

THE AVENUE LAWN TENNIS CLUB

Rules amended and approved by resolution of the General Meeting convened on 5 March 2023.

1. Name and Objectives

- 1a. The Club, founded in 1912, shall be named "The Avenue Lawn Tennis Club" and shall have the objectives of providing lawn tennis, social and other facilities for the Members and Visitors.
- 1b. Persons of either sex are eligible for full membership of the Club, provided they are at least 18 years old. No person shall be denied membership of the Club or prevented from visiting the Club on the grounds of race, ethnic origin, creed, colour, age, disability, sex, gender, occupation, sexual orientation, religion, political or other beliefs.

2. Constitution

The Club is constituted by these Rules (the "Rules" or "Constitution") as a non-profit making Members' Club. In no circumstances during the continuance of the Club, nor at its dissolution or after, shall any assets or surplus funds be distributed to any Member or other person, nor to any organisation which is not itself either constituted as non-profit making or a charity.

3. Affiliation

The Club shall seek affiliation to the Lawn Tennis Association through the appropriate County lawn tennis association and shall adopt and conform to the rules of these organisations in so far as they can apply.

4. Management

- 4a. Management of the Club shall be in the entire control of the Management Committee, which shall consist of at least ten Officers. The Officers of the Club shall be the President, Chairman, Honorary Secretary, Honorary Treasurer, Men's and Ladies' Captains, Match Secretary, Membership Secretary and at least two other Members who shall be Officers without portfolio. Additional Officer roles may be created by the Management Committee and recorded in the byelaws. All Officers shall be members of the Management Committee and shall be elected at the Annual General Meeting to serve for one calendar year, with the exception of the President who shall serve a term of three years. The Management Committee shall have the power to fill any casual vacancy. There shall be seven members in attendance at Management Committee meetings to form a quorum.
- 4b. The Management Committee shall have the authority to enforce the Rules and also shall be empowered to revise, draft and introduce any byelaws which are deemed necessary for the proper working of the Club and well-being of the Members.
- 4c. The Management Committee shall act for the Club in all financial matters. The Management Committee shall have the power to authorise Officers of the Club to enter into all financial undertakings, contracts for supply, loan agreements and any other legally binding commitments which are necessary for the operation and furtherance of

the Club. The Management Committee shall have the power to determine any matter not provided for by the Rules and the current Byelaws.

- 4d. The Management Committee may delegate any part of its duties to one or more sub-committees, which may be composed of Officers and Members of the Club.
- 4e. The Bar Sub-Committee, which shall be appointed by the Management Committee, shall consist of at least four and no more than eight members, of whom at least three shall also be serving members of the Management Committee. The operation of the Bar shall be governed by Rule 8 hereunder.
- 4f. Members shall be entitled to raise any matter for discussion at the next scheduled Management Committee meeting, provided that the question to be raised has been forwarded in writing to the Honorary Secretary seven days prior to the date of the Committee meeting.
- 4g. Management Committee decisions shall be made by a simple majority vote with the Chairman exercising a second (casting) vote in the event of equality. In the absence of the Chairman from any meeting of the Management Committee, the Chairman shall nominate or alternatively the Management Committee shall elect another Officer to fulfil the role of Chair of the meeting, and to exercise a casting vote in the event of equality of votes, for the duration of the Chairman's absence. All transactions shall be subject to the requirement for a quorum.
- 4h. The Management Committee has the power to authorise the Honorary Treasurer to set up a Business Internet Banking Service with the Club's bankers and become the Primary User for that service. Once that authority is granted, the Honorary Treasurer can have full and sole access on behalf of the Club to all the functions of the relevant Business Internet Banking Service including making payments and entering into agreements on behalf of the Club relating to services, products and other matters with the bank concerned.

The Management Committee has the power to grant the Honorary Treasurer the authority to make payments up to a maximum of £5,000 per day from the Club's business bank account without reference to any other committee member. Any payments above this amount will require the express written authorisation in advance of the Chairman of the Management Committee.

Any individual payment above £1,000 will require the prior written authorisation including by e-mail from either the Chairman or Secretary of the Management Committee.

The decision to grant, amend or withdraw the terms of this authority to the Honorary Treasurer will be subject to a simple majority vote at a Management Committee meeting in accordance with Rule 4g.

5. Classes of Member and Subscription Rates

- 5a. The Management Committee shall put forward for approval at the Annual General Meeting any changes or revisions to the classes of Membership and/or the appropriate rates of subscription and joining fees.
- 5b. The Club subscription shall be inclusive of the LTA Player's Contribution which shall be payable by the Club to the County LTA.
- 5c. Payment of the appropriate Club subscription shall entitle the Member to enter the Club Annual Tournament(s) subject to compliance with any other rules, byelaws or conditions which may apply.
- 5d. The subscription and playing year shall run from 1st April until 31st March. Subscriptions for all classes of Membership shall be due for payment on the 1st April. New members who join the Club after the 1st April may be charged a proportion of the annual subscription, in addition to the appropriate joining fee, as determined by the Management Committee and set out in the byelaws.
- 5e. The Management Committee at their discretion shall have the power to allow a discount on all or any classes of subscription paid prior to 1st April.
- 5f. A Member whose subscription is not paid in full on the 1st April will not be entitled to any of the privileges of Membership and will cease to be a Member of the Club. Subject to the discretion of the Management Committee, a Member may be re-admitted upon payment of all arrears.
- 5g. The Club requires all Members and visitors to wear appropriate tennis clothing (coloured tennis clothing allowed), and suitable tennis footwear when using the Club's playing facilities.

6. Admission of Members

- 6a. Honorary Life Membership shall be awarded at the discretion of the Management Committee to long serving Members by way of a reward for special services to the Club.
- 6b. For other classes of senior Membership, applications initially shall be made through the Membership Secretary using the appropriate form provided. In the event of over-subscription, the Membership Secretary shall maintain a waiting list of applicants. The Management Committee shall have ultimate discretion in respect of the admission of applicants.
- 6c. Applications for junior Membership shall be determined by common agreement between the Officer responsible for co-ordinating the junior section and one other Officer as directed by the Management Committee.
- 6d. A new Member's subscription and joining fee if applicable, shall be due for payment on notification by the Membership Secretary of their membership application being successful. New Members shall not be entitled to exercise the privileges of Membership until all fees and subscriptions are paid in full.

- 6e. At the discretion of the Management Committee, a refund may be made to a Member who becomes unable to use the facilities of the Club for a substantial part of the year due to injury, illness, or departure from the district.
- 6f. The Management Committee shall have the power to limit the number of members in the respective classes.
- 6g. Without prejudice to Clause 6h, the payment of any joining fee shall be once and for all. There shall be no liability to pay an additional joining fee after membership has lapsed and a past member seeks re-admission.
- 6h. Notwithstanding Clause 6g, a former member seeking re-admission after a period of non-membership of 5 years or more may, at the discretion of the Management Committee, be liable to pay a joining fee upon re-admission.

7. Suspension and Expulsion

The Management Committee shall have power to suspend or terminate the Membership of any Member, or to exclude any Member or Visitor, whom it considers guilty of a breach of these Rules or of misconduct, or offensive behaviour to any other member, Visitor or Employee, whether on the Club's premises or elsewhere.

8. Operation of Club Bar

8a. The operation of the Bar at all times shall be subject to the Licensing Laws and the direction of the Licensing Authority.

8b. The permitted hours for the sale of alcohol shall be:

Monday to Saturday	11 a.m. to 11 p.m.
Sunday, Christmas Day and Good Friday	12 noon to 10.30 p.m.

8c. The Management Committee shall appoint a Bar Sub-Committee, which shall be responsible for the proper running of the Bar.

8d. Each member of the Bar Sub-Committee shall be an authorised key holder. In addition the Management Committee may appoint a limited number of Members as key holders, who shall not serve as Bar Sub-Committee members.

8e. Only members of the Bar Sub-Committee and the additional appointed key holders shall be permitted to enter the area behind the Bar.

8f. No other persons shall be allowed to enter the area behind the Bar without express permission from any member of the Bar Sub-Committee or any appointed key holder present at the time.

8g. Intoxicating beverages shall not be sold to persons other than Members, official Guests and Visitors.

- 8h. The Bar shall be opened from time to time for the use of Members during such hours as the Management Committee shall determine. Intoxicating beverages shall only be sold during regulated hours of opening in accordance with the Licensing Regulations. The Management Committee shall post a notice in the Clubhouse stating the permitted hours for the sale of intoxicating beverages. Bar opening hours may be varied from time to time without notice to Members.
9. Loss of Property and Injury
- Members or Visitors leaving unattended vehicles, equipment, clothing or any other property at the Club do so at their own risk and neither the Club, the Management Committee, the Officers nor the Trustees shall be responsible for any loss, damage or deficiency resulting from this or any other cause. Members or any other persons using the Club's premises, or otherwise participating or representing the Club in any way, do so of their own free will and at their own risk, and neither the Club, the Management Committee, the Officers nor the Trustees shall be responsible for any impairment, injury or loss suffered by such persons no matter how caused.
10. General Meeting
- 10a. A General Meeting shall be held each calendar year and shall be convened prior to commencement of the next playing year on 1st April.
- 10b. The Management Committee shall be elected at the Annual General Meeting (AGM) in accordance with Rule 4. In addition, Members shall elect at least one Auditor who is not a Member of the Management Committee and shall be responsible for auditing the Club Books, Balance Sheet and Accounts.
- 10c. The Honorary Treasurer shall present to the Members for their approval at the AGM, the audited Balance Sheet and Accounts for the past year. The Financial Year shall run from 1st January until 31st December.
- 10d. Only Honorary Life and Members aged 18 or over, shall be allowed to vote at a General Meeting. The attendance of fifteen voting Members shall be required to form a quorum.
- 10e. The Honorary Secretary shall send to every voting Member at least seven days' notice of any General Meeting, together with a copy of the Agenda.
- 10f. The Management Committee shall instruct the Honorary Secretary to call an Extraordinary General Meeting (EGM) either at their discretion, or within twenty-one days of receipt by the Honorary Secretary of a requisition, signed by fifteen voting Members and stating the business proposed to be transacted. Notice of an EGM shall be required in accordance with Rule 10e above. The business of an EGM shall be in accordance with the requisition under which it was summoned and the issued Agenda.
- 10g. The Management Committee shall determine the business and Agenda for the AGM.
- 10h. Every Member shall be entitled to be present and to speak at any General Meeting. The right to vote shall be in accordance with Rule 10d. In the event of an equality of votes, the Chairman shall exercise a second (casting) vote. In the absence of the Chairman from any General Meeting, the Chairman shall nominate or alternatively the

Management Committee shall elect another Officer to fulfil the role of Chair of the meeting, and to exercise a casting vote in the event of equality of votes, for the duration of the Chairman's absence.

11. Alteration and Revision of the Rules

The Rules shall not be altered, rescinded, revised or augmented without the express consent of the majority voting at the AGM and such meeting shall be subject to the requirement to give notice of the proposals all as detailed above. Any notified proposal of a change to the Rules may be amended at the AGM, without further notice, by way of a two-thirds majority of those voting Members in attendance.

12. Dissolution

The Club shall be dissolved on the passing of a resolution to that effect at a General Meeting after due notice, by at least two-thirds of those present and voting. Such a meeting shall appoint a committee, of which the Trustees shall be members ex officio, to wind up the affairs of the Club and shall give general directions as to the disposal of any assets, within the scope of Rule 2.

13. Rules and Byelaws

A copy of these Rules together with a copy of the current Byelaws made by the Management Committee in accordance with these Rules, shall be prominently displayed at all times on the Club notice board and website and all Members shall be deemed conversant therewith. The Rules shall not be altered except as provided above and the Byelaws shall be made and periodically revised by the Management Committee as appropriate.

14. Trustees

14a. The Management Committee shall appoint Trustees, to hold office until death or resignation unless removed from office by a resolution of the Management Committee or by a resolution duly passed at a General Meeting. The Chairman from time to time is nominated as the person to appoint new Trustees within the meaning of Section 36 of the Trustee Act 1925. A new Trustee or new Trustees shall be nominated by resolution of the Management Committee and the Chairman shall by deed duly appoint the person or persons so nominated as the new Trustee or new Trustees of the Club. The provisions of the Trustee Act 1925 shall apply to any such appointment. Any statement of fact in any such deed of appointment shall in favour of a person dealing with the Club or the Management Committee in good faith be conclusive evidence of the fact so stated.

14b. The number of Trustees shall not be more than four or less than two.

14c. All property of the Club including land and investments, shall be held by the Trustees for the time being, in their own names so far as necessary and practicable, for the use and benefit of the Club. On the death, resignation or removal from office of a Trustee the Management Committee shall take steps to appoint a new replacement Trustee;

and shall as soon as practicable thereafter take lawful and practicable steps to procure the vesting of all Club property into names of the Trustees as constituted after said appointment. The Trustees shall in all respects act, in regard to any property of the Club held by them, in accordance with the directions of the Management Committee; and shall have the power to sell, lease, mortgage or pledge any Club property for the purpose of raising or borrowing money for the benefit of the Club in compliance with the Management Committee's directions.

- 14d. Acting always in compliance with directions from the Management Committee, the Trustees may borrow a maximum total amount of one hundred and fifty thousand pounds on behalf of the Club and for the purposes of the Club from time to time and with the sanction of a General Meeting the Trustees may borrow any further money above that sum.
- 14e. When so borrowing the Trustees shall have the power to raise in any way any sum of money, and to raise and secure the repayment of any sum of money in such manner and on such terms and conditions they think beneficial to the Club, and in particular by mortgage of, or charge upon, or by the issue of debentures charged upon all or any part of the property of the Club.
- 14f. The Trustees shall be entitled to receive from the Honorary Secretary copies of the minutes of Management Committee meetings. The Trustees may, at the invitation of the Chairman, attend any meeting of the Management Committee where they shall have a right to speak but not vote, unless they are otherwise Members of the Management Committee. The Trustees shall have a right to attend any General Meeting and speak but not vote, unless they are otherwise qualified to vote as Members of the Club in accordance with Rule 10d.
- 15. Indemnity
- 15a. The Club shall indemnify Officers of the Club, Trustees, Management Committee members and Appointed Persons against personal liability incurred whilst acting in good faith within the capacity of their appointment on behalf of all Members of the Club.
- 15b. An Appointed Person is defined as a Member who has been appointed by either, a resolution of the Management Committee, or by a resolution of a General Meeting, or by written appointment signed by the Chairman to undertake a specified task on behalf of all Members of the Club.
- 15c. Rule 15 shall apply only to persons identified in clause 15a when acting as volunteers on behalf of the Club.

THE AVENUE LAWN TENNIS CLUB

Byelaws amended and approved by resolution of the Management Committee at a meeting convened on 10 April 2024 in accordance with Clause 4b of the Club Constitution (the "Rules").

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Byelaw 1 Officers of the Club

In accordance with Clause 4a of the Rules, the additional Officers of the Club shall be:

- Junior Secretary
- Communications Secretary
- Mixed Captain
- Welfare Officer
- Head Coach*

*The Head Coach shall be appointed by the Management Committee, not by election at the AGM.

Byelaw 2 Pro-Rated Subscriptions

In accordance with Clause 5d of the Rules, new members who join the Club after 1st April shall be charged the following a proportion of the annual subscription, in addition to the appropriate joining fee:

Up to and including 30 th June	100%
1 st July to 30 th September	75%
1 st October to 31 st March	50%

Byelaw 3 Tournament Rules

1. The ALTC Management Committee, or any tournament sub-committee that may from time to time be established, (the “**Committee**”) will be responsible for organising club tournaments and ensuring that these Tournament Rules are followed.
2. Any disputes shall be referred to the Committee whose decision shall be final.
3. By default, all matches shall be the best of 3 sets with a tie-break applying to the first 2 sets, 2 clear games for any third set played. If all players agree before the commencement of the match, the third set may be replaced with a championship tiebreak excluding tournament finals which shall be best of 3 sets.
4. For all rounds the “play by date” will be absolute, except in the case of inclement weather on the play by date, in which case the match will be rearranged and the Committee must be informed on that day of the new date. Both players/pairs are responsible for arranging the match and if it hasn't been played by the due date, both competitors/pairs may be scratched.
5. After any match has been arranged, if your opponent(s), do not arrive within 30 minutes of the scheduled starting time, then you/your team may claim a walkover provided that you, or both you and your partner for doubles matches, have arrived within the above 30 minute period. Any such claim should be made to the Committee.
6. All competitors are expected to behave according to the LTA Play Fair scheme – enjoying your play and respecting your opponent. Verbal, racket and ball abuse will not be tolerated. All players are required to make their own line calls.
7. Umpires, appointed by the Committee, will officiate the finals matches. The Committee may, at their sole discretion, appoint an umpire for any match in the earlier rounds of a tournament either. Players may also request an umpire from the Committee, however whether an umpire is appointed shall always be subject to the Committee's discretion and availability of umpires.
8. Other than the men's doubles veterans, ladies' doubles veterans and mixed doubles veterans competitions, all other competitions are open to any member of the Avenue Lawn Tennis Club. Midweek/off-peak members can play tournament matches at any time. Junior members may enter the senior competitions at the invitation of the Committee.
9. The veterans' competitions are open only to those members who by the most recent 1st April have reached the age of 40 years in the case of lady members and 45 years for gentlemen members.
10. For the purposes of the Tournament, a member of the Avenue Lawn Tennis Club is defined as any person who has paid their subscription for the season beginning on 1st April by the closing date for entries to the Tournament. Honorary life members are deemed to qualify as fully paid up members for the purpose of this rule. However, any player who has entered

the competition but has not paid their subscription by the closing date will be withdrawn from the competition.

11. The club will supply tennis balls for semi-final and final matches.
12. Depending upon the number of entries for each competition up to 4 players/teams in each competition will be seeded. The seedings will be decided by the Committee after the date for entries has closed.
13. The Committee reserve the right to withdraw any competition if there are insufficient entries for that competition.
14. If there are at least 16 entries in the men's and 8 entries in the ladies' singles competition then separate plate competitions will be run for players knocked out in the first round.
15. The finals of all competitions will be played on the date(s) set by the Committee and published in advance of tournament entries opening.
16. Members who will be unavailable to participate in the final of any competition to be held on the dates stated in Rules 15 and 16 above, due to prior commitments known at the time of the draw, cannot enter the Tournament. During the Tournament, should any player find they will be unavailable, they should immediately withdraw from the tournament.
17. Should a player who has entered into a doubles tournament withdraw, for whatever reason, that player must inform their partner and the Committee immediately. Provided the pair has not yet played any matches, the remaining player may, with the permission of the Committee, replace the player who has withdrawn with a different partner. The pair must still be able to play their first match by the play-by date.
18. In the event that any player who has reached a final is unable to compete in that final, the decision about whether or when that match should be played will be made by the Committee.
19. The interpretation of these Tournament Rules and the resolution of all matters that within or outside of these Rules shall be at the sole discretion of the Committee, whose decision shall be final.
20. All members entering the Tournament are deemed to have agreed to abide by the rules of the Tournament.

OUTLINE FOR TOURNAMENT MATCH BOOKINGS

- All match bookings must be entered, with relevant details (time, names, court number), in advance within the online booking system.
- The Committee may reserve one court on each weekday and/or weekend evening (including during Tuesday and Thursday social times) for tournament matches.
- Quarter and semi-final tournament matches have priority on floodlit courts if being played within 2 weeks of the final.

Byelaw 4 Court Priority

The Club is committed to encouraging all members to play more tennis. Court usage is controlled using the Club's online booking system. However, the Committee has decided that the following order of priority shall apply and the courts will be pre-booked for all types of Designated Court Usage. Members can book the courts when they are available for any type of Non-Designated Court Usage.

DESIGNATED COURT USAGE:

1. *Inter-Club Matches*

Some Sunday mornings – 2 courts per match (from March to October)
Some Monday and Wednesday evenings – 3 courts (from April to August)
Check the online booking system for dates.

2. *Junior coaching times (4 courts)*

This applies all year
4.00 – 6.30 pm Monday
3.30 – 6.30 pm Tuesday
4.00 – 6.30 pm Wednesday
3.30 – 6.30 pm Thursday
4.00 – 6.30 pm Friday
9.00 – 1.15 pm Saturday
Juniors also have court priority from 3.30 pm to 6.15 pm weekdays all year.

3. *Open, Vets and Junior Finals' Days*

Saturday – 4 courts – check the on-line booking system for dates and times

4. *Committee-organised Charity Tournament Days*

Typically on a Sunday – check the on-line booking system for dates and times

5. *American Tournament*

Bank Holiday Mondays and New Year's Day – 11.00 am to 5 pm – 4 courts

6. *Junior Coaching Days*

Usually Monday to Wednesdays in school holidays 10 am to 3 pm

7. *Weekly Adult Social Sessions*

Saturdays 1.30pm to 6pm – Mixed
Tuesdays 6.30pm to 10pm – Ladies
Thursdays (2 courts only) 9.30am to 1.00pm – Mixed
Thursdays 6.30pm to 10pm – Men
Fridays 10.00am to 1.00pm – Mixed

At these sessions members are expected to mix in, not to play in arranged fours.
The peg board will be used to ensure fair turns.

NON-DESIGNATED COURT USAGE:

8. Team Practice Sessions

March and April – check the on-line booking system for dates and times

9. Adult and Junior Tournament matches / Private coaching sessions / Box League matches (or other internal competitions) / Arranged Singles or Doubles play for adults or juniors / Junior tennis tour matches

All these types of tennis play have equal priority under the increased court availability with 3 floodlit courts and so courts are available to be booked on a first come, first served basis via the on-line booking system: <http://booking.avenuetennisclub.com>

10. Turn up and play

This is still permitted but it is important to check if the court has been booked by another member for the time in question, in which case that member has priority.

COURT PRIORITY CLARIFICATION:

Some points to clarify:

1. While all 4 courts will be pre-booked for social tennis sessions or American Tournaments, it is not the Club's intention to have empty courts when other people want to play. Therefore, if there is an empty court during these times any member can play any type of tennis they want when the courts are set aside for these specific types of tennis. However, if other members turn up and want to take part in the organised tennis specified for that time, then those members playing amongst themselves must vacate the court when asked to do so. The key issue is that any court cannot be booked during these times and so if members turn up hoping to play then there will be no guarantee that they will be able to do so.
2. Only courts not pre-booked for any Designated Court Usage event can be booked (e.g. if an inter-club match requires 2 or 3 courts then the court(s) not required can be booked by any member to play any type of tennis they want.
3. The booking system (<http://booking.avenuetennisclub.com>) holds details of all designated court usage and all court bookings for any non-designated tennis activity must be booked

on-line. Other than the coaches and for adult and Junior Tournament matches, no member or group of members playing together can book a court for more than 2 hours at a time. Courts may be booked up to 2 weeks in advance. The time of the court booking, the names of the members playing and the court number must be entered for all court bookings. The same players cannot book a court for two consecutive sessions.

4. For Team Practice Sessions, the Team Captains must submit their proposals for Team Practice Sessions (dates / times and number of courts required) to the full committee in advance and it is the responsibility of the committee to agree to the use of the courts in this way so as to ensure equal access to the courts across all of the Club's teams.

Byelaw 5 Junior Rules of the Club

It is important to us that everyone enjoys their time at the Avenue Tennis Club and the items outlined below are to ensure clarity for everyone on the junior rules of the club:

- Membership subscriptions must be paid by the stated due date. Failure to pay by the required date may result in your child's place being allocated to another junior from the waiting list;
- Juniors under the age of 13 may not be at the club at any time unless they are supervised by an adult;
- The Head Coach is only responsible for supervising the juniors they are coaching at any particular time;
- Juniors adhere to the court priorities;
- Any junior members playing after 6.15pm (6.30pm on Friday) must play quietly and not disturb adults playing on other courts;
- A junior member may invite one (1) guest at a time with the permission of a Management Committee member at a cost of £5 per time with their name entered in the visitor book but no visitor is permitted to play more than 3 times;
- Sports clothing and footwear must be worn at all times and be appropriate for tennis and our court surfaces;
- To comply with safeguarding and for the club's health and safety policy each child **MUST** provide a completed form for each membership year, even if no details have changed.