically provided, where under these Rules, the Committee is empowered to exercise any power or make any determination, such power shall be exercisable and such determination shall be duly made by a simple majority vote of those Members present and voting at any Committee Meeting of which notice in accordance with the Committee's practice shall have been given and at which not less than seven Members of the Committee shall be present.
- 18 (i) The Committee shall have power to appoint from time to time Sub-Committees from such Members of the Club as are willing to act with such powers as the Committee may deem expedient, and the Committee may further co-opt one or more Members who are willing to act as adviser or agent of the Committee either generally or specifically as the Committee may deem expedient. The Committee may not delegate under this sub-section any of the Duties specifically assigned to them by these Rules.
- (ii) Any appointment under the preceding sub-section may be terminated at any time by the Committee, but such determination shall be without prejudice to the validity of any prior act of such agent, advisor or Sub-Committee.
- 19 (i) The Committee shall have power to make, alter or rescind any Rule as they shall from time to time deem necessary, with the exception of Rules 1, 2, 15, 17, 19, 21, 22, 23, 26, 30, 31 and 32 which shall be regarded as entrenched and may only be amended at a General Meeting. Any such new Rule, alteration or rescission shall have effect only until the next Annual General Meeting or until an Extraordinary General Meeting if included on the agenda when the Members shall decide in accordance with Rule 25 whether to confirm or cancel such action by the Committee.
- (ii) Any decision taken by the Committee under this Rule shall be displayed on the Club notice board and website within 48 hours of the decision being taken.
- 20 The Committee shall have power to fill any casual vacancy occurring in any office of the Club or on the Committee. Such appointment shall be effective until the next Annual General Meeting.

MEETINGS

- 21 (i) The Annual General Meeting of the Club shall be held as early as conveniently possible in each calendar year and not later than the end of February in such year. Not less than twenty-one days' notice of such Meeting shall be given to each member. All business required by these Rules to be done at the Annual General Meeting shall be done at the Meeting, but save as expressly provided no notice of such business shall be required. The quorum shall be 30 Members entitled to vote.
- (ii) A Financial Statement shall be produced at each Annual General Meeting, made up to October 31st of the previous year, verified by an examiner.

- (iii) Particulars of any proposed resolutions (including any for proposed alterations to the Rules in accordance with Rule 25) intended to be brought forward at an Annual General Meeting shall be sent in writing so as to be received by the Honorary Secretary not later than the 1st January, or at a date otherwise agreed by the Committee, immediately prior to such Meeting. All such proposed resolutions, together with any resolutions proposed by the Committee, shall be set out in the notice of such Meeting. No business other than that of which proper notice has been given in accordance with this Rule (or which is specifically exempted from the notice requirement e.g. under subsection (i) above) shall be transacted at such Meeting.
- 22 (i) Should it be deemed necessary, as determined by the Committee or by a minimum of ten Members, the Honorary Secretary shall without delay summon an Extraordinary General Meeting.
- (ii) Twenty-one days' notice of any Extraordinary General Meeting shall be given to each member of the Club. Such notice shall specify the purpose for which such Meeting is called and discussion shall be limited to such purpose. The quorum shall be 30 Members entitled to vote.
- 23 (i) Members in Categories "A", "C", "E", "F", "J" and "J+" together with those Honorary Members ("B") who were Members of the Club in such categories prior to their election as Honorary Members, shall have a vote at any General Meeting of the Club, and, save as hereinafter provided, each Member in the said Categories shall have one vote whether on a ballot or show of hands on all matters referred to any General Meeting.
- (ii) Social Members ("F") shall not be entitled to vote on any motion concerning or likely to affect playing conditions at the Club. of the Chairman of the Meeting shall be final on any question whether any motion only affects conditions of play.
- (iii) Voting at any Meeting of the Club shall be by show of hands unless ten Members require a ballot.

BAR COMMITTEE

- 24 The Committee shall elect from amongst their number a bar committee with responsibility for controlling the bar in all respects in accordance with the Licensing and other relevant legislation and requirements and for arranging suitable permitted opening hours and extensions of such hours (details of all of which shall from time to time be posted on the Club notice board).

RULES

- 25 Save as provided in Rule 19, the Rules of the Club shall only be altered at either an Annual General Meeting or an Extraordinary General Meeting on a resolution duly submitted and passed by two-thirds of the Members present and voting at such Meeting.

TRUSTEES

- 26 All assets of the Club shall be vested in not less than three but not more than four Trustees who shall be nominated and appointed from time to time as occasion shall require by the Committee. The Trustees shall be indemnified against risk and expense out of the assets of the Club. The Trustees of the Club for the time being shall be empowered and obliged to do all such lawful acts and things and execute and sign all deeds and documents as the Committee shall from time to time by resolution direct provided that the doing of such deeds and documents is not in breach of trust and within the competency of the Club as provided for by these Rules and the general law.

MISCELLANEOUS

- 27 (i) Every member of an organised visiting team or party shall be an honorary member for the day of the visit and every competitor in a competition or tournament at the Club (and, in the case of a competitor under age 18, his or her parent or guardian) shall be an honorary member for the period thereof and for the period of any practice days prior thereto.
(ii) No entrance fee or subscription shall be payable by Members admitted under this Rule.
- 28 No responsibility is accepted by the Club for loss of or damage to Members' property left on the premises howsoever the same may occur.
- 29 Club premises shall not be used for gambling.
- 30 The Committee shall have power, with the consent of two-thirds of the Members present and voting at a General Meeting to create and issue Debentures to Members of the Club on such terms as the Committee consider reasonable.
- 31 If at any General Meeting a resolution of which twenty-one days' notice shall have been given to all Members, for the re-organisation, development, re-development or dissolution of the Club, shall be passed by two-thirds of the Members present and voting and such resolution shall at a Special General Meeting held not less than one month thereafter, at which not less than one half of the Members of the Club entitled to vote shall be present, or if not present voting by proxy which will be duly verified, be confirmed by a Resolution passed by two-thirds of the Members present and voting, or if not present, voting by proxy which will be duly verified. The Committee shall thereupon or at such future date as shall be specified in such Resolution carry out the terms of such Resolution and, in the event of it being a Resolution in favour of dissolution, proceed to realise the property of the Club and, after discharge of all liabilities, dispose of any remaining assets in accordance with any general direction contained in such Resolution. On the completion of the disposal of the assets (if any) in the manner aforesaid, the Club shall without further Resolution be dissolved.
- 32 The Club shall from time to time make Regulations for the efficient and harmonious management and operation of the Club and its facilities. New or

amended Regulations made by the Committee shall be subject to endorsement by Members of the Club at either the next Annual General Meeting or an Extraordinary General Meeting if included on the agenda. All such Regulations, which appear as an Appendix to these Rules, shall be an integral part of the Rules of the Club.

APPENDIX A: REGULATIONS

- 1 The Club House and Courts shall be available for the use of Members on such days and for such hours and on such conditions as the Committee may, subject to the Rules of the Club, determine and publish on the Club notice board.
- 2 No person shall be allowed to play on the Courts unless attired predominantly in recognisable tennis clothing and wearing tennis shoes with non-marking soles.
- 3 The Courts shall be not be played on when deemed unfit by the Captain of the Club, the Honorary Secretary, or, in their absence, by any member of the Committee, or, in the absence of all the afore-mentioned by the groundsman.
- 4 Where Courts have notices “Not to be played on” this shall be deemed an order from the appropriate authority.
- 5 Dogs (excepting Guide Dogs) shall not be allowed on the Club premises.
- 6 Members bringing young children to the Club premises must ensure that their behaviour will not distract play or other Members of the Club.
- 7 Playing Members only may introduce two visitors at any one time to play with them, but all Members may introduce visitors to the Club House, subject to Regulations made by the Committee.
- 8
 - (i) The names and addresses of all visitors to the Club shall be entered by the introducing Member in the book provided for that purpose before the commencement of play;
 - (ii) The introducing Member shall pay a fee to be laid down by the Committee from time to time and published on the Club notice board before any guest plays tennis.
- 9
 - (i) Visitors under the age of 18 years may not normally be introduced on Saturdays or Sundays, nor may visitors normally be introduced more than six times in any one year, with the exception of Open Sessions;
 - (ii) Any Member wishing to introduce a visitor to organised play sessions must first obtain permission from the organiser of that session.
- 10 Any infringement of the Regulations relating to the introduction of visitors will render the offending Member liable to be deprived of these privileges.
- 11 Smoking is not permitted inside the Club House. Members should also respect the ‘smoking’ notice which can be seen on the veranda.