

RULES OF PENSFORD TENNIS CLUB (the Club)

1. General

1.1 The Club is affiliated to the Lawn Tennis Association through the Surrey County Lawn Tennis Association.

1.2 The Club is run by and for its members, with an elected committee. There are six all weather courts, two of which have floodlights and these and the pavilion are the property of The Pensford Tennis Club Limited, a company limited by guarantee, of which all Full Members of the club are members and guarantors (in a sum not exceeding £1 each). The site in Pensford Field, Kew is leased from Richmond Council on a 28 year lease that commenced on 13 July 1990.

1.3 The three original courts were opened in October 1990 and two further courts were added in the spring of 1995. The cost of building these courts and the original pavilion was met by two interest free loans from the Lawn Tennis Association with the balance from the subscriptions and membership fees collected. These loans have now been repaid. The pavilion was extended and improved in 2002, a sixth court added in 2003 and floodlights provided for two courts in 2004. All of this later development was financed from the Club's financial reserves. The Club has sufficient income and investments to cover the general running costs of the Club. The financial status of the Club is reported at the AGM of the Company.

2. Membership

2.1 The two broad grades of membership are Full Members and Associate Members. Associate Members are categorised as Off-Peak Members, Junior Members or Non-Playing Members.

2.2 Membership of the Club shall be open to all persons who pay the required annual subscription currently in force without distinction. There shall be no discrimination on the basis of race, colour, creed, sexual orientation or playing ability. However, the Club Committee shall have the power to refuse an application for membership and may give preference, if numbers are limited, to residents of the ward of Kew in the London Borough of Richmond-on-Thames, as required by the terms of the lease.

2.3 When capping limits allow, Full Members and Associate Members shall be admitted in strict order of their applications, provided that they pay the sums due for subscription.

2.4 Nominations for membership shall be made on an Application Form and submitted to the Club Committee or its nominee (e.g. Membership Secretary). Membership will commence on the agreed date and the subscription will be in proportion to the number of complete months remaining in the Club year.

2.5 Subscriptions are due on 1st May in each year, and any Full Member or Associate Member who has not paid his or her subscription by the due date shall have no right of access to the Club premises.

2.6 All members are required to observe and abide by the Club rules and may be disciplined or expelled by the Club Committee if they do not. Expulsion of a Full Member or Associate Member shall be determined by the Club Committee, but only after the person has been informed in writing of the complaint against them and afforded an opportunity to present their case and to be represented. A person so expelled shall not be entitled to transfer their membership to another person and it shall lapse forthwith with no refund of subscription at all.

2.7 A Full Member of the Club, (and therefore of the Company), may transfer their membership to another person with the approval of the Club Committee, which shall also decide the terms of the transfer. These terms may include the payment by the incoming member of a part of the entry fee to the Club and a part to the outgoing member.

3. Meetings of Members

3.1 These Rules may be amended by at least a two-thirds vote of all members present or voting by proxy at a general meeting of the Club. The proposed change, with the reasons for it, must be circulated to all members with the notice of the meeting and also posted on the Club notice board.

3.2 The Club Annual Meeting shall be held between 15th July and the 15th October each year, usually immediately following the Annual General Meeting of the Company. Each member present at this or any general meeting or voting by proxy shall have an equal vote, which shall be carried by a simple majority. Voting shall take place by show of hands or by secret ballot as the Chairman may direct.

3.3 Only another Club member is allowed to act as a proxy. The election of a proxy by the voting member shall be made in writing to the Club secretary at least 48 hours before the meeting, stating the name of the proxy.

4. Club Committee

4.1 The Club Committee shall consist of not less than seven and not more than twelve members. Directors of Pensford Tennis Club Limited shall be members of the Club Committee and it is desirable that all members of the Club Committee become directors. Upon ceasing to be a Committee member directors shall resign their directorship within one year of that event.

4.2 The operation and day to day management of the Club shall be decided by the Club Committee, who can make new or amend existing regulations that shall be deemed to be accepted and binding on all members either one month after the date of posting them on the Club notice board or ten days after notifying members in writing, unless an objection by a member causes the Club Committee to revise the proposal.

4.3 The Club Committee may delegate some of its work to sub-committees, each with specific areas of activity. The membership of sub-committees shall be determined by the Club Committee and shall comprise members of the Club, and must be chaired by a Club Committee member. Sub-committees shall work and make decisions within authority limits and to terms of reference determined by the Club Committee and may seek specific decisions from it and make recommendations to it.

4.4 The Club Committee shall meet at least five times per year. A quorum shall be at least 60% of the Committee members, of whom at least three shall be directors of the Company. All Club members who are not members of the Club Committee shall have the right to attend meetings of the Committee on giving prior notice to the Secretary and may, under the Chairman's jurisdiction, speak but not vote.

4.5 Elections of members to the Club Committee shall take place at each Club Annual Meeting. At each such meeting one-third of the members of the Club Committee or, if their number is not a multiple of three, the number nearest to one-third, (taking account of those whom have retired during the year) shall retire from office. The rotation in which members of the Club Committee retire shall be determined by the Committee members, or by lot if they cannot agree among themselves, but no member of the Club Committee shall serve for more than four years without having retired from office and been re-elected at a Club Annual Meeting. Nominations for membership of the Club Committee can be made by any Club member and should reach the Secretary at least 48 hours prior to the starting time of the Club Annual Meeting.

4.6 A Club Committee member who retires at a Club Annual Meeting may, if willing to act, be re-elected by the Club members at that meeting. Any person who has served on the committee for a six-year period shall retire from office at each subsequent Club Annual Meeting.

4.7 Between Club Annual Meetings the Club Committee shall have power to co-opt a person, who is willing to act, to be a member of the Committee either to fill a vacancy or as an additional Committee member, provided the maximum number of Committee members allowed shall not thereby be exceeded. A Club Committee member so co-opted shall retire and submit for election (if willing) at the first Club Annual Meeting after being co-opted. Committee members co-opted in this way shall not be included in those members of the Club Committee who shall retire by rotation at such Club Annual Meeting.

4.8 Where the number of candidates elected to the Club Committee would cause the maximum allowed under clause 4.1 (currently 12 members) to be exceeded, then the result shall be determined by secret ballot. In the event of a stalemate the Chairman of the meeting shall have a casting vote.

4.9 The members of the Club Committee may appoint one of their number to be the Chairman of the Committee and may at any time remove him or her from that office. The Chairman is required to be a director of Pensford Tennis Club Limited. Such appointment or removal shall require at least two thirds of the members of the Club Committee to agree to such action. The appointment shall be ratified by the Club Members at the next Club Annual Meeting. If the Chairman so appointed cannot preside over a meeting of the Club Committee, the committee members may elect one of their number to chair that meeting.

5. Visitors

5.1 The "visitors book" shall be kept in the clubhouse and shall contain details of guest fees, how to pay them, and any restrictions on playing times.

5.2 Members may bring guests to the club, to play or as social visitors. Such visitors, including juniors, must be signed into the "visitors book" on or before arrival with their name and the name of the host member and a fee must be paid by their host member in respect of visitors playing. Visitors must be accompanied by their host member while on the Club premises. Any member not complying with the requirements listed in this section may be disciplined as the Club Committee sees fit.

5.3 No individual person shall be a visitor more than five times in a season (i.e. the Club year).

5.4 A member may host up to three visitors simultaneously, who are allowed to play in accordance with the membership category of their host and must always play on the same court as their host, except when playing in organised Club evening and afternoon events, in which they may join. Visitors are also allowed to undertake coaching at the Club, with a coach approved by the Club, but must pay a special fee to the Club, via the coach, in addition to the coaching fee. Coaching sessions are exempt from the 5-visit rule 5.3.

5.5 Doubles must be played when a member has 2 or 3 guests; that is, a member with three guests cannot use two courts in order to play singles.

6. Court Rules

The scope of playing times allowed for each category of membership is:-

Full Members - may play at any time, except during previously notified organised club events and see Rule 6.1.

Off-Peak Members - may play during weekdays only. Also see Rule 6.4.

Full-time Students and Junior Members of 16-18 yrs - as Full Members.

Other Junior Members - at certain times may only book on certain courts. Refer to current Court Bookings and Play Regulations for details and also see Rules 6.1 and 6.4.

Non-Playing Members - may participate in Club social events only.

6.1 Details of playing times, coaching sessions, organised club events, tournaments and other matches, and priorities as to the use of courts shall be decided from time to time by the Club Committee and displayed on the Club notice board. The current Court Bookings and Play Regulations added as an appendix to these Club Rules include details of such matters as the use of Court 6 and the practice wall.

6.2 During the summer season players should be dressed appropriately for tennis. Tracksuits may be worn during inclement weather. To preserve the tennis court surface, proper tennis shoes must be worn. A Club Committee member shall have power to forbid any member or guest from playing in shoes that are unsuitable for the tennis court surface or for being improperly dressed.

6.3 Members may reserve available courts up to two weeks in advance. Reservations shall be made by writing the member's name against the appropriate court, time and date in the Court Booking Sheets (the Diary). Each member is limited to three bookings per week. Singles games shall be booked for a maximum period of ninety minutes and doubles games for a maximum period of two hours. Reservation periods must start on the hour or half hour. Reservations not taken up within ten minutes of the time booked shall lapse.

6.4 Courts not in use and not previously booked may be used by any member during playing times as defined by their category of membership. The Club Committee has the right to impose restrictions on play in order to protect the courts or for refurbishment and may also vary the hours when off-peak and junior members may play.

6.5 There should be no more than four people on a court at any one time unless players are participating in a coaching session.

6.6 A member of the Club Committee or a member of any appropriate sub-Committee shall have full authority on the courts to settle any disputes over play.

7. Security

7.1 Members shall be provided with the combination number for the locks to the entrance gates, the clubhouse and lavatories. The number will be changed periodically and members notified in writing.

7.2 Members are required to keep the combination number of the locks confidential and not to disclose it to non-members. Members shall scramble the combination numbers after opening a padlock.

7.3 A member who is the last to leave the Club premises at any time shall ensure that the premises are locked securely, including all rooms in the pavilion.

7.4 Members shall be given a Club identification tag for each Club year, which they shall wear when on the Club premises, preferably on their tennis shoe. Members may be asked to leave the court if they do not have a tag.

01 November 2007