



Pit Farm (Guildford) Tennis Club

SCHEDULE OF RULES AND REGULATIONS

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| NAME, PRINCIPLES AND OBJECTS | |
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| 1 | The name of the Club shall be "Pit Farm (Guildford) Tennis Club." |
| 2 | <p>The principles of the Club shall be as follows:</p> <ul style="list-style-type: none"> (i) The Club shall be an unincorporated non-profit-making members' club. (ii) Surplus funds can only be distributed to another non-profit making club or to Members in the event of winding up or dissolution (see Rule 13). (iii) Surplus funds should be limited to an amount sufficient to maintain or improve the playing facilities or associated facilities for the medium-to-long term. (iv) Commercial contracts must be at arms-length from Members, and the Club cannot be subject to external commercial influence. |
| 3 | <p>The objectives of the Club shall be as follows:</p> <ul style="list-style-type: none"> (i) To afford opportunities and facilities to play tennis and such other games as the Members may wish, with the prior approval of the Committee. (ii) To hold tournaments, open to both Members and/or non-members. (iii) To provide facilities for Members to carry on social activities. (iv) To do all things incidental and ancillary to the above objects. |
| OFFICERS AND COMMITTEE | |
| 4 | <ul style="list-style-type: none"> (i) There shall be elected each year, through an electronic ballot (or an alternative method as determined by the Committee) of all Members eligible to vote: <ul style="list-style-type: none"> a. A President. b. A Captain of the Club, an Honorary Secretary and an Honorary Treasurer. c. A Committee of not more than 18 Members, including the officers elected in (a) and (b) above. (ii) The results of the ballot will be notified at the AGM. (iii) Officers elected under this sub-section shall hold office for one year but shall be eligible for re-election. The Committee shall elect the position of Chair of the Committee [and other key roles as necessary]. (iv) An Examiner, who shall not be member of the Committee, shall also be elected each year through an electronic ballot (or an alternative method as determined by the Committee) of all Members eligible to vote at the Annual General Meeting. (v) A Member applying to be an officer may also, separately, apply to be a member of the Committee to provide them with the opportunity to serve as a member of the Committee in the event they are not successful as an officer. The Honorary Secretary will make this clear in the voting rules. |

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| 5 | <ul style="list-style-type: none"> (i) Nominations for officers and members of the Committee must be submitted in writing, signed by a proposer and seconder, to the Honorary Secretary at least 14 days before the Annual General Meeting. Current officers and members of the Committee will be automatically nominated for re-election if they inform the Honorary Secretary, without needing a proposer or seconder, at least 14 days before the meeting. (ii) All nominations so received shall be displayed on the Club noticeboard at least seven days prior to the Annual General Meeting. (iii) All officers and members of the Committee must have been Members of the Club for at least two years. |
| 6 | <ul style="list-style-type: none"> (i) The affairs of the Club shall be managed by the Committee, subject to the Rules and Regulations of the Club. (ii) The Committee shall have power to appoint Sub-Committees from Members of the Club, and the Committee may further co-opt one or more Members who are willing to act as adviser or agent of the Committee. The Committee may not delegate under this sub-section any of the Duties specifically assigned to them by these Rules. (iii) Seven members of the Committee shall form a quorum. (iv) The Committee is responsible for recommending the conditions of play for each category of membership and taking such actions as it deems necessary for the good management of the Club. (v) Decisions of the Committee will be made by the simple majority of those present and voting at any committee meeting. (vi) 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. |
| 7 | <ul style="list-style-type: none"> (i) The Committee shall have power to make, alter or rescind any Rule as they shall from time to time deem necessary, except for Rules 1, 2, 3, 4, 6(i) (iii) (v), 7, 8, 9, 10, 11, 13 and 14 which may only be amended at a General Meeting. Any new Rule, change or cancellation by this clause will only be in effect until the next Annual General Meeting or an Extraordinary General Meeting, if it is on the agenda. At that meeting, the Members will decide whether to confirm or cancel the action taken by the Committee in accordance with Rule 12 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 noticeboard and website within 48 hours of the decision being taken. |
| TRUSTEES | |
| 8 | <p>The Club's assets will be vested in no fewer than three or no more than four Trustees, who will be chosen by the Committee as needed. The Trustees will be indemnified against risk and expense out of club funds. The current Trustees must carry out all lawful actions and sign documents as directed by the Committee, provided these actions are within the Club's Rules and the law.</p> |

| MEETINGS | |
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| 9 | <ul style="list-style-type: none"> (i) The Annual General Meeting of the Club shall be held in February of each year. At least 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. The quorum shall be 30 Members entitled to vote. (ii) The President elect shall chair the Annual General Meeting. In the case of an equality of votes during an Annual General Meeting, the President has a second or casting vote. (iii) An annual report and a Financial Statement, made up to October 31st of the previous year and verified by the Examiner, shall be produced at each Annual General Meeting. (iv) The annual membership fees and category changes will be agreed at each Annual General Meeting. (v) Any proposed resolutions (including changes to the Rules under Rule 12) for an Annual General Meeting must be submitted in writing to the Honorary Secretary by January 1st, or another date agreed by the Committee, before the meeting. All proposed resolutions, including those from the Committee, will be listed in the meeting notice. Only the items included in the notice or required by this Rule can be discussed at the meeting. |
| 10 | <ul style="list-style-type: none"> (i) Should it be deemed necessary, as determined by the Committee or by a request in writing to the Honorary Secretary for such a meeting, signed by at least 10 voting Members and specifying the nature of the business, the Honorary Secretary shall summon an Extraordinary General Meeting without delay. (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. |
| 11 | <ul style="list-style-type: none"> (i) Members in categories designated as Voting Members, together with those Honorary Members 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. 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) Non-playing members shall not be entitled to vote on any motion concerning or likely to affect playing conditions at the Club. The decision of the Chair 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 the Committee or ten Members require a ballot which needs to be in writing sent to the Honorary Secretary at least 7 days prior to the meeting. Electronic voting may be used whenever a ballot is required. (iv) With the exception of a Special General Meeting (Rule 13), proxy voting will not be allowed for voting at meetings. |

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| AMENDMENT OF THE RULES | |
| 12 | Save as provided in Rule 7, 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 voting at such meeting. As provided in Rule 11 (iii), electronic voting may be used whenever a ballot is required. |
| REDEVELOPMENT OR DISSOLUTION | |
| 13 | <p>If a resolution about reorganising, developing, redeveloping, or dissolving the Club is proposed with at least 21 days' notice to all Members, and it is approved by two-thirds of the Members voting at a General Meeting, it must then be confirmed at a Special General Meeting held at least one month later. At that Special General Meeting, at least half of the Members entitled to vote must be present or vote by verified proxy, and two-thirds of those voting must again approve the resolution.</p> <p>Once confirmed, the Committee must carry out the resolution as agreed. If the resolution is to dissolve the Club, the Committee, working with the Trustees, will sell off the Club's property, pay off any debts, and handle the remaining assets as directed in the resolution. Once this is complete, the Club will be officially dissolved without needing another vote.</p> |
| GENERAL REGULATIONS | |
| 14 | 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. |
| MISCELLANEOUS | |
| 15 | Every member of a visiting team or group will be an honorary member for the day of their visit. Competitors in a competition or tournament at the Club (and their parent or guardian if under 18) will be honorary members for the duration of the event and any practice days before it. No entrance fee or subscription will be charged to these honorary members. |
| 16 | The Operations Committee will be responsible for controlling the bar in all respects in accordance with the Licensing and other relevant legislation and requirements and 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 noticeboard). |

APPENDIX A: GENERAL REGULATIONS

- 1 The Clubhouse 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 noticeboard.
- 2 No responsibility is accepted by the Club for loss of or damage to Members' property left on the premises.
- 3 No person shall be allowed to play on the Courts unless attired in recognisable tennis clothing and wearing tennis shoes with non-marking soles.
- 4 The Courts shall 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.
- 5 Where Courts have notices "Not to be played on" this shall be deemed an order from the appropriate authority.
- 6 Dogs (except Guide Dogs) shall not be allowed on the Club premises.
- 7 Playing Members only may introduce two visitors at any one time to play with them, but all Members may introduce visitors to the Clubhouse, subject to Regulations made by the Committee.
 - (i) Members can bring guests to play tennis on the Club courts no more than six times per membership year with the exception of Open Sessions. Before a guest plays, the Member introducing them must make an appropriate entry in the Visitors Book in the Clubhouse and pay the fee to the Club. The Committee may withdraw the privilege if it is abused.
 - (ii) Any Member wishing to introduce a visitor to organised play sessions must first obtain permission from the organiser of that session.
- 8 Any infringement of the Regulations relating to the introduction of visitors will render the offending Member liable to be deprived of these privileges.
- 9 Smoking and vaping are not permitted inside the Clubhouse or on the area around the Clubhouse bounded by the glass balustrade.

APPENDIX B: MEMBERSHIP

| MEMBERSHIP | |
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| 1 | The categories of membership and the number of Members in each category shall be determined by the Committee. These will be published on the website. |
| 2 | <p>(i) The subscriptions for each category of membership shall be recommended by the Committee and decided at the AGM. All annual subscriptions shall be payable by the 1st day of March each year, and any Member being in arrears with their 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 is deemed or considered to be in default and, unless able to justify the delay to the satisfaction of the Committee, will cease to be a Member of the Club.</p> <p>(ii) The Committee shall determine a joining fee for new playing Members of all categories.</p> <p>(iii) The Committee shall have the power to suspend or remit any joining fee either generally or specifically, if in their opinion, it is in the interests of the Club to do so.</p> <p>(iv) For Members in all Categories who join after 30th September in any year the Committee may, at their discretion, accept a proportionately reduced subscription for the part year.</p> |
| 3 | The Committee shall have power to elect any person an Honorary Member in recognition of special services to the Club. |
| 4 | Applications for membership of the Club in whatever Category shall be via the Club website using the Enquiry form. Applicants for playing membership are requested to attend a previously arranged trial session at the Club prior to a decision on their membership application. |
| 5 | A Member who breaks any Rule or whose continued membership harms the Club's interests may be expelled by the Committee. Before expelling a Member, the Committee must give the Member at least 14 days' written notice explaining why they may be expelled and allow the Member to explain or defend themselves. Members who are expelled will not be entitled to a refund of their subscription. |

| Category | Criteria |
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| Full Club Player * | Competitive club player may attend all club sessions. |
| Intermediate Club Player * | Able to sustain a short rally and deliver a reasonable first serve. May attend Sunday and Thursday club sessions. |
| Social/Improver Player * | Would require coaching to reach club standard. May not attend club sessions. |
| Off-peak Player * | Restricted to Monday-Friday 11am-4pm and Fri/Sat/Sun evenings after 6pm. |
| Five-day Player * | Restricted to playing only Monday-Friday. |
| Young Adult Player* | Anyone over 16 and under 30 years of age. May attend all club sessions. |
| Senior Player - Pre March 2024 * | Member for at least 10 years and over 75 years old up to 1.3.24. This category is now closed. |
| Senior Player - Post March 2024 * | Member for at least 15 years and over 80 years old from 1.3.24. |
| Student Player | Student with NUS card playing 10 June to 10 September only. |
| Junior Player *** | 8-17 years old. Coaching included. |
| Mini Player *** | 4-7 years old. Coaching included. |
| Junior Limited Player*** | 4-15 years old, no coaching included. Players wishing to attend club sessions must play in and be the required standard. |
| Non-playing Member ** | Non-playing Member able to use Clubhouse facilities. |
| Country Member * | For Members living more than 50 miles from the Club and playing no more than 24 times per membership year. |
| Honorary Member * | Members bestowed the gift of free membership for services to the Club. |
| <p>* Voting members.</p> <p>** Voting member except on issues affecting conditions of play (see Rule 11(ii)).</p> <p>*** Mini and junior members under the age of 13 must be supervised by a parent (or carer/guardian over 18) when using the courts (excluding junior tennis coaching). Junior and mini tennis members use the courts at their own risk.</p> | |

APPENDIX C: COMMITTEE STRUCTURE

| Committee | Core attendees | Remit |
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| Full Committee Quorum: 7 | Chair, President, Secretary, Treasurer, Club Captain, Junior Captain, Committee members | <ul style="list-style-type: none"> • Setting the future direction of the Club • Strategic decisions submitted by Sub-Committees • Financial decisions above £4,000 • Risk management • Employment and disciplinary issues |
| Finance | Treasurer Head of Operations 4-5 members | <ul style="list-style-type: none"> • Club financial strategy. • Club accounts • Financial decisions between £1,000 - £4,000 |
| Operations and Bar | Head of Operations, 4-7 members | <ul style="list-style-type: none"> • Operation and maintenance of grounds and Clubhouse • Health and Safety • Bar and balls management • Maintain record of key holders |
| Senior tennis | Club Captain, Head Coach. Reps from each senior playing category. | <ul style="list-style-type: none"> • Senior tennis strategy • Senior teams and club tournaments • Senior coaching and club sessions • Senior trial sessions for new members |
| Junior tennis | Junior Captain, Head Coach, Welfare Officer, Reps of parents of minis/juniors. | <ul style="list-style-type: none"> • Junior tennis strategy • Junior tennis coaching programme • Junior teams and club tournaments • Safeguarding |

APPENDIX D: ROLES AND RESPONSIBILITIES

| Role | Remit |
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| President | <ul style="list-style-type: none"> Chair AGMs. Chair Committee meetings where Chair not present. Act as liaison to Club Trustees. Venue ambassador and spokesperson. Positively promote the Club and new initiatives, supporting leaders of Sub-Committees, be a part of Sub-Committees. Be prepared to intervene in any matter which does not actively involve him/her Develop and agree a long-term plan for the Club. Act as proxy when appointed by a Member at a Special General Meeting In the case of an equality of votes during an Annual General Meeting, the President has a second or casting vote. |
| Chair (elected by Committee) | <ul style="list-style-type: none"> Chair full Committee meetings. Liaise with Honorary Secretary to agree meeting agendas and meeting notes. Delegate roles and responsibilities to Sub-Committee members. In the case of equality votes, the Chair of the Committee meeting has a second or casting vote |
| Hon Treasurer | <ul style="list-style-type: none"> Provide the Club and Committee with objective financial advice to support the long-term financial sustainability of the Club. Provide the Committee/Finance Committee with regular management accounts. Produce the annual financial statements and liaise with the independent Examiner. Ensure taxes are paid on time and keep abreast of any HMRC matters. Prepare an annual budget and longer-term financial plan. Manage the Club's cash balances and relationships with the banks. Approve payments on the bank portal. |
| Hon Secretary | <ul style="list-style-type: none"> LTA liaison/Club main contact. GDPR, insurance and other legal requirements of the Club. Club rules and policies oversight. Take minutes at meetings. |
| Club Captain | <ul style="list-style-type: none"> Oversee Senior Tennis including teams and captains. Develop strategy for adult tennis membership and coaching programme. Organise Club tournaments (including Annual, Wakeling Cup and Vets Tournaments). Main contact for senior tennis coach. Welcome new members and liaise with others on trial sessions for new members. |
| Junior Captain | <ul style="list-style-type: none"> Oversee junior programme/budgets. Oversee junior teams in competitive tennis. Main contact with Head Coach for junior programme and junior coaches. Safeguarding/attendance registers/policies. |
| Head of Operations | <ul style="list-style-type: none"> Maintain Club Assets for all Members in an economical manner. Prepare Annual Budget for all estate expenditure and review the same. Oversee management of Bar (including stock and cash). Ensure all paperwork for safety, security and works undertaken is up to date and update as required. |
| Committee members | <ul style="list-style-type: none"> Attend and contribute to Committee meetings. Make decisions in the best interests of our members and venue. Assist the Officers of the Club in their roles, including assisting with club events. Adhere to Committee Code of Conduct. Join Sub-Committees. |