



**TAVISTOCK
SQUASH CLUB**

CONSTITUTION

(Revised October 2014)

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Annex A – Rules of the Club

1. Name of the Club:

1.1 The Club's name shall be the Tavistock Squash Club, hereafter referred to as "the Club"

2. Aims and objectives of the Club

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2. Aims and objectives of the Club:

- 2.1 The aims and objectives of the Club are to promote the games of squash and racketball within Tavistock and the surrounding area.
- 2.2 The Club aims to abide by the rules and regulations laid down by England Squash, the governing body for Squash in the United Kingdom.
- 2.3 The Club operates as a non-profit making business, balancing income from membership and court fees. The Committee must ensure that there are sufficient reserves as a contingency fund for unexpected expenditure as well as ensuring that there are sufficient resources to maintain and develop the club as agreed by the Committee and members.
- 2.4 The Club permits coaching for members as long as such coaching does not interfere with access to peak time courts for members. Those offering coaching must agree their proposals with the Club Secretary and the Committee.

3. Membership of the Club:

- 3.1 Membership of the Club will be open to all persons on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other beliefs;
- 3.2 All Club members are expected to act in accordance with the Club's Constitution and the Club rules as set out in Annex A and to complete necessary membership documentation / consents / waivers.
- 3.3 A member of the Club is a person whose name is registered with the Membership Secretary and is fully paid up, with individual, joint, junior or family membership, or whatever category of membership that the Committee might from time to time agree.

4. Club Subscriptions and Club Finance:

- 4.1 An annual membership fee is required from all Club members. The Club's Committee will determine this fee, to be ratified at the Annual General Meeting and is responsible for its collection;
- 4.2 The Club's Committee members shall receive no direct, or indirect payment, except for legitimate expenses incurred in connection with Club business;
- 4.3 Any expenditure on social activities must be agreed in advance, by at least 3 committee members, one of whom must be the Chair;
- 4.4 Any profit made by the Club must be retained within the club for use in line with the Aims and Objectives of the Club as stated in 2 above. Profits may not be distributed

to any member. It is for the Committee to agree the scale of any contingency reserves.

5. Club Officials:

5.1 The Club's Committee will consist of the following officers identified by * and be assured that the functions identified below with # are carried out when a committee member is not in place (ideally there will be committee members to address these functions directly):

*Chair, *Secretary, *Membership Secretary, *Treasurer, *Development, *IT, #Maintenance, #ladies, #junior, #child protection.

5.2 The Club's Committee will serve for one complete year, i.e. AGM to AGM;

5.3 Committee elections will be conducted on the night of the AGM, with all nominations submitted to the Secretary, ideally at least one week prior to the AGM date, or at the AGM;

5.4 The Committee may co-opt others onto the Committee.

6. Duties of Club Officials:

6.1. The Chair is responsible for:

- Chairing the AGM and interim committee meetings;
- Providing a point of contact for other organisations/clubs;
- Providing the casting vote in the event of the committee being tied;
- A minimum of four committee members is required to make up a quorum on which decisions can be passed.
- Ensuring that the Club's Committee comprises the officers named in 5.1 with *, or that where there is no committee member available functions identified above with # are covered;
- Producing the Club's Action Plan, if and when required;
- Producing newsletters and information for club members, as and when required;
- Other duties as agreed with the Club Committee.

6.2 The Club Secretary is responsible for:

- Producing minutes arising from the AGM and Club Committee meetings;
- Displaying copies of agreed minutes on the Club notice board or ensuring that such minutes are available to members via the Club website;
- Agreeing and distributing the agenda and relevant papers to Committee members at least 7 days prior to the appropriate meeting;

- Liaising with the Membership Secretary to ensure that an accurate record is kept of membership numbers and that the information given by members is kept secure;
- Retain records of the Club's proceedings;
- *Agreeing proposals from prospective coaches then to be put to the Committee;
- Reporting to the AGM and Club members any changes, or amendments to the Club's Constitution and seeking ratification by members of these changes, or amendments.
- Standing in for the Chair, if he/she is not available.
- Other duties as agreed with the Club Committee.

6.3 The Membership Secretary is responsible for:

- Working closely with the lead for IT in dealing with membership and renewal matters and using the IT system to minimise administration;
- *Retaining a system and hard copy of all current membership details;
- Sending out renewal forms to existing members and prospective Members or using the IT system to do this;
- Collecting the membership fees and passing these on to the Treasurer;
- With the Treasurer, reconciling membership fees with membership numbers;
- Dealing with any other membership related issues;
- Other duties as agreed with the Club Committee.

6.4 The Club Treasurer is responsible for:

- Ensuring that all expenditure at the Club is in line with the Club's aims and objectives;
- Administering the Club's finances to include:
 - writing cheques on behalf of the club;
 - reimbursing committee members for out of pocket expenses;
 - paying bills and cleaning staff;
- Having the final say on all club expenditure that would reduce the Club's bank balance below £5000;
- Ensuring that any items of expenditure that exceed £500 must have at least two quotations, notified to the Committee members in advance of the Committee meeting;
- Producing the Club's Annual Accounts at the AGM;
- Producing a financial plan at Club Committee meetings;
- Allowing scrutiny of the Club's bank balances by the Committee at Committee meetings;
- Producing the Club's Annual Budget;
- Retaining all the Club's financial related information;
- Other duties as agreed by the Club Committee.

6.5 The Development Officer is responsible for:

- Promoting the benefits and worth of the Club under the general direction of the Committee;
- Undertaking a range of initiatives to enhance the functioning of the club and the facilities available to its members, including supporting the development of junior squash;
- Arranging the Club's league competitions and encouraging greater participation amongst the membership;
- Organising and promoting Club competitions;

- Organising Club nights and encouraging both current and prospective members to participate;
- Liaising closely with other Committee members when implementing initiatives at the Club;
- Other duties as agreed with the Club Committee.

6.6 The IT Officer is responsible for:

- *maintaining and developing the Club's IT systems that support club development and membership matters;
- *Other duties as agreed with the Club Committee.

6.7 The Maintenance Officers are responsible for:

(This position can comprise one, or two persons and can be carried out by non-committee members as directed by the Committee)

- Carrying out regular inspections of the club to ensure that the property and equipment are in good working order;
- Acting as a first point of contact and providing supervision and liaison for any repair work being carried out at the Club;
- Providing a point of contact for members should anyone notice any maintenance related problems;
- advising the Committee of any urgent building issues, or maintenance problems needing attention;
- Assisting in carrying out an annual electrical safety check;
- Monitoring and assessing any health and safety issues, including Fire Safety and Health and Safety issues and reporting their findings to the Committee;
- Other duties as agreed with the Club Committee.

6.8 The Ladies Representative is responsible for (this can be carried out by a non-committee member as directed by the committee):

- Liaising with the Committee regarding any issues at the Club that might be of concern to women members;
- Advising the Committee on possible actions, or activities to encourage greater participation by women in the Club;
- Other duties as agreed with the Club Committee.

6.9 Junior Development Officer is responsible for (this can be carried out by a non-committee member as directed by the committee):

- Organising and running a junior squash section for youngsters aged from 6 to 18.
- Promoting the Club to all Junior organisations;
- Holding regular coaching session ensuring that there is sufficient coaching capacity to meet demand, or to keep group size small enough for the coaching capacity;
- *Ensuring that appropriate administrative and financial procedures that are in place at any time are followed;
- Ensuring all Juniors wear safety goggles during coaching sessions, or that written authorization has been given by their parents to waive this safety measure;
- Ensuring that there is adequate and proper supervision of Juniors while not on court;
- Acting as a point of contact for any prospective new members and any Junior members wishing to receive coaching;
- Liaising with the Child Protection Officer to ensure that all adults

- involved in coaching, or supervising Juniors have been CRB checked either specifically for junior coaching or for other activities;
- Other duties as agreed with the Club Committee.

6.10 The Child Protection Officer is responsible for (this function can be carried out by a non-committee member as directed by the committee):

- *Being a point of information on matters of child protection;
- Providing an independent point of contact (details are displayed on the Club notice board) for all Juniors within the Club;
 - Other duties as agreed with the Club Committee.

7. Meetings of the Club:

- 7.1 An annual general meeting will be held each year, usually at the beginning of October. Club members will be given at least two weeks' notice of the forthcoming AGM;
- 7.2 The Chair must call regular Committee meetings, with a minimum of four meetings being held during the year;
- 7.3 Regular Committee meetings are required in order to discuss Club matters. All members of the Committee and all Club Members should have access to copies of the minutes accompanying these meetings);
- 7.4 All Club members are entitled to raise issues for the attention of the Committee and are entitled, if they so wish, to attend Committee meetings, having given prior notice in writing to the Club Secretary;
- 7.5 All Club members are entitled to put their views forward to the Committee at a Committee meeting either in person, or in writing. They can participate in the discussions on the issues they have raised and are entitled to listen to the Committee's deliberations and the decisions that are made. They will not be allowed to vote on the issue, should the matter come to a vote;
- 7.6 An Extraordinary General Meeting (EGM) may be called, if requested by 50% of the membership of the Club, or 75% of the Committee;
- 7.7 Four weeks notice of an EGM must be given to all members;
- 7.8 The matters to be raised at an EGM must be published on the Club notice boards and must be brought to the attention of all members in writing by the Club Secretary or membership secretary;
- 7.9 At the EGM, all attending members have the opportunity to present their views and to vote on the issues under consideration. At an EGM, members of the Committee can present their views which will carry equal weight to those attending the meeting.

8. Dissolution of the Club:

- 8.1 A vote to dissolve the Club may only be taken at an AGM, or EGM;
- 8.2 If a motion to dissolve the Club is agreed at an AGM, or EGM, then a postal ballot should be sent out to all members and a decision taken on the result from the postal vote;
- 8.3 If the Club is dissolved, any funds after debts and liabilities have been met will be donated to Teenage Cancer Trust.

9. Voting:

- 9.1 At the AGM, voting will take place to elect Club Officials and to decide any issues that are considered important by the Committee, or by the Club members;
- 9.2 At an EGM, voting by Club members will be required to reach a decision on actions to be carried out;
- 9.3 Only current members of the Club are entitled to vote.

10. Changes to the Club's constitution:

10.1 Significant or fundamental changes to the Club's Constitution can only be made at the Annual General Meeting.

10.3 Major changes to the Constitution must be brought to members' attentions two weeks before the AGM is to be held. These changes should be posted on the Club notice board and members' opinions should be sought in writing.

10.2 Minor changes to the Club's Constitution can be made by the Club Committee to enable the smooth progression of the Committee's functioning. However, these minor changes must be reported by the Club Secretary to the next AGM for ratification by Club members.

11. Club's Complaint Procedure:

11.1 This procedure has been created to allow Club Members to raise issues, or complaints which might include the following:

- Welfare of Club members;
- Safety of Club activities;
- Safety of Junior members;
- Poor, or unacceptable behaviour of Club members;
- Standards and effectiveness of equipment used for Club activities;
- Club administration;
- Club leadership;
- Management of the Club's affairs;
- Other issues that might need to be addressed.

11.2 Complaints concerning the above, club safety, or operational matters should initially be addressed to the relevant Committee officer, or the Club Chair.

11.3 If this response does not prove satisfactory, a written complaint should be made to the Club Secretary for consideration at the next Committee meeting.

11.4 If the member raising the complaint, or issue wishes to attend the Committee meeting to discuss their concerns, they are entitled to do so.

11.5 A response, or written reply, together with the Committee's decision and deliberations, will be sent to the Club member raising the complaint, as soon as possible after the Committee meeting.

12. Club Discipline:

12.1 The Club Committee is responsible for all disciplinary matters pertaining to individual members, or club activities and will act to safeguard an enjoyable and harmonious club.

12.2 All members are expected to take responsibility for their own safety at the Club and at all times, to act with the safety of others in mind, when using any facility at the club.

12.3 Members must also abide by the simple rules of the Club, as set out in Annex A.

12.4 All squash and racketball playing members are expected to adhere to the Rules of the Squash Rackets and Racket Ball Association with regard to court etiquette and standards of sporting behaviour.

12.5 All members using aerobics equipment are expected to pay close attention to matters of health and safety and avoid endangering other members by lack of care or attention. Exercise equipment is primarily provided to enable those members playing squash or racketball to warm up.

12.6 Members are asked to report any infringements, or members not abiding by the Club rules to the Committee.

12.7 Decisions made by the Committee addressing failure(s) to comply by a member are final and only subject to review should the Committee choose to do so.

13. Declaration:

As a Committee Member of the Tavistock Squash and Racketball Club, I agree to abide by and enforce the rules of the Tavistock Squash and Racketball Club Constitution and office to which I hold.

CHAIR.....  S. POWELL

SECRETARY.....  I. Kuipers

TREASURER.....  M. BENSTEAD.

ON THIS DAY..... 26.2.2015

APPENDIX A TAVISTOCK SQUASH CLUB RULES

The following GENERAL and COURT rules should be observed at all times. If you have any queries, please refer them to a Committee Member.

1. Only fully paid up members of the Club are allowed to use the Courts and its facilities on a regular basis. Members are required to complete membership documentation in place at the time of joining or on renewal. Guest members are allowed to play on three occasions only. It is requested that members abide by this rule.
2. Entry to the Club is by a key fob, given to members when they join or on renewal of their membership payment. Members should not allow non-members to use their key fob. If a member is found to be in breach of this, the Committee reserves the right to cancel the membership, with no refund.
3. Members must not allow access to others when they have opened the security door. All members must register their entry using their key fobs even if following another member in, as this enables the Committee to ascertain who is using the Club and when. Recognising that on occasion several members arrive at the same time, members are reminded that UNDER NO circumstances should they allow or enable access to the Club to non-members. If in doubt, ask.
4. No court should be used unless it has been booked. The booking can be made at the club if a court is free and a member wishes to use it immediately. Courts can be booked using the IT system at the Club or from any internet point. Courts must only be booked by members. A member cannot book more than 2 peak time courts on any one day (Monday to Friday, courts commencing between 6.00 p.m. and 7.30 p.m. inclusive) and more than 4 peak time courts in any one week.
5. Members must cancel their court bookings if they are unable to play as booked. This will free up the court for another member's use. Cancellations can be effected using the IT system. Members found not to be cancelling unwanted courts risk losing their membership.
6. Use of the courts requires members to put money into a meter that operates both lights and heaters. Will members please ensure that they pay for the usage of the courts and are gentle when putting in money into the meters and do not force, or jam the meters.
7. Each member is required to keep the changing rooms tidy and any damage, or non-functioning equipment should be reported to a Committee Member.
8. Taps, showers, heaters and lights should be turned off to save electricity. If a member is the last to leave, please ensure all lights are off and the outside door is firmly closed for obvious security reasons.
9. Dress for playing squash, racketball, or using the aerobics equipment should be acceptable, decent and not give offense.
10. Members playing Squash or Racketball must only wear CLEAN, NON-MARKING shoes, which they have brought to the club to change into and that do not mark, or damage the floors. Shoes that have been worn outdoors MUST NOT be worn on court, as this brings in dirt and damages the floors.
11. Members playing Squash or Racketball can only use approved NON-MARKING Squash or Racketball balls that do not mark or damage the walls.
12. Members, who have booked a court and are waiting to play, should discuss with players on court any extension that those players might seek. It is entirely a matter for players due on court whether or not to allow players on court to continue, for

- example to finish their game. The basic principle is that when court time expires those players on court should end their session.
13. While squash and racketball are extremely competitive sports and players can at times, get exceedingly wrought up and vociferous, court etiquette should be observed at all times; language should be restrained; and behaviour both on and off the court should be sporting and moderate.
 14. Squash and racketball players have a shared responsibility for safety on court. Players can be injured by either the ball or racket – the rule of thumb is, if in doubt do not play the ball. The Club does not have insurance for injuries caused or sustained by members whilst at the Club, or caused through play.
 15. No players under 16 are permitted to play without adult supervision. Junior members (16 to 18) can play unsupervised once they have been assessed to be 'sensible' by those responsible for junior squash, or other Committee members. All juniors using the Club must have any administrative documentation in force at the time completed, especially any dispensation not to use safety goggles.
 16. Members using the aerobic facilities should not have loud music or other noise being played whilst the courts are in use and if they are asked to turn the sound down by another member then they must do so.
 17. Cars should be parked sensibly alongside the Court building.
 18. The club reserves the right to cancel a member's membership without notice if they are deemed to have misused or damaged the facilities through their negligence and in contradiction to the rules above.
 19. In the event of a dispute, or any matter relating to the usage of the club and its facilities, please contact a Club Committee member.

PLEASE TREAT YOUR CLUB AND FACILITIES WITH RESPECT AND CARE.