

Solihull Arden Club

THE RULE BOOK

Version 11.1

Foreword

The Solihull Arden Club is the premier racquets club in the Solihull area, with a history stretching back to 1872. It is first and foremost a members' sports and social club. It aims to be friendly, informal and welcoming to all of its members.

The provisions of this Rule Book have evolved through the club's history and are intended to support its friendly and informal ethos. They are divided into three sections:

- Club Rules – mainly concerned with the constitution and management of the Club.
- Club Bye-laws – dealing with the operation of the club and conditions of membership.
- Section Rules – covering matters specific to the tennis, squash/racketball, and gym sections of the Club.

Subsidiary rules to do with the day-to-day operation of the club and the policies of the individual sections, as well as any changes to the rules, will be displayed from time to time on the relevant club noticeboards.

As a members' club, Solihull Arden exists solely to provide enjoyment for its members. To ensure the well being and smooth operation of the club it depends on members knowing about the Club rules and demonstrating a willingness to abide by them, for the benefit of all. Please read the Rule Book in that spirit as a guide.

The Rule Book is made available to every new member and to any existing member on request. This version supersedes all previous issues and associated amendments. If you have any question about it, please contact any member of the management committee.

David Cropper
(Chairman)

CLUB RULES

1. Title

The Club will be known as "Solihull Arden Club". Throughout this booklet it is referred to as "the Club".Page 2 of 12

2. Purpose

- i) The purpose of the Club is to promote the practice and play of tennis, squash and racketball; to maintain a gym for general fitness training; to offer any other suitable sporting or recreational activities; and to provide a clubhouse for the social activities of Club members.
- ii) For this purpose, the Club shall have power:
 - a) to apply for and hold any necessary licences and to provide catering and other services for Club members.
 - b) to promote tournaments, competitions and entertainments.
- iii) The income and property of the Club shall be applied solely for the stated purpose, as determined by the management committee.
- iv) No assets, funds or profits of the Club shall be distributed among the members.

3. Management

i) Committee

The Club shall be managed by four officers consisting of a chairman, vice chairman, secretary and treasurer, together with up to six other members who will occupy positions determined by the management committee. These ten members, all of whom are entitled to vote, shall be known as the Management Committee and shall be elected annually by members of the Club at an annual general meeting. The chairman of the Club will have overall responsibility for the efficient running of the Club and in addition to his vote as a member, he will have a casting vote at general and committee meetings. If an elected member is unable to attend a meeting of the management committee he may, if chairman of a sub-committee, nominate a sub-committee member to attend on his behalf. That person would be entitled to participate fully in the business of the meeting including the power to vote.

ii) Provisional election

The management committee may appoint a member to fill a vacancy on the committee. Such appointment shall apply until the next annual general meeting of the club. The appointed member shall be entitled to vote at any management meeting.

iii) Co-option

The management committee may co-opt other members as they see fit but they shall not be entitled to vote at any management meeting.

iv) General Powers

The management committee shall have power to employ the assets and funds of the Club for the stated purpose of the Club. It may lease, release, sell, exchange, insure, improve, develop, hire or otherwise acquire real and personal property of rights; invest or borrow monies; grant mortgages and charges on the assets of the Club; lend, advance money or give credit; receive money on deposit; secure the repayment of any money borrowed, raised or owed by mortgage charge or lien upon any or all of the assets of the Club (both present and future); and construct, maintain, or alter any buildings, including courts and other facilities.

v) Financial Authorities

The management committee may authorise the treasurer or other designated individuals to sign cheques drawn on the club's bank accounts; otherwise such cheques shall require the signature of two of the Club's officers.

vi) Powers of Employment

The officers of the club shall have the power to employ, to dismiss and to set the terms of employment for Club staff. These powers may be delegated to a sub-committee.

vii) Trustees

The management committee may appoint trustees of any or all of the property of the Club and vest such property in those trustees.

viii) Rules and Bye Laws

The committee in session will have the power to make rules and bye laws for the Club. Any such rules and bye laws or amendments shall be posted on the Club noticeboard for 30 days and will be reported to the next annual general meeting. This provision excludes Rules 1, 2, and 11 (Title, Purpose, and Dissolution), changes to which shall require the approval of a general meeting.

4. Indemnity of Management Committee Members

Every officer and member of the management committee shall be entitled to be indemnified out of the assets of the Club against any liability which he may incur or become liable to by any reason of any contract entered into or act or deed done by him as such in any manner or way in discharge of his duties as an officer or member of the management committee provided he acted honestly and reasonably having regard to the circumstances.

5. President

Any nomination for the office of president must be received by the secretary in writing not later than 1st February each year. It shall be approved by the management committee for election by members at the annual general meeting. The president may not hold any other office and may not serve for more than three consecutive years.

6. Membership

- i) Members of the Club are grouped as follows:

Category	Age on 1st Sept
PLAYING: Senior	21 or over
Intermediate	18 but under 21
Junior	Under 18
NON-PLAYING: Social	18 or over

Note: Social members shall, on payment of the appropriate fee, have the same right of access to the tennis, squash/racketball and gym facilities as visitors.

There are also Life Members who may be nominated only by the management committee and approved at a general meeting. Life members will not be liable for a subscription.

A Junior member who achieves top 50 ranking in any age group from under-12 to under-18 in the LTA or England Squash National Junior Rankings shall be awarded "privileged Junior" membership status.

A member may switch from one subscription section to another at any time, with the exception that downgrading from a playing to a non-playing section is only permitted at the start of each season.

The constituent sections of the Club shall be determined by the Management Committee on a non-discriminatory basis.

Members may upgrade to a higher subscription section at any time but may only downgrade at the start of each season.

- ii) Membership shall be open to any applicant on a non-discriminatory basis but the number of members may be limited according to the capacity of the available facilities.
- iii) The Management Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

7. Entrance Fees and Subscriptions

All members, except life members, shall pay an annual subscription set by the management committee. The rate of entrance fees and subscriptions for the ensuing year shall be included in the notice of the annual general meeting. All renewal subscriptions shall be due on 30th April each year. Those who pay in full by this date will receive a discount. At the discretion of the management committee, subscriptions may be paid in instalments after 1st May.

The secretary shall post in the clubhouse on 1st June, or soon after, the names of all members whose subscriptions have not been renewed. From this date, these members shall not be entitled to use the clubhouse or take part in any club activities. The management committee will terminate the membership of any person whose subscription is unpaid on 1st June.

New members' entrance fees shall be due upon acceptance of their application. The management committee may, at its discretion, remit a proportion of any subscription in the case of members joining after 1st May.

Senior and intermediate members in full time education may be eligible for a reduced subscription rate. Applications must be submitted on the relevant club form for each subscription year and are subject to qualifying conditions set by the management committee.

If a subscription instalment is not paid on the due date, the member shall be suspended until it is paid. If all subscription arrears are not paid within a period of three months commencing on the first day of the month after of the original default, the management committee will terminate that membership.

Members wishing to resign must give written notice to the secretary. The notice period shall commence on the first day of the month after the notice is received by the club and end three months later or on 30th April, whichever occurs first. At the discretion of the management committee, any balance of the subscription due after the expiry of the notice period may be refunded. No refunds will be paid for any other reason.

A member who has resigned or been terminated may be re-admitted to the Club without payment of an entrance fee subject to any subscription arrears being paid in full. Re-admission is not permitted within twelve months of the date of the expiry of the resignation notice period or the date of termination unless authorised by the management committee.

8. Meetings

i) General

The secretary shall give every member at least 14 days written notice of any general meeting, stating the business to be transacted at the meeting. No business other than that stated in the notice shall be brought before the meeting. A general meeting shall have the power to change the rules and bye laws of the Club, to elect or remove members of the management committee, or to overturn decisions of that committee.

The annual general meeting (AGM) shall be held before 1st April each year, when the secretary shall make a report and the treasurer shall present audited accounts for the preceding financial year ended 31st December. This will be followed by the election of officers of the Club and members of the management committee. The retiring officers and the six other members will be eligible for re-election. Other nominations must be received by the Secretary in writing not less than 31 days before the date of the meeting and such nominations shall be posted in the clubhouse at least 21 days prior to the meeting. Nominated persons must confirm to the Secretary their willingness to stand for election. In the event of a nomination being required, the Chairman of the meeting will accept nominations from the floor.

An Extraordinary General Meeting (EGM) shall be held should the management committee consider it necessary or on receipt of a written request delivered to the secretary and signed by not less than 50 senior or intermediate members of the Club. The secretary will call an EGM within 21 days of receipt of the request, to be held

within 35 days of the receipt of the request. A quorum at an EGM shall be 50 senior and/or intermediate members.

Only senior or intermediate members present at a general meeting shall be eligible to vote. No proxy vote will be accepted. Social members are allowed to vote in the election of the social, bar and house chairman. They may also vote on any matters pertaining to the social activities in the Club. The Chairman shall determine their eligibility to vote and his decision will be final. Any social member serving on a recognised Club subcommittee shall be permitted full Club voting rights during his or her period of office.

Each resolution shall be determined by a majority vote of those present and voting.

ii) **Management**

The Chairman shall decide when the management committee will meet but the interval between any two consecutive meetings shall not exceed eight weeks.

The Secretary shall give each member seven days notice of a meeting of the management committee, stating the business to be transacted. Any five members of the management committee shall form a quorum. Each resolution shall be determined by a majority of votes. No proxy vote will be accepted.

At the request of not less than three members of the management committee, the secretary shall call a special meeting within 10 days of receipt of the request, to be held within 17 days of the receipt of the request. No business other than that specified shall be brought before the meeting.

At the discretion of the Chairman or his designated deputy, a resolution requiring decision between meetings may be approved in writing, by email or letter. If a majority of members is in agreement and none against, the resolution shall be approved. If any member objects, the matter shall await the next committee meeting.

9. Audit

At the AGM, the Club shall appoint an auditor, who holds a recognised qualification under the provisions of the Companies Act 1985, to audit its accounts and balance sheet for that year. The auditor shall not be a member or an employee of the Club, nor related in any way to an officer of the Club.

10. Expulsion

The management committee may, by a resolution passed by a three quarters majority of those present and voting, expel any member in accordance with Rule 6 (iii). An expelled member may not subsequently be introduced as a visitor. The committee may exclude a member temporarily by a simple majority vote.

11. Dissolution

A resolution to dissolve the Club shall only be proposed at an EGM. It shall only be passed by a majority of three-quarters of the members present and entitled to vote. If the Club is dissolved, the management committee shall be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the committee shall dispose of the net assets to one or more of the following:

- i) to another club with similar sports purposes which is a charity and/or

- ii) to another club with similar sports purposes which is a registered CASC and/or
- iii) to the national governing body of one or more of the Club's sports for use by them for community related sports.

No sum shall be paid to members or past members of the Club.

CLUB BYE LAWS

1. **Members and the rules:** it is the responsibility of each member to know the rules and bye laws of the Club, and the rules of the tennis, squash/racketball, and gym sections, and to abide by them.
2. **Sub-committees:** the management committee shall appoint subcommittees, as they deem necessary, under the chairmanship of elected members of the management committee. The sub-committees shall be directly responsible to the management committee.
3. **Clubhouse:**
 - i) **Opening hours:** the clubhouse opening hours shall be decided by the management committee and posted in the entrance hall. The management committee shall also determine the arrangements for opening and closing the clubhouse and controlling access to it.
 - ii) **Bar access:** no person under 18 years of age will be allowed in the Arden Members' Lounge Bar during licensing hours except members under this age who are representing the Club in official matches; or junior members of 16 years or over accompanied by a member parent; or (up to 7.30pm) members' children of under 16 years, accompanied by a member parent.
 - iii) **Bags:** sports bags are permitted in the hallway and Café Bar provided that their owners are present. They are not allowed in other areas of the club except the changing rooms. For storage they should be left in the changing rooms or taken outside to members' cars.
 - iv) **Gaming machines:** no person under the age of 18 shall play the gaming machines sited on the Club premises.
 - v) **Kitchen:** persons using the kitchen must be authorised by the management committee, which may at its discretion set rules for its use.
4. **Dress code:** members should wear appropriate clothing and shoes while playing tennis, squash, and racketball, and when using the gym. ***Black soled shoes and tennis court shoes are strictly forbidden on the squash/racketball courts.*** Sports kit may be worn throughout the clubhouse but members who have been perspiring heavily should refrain from using the Arden Members Lounge Bar or the function room until they have showered. Members are expected to show consideration and common sense in this regard. The management committee may from time to time set dress code rules, which will be posted on the appropriate noticeboard.
5. **Personal effects:** the Club shall not be responsible for any loss or damage to any property whatsoever brought onto the ground or into the Club premises.
6. **Proof of membership:** members must be able to prove their membership at all times whilst on the Club premises or they may be asked to leave.
7. **Visitors:**
 - i) any member, other than social members but including juniors, may introduce up to **three** visitors at any one time to play tennis and **one** visitor only to play squash or racketball, or to use the gym, on payment of the appropriate fees.

The names of visitors must be entered into the Visitors' Book in the entrance hall and signed by the introducing member. The appropriate visitors' fees must be paid on arrival by such method as the management committee shall decide.

- ii) any member, including social members, may introduce social visitors, who must be entered into the Visitors' Book in the Lounge Bar and signed by the introducing member.
- iii) **no visitor shall be introduced to the Club on more than ten occasions in total in any one year. No visitor may use the tennis, squash/racketball, or gym facilities more than five times in a year**

8. Juniors

Junior members must abide by specific rules covering their use of tennis courts, squash/racketball courts, and the gym. These will be posted on the relevant noticeboard.

- 9. **Members' children** are welcome in all the open social areas of the clubhouse, subject to the age restrictions in the Arden Members Lounge Bar (bye law 3 ii), and in the grounds but their parents must ensure that they behave in a safe and reasonably quiet manner. They are not allowed in the gym, nor on any courts unless they are playing tennis, squash or racketball.
- 10. **Bicycles, scooters, skateboards, roller blades and the like** may not be used except for the purposes of access to the Club. They are not allowed inside the clubhouse in any circumstances.
- 11. **Animals** are not allowed on the Club premises, including the grounds, at any time.
- 12. **Anti-social behaviour:** any member whose behaviour is deemed to be unacceptable by a member of the management committee or, in the absence of a management committee member, by the club steward, will be asked to leave the Club premises.
- 13. **Organised functions:** the management committee reserve the right to allocate any part of the Club premises for organised functions and to make such charges as they in their discretion shall consider to be reasonable. These functions may include private parties for non-members, provided that the organiser agrees to observe the rules of the club and pay any applicable charges in advance. No more than twelve such private functions shall be held on the Club premises during any calendar year.
- 14. **Sale of Intoxicating Liquor:** subject to the licensing laws, intoxicating liquor may be sold by the Club to members for consumption on or off the Club premises and to other persons, at the discretion of the management committee, for consumption on the Club premises only.

SECTION RULES

1. Introduction

The sub committees of the tennis, squash and racketball, and the gym sections shall have the power to make rules specific to those sections, subject to ratification by the management committee. The main rules are set out below. Subsidiary rules may be posted on the relevant noticeboards.

2. TENNIS

- i) **Dress code:** clothing worn on court must be of a design suitable for tennis. Only shoes designed for tennis with a non-ridged sole may be worn.
- ii) **Role of Groundsman:** the groundsman has the right to close any court for maintenance or match preparation. He has the full support of the sub-committee in enforcing Club rules with respect to visitors and the proper use of Club facilities.
- iii) **Visitors** playing during club sessions must be willing and competent to join in Club play. The provision to introduce visitors must not be abused. Visitors are each allowed to play only five times per year and the visitor fee must be paid before they go on court.
- iv) **Court priorities:** inter-club matches, tournaments and club sessions take precedence over all other forms of club play.
- v) **Senior Play**
 - a) The tennis noticeboard will display:
 - the times of club sessions and playing procedure
 - the arrangements for floodlit play
 - b) Priorities of General Play
 - If all playable courts are in use, doubles play takes precedence over singles play, thus if doubles players are waiting, singles players should vacate the court at the end of the current game.
 - If all playable courts are in use for doubles play and doubles players are waiting, players on court must vacate the court at the end of the current short set. In a short set the first to six games, with a tie break game at five all, wins the set.
- vi) **Junior Play**
 - a) Juniors have exclusive use of certain courts on Friday evenings as specified on the tennis noticeboard.
 - b) Juniors shall have priority at all times on courts 7, 8, and 16. Seniors must vacate any of these courts when requested at the end of the current game.

- c) Juniors may use any court not required by seniors. When seniors are waiting, juniors shall leave the court on request at the end of the current game.
- d) Privileged Juniors are granted the rights of senior play, in which case the normal rules of senior play must be observed. A list of current privileged Juniors is displayed on the noticeboard.
- e) Where a court is being used by a junior and senior member (e.g. father and son), then junior rules shall apply.

vii) **Coaching Court**

Court 3 has been designated as the coaching court for use by the coach at all times. If it should be unplayable, court 16 may be used instead. Should the coaching court not be in use by the coach it may be used by members.

During the winter period (GMT) the coach will have the use of court 9 from 'lighting up' time up to 7-00pm

3. SQUASH & RACKETBALL

- i) **Dress code:** clothing worn on court must be of a design suitable for squash/racketball. ***Black soled shoes and tennis court shoes will damage the floor of the squash/racketball courts and are strictly forbidden.***
- ii) **Club play:** the arrangements and rules for club sessions and internal leagues will be posted on the noticeboard.
- iii) **Court booking:** the court booking procedure is posted on the noticeboard. Booking is not necessary in off-peak times although booking guarantees a reserved court. Once tickets are attached to the booking sheet, they are not to be removed for any reason except by a committee member. If you cannot, you should cancel your court by writing FREE on it; alternatively, phone Membership Services on 0121 704 9451 and ask them to release it.
- iv) **Visitors:** the provision to introduce visitors must not be abused. Visitors are each allowed to play only five times per year and the visitor fee must be paid before they go on court.
- v) **Junior Play**
 - a) Juniors have exclusive use of certain courts at times specified on the squash/racketball noticeboard.
 - b) Juniors may book and secure courts without a booking stamp by signing their name at off peak times. See the Junior noticeboard for further details.
 - c) Juniors **MUST** wear goggles/glasses when playing. These can be bought or hired from the club.

- d) **Privileged Juniors** are granted the rights of senior play, in which case the normal rules of senior play must be observed. A list of current privileged Juniors is displayed on the Junior noticeboard.

4. GYM

- i) **Usage:** the gym equipment may be used by tennis, squash/racketball, and gym members only.
- ii) **Dress Code:** appropriate gym clothing and trainers are to be worn at all times.
- iii) **Visitors** are allowed five times per year and the visitor fee must be paid.
- iv) **Juniors** aged 12 to 15 may use the aerobic equipment subject to certain conditions, which will be displayed on the Gym noticeboard.