

RISBYGATE SPORTS CLUB

RULES, BYE-LAWS AND CONSTITUTION

SECTION 1 DEFINITIONS

The Club

All buildings, fixtures, fittings and property laying within the curtilage of the property known as Risbygate Sports Club, Bury St Edmunds, but excluding the personal equipment which belongs to members.

Executive Officers of the Club

Those members elected by the members at the Annual General Meeting (See Constitution C 3.1).

Management Committee

The Executive Committee plus the Secretaries of the various sections of the club (See Constitution C 4.1).

Employees

Those persons employed by the Executive Officers for the sole purpose of service to the Club, for and on behalf of the members.

Membership Cards

Those cards issued to members to identify fully paid up senior members which must be produced to the Executive Officers or members of the Management Committee or the relevant Section Secretary or officers of the Club if requested.

Section Secretaries

Those members elected at Section Annual Meetings to serve and represent that Section as Secretary until the next Annual Meeting of the Section.

The Trustees

Persons appointed Trustees from time to time in accordance with rule C 4.5 of the Constitution.

Occasional Member

The wife, partner or a member of the immediate family of a fully paid up playing member, who visits the Club from time to time as a non-participating member.

SECTION 2 GENERAL

- 2.1 Membership Cards shall be carried by all adult members at all times and shall be produced upon the request of a member of the Management Committee or the relevant Section Secretary or Officers.

- 2.2 Members under the age of 18 years shall have no voting rights at any meeting of the Club and may not hold office in the Club.
- 2.3 No dogs other than guide dogs shall be allowed on site. Guide dogs must be properly supervised and on a lead and the owner is responsible for clearing up any fouling.
- 2.4 Smoking is only permitted in the dedicated smoking areas. Smoking is not permitted in any playing area whether indoor or outdoor.
- 2.5 The Club shall be closed for business on Christmas Day, Boxing Day and such other days as specified by the Executive Committee.
- 2.6 The Club shall pay affiliation fees to the relevant sports governing bodies and comply with and uphold the rules and regulations of those bodies.
- 2.7 Incoming vehicles have priority on the access/exit driveway to the Club. All vehicles attempting to exit the Club premises must ensure that incoming vehicles have the right of way. Any vehicle attempting to exit **must reverse** if a vehicle is entering the drive from Westley Road. Notwithstanding, as a matter of safety and courtesy, the driver of any vehicle entering the driveway should use best endeavours of positioning their vehicle in such a way that they can look down the driveway before attempting to enter, if practicable and without risking safety.
- 2.8 Members serving on the Management Committee, employees or agents of the Club shall be entitled to reasonable (as determined by the Executive Committee) recompense for all expenses and other liabilities properly incurred by them in the management/running of the Club.
- 2.9 All amenities of the Club will be closed one hour prior to the commencement, and for the duration of, the Annual General Meeting or Extraordinary Meeting of the Club.
- 2.10 Members are requested to observe a reasonable standard dress at all times whilst in the open lounge areas of the Club premises. Members who are playing or have completed energetic games shall not visit the lounge areas whilst still dressed in their playing sports wear.
- 2.11 Sports bags and playing equipment shall NOT be placed in the lounge areas as a matter of courtesy and comfort to other members.
- 2.12 Good behaviour and tidiness are expected at all times.
- 2.13 The Management Committee may from time to time repeal and amend any of the Rules or Byelaws as they shall think expedient for the internal management and well-being of the Club. Any Section may amend their Byelaws by a majority of members present, so long as a quorum is achieved, at the Annual Meeting for that Section. Such amendments to be ratified at the next Management Meeting of the Club or a special meeting convened for that purpose.

- 2.14 These Rules and Byelaws shall be binding on all members until repealed by the Management Committee or set aside by a resolution of an Annual General Meeting or Extraordinary General Meeting of the Club.
- 2.15 Any points not covered by the Constitution, Rules or Byelaws shall be settled by the Management Committee.

In all instances where these Rules or Byelaws conflict with the Constitution, the Constitution will take precedence.

SECTION 3 MANAGEMENT

- 3.1 The Club Executive Committee shall be responsible for the Management of the Club business.
- 3.2 A Management Committee consisting of the Section Secretaries, or a nominated representative from the relevant Section Committee, shall report to and support the Executive Committee.
- 3.3 The Executive Committee shall have the power to appoint a member to fill a casual vacancy on the Management Committee until the next Annual General Meeting of the Club.
- 3.4 Any person nominated as a member of the Management Committee should normally have been a full member of not less than one year standing.
- 3.5 A member of the Management Committee shall be deemed to have vacated office in the following circumstances:
- * Bankruptcy or an arrangement with creditors
 - * Mental disorder
 - * Resignation from Office (can represent the Section in the absence of a Section Secretary) .
 - * Resignation of membership of the club.
 - * Resignation requested by not less than two-thirds of the Management Committee.
- 3.6 The Chairperson and Club General Manager shall have discretion to call emergency meetings of the Management Committee if they consider it to be in the interest of the Club. The Club General Manager shall give no less than 3 days notice of a meeting and ensure that all members of that committee are given such notice.
- 3.7 The Management Committee shall do all it feels appropriate to further the interests all sections of the Club.
- 3.8 Decisions of the Management Committee shall be made by a simple majority of members present. In the event of an equality of votes, the Chairperson shall have the casting vote.

- 3.9 The Executive Committee shall have the sole right of appointing and determining the terms and conditions of service of employees of the Club.
- 3.10 The Executive Committee shall have the power to enter into contracts for the benefit of the Club on behalf of all members.
- 3.11 The Club General Manager is responsible for:
- * All forms of licensing matters
 - * Supervision of the general maintenance of the fabric of the Club premises and grounds.
 - * Supervision of all staff and supervision of bar purchases.
 - * The day to day management of the Club's business.
 - * The supervision of all persons employed by and on behalf of the Club.
- 3.12 The Club General Manager is empowered to secure emergency repairs to the Club buildings, property owned by the Club and utility supplies (electricity, gas sewers, water, telephone etc.) to the sum of £2,000. Any costs above that sum shall be sanctioned by a majority vote of the Executive Committee.

SECTION 4 VISITORS AND GUESTS

- 4.1 No person shall be allowed to participate as a visitor in any of the sports or games supplied on more than six occasions in any period of twelve months.
- 4.2 Husbands, wives, partners and the immediate family (parents or children) of members may be admitted as occasional members when visiting the Club purely to watch or wait for the relevant member to complete a match/game or whilst with the member on an occasional short duration visit to the Club.
- 4.3 If an occasional member wishes to participate in any activity, sport or social function, he/she will be treated as a playing guest or visitor and will be required to pay the relevant fees and sign-in as a visitor in accordance with the Constitution.
- 4.4 The facilities of the Club shall be extended to members of other clubs, organisations, or individuals (and accompanying supporters) taking part in any competition or sporting function organised by the Club or any section.
- 4.5 Visitors participating in other social or cultural activities may be admitted to the Club premises for these purposes shall not exceed twelve times in any twelve month period.
- 4.6 Occasional members shall have no voting rights.
- 4.7 Members introducing guests must comply with the Constitution rules concerning signing the visitors' book.

- 4.8 Only full members may introduce guest players and are responsible for recording their attendance and the payment of the guest fee.

SECTION 5 TRUSTEES

- 5.1 Trustees of the Club shall be appointed from time to time as necessary.
- 5.2 The members at an Annual General Meeting or Extraordinary General Meeting shall appoint a Trustee and the appointee shall be required to accept such position.
- 5.3 A Trustee shall hold office for the extent of their life or until their resignation (in writing) or until a resolution removing the Trustee from office shall be passed by a simple majority at an Annual General Meeting or Extraordinary General Meeting of the Club.
- 5.4 On the death, resignation or removal from office of a Trustee the Management Committee shall, as soon as possible thereafter, take steps to identify a replacement Trustee whose appointment shall be made at an Annual General Meeting or Extraordinary General Meeting.
- 5.5 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.
- 5.6 The Trustees shall have the power to sell, lease, and mortgage or pledge any Club property for the purposes of raising or borrowing money for the benefit of the Club in compliance with the directions of the Management Committee.
- 5.7 The number of Trustees shall not exceed four or be less than two.

SECTION 6 MEETINGS

Annual General Meetings and Extraordinary General Meetings.

- 6.1 The Annual General Meeting of the Club shall transact the following business:
- Receive reports from the previous year's activities.
 - Receive and consider the examined accounts of the Club for the previous financial year (ending 30th September).
 - Receive and consider a report from the Treasurer on the previous year's finances and budget considerations for the following year (including but not limited to membership subscriptions for the following financial year).
 - Debate any motion properly brought by a fully paid up member of the Club.
 - Elect the Executive Officers of the Club.
 - Elect an Accounts Examiner.
 - Any other business for which the requisite notice has been given.
- 6.2 Notice of an Annual General Meeting or Extraordinary General Meeting shall be given in accordance with the constitution.

- 6.3 The Chairperson shall preside at all Annual General Meetings or Extraordinary General Meetings of the Club. In the absence of the Chairperson the Vice Chairperson or other person agreed by the members present shall preside.
- 6.4 No motion or item can be debated or voted upon at any Annual General Meeting of the Club unless it has been published on the Club Notice Boards not less than 14 days before the date the meeting.
- 6.5 Each full member present shall have one vote. Resolutions shall be passed by a simple majority of those persons voting. In the event of a equality of votes cast the Chairperson of the meeting shall have the casting vote.
- 6.6 Where considered appropriate or necessary by the Executive Committee a postal ballot may be held in lieu of an Extraordinary General Meeting. All fully paid up members entitled to vote at an Annual General Meeting will receive details of the Ballot and be entitled to participate.
- 6.7 Each voting member is permitted one vote only, irrespective of the number of sections that member may have joined.
- 6.8 There shall be no right of a member to vote by proxy, unless the Management Committee has previously indicated that proxy votes would be acceptable.
- 6.9 No member may represent any other member at any Annual General Meeting.
- 6.10 The quorum for any Annual General Meeting or Extraordinary General Meeting shall be twenty (20) members.

Other Meetings

- 6.11 The Executive and Management Committees shall meet not less than once per calendar quarter. Additional meetings shall be called as required in order to conduct the business of the Club.
- 6.12 No motion can be voted on at any Management Meeting unless properly presented after being published with the notice of agenda 7 days prior to the meeting or circulated to each member of the Management Committee at least 7 days prior to that meeting.
- 6.13 All Sections of the Club are required to hold an Annual Meeting and forward minutes or notes of those meetings to the General Secretary and ratified at the next Executive Meeting.
- 6.14 No motion can be voted on at any meeting of the Sections unless properly advertised to the members entitled to attend. Details of the motion shall be advertised with a Notice of Meeting and the Agenda at least 7 days prior to the date of the meeting.

SECTION 7 MEMBERSHIPS AND SUBSCRIPTIONS

- 7.1 The maximum number of members that can be admitted to any non sport playing sections e.g. social and bridge is 49% of the total adult club membership. Where age is relevant, the age is taken as at the 30th September each year.
- Adult members.

- Student (up to 25 years of age and in full time education at University or College).
- Young Adult (up to 18 years of age).
- Family Membership (2 adults and up to 2 children from the same household).
- Junior (up to 12 years of age)
- Occasional Member.

- 7.2 A member may withdraw from membership at the expiry date of his/her existing subscriptions.
- 7.3 Membership shall not be transferrable and no refund of fees shall be returned other than in extenuating circumstances as agreed by the Executive Committee.
- 7.4 Membership shall be terminated on the failure of the member to comply with conditions of membership as set out in the Constitution or the member behaves in a way that is considered to be below the standard accepted by the Club, subject to the disciplinary procedures and appeals as set out in the Constitution, item C12.2
- 7.5 The Management Committee shall have the power to suspend a member immediately and such member shall not be re-admitted to the Club until the disciplinary procedures have been completed.
- 7.6 Any member expelled from the Club forfeits all rights to claim upon the Club, its Officers, property and other assets. That person has no right of any return of any part of subscriptions paid.
- 7.7 All members joining after 1st October in any year will pay a first subscription from the day of joining to the following 30th September except that the subscription year for tennis is 1st April to 31st March and tennis will pay from the day of joining to the following 31st March.
- 7.8 A reduction in the full year's subscription for members joining after 1st October will be allowed in accordance with the following pro-rate reductions:

Section	Date	Reduction	Date	Reduction	Date	Reduction
Indoor Bowls			31 Jan	50 %		
Tennis			1 Oct	75 %		
Squash			31 Mar	50 %		
Bridge	30 April	50 %				
Petanque	31 July	30 %				
Outdoor Bowls	31 July	50 n%				
Social	No reduction					
Juniors	No reduction on fees for persons under 17 years of age					

- 7.9 Members who join more than one Section will be entitled to a reduction of 10% of the full year's aggregate fees (excluding rink fees, court fees or locker hire) provided that the total subscription is paid in a single subscription payment by 30th September. In such cases pro-rata reductions as detailed in 7.8 will not apply.
- 7.10 This discount does not apply to any instance where a playing fee has been included with the annual subscription fee or for locker hire.

SECTION 8 FINANCE

- 8.1 The Executive Committee shall meet as required but must meet prior to the Annual General Meeting of the Club to examine the accounts of the preceding financial year and to assist the determination of the following year's subscription rates to be proposed at the Annual General Meeting or a specially convened Extraordinary General Meeting convened for that purpose.
- 8.2 All monies payable to the Club shall be received by the Treasurer and deposited in a suitable bank account in the name of the Club, except for sundry cash expenditure and reimbursable expenses incurred on behalf of the Club. No sum shall be withdrawn from the bank account(s) except under authorisation of two of the signatories as appointed by the Executive Committee.
- 8.3 The income and property of the Club shall be applied only in furtherance of the object of the Club and no part shall be paid by way of bonus, dividend, or profit to any member other than employees who are members and in the course of their duties.
- 8.4 The Management Committee shall have the power to authorise the payment of reasonable remuneration and expenses to any officer, member or employee and to any other person for services rendered by the Club.
- 8.5 The financial transactions of the Club shall be recorded by the Treasurer in such manner as the Management Committee thinks fit as advised by the Club Accounts Examiner.

SECTION 9 SECTION MANAGEMENT AND ADMINISTRATION

- 9.1 All Sections shall elect at an Annual Meeting of that Section a Committee who shall manage all business of the Section.
- 9.2 Minutes and notes of such Annual Meetings shall be forwarded to the Club General Manager.
- 9.3 No nomination of absent members shall be put forward for election to office in any Section, unless the person making the nomination has previously ascertained the nominee's willingness to serve if elected.
- 9.4 All monies collected for and held by any Section shall be the property of the Club and shall be examined by the members of the Section and notified upon request and as soon after 30th September of each year to the Club Treasurer. The examined accounts will be submitted to the Club Treasurer within five days of completion of examination.

SECTION 10 BYE-LAWS : SQUASH SECTION.

- 10.1 The Squash Section is to be managed by a committee comprising: Squash Club Captain, Team Captains, Secretary and up to three other members of the Section. This committee is to be elected annually at the Section Annual Meeting. This Committee shall also act as the Team Selection Committee. Four members present shall form a Quorum.
The Secretary or a nominated representative from the Committee shall represent the Section on the Management Committee.
- 10.2 Junior members under the age of 12 years shall not be permitted entry to the courts unless supervised by an adult.
- 10.3 All games shall be played under the rules of the Squash Rackets Association except for rules governing club competitions.
- 10.4 Team matches have priority on all courts. These matches will be annotated on the online booking sheets.
- 10.5 All booking are made online and must include the name of the opponent whether a member or guest. No member may introduce a guest to play more than 2 times per calendar month or 6 times in a calendar year (as 4.1).
- 10.6 Before commencing play members must 'check in' to confirm their booking, using the laptop available on the club premises.
- 10.7 **Members** can only '**check in**' or '**book**' courts under their own identity.
- 10.8 Any member who infringes the Squash Section Byelaws will have his or her membership reviewed by the Club Management Committee.
- 10.9 Members wishing to be considered for playing in the squash league should contact the League Secretary.
- 10.10 Members wishing to be considered for Club tournaments should contact the Club Captain or Secretary.
- 10.11 Club members who are not members of the squash section can play on the courts only with a member of the squash section and must pay a guest playing fee plus light meter fees.
- 10.12 Club members who are not members of the squash section are not permitted to book a squash court.
- 10.13 Only members of the squash section are permitted to join any of the squash leagues and/or participate in Club Tournaments.
- 10.14 Only members of the squash section are permitted to invite guests to play on the squash courts and are responsible for collecting the guest and playing fees.
- 10.15 Membership swipe cards are required to gain entry to the Club. They should be carried at all times and be shown to any officer or committee member upon request. A charge will be levied for replacing lost cards.
- 10.16 Membership cards and light meter tokens are issued to the named member only and are not transferable to other members or guests. Any member lending a swipe card to anyone will have his or her membership reviewed by the Club Management Committee.
- 10.17 Suitable eye protection **MUST** be worn for doubles matches.
- 10.18 No black sole or outdoor footwear is to be worn on the courts.

- 10.19 Student members are those squash section members over the age of 18 years but less than 25 years of age (at the 1st October in the year of membership) who are occupied with full time studies at a recognised University, College or establishment of Further Education.
- 10.20 Standard of dress- Members are expected to observe a suitable standard of dress when using the Club bars and lounges. Playing members should change from their playing clothes before using the lounge areas of the Club.
- 10.21 Online bookings can only be made **2 weeks** in advance.
- 10.22. No member **or their opponent** shall book more than **two** court sessions on any **one** day.
- 10.23. No member **or their opponent** shall book **overlapping** court sessions when booking both courts on any **one** day.
- 10.24 Members bringing guests to the Club to play are responsible for the appropriate fee to be placed in the light meter. Failure to ensure that the guest playing fees are paid will result in the member's membership being reviewed at the next Management meeting or at a specially convened meeting of the Management Committee.
- 10.25. Where **two** or more GOLD members are playing with a guest member(s) or a SILVER member(s), the member who made the booking is responsible for the payment of the guest-playing fee and the SILVER member-playing fee. Using the envelope provided, the member is required to record their name, the name of the guest(s) and /or SILVER MEMBER and place the fee in the envelope and deposit it in the box. (Failure to comply with this byelaw will result in byelaw 4, of the Constitution, being applied).
- 10.26. Members unable to take up their booking are responsible for cancelling the court within 24hours.

SECTION 11 BYE-LAWS: OUTDOOR BOWLS SECTION

- 11.1 The Outdoor Bowls Section is to be managed by a committee consisting of Club captain, Ladies sub-section captain, Club Secretary, Ladies sub-section Secretary, and one other person chosen by the other four.
- 11.2 The Club Captain will be elected at the Section Annual Meeting.
- 11.3 One person from the committee shall represent the Outdoor Bowls Section on the Management Committee.
- 11.4 Teams for mixed matches will be selected by the men's and ladies captains.
- 11.5 The suitability and fitness of the bowling greens for play shall be the responsibility of the green keeper.
- 11.6 Members shall comply with the order of play rink board.
- 11.7 All members when playing on the greens shall observe the Dress Code requirements as follows:

Approved bowling shirts from bowls manufacturers, coloured trim approved. No requirement for polo shirts to be tucked in to waistband.

Grey trousers

Approved bowling shoes (grey, brown or white)

When representing the Club members shall wear the Club tie in addition to the above unless the dress code has been advised as a Club shirt.

All friendly matches shall be played in white shirts (with Club tie) unless otherwise advised.

For team matches all players must observe the same dress code.

All Club competition finals shall be played in whites.

- 11.8 Club competitions shall be played in accordance with the competition rules and the finals shall be played in whites.
- 11.9 The Outdoor Secretary and Captain, or their nominated representatives, will be the delegates to the Suffolk Bowling Association and attend the County Meetings.

SECTION 11A BYE-LAWS: OUTDOOR BOWLS SUB SECTION (LADIES)

- 11A.1 The Outdoor Bowls Sub-Section (Ladies) is to be managed by an elected committee consisting of Captain, Vice-Captain, Immediate Past Captain, Secretary, Treasurer, Competition Secretary, Match Secretary, Woodland League manager and up to three additional members as required. This committee shall be elected each year at the Annual Meeting of the Section. Five members of this Committee are required to form a quorum for meetings.
- 11A.2 The Ladies Committee shall elect a Selection Committee of three members each year which shall select teams for County and National matches. The Captain and Vice-Captain will select teams for friendly matches arranged by the Ladies Section. Teams for mixed friendly matched will be selected as stated in 11.4.
- 11A.3 All members playing on the greens shall observe the Dress Code requirements:

White blouse or approved bowling shirts from bowls manufacturers, coloured trim approved. No requirement for polo shirts to be tucked in to waistband.

Grey trousers

Approved bowling shoes (grey, brown or white)

All friendly matches shall be played in white shirts unless otherwise advised.

For team matches all players must observe the same dress code.

All Club competition finals shall be played in whites.

- 11A.4 The Secretary and the Captain shall represent the Section on the Outdoor Bowls Committee.
- 11A.5 The Secretary and Captain, or their nominated representatives, to be the delegates to the Suffolk Women's Bowling Association and attend County Meetings.

SECTION 12 BYE-LAWS: INDOOR BOWLS SECTION

- 12.1 The Indoor Bowls section is to be managed by an elected Committee of 5 to include the Ladies sub-section Captain, Club Captain, Ladies sub-section Secretary, Club Secretary, and one other person chosen by the other four. Four members of this Committee are required to form a quorum for meetings.
- 12.2 One person from the Indoor Bowls Section Committee to represent the Section at Club Management Meetings.
- 12.3 The Selection Committee for the Mixed County matches and the Egham Trophy shall consist of the Ladies Captain, Men's Captain and one other person chosen by the Captains. If a second team is entered in the Mixed County League the Selection Committee will nominate a team captain from the players selected for that team.
- 12.4 All members playing on the rinks shall observe the dress code (full details in the sub-section bye-laws).

Approved bowling shirts from bowls manufacturers, coloured trim approved. No requirement for polo shirts to be tucked in to waistband.

Grey trousers

Approved bowling shoes (grey, brown or white)

When representing the Club members shall wear the Club tie in addition to the above unless the dress code has been advised as a Club shirt.

All friendly matches shall be played in white shirts (with Club tie) unless otherwise advised.

For team matches all players must observe the same dress code.

All Club competition finals shall be played in whites.

- 12.5 Club competitions shall be played strictly in accordance with Club Rules. No exceptions will be permitted.
- 12.6 All League play will be subject to the relevant Rules as displayed on the Notice Board.

SECTION 12A BYE-LAWS: INDOOR BOWLS SUB SECTION (LADIES)

- 12.A.1 The Indoor Bowls sub section (ladies) is to be managed by an elected Committee consisting of Captain, Vice-Captain, immediate past Captain, Secretary, Treasurer, Competition Secretary, Match Secretary, County Delegate and three additional members as required. The

Committee shall be elected each year at the Indoor Bowls Section's Annual Meeting. Five members of this Committee are required to form a quorum for meetings.

12.A.2 The selection committee for all County and National matches shall comprise of the Ladies sub-section Captain, Secretary and County Delegate. The captain and vice-captain will select teams for ladies friendly matches.

12.A.3 All members playing on the rinks shall observe the dress code requirements:

Predominantly white blouse or polo shirt. Approved bowling shirts from bowls manufacturers, coloured trim approved. Polo shirts need not be tucked in to waistband.

Grey skirt or trousers

Approved bowling shoes (grey, brown or white)

All friendly matches shall be played in whites unless the dress code has been advised differently.

For team matches all players must observe the same dress code.

All Club competition finals shall be played in whites.

12.A.4 The Secretary and Captain, or their nominated representative, to be the delegates to the Suffolk County Woman's Indoor Bowling Association and attend County Meetings.

SECTION 13 BYE-LAWS: TENNIS SECTION

Defined terms

13.1 In the bye-laws, unless the context requires otherwise:

"Disciplinary Code" means the disciplinary code of the LTA and Risbygate Sports Club in force from time to time;

LTA means LTA CLG and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time;

member means a member of the Risbygate Sports Club

"Rules" means the rules of the LTA and the rules of Risbygate Sports Club as set out in these byelaws, and as in force from time to time.

13.1.2 The Tennis Section of the Risbygate Sports Club is to be managed by an elected committee consisting of: Secretary, Captains (Men's and Ladies) for the Cambs League and Norfolk and Suffolk League, Match Secretary and Press Officer. The Secretary or a nominated representative from the Committee shall represent the Section on the Management Committee.

13.2 Subscriptions:

- 13.2.1 **New members:** New members must pay an initial annual subscription dated from the date of joining to the commencement of the next subscription year, which commences 1st April, annually.
- 13.2.2 *[removed]*
- 13.3 **Shoe Tags/Membership Cards:** When subscriptions have been paid, members will be provided with a shoe tag or alternative indicator, which must be worn at all times when using the Club tennis courts. Adult members (Over 18 years of age at 1st April in the subscription year) will also be provided with a membership swipe card, which will permit access to the main Club building.
- 13.4 **Tennis Pavilion:** Adult members may purchase a door key for access to the tennis pavilion.
- 13.5 **Visitors:** Visitors are welcome but may only play at the invitation of an adult member who must accompany them. A visitor's fee is payable for each session played and must be paid before play commences. The visitor's fee will be as indicated on the tennis pavilion notice boards. Visitors are allowed to play a maximum of six times in any 12 month period (as 4.1).
- 13.6 **Coaching:** Coaching is available from qualified coaches approved by the Tennis Section Committee. Coaching fees are payable direct to the coaches. Non-members may attend the Club for coaching purposes and will pay the visitors fee in addition to the coaching fee.
- 13.7 **Competitions:** The Tennis Section takes part in a number of competitive events in Suffolk and neighbouring counties. The Tennis Captains select the teams. Members wishing to be considered for selection should indicate their willingness to play to the captains and, where possible, attend practice sessions which are held in April and May.
- 13.8 **Junior Sessions:** The courts are reserved for junior sessions on Saturdays between 09.00 and 13.00 hours and from 15.30 to 18.30 in school term time. In school holidays extended hours are available as advertised on the junior section notice board. Notwithstanding coaching takes precedence during these times.
- 13.9 **Court Availability:** The Courts are available to members for general play between 09.00 hours and 22.00 hours daily except when reserved for Club play, junior sessions or inter-club matches.
- Courts may be booked for general play by signing the booking sheets kept in the tennis pavilion. Floodlights are available on two courts for evening play. Tokens to activate the lights are available for purchase from the bar in the main Clubhouse building.
- Singles games or long doubles sets must not be played if all courts are in use and other members are waiting to play.
- 13.10 **Club Play:** The Courts are reserved for Club play as follows:
- Saturday 13.30 hours to 16.30 hours
- Monday 09.00 hours to 12.00 hours

Tuesday 18.30 hours to 22.00 hours

Thursday 18.30 hours to 22.00 hours.

Courts cannot be pre-booked during these times but are available for general play if no Club play is taking place.

Balls will be provided for Club play and a 'peg board' system is used to ensure that players mix during these sessions.

Inter-club matches at either senior or junior level will have precedence over Club play.

- 13.11 **Dress:** Recognised tennis clothing **must** be worn. Hard-soled ribbed footwear or trainers are **strictly forbidden** on the Courts as they can cause damage to the court surface. Black soled footwear is also **forbidden** and it marks the court.

Before entering the main Clubhouse and/or bar area members are expected to ensure that, where appropriate, they change or cover their tennis wear so as not to cause offence to other members.

- 13.12 **Conditions of membership of Risbygate Sports Club - Tennis Section shall be controlled by the CASC status. Furthermore: -**

13.12.1 Each member agrees as a condition of membership:

(a) to be bound by and subject to these byelaws (as in force from time to time);

(b) to be bound by and subject to the Rules and the Disciplinary Code of the LTA.

13.12.2 Rule 13.12.1 confers a benefit on the LTA and, subject to the remaining provisions of these rules, is intended to be enforceable by the LTA by virtue of the Contracts (Rights of Third Parties) Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from 13.12.1 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.

13.12.3 The Tennis Committee, following approval by the Management Committee, may terminate the membership of any person, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of membership set out in this rule.

13.13 **The Tennis Committee**

The Club agrees that each member of the Tennis 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 the Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and Risbygate Club can enforce any breach at its option and in its sole discretion.

13.14 Coaches and players

Risbygate Club agrees that all unlicensed and unregistered coaches and, so far as reasonably practicable, players and other persons using the facilities of the Club will be required, as a condition of such use, to agree to be bound by and subject to these rules, as a condition of such use, to agree to be bound by and subject to these rules, the Rules and the 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 of its option and in its sole discretion.

SECTION 14 BYE-LAWS: BRIDGE SECTION

14.1 The section shall be named Risbygate Sports Club - Bridge Section.

14.2 Committee

14.2.1 The Section is to be managed by a committee consisting of a Chairman, Secretary and Treasurer and up to seven other members. The Secretary or a nominated representative from the committee shall represent the Section on the Club Management Committee. A quorum at committee meetings shall be not less than five, two of whom must be officers (Chairman, Secretary, Treasurer). Nominations for officers and committee members must have a proposer and seconder and reach the Secretary one week prior to the Section Annual Meeting. Any position not nominated may be filled by the majority of members attending the Section Annual Meeting.

14.3 Playing guests.

14.3.1 No person shall be admitted as a playing guest more than twice in a calendar month or more than six times in any calendar year. All guests are required to sign the visitors book.

14.4 English Bridge Union

14.4.1 The Risbygate Sports Club – Bridge Section is affiliated to the English Bridge Union (EBU) and to the Suffolk Contract Bridge Association (SCBA). All members are automatically full members of the EBU. Master Points will be awarded on Duplicate Bridge Sessions.

14.5 Club Sessions

14.5.1 The Club has three sessions per week:

Monday Evenings:

Duplicate Bridge played in accordance with EBU Laws and Rules

Tuesday Evenings:

Duplicate Bridge played in accordance with EBU Laws and Rules. This session is for less experienced players.

Wednesday Evenings:

A Learn and Play Club with instruction from a qualified EBU Teacher. On completion of the course students are encouraged to move on to the Tuesday session.

- 14.6 **Subscription and Fees:** An annual subscription is payable by each member at 1st October each year. A table fee is payable for each playing session, part of which is payable to the Risbygate Sports Club and for Duplicate Bridge sessions part payable to the EBU and SCBA.
- 14.7 **Annual Meeting:** An Annual Meeting of the Bridge Section shall be held in May or June each year for the election of Officers to the Committee, the presentation of the accounts for approval, to receive Officers reports and to discuss motions and or any other business. A quorum of not less than 20 members is required at the Section Annual Meeting. Any motion
- 14.8 **Guests:** Guests are permitted to attend on six occasions in any twelve month period upon payment of a guest fee. All guests are required to sign the guest book.

SECTION 15 BYE-LAWS: PETANQUE SECTION

- 15.1 The section shall be named Risbygate Sports Club - Petanque Section.
- 15.2 **Committee**
- 15.2.1 The Section is to be managed by a committee consisting of a Secretary, Captain and up to three other members. The Secretary or a nominated representative from the committee shall represent the Section on the Club Management Committee.
- 15.3 **Membership Occasions:**
- The Club meets on Wednesday evenings and participates in the Newmarket and District Petanque League with matches normally played on a Monday evening.
- A fully paid up member is entitled to use the Club premises as a social member at any time.
- 15.4 **Subscription and Fees:** An annual subscription is payable by each member at 1st October each year.
- 15.5 **Annual Meeting:** An Annual Meeting of the Petanque Section shall be held each year for the election of officers to the Committee, the presentation of the accounts for approval and any other matters arising.
- 15.6 **Guests:** Guests are permitted to attend on six occasions in any twelve month period upon payment of a guest fee. All guests are required to sign the guest book.

SECTION 16 BYE-LAWS: SOCIAL SECTION

- 16.1 Members of any section of the Club shall be considered Social Members for the tenure of that membership.

- 16.2 Social membership for non-playing members is for a period of twelve months commencing 1st October each year.
- 16.3 Social members are permitted to participate in sports and games at the Club but only as a guest of fully paid up playing section member and on no more than two occasions per month subject to a maximum of six occasions in any period of twelve months (as 4.1).
- 16.4 On such occasions the standard guest fee is waived for a social member but any playing fee shall be paid in full prior to the game commencing.
- 16.5 A social committee may be formed from the membership of the social section.
- 16.6 Any social committee so formed shall comply with the rules of the Club relating to section management and meetings. This committee shall be required to submit a statement of finances and notes of any Annual Meetings held to the Club General Secretary.
- 16.7 The Secretary or a nominated representative from a social committee may represent the section on the Management Committee.

RISBYGATE SPORTS CLUB

A REGISTERED COMMUNITY AMATEUR SPORTS CLUB (C.A.S.C.)

CONSTITUTION

C1 The name of the Club

C1.1 The name of the Club shall be the Risbygate Sports Club.

C2 The objects of the Club

C2.1 The association of members in a sports club for the purposes of sports, recreational and social activities.

C2.2 The Club is a non-profit making organisation. All monies, property and gain arising from the operation of the Club shall be used for the benefits of the Club as a whole to maintain and improve the Club facilities.

C2.3 To provide facilities for members of the Club to enjoy sport and other social activities such as Bridge, Arts and Crafts or any other lawful activity requested by the members. Members involved in such activities may form themselves into a Section and elect Officers and a Committee to manage their affairs.

C2.4 The maintenance of sporting and recreational activities, Club buildings and grounds.

C3 Officers of the Club

C3.1 The Executive Officers of the Club shall consist of a President, Chairman, Vice-Chairman, Club General Manager, Assistant Secretary, Treasurer or Assistant Treasurer and Membership Secretary. All Executive Officers shall be elected annually at the Annual General Meeting.

C4 Management of the Club

C4.1 The management of the Club shall be vested in a Management Committee consisting of the elected Executive Officers (as C3.1) and Secretaries (or their nominated representatives) of all sections.

C4.2 The Management Committee shall meet not less than on a quarterly basis. Five members of the Committee shall represent a quorum. The time and date of the meetings to be advised by notice to all members together with an agenda at least 7 days prior to the meeting.

C4.3 Matters requiring urgent attention may be resolved by any two Executive Officers and ratified at the next Management Meeting (subject to 3.12).

C4.4 Freehold and leasehold property of the Club shall be vested in the names of the Trustees appointed at an Annual General Meeting or Extraordinary General Meeting of the members. All other assets of the Club shall be under the control of the Management Committee. The

Club General Manager shall arrange, obtain, and supervise all licences to be held by the Club.

C5 Memberships

- C5.1 The Club may have different classes of membership and subscription on a non-discriminatory and fair basis.
- C5.2 Membership of playing sections is open to any member of society regardless of sex, age, disability, ethnicity, religion or other beliefs, sexual orientation or nationality subject to existing membership numbers being below capacity.
- C5.3 The subscription year for all sections is 1st October to 30th September in the following year except that the subscription year for tennis is 1st April to 31st March”.
- C5.4 Any member who has not paid their subscription by the due date will be deemed to have ceased to be a member of the Club.
- C5.5 Upon payment of the appropriate fee, full members of any Club section have the automatic right of entry to other sections where vacancies allow and without prejudice to any whose name is on a waiting list.
- C5.6 In the event of a non-playing member wishing to become a playing member, he or she can do so upon payment of the appropriate section fee, subject to there being a vacancy for members within that section and without prejudice to any whose name is on the waiting list.

C6 Finance

- C6.1 The Club’s financial year commences on 1st October. The annual subscriptions will be as proposed by the Management Committee and agreed by the members present at the Annual General Meeting. Notwithstanding, the Management Committee is authorised to increase subscriptions within the annual cost of living index without having to refer to the Annual General Meeting. The cost of living index to be defined as that given by the State in May of each year.
- C6.2 The Club examined accounts shall be made available to all members upon request to the general office not less than 14 days prior to the Annual General Meeting. A copy shall also be placed on the Club notice board not less than 14 days prior to the meeting.
- C6.3 A copy of the examined accounts shall be made available to each member at the Annual General Meeting of the Club.

C7 Standard Playing Fees

- C7.1 The appropriate fee as fixed by the Management Committee from time to time, shall be paid before the game commences. Notice of such fees shall be on display at the Club premises.

C8 Annual General Meetings

- C8.1 The Club's financial year finishes on 30th September. The Annual General Meeting of the members shall be held as soon after that date as possible. Twenty (20) members present shall form a quorum.
- C8.2 The Club shall hold an Annual General Meeting in each calendar year and not more than 15 months after the previous Annual General Meeting.
- C8.3 Notice of the Annual General Meeting, or of an Extraordinary General Meeting, must be displayed on the Club premises and advertised on the Club Website not less than 21 days before the date of such meeting.
- C8.4 The meeting agenda and notice of any proposed business to be introduced by the Management Committee must be displayed on the Club premises not less than 14 days prior to the date of the meeting.
- C8.5 Members may forward proposals for consideration at the Annual General Meeting. Such proposals should be in writing, properly seconded and submitted to reach the General Secretary in time for publication with the agenda as at C8.4 above.
- C8.6 The member proposing any such motion, or a properly nominated representative, must be present at the meeting to speak on behalf of the motion.
- C8.7 Each section shall hold an Annual Meeting of the section's members. Officers and Committee for the section shall be elected from the members present at the meeting and the section secretary, or other nominated person, shall serve on the Management Committee. A maximum of 3 members from each section may be nominated to serve on the Social Committee. The Social Committee shall nominate a representative to serve on the Management Committee.
- C8.8 Each section will forward to the Club General Manager a copy of the minutes from their Annual Meeting and a copy of certified accounts in respect of finances held by the section on behalf of the Club.
- C8.9 The Management Committee may, at any time and for any purpose, call an Extraordinary General Meeting of the members and they shall do so forthwith upon the request, in writing, of any ten (10) members, stating the proposals for which such a meeting is required.

C9 Elections

- C9.1 The Executive Officers of the Club shall be elected by members present at the Annual General Meeting. Officers duly elected by their respective section annual meetings shall be ratified at the Annual General Meeting.
- C9.2 The members at the Annual General Meeting shall elect an Accounts Examiner for the Club Accounts. The Accounts Examiner shall be a qualified accountant but not a member of the Executive Committee. No audit (in the legal sense of the term) shall be conducted unless at least 20 (twenty) members request this at which time the appointed Accounts Examiner will use best endeavours to ensure that the accounts agree to the books and records of the Club.

- C9.3 No nomination of absent members shall be put forward at the Annual General Meeting unless the person nominating has previously ascertained the nominee's willingness to serve, if elected.
- C9.4 All members, playing and non-playing, have equal voting rights with the exception of those members under the age of 18 years (at the previous 1st October), who have no voting rights.

C10 Playing Guests

- C10.1 Members may introduce a guest for whose conduct the member introducing shall be responsible. The member introducing the guest shall, on every occasion, enter the guest's name and place of residence in a book provided by the Club for that purpose.
- C10.2 Members may introduce playing guests to the Club for playing on the bowling greens or rinks, tennis courts, squash courts, Petanque courts or bridge tables subject to such Standing Orders as shall be made from time to time by the Management Committee.
- C10.3 Each playing guest shall pay a guest fee. The charge in force at the time for each session shall be displayed on the Club notice boards. This fee shall be collected or paid by the member introducing the guest.
- C10.4 The playing guest fee is additional to any other playing fee.
- C10.5 Club members being members of another section shall not be required to pay a guest fee but will pay the normal playing fee. This will only be allowed twice in a calendar month and six times in a calendar year (as 4.1).
- C10.6 No person shall be admitted to the Club as a guest more than twice in a calendar month and not more than six times in any calendar year.
- C10.7 The bar staff or any member of the Management Committee may refuse access to any person suspected of being a non bona fide guest.
- C10.8 The facilities of the Club shall be extended to bona fide members of other clubs, organisations or individuals taking part in a competition or function organised by a section of the Club. Such persons visiting the Club under this rule shall not be required to pay the guest fee but may be required to pay the relevant playing fee.

C11 Purchase and Supply of Alcohol

- C11.1 The bar steward, bar staff or Club General Manager shall be responsible for the opening and closing of the Club bar. The bar steward, bar staff or in their absence a member of the Management Committee who is present on the premises shall be responsible for securing the Club premises and activating all security procedures.
- C11.2 No alcohol shall be supplied, or intended to be supplied, to members or guests otherwise than by or on behalf of the Club.

- C11.3 The purchase of alcohol for the Club, and the supply of alcohol by the Club, shall be managed by the Management Committee through the office of the Club General Manager who is responsible for the supervision of the Bar Steward and all activities undertaken by the Bar Steward on behalf of the Club.
- C11.4 No person shall receive, at the expense of the Club, any commission, percentage or similar payment on, or with reference to, the purchase of alcohol by the Club.
- C11.5 No person shall directly or indirectly derive any pecuniary benefit from the supply of alcohol by or on behalf of the Club to members or guests, apart from any benefit accruing to the Club as a whole.

C12 Conduct

- C12.1 Gambling or hazard with dice or other unlawful games are strictly prohibited. The Management Committee shall have the power to prohibit any games which, in their opinion, are unlawful games or the playing of which would be injurious to the interests of the Club.
- C12.2 The Management Committee shall have the power to refuse new membership to any person, or expel or suspend membership of any existing member of the Club who, in their opinion, or after consideration of a complaint from another member of the Club, makes himself or herself objectionable or acts in any way contrary to the rules. Any member so expelled or having membership suspended shall forfeit his or her subscription and all rights and claims on the Club or its Officers and shall not be eligible to be introduced as a guest or visitor. Such member so accused will have the right to appear before the Management Committee to answer any such allegations on a date and time set by the Management Committee. At the conclusion of that Management Committee meeting the member shall be advised of the decision and in the event of expulsion or suspension being upheld, that fact must be posted on the Club Notice Board within forty-eight (48) hours. Any appeal against an adverse decision may be made in accordance with clause C5.5.
- C12.3 This Constitution shall be supported by means of Club Standing Orders and Byelaws, which shall regulate section activities and members' behaviour whilst on the premises.
- C12.4 A Standing Order and Byelaw of the Club shall be binding on all the members until repealed by the said committee or set aside by a resolution of an Annual General Meeting or Extraordinary General Meeting of the Club.
- C12.5 The Management Committee may repeal and/or amend any Standing Order or Byelaw as they shall think expedient for the internal management and well-being of the Club.

C13 Club Operating Procedures and Hours

- C13.1 The Club shall be open for the playing of sports and other social activities between the hours of 08.30 hrs and 23.00 hrs daily except that on special occasions, sanctioned by the Executive Committee of the Club, the closing hour may be extended.

- C13.2 The Club bar shall be open for the supply of alcohol and other refreshments in accordance with the licensing hours displayed on the Club notice boards. On special occasions, as sanctioned by the Executive Committee of the Club, licensing hours may be extended.
- C13.3 Club members and members of other bona fide organisations, may hire Club rooms for private functions at the published room hire fees as displayed on the Club notice board.
- C13.4 The Club may arrange a public event, or permit the hire of rooms for a public event, under the scrutiny of a Temporary Event Notice (TEN) on a maximum of twelve occasions per year. A TEN permits the sale and supply of alcohol to non-members.
- C13.5 The Club General Manager shall be responsible for ensuring the details of a TEN are notified to the Police and the relevant licensing authority not less than 10 working days before the day on which the event is to take place.

C14 Winding Up

- C14.1 The members may vote to wind up the Club if not less than 75% of the total voting membership (votes by proxy will be permitted) support that proposal at a properly convened Annual General Meeting or Extraordinary General Meeting convened for that purpose.
- C14.2 The Management Committee will then be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club the Management Committee shall dispose of the net assets remaining in accordance with C14.3 below.
- C14.3 In the event of the dissolution of the Club, any assets remaining, after the satisfaction of all debts and liabilities, shall not be paid or distributed among the members of the Club but shall, under the requirements of the C.A.S.C., be given or transferred to one or more of the following approved sporting or charitable bodies:
1. Registered charitable organisation(s)
 2. Another Club which is a registered case
 3. The Sports National Governing Bodies for use by them for related community sports.

The choice of the transfer shall be on the recommendation of the Trustees and Executive Committee.

C15 Amendments to Constitution

- C15.1 This Constitution may be amended only at an Annual General Meeting or an Extraordinary General Meeting of the members called for that purpose. Such meeting shall also be advertised in accordance with Rule C8.3 above.
- C15.2 Notice of any amendments shall be displayed on the notice boards at the Club premises, together with the date and time of the meeting, in accordance with C8.4 above.

Adopted at the Extraordinary General Meeting (convened specifically for that purpose) held on 3rd October, 2013.

On 14th November, 2013 the Management Committee approved the additional clauses 10.21 to 10.26 to the squash section byelaws.

On 15th April 2015, the AGM approved General Manager replacing General Secretary and changes to the tennis subscription year.