

Constitution and Rules of Enniskillen Lawn Tennis Club.

1 Name

The Club shall be known as Enniskillen Lawn Tennis Club.

a) The Club shall be affiliated to the Irish Lawn Tennis Association and be governed by their rules of tennis.

2 Object

This Club is set up for:

- a) The enjoyment of playing lawn tennis.
- b) The furtherance of lawn tennis.
- c) The furtherance of *Enniskillen Lawn Tennis Club and its members*.
- d) The community, family and friends.

3 Membership

a) Any person wishing to become a member of the Club shall complete an application form for consideration by the Club's Executive Committee.

b) Membership of the Club shall consist of Adult, Student and Junior Members. Adult Members are persons eighteen years of age and over. Student Members are persons eighteen or over and in full-time Education at a College of Further Education. Junior Members are person who are under eighteen years of age.

c) The Executive Committee shall have the power to accept or refuse any application of membership at any time, such power being exercised by simple majority vote:

d) Only adult members of the Club having paid the prescribed membership fee shall have the right to vote at the General meetings of the Club.

e) Membership of the Club shall be open to all persons who have:

(i) been accepted by the Executive Committee.

(ii) paid the appropriate annual subscription.

(iii) agreed to abide by the Code of Conduct of the Club

4 Annual Subscription

- a) New members, excluding juniors, joining the Club are required to pay to the Hon. Treasurer a once only joining fee in addition to the annual subscription.
- b) The annual subscription, joining fee and all other related yearly fees will be determined at the Annual General Meeting.
- c) Person(s) applying for membership of the Club shall forward with their application form the annual subscription and joining fee to the Membership Secretary.
- d) Each member shall pay to the Hon. Treasurer the relevant subscription. The Club year runs from 1 January to 31 December of the same year. Renewal of annual subscription shall be paid before the 31 March each year.
- e) Non payment of the annual subscription after the 31 March will disqualify such members from taking any part, active or otherwise, in the affairs of the Club.
- f) Non payment of the annual subscription after the 31 March will result in the lapse of the person's Membership and will require the person(s) to pay the joining on fee and the annual subscription fee if the person(s) wish to re-apply to join the Club.

5 Discipline

- a) The Code of Conduct for all class of members, both on and of the court of play is:

OFFENCES INCURRING A VERBAL WARNING:

- (i) Offensive language.
- (ii) Racket Abuse.
- (iii) Court Abuse.
- (iv) Unsportsmanlike Behaviour

**** TWO VERBAL WARNINGS WILL INCUR A 2-WEEK SUSPENSION ****

SERIOUS MISCONDUCT:

- (i) Wilful damage to Club Property.
- (ii) Physical fighting.
- (iii) Conduct which in the opinion of the Executive Committee constitutes serious misconduct.

**** THE PENALTY FOR SERIOUS MISCONDUCT IS IMMEDIATE SUSPENSION - THE PERIOD OF TIME TO BE DECIDED BY THE EXECUTIVE COMMITTEE. ****

- b) Only a committee member may give a verbal warning directly to the offending member at the time of the offence.

- c) A written or verbal account of any verbal warning given must be conveyed to the Club Secretary within 10 days (including Saturday and Sunday) of the offence, by the committee member involved.
- d) On receipt of the verbal warning the Club Secretary/Committee Member shall write to the member(s) concerned confirming a verbal warning has been noted against the person's name(s) and unless the person(s) wish to appeal this decision, the verbal warning will apply for 1 year from the date of the last committee meeting.
- e) A member(s) may appeal against a verbal warning/serious conduct by submitting a request in writing for a personal hearing to the Club Secretary, and it must be within 7 days of receipt of the letter as mentioned in 5(d)
- f) All appeals shall be heard and decided by the Executive Committee on single majority vote. The decision of the Executive Committee on all matters of misconduct shall be final.
- g) It is the responsibility of all members to ensure the Code of Conduct is upheld. If any member witnesses a breach of the Code of Conduct it is their duty to inform the Secretary or Committee Member within 7 days of the offence.
- h) All matters brought to the attention of the Club Secretary will be discussed at the next Executive Committee Meeting. If a 'VERBAL WARNING' is in order the above procedure shall be followed (Refer to Rule 5(d)).

6 Annual General Meeting

- a) The Annual General Meeting should be convened before the end of November each year. At least 14 days notice in writing of the Annual General Meeting shall be given to each ADULT or FAMILY with a membership, by the Secretary of the Club. The notice shall include the Agenda, proposed changes to the constitution (Refer to Rule 11) and the time and place of the meeting.
- b) The outgoing Chairperson will invite a person to act as Chairperson at the Annual General Meeting.
- c) The acting Chairperson does not have a vote except in the event of equality.
- d) Annual General Meetings can take place provided twelve adult members are present.
- e) If the quorum is not reached, then the meeting will be adjourned to the same time, same day and same place the following week without a quorum being required.
- f) The Annual General Meeting shall include the Chairperson's, Secretary's, Membership Secretary's and Treasurer's Reports, the election of Committee Members

and any other matters scheduled on the agenda. Strict adherence to the Agenda will be observed.

g) The Chairperson, Secretary, Assistant Secretary and Treasurer shall be elected as the Executive Committee at the Annual General Meeting. In addition a maximum of four other ladies and four other gentlemen may be elected to the Executive Committee. A Junior Committee shall also be elected at the Annual General Meeting, and will focus on all matters relating to juniors. The Junior Committee shall consist of a Junior Co-ordinator, who may sit on the Executive Committee, and three other adult members and three other junior members.

h) Auditors, Trustees, and Vice-presidents, who will not be regarded as Office Bearers, may be appointed at the Annual General Meeting.

i) All Club offices to be held for one year and be subject to Annual Election.

j) Voting at Annual General Meetings and Extraordinary General Meetings shall be by secret ballot only if there is more than one person proposed and seconded. A name may only go forward for a position on the Executive Committee when accompanied by a proposer and seconded in writing prior to the Annual General Meeting.

7 Extraordinary General Meeting

a) An Extraordinary General Meeting can be held on a signed requisition of twenty or more adult members of the Club or by the direction of the Executive Committee. Such requisitions shall be given to the Secretary of the Club stating the reason for calling an Extraordinary General Meeting and the items to be on the Agenda.

b) Notice for the Extraordinary General Meeting shall be the same as that for the Annual General Meeting. (Refer to 6(a)).

c) The Chairperson will invite a member to act as Chairperson at the Extraordinary General Meeting.

d) The acting Chairperson does not have a vote except in the event of equality.

e) The Extraordinary General Meeting can take place provided twenty adult members are present.

f) If the quorum is not reached then the meeting will be adjourned to the same time, same day and same place the following week without a quorum required.

8 The Executive Committee

- a) The Executive Committee shall have overall control of all Club activities, finance and of all the matters pertaining to the general conduct and welfare of the Club. It shall have the power to appoint sub-committees when necessary and to delegate to any such sub-committee any powers except the election or rejection of members.
- b) The Executive Committee shall meet at a suitable time after the Annual General Meeting to set the time and place for further meetings. A quorum of 5 committee members is required for Executive Committee Meetings. It will elect team coaches, organise Club events, coaching and be responsible for the overall finance of the Club.
- c) The Executive Committee shall provide the necessary support and assistance to the team coaches to carry out their job.
- d) The Executive Committee may organise matches and/or exhibition matches and reserve such courts as they deem necessary for the purposes.
- e) Resignations from the Committee must be in writing and if not withdrawn will be discussed at the next meeting.
- f) The Committee shall have the power to fill any vacancies which arise with full voting power. .
- h) The Committee shall set all Club fees and other charges except annual subscriptions and related yearly fees.
- l) The Committee shall have the power to suspend any member who in their opinion has been guilty of gross misconduct or wilful breach of Club Rules.
- j) Expulsion can only take place at the Annual General Meeting.
- k) Committee members failing to attend three meetings in a row without apology are disqualified from the Committee.
- l) The Chairperson will only have a vote in the event of equality.
- m) The Executive Committee will have the absolute authority on every question of order and will be the sole interpreter of the Rules of the Club.

9 General Rules of the Club

- a) No player can play for the Club unless the person is a member.
- b) All members are obliged to uphold the good name of the Club and have the best interests of the Club in mind at all times, both on and off the court of play.

- c) The Hon. Treasurer shall collect and take charge of the funds of the Club, keep regular and correct accounts and books, showing the receipts and expenditure and financial affairs of the Club and shall report the state of the funds at the Annual General Meeting and to the Executive Committee when required.
- d) All games of tennis shall be conducted according to the rules of Tennis Ireland.
- e) No member shall play tennis unless in footwear which will not damage or mark the courts. All players are expected to wear correct tennis attire. No sweets or drink (apart from water) are allowed on court.
- f) The same set of players shall not occupy any court for more than one hour if other entitled members are waiting to play and no other court is available. Singles shall give preference to doubles.
- g) Tennis shall start on the hour and finish on the hour where possible.
- h) Junior members shall not be allowed to play during Club evenings unless agreed by the Executive Committee.
- i) As the courts are leased from the Western Education and Library Board the Collegiate School has rights to the courts at certain times as stated in the lease.
- j) VISITORS. No person resident within FIVE miles of Enniskillen shall be introduced as a visitor more than once unless such a person is a potential member.
- k) Playing visitors may be introduced by a member who shall be responsible for entering particulars in the visitor's book and for the payment of the visitor's fee.
- l) Members wishing to resign from the Club should give notice in writing to the Secretary of the Club.
- m) General grievances or complaints shall be conveyed in writing to the Club Secretary who will raise the matter at the next Executive Committee Meeting. It is at the discretion of the Executive Committee to take whatever action they think appropriate including no right of appeal if the Executive Committee so wishes.
- n) All Club matters whether coaching, organising events, approaches from other Organisations/Clubs for Club members/players shall come through the Executive Committee.
- o) The colours of the Enniskillen Lawn Tennis Club shall be white, navy and green.
- p) A President may be elected at an Annual General Meeting to serve for a minimum of three years. Following this period an election may take place to appoint a new President. The maximum period before an election of a new President or re-appointment will be seven years.

10 Child Protection Policy Statement

Enniskillen Lawn Tennis Club is fully committed to safeguarding the well being of its members. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and conduct themselves in a way that reflects the principles of the club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport.

"Children have the right to be protected from all forms of violence; they must be kept safe from harm, and they must be given proper care by those looking after them "
(Article 19 ; UN Convention on the Rights of the Child)

All children's sport should be conducted in an atmosphere of fair play. Ireland and the UK have adopted and are committed to the European Code of Sports Ethics, which defines fair play as:

"much more than playing within the rules. It incorporates the concepts of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialism and corruption."
(European Sports Charter and Code of Ethics, Council of Europe, 1993)

The Childcare Act 1991 (ROI) and The Children's (NI) Order (1995) are based on a clear and consistent set of principles designed with the common aim of promoting the welfare of children.

Children have the right to be safe. All coaches should ensure that this fundamental principle takes precedence over all other considerations.

To ensure that best practice is being followed by this club we shall work closely with our Governing Body. In order to promote the best practice in children's sport, we shall comply with the guidelines as set out in Section 2.7 of the Code of Ethics and Good Practice for Children's Sport which are:

- Adopt and implement the Code of Ethics and Good Practice for Children's Sport as an integral part of its policy on children in the Club
- Have its constitution approved and adopted by clubs members at an AGM or EGM
- Permit all members over 16 years of age to vote, where possible, in the running of their junior section. One parent / guardian should have one vote for all their children under 16 years of age, where relevant
- Ensure that the Club Management Committee is elected or endorsed by registered club members at each AGM
- Adopt and consistently apply a safe and clearly defined method of recruiting and selecting Sports Leaders
- Clearly define the role of the committee members, all Sports Leaders and parents/ guardians
- Appoint/reappoint at least one Children's Officer at the AGM as outlined in the C.o.E. In the event that a club caters for both boys and girls, one children's officer of each gender should ideally be appointed

- Appoint one of the Children's Officers to act as Designated Officer to liaise with the Statutory Authorities in relation to the reporting of allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code/Children's First
- Ensure best practice throughout the club by disseminating its code of conduct, including the disciplinary, complaints and appeals procedures in operation within the club to all its members. The club's code of conduct should also be posted in all facilities used by the club
- Have in place procedures for dealing with a concern or complaint made to the Statutory Authorities against a Committee Member or Sports Leader. Regulations should stipulate that a Sports Leader who is the subject of an allegation which has been reported to the Statutory Authorities, should stand aside while the matter is being examined. S/he should be invited to resume full duties immediately if s/he is vindicated
- Ensure that relevant Sports Leaders report to the Club Management Committee on a regular basis.
- Encourage regular turnover of committee membership while ensuring continuity and experience.
- Develop effective procedures for responding to and recording accidents/ incidents
- Ensure that any unusual activity (high rate of drop-out, transfers, etc.) is checked out and reported by the Designated Officer to Tennis Ireland
- Ensure that all club members are given adequate notice of AGMs and other meetings
- Ensure that all minutes of all meetings (AGMs / EGMs / Committees) are recorded and safely filed.

This policy applies to all those involved in Enniskillen Lawn Tennis Club, coaches, administrators, officials, volunteer drivers, parents and young people.

Copies of the full policy and detailed guidelines on recruitment, reporting, recording accidents/incidents, bullying, away trips and use of photography are available from the designated person or any club official.

All members will have access to the relevant Code of Conduct, the club's Child Protection Statement and the Constitution. On annual renewal of membership all members agree to abide by the Code of Conduct, the Constitution and the Child Protection Policy. All junior club members and coaches should sign their respective Codes of Conduct.

CHILDREN'S OFFICERS

The club shall appoint on a yearly basis, if possible, a male and female who have remits as Children's Officers. It is recommended that these positions be reviewed regularly, i.e. 2-3- years while maintaining consistency on the committee. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the General Committee any incidents or

information deemed appropriate. At least one of these Children's Officers should sit on the general committee.

Photographs of the Children's Officers should, if possible, be displayed on the club's notice board and website. Names of Children's Officers shall be made known to young members, coaches and parents alike as the Designated Persons to whom concerns will be addressed. If the concern is about the Children's Officer please report to Club Chairperson.

The club has procedures in place for dealing with any concern or allegation of abuse either within the club or externally, but the first point of contact for a child, parent/guardian or coach should be the Children's Officer, although any individual has the right to contact the HSE / Social Services or the Police if they have a concern about a child's safety.

EQUALITY STATEMENT

All children should be valued and treated in an equitable and fair manner regardless of ability, age, sex, religion, social and ethnic background or political persuasion. Children, irrespective of ability or disability should be involved in sports activities in an integrated and inclusive way, whenever possible, thus allowing them to participate to their full potential alongside other children (Code of Ethics and Good Practice for Children's Sport 2000)

Enniskillen Lawn Tennis Club recognises the additional vulnerability of some children and the extra difficulties they may face when seeking help, i.e.

- Dependency due to disability may make some children feel powerless
- On occasions possible limited ability to communicate their feelings
- A negative self image can make children vulnerable to manipulation by others

To address this vulnerability coaches will seek guidance on working with children with a disability from external agencies, parents / guardians and the children themselves.

CONFIDENTIALITY STATEMENT

We at Enniskillen Lawn Tennis Club recognise that the legal principle that the welfare of the child is paramount means that consideration of confidentiality should not be allowed to override the right of children to be protected from harm. Everyone in our organisation, including children, must be aware that they can never promise to keep secrets. However, information of a confidential nature will only be communicated on a 'need to know' basis.

11 Club Assets

The Club's assets and finances shall be used solely to further the objects of the Club.

12 Dissolution of Club

12.1 If the Committee by a simple majority decide at any time that on the grounds of expense or otherwise it is necessary or advisable to dissolve the Association they shall call a meeting of all members of the Association who have the power to vote of which meeting not less than 21 days notice (stating the terms of the Resolution to be proposed thereat) shall be given.

12.2 If such decision shall be confirmed by a simple majority of those present and voting at such meeting the Committee shall have power to dispose of any assets held by or in the name of the Association.

12.3 Any assets remaining after the satisfaction of any proper debts and liabilities shall be given or transferred to such other charitable institution or institutions having objects similar to the objects of the Association as the Committee may decide.

13 Amendment Of Constitution

This Constitution may be added to, repealed or amended by resolution at any Annual or Extraordinary General Meeting. Such resolution must be in writing to the Club Secretary at least two weeks before the Annual General Meeting or Extraordinary General Meeting. An amendment of the Constitution shall require to be proposed (in writing) by two adult members and seconded by two adult members. A resolution will be deemed to have been passed if fifty-one per cent or more of the attending members vote for the resolution. Any changes to the constitution will become effective at the next Annual General Meeting.

Signed and adopted for and on behalf of Enniskillen Lawn Tennis Club by

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Dated 27th November 2007