



CLUB RULES

2020

Clontarf Lawn Tennis Club Rules

Administration

1. The name of the Club is “*Clontarf Lawn Tennis Club*”.

The Club aims to provide its members, regardless of gender, marital status, family status, sexual orientation, religion, age (does not apply to a person under 16), disability, race or membership of an ethnic community, the opportunity to participate in tennis and other facilities the Club has to offer. Participation in tennis is enhanced through skilled coaching, recreation and competitive play in a social atmosphere of friendship, encouragement and mutual respect among all members.

2. The affairs of the Club shall be managed by an Executive Committee elected from the voting members of the Club. The Committee shall consist of a President, Vice President, Ex-Officio (Past President who last held office), Hon. Treasurer, Hon. Secretary, Bar Manager, Men’s Captain, Ladies Captain, Men’s Vice Captain, Ladies Vice Captain, a Junior Liaison Officer who will also assume the role of Chairperson of the Junior Development Committee, and three other members.

In addition to the above, it will be incumbent upon the incoming Committee to appoint at least one ‘Child Protection Officer’ to the Club following a suitable screening process. The person appointed must also be a member of the Club.

3. The President, Vice-President, Hon. Treasurer, Hon. Secretary, Bar Manager, Men’s and Ladies Captains shall be the Officers of the Club. In the interest of continuity for the management of the Club, and in recognition of the importance of the Office, the incoming President must have been a member of the Club for a minimum of 5 years and have served as an Officer of the Club for a minimum of 2 years. If no member meeting these criteria is nominated in advance as per Rule 11, nominations of members meeting these criteria will be accepted from the floor at the AGM. If no member meeting these criteria is nominated, other members may be nominated at the AGM.
4. The Committee will have the power to regulate its own proceedings, to make byelaws, to administer the funds of the Club, as they may consider expedient.
 - a) The Trustees of the Club are hereby authorised to borrow in their own names and on behalf of the Club as Trustees such sums of money, but not exceeding €200,000 or such sum as may be authorised by the voting members at a General Meeting and on such terms and conditions as may be authorised by the Committee of the Club. To secure the above borrowings, the Trustees are hereby authorised to give such security as may be

authorised by the Annual General Meeting or Extraordinary General Meeting of the Club.

- b) The Trustees of the Club are hereby authorised to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of lading, warrants, debentures and other negotiable or transferable instruments subject to the authorisation of the Committee.
5. Committee Meetings shall be held as often as is deemed necessary, but at least once every calendar month.
6. At any Committee Meeting, five shall form a quorum and at least one of which must be an Officer.
7. The length of time a member may serve continuously on the Executive Committee is six years. A member elected or co-opted to the Committee is deemed to have served a full year. The case of a Past President who last held office will be an exception to this rule.
8. Any member or group of members may express their views or make recommendations to the Committee either in writing, in person or by invitation to a Committee Meeting.
9. Should a vacancy occur on the Committee, the Committee is empowered to fill the position that has become vacant.
10. The Committee may, by a two-thirds majority of its members, declare any office or position vacant due to the failure of its incumbent for two months, from inability or otherwise to attend Committee Meetings or perform the duties of office.
11. An Annual General Meeting shall be held in each calendar year but not more than fifteen months from the date of the previous Annual General Meeting. At least seven days notice of such meetings shall be furnished to all voting members.
12. The Committee may at any time convene a Special Meeting of the Club subject to at least one weeks notice of the date of such meeting being furnished to the voting members. Such notice should specify in the form of a resolution, the business it intends to submit at that Special Meeting. The discussion of that Special Meeting should be convened by the Committee who should receive the requisition in writing and signed by at least ten existing voting members of the Club, provided the requisition states distinctly the business to be submitted for discussion at such meetings.
13. Thirty voting members shall constitute a quorum at a General Meeting.
14. The administration year of the Club shall extend from the conclusion of the Annual General Meeting to the conclusion of the next Annual General

Meeting. The membership year shall extend from the 1st January to the 31st December of the year.

15. The fiscal year of the Club shall extend from the 1st November to the 31st October the following year.

Membership

16. The membership of the Club shall consist of Honorary Life, Family, Senior, Lifestyle, Student, Junior, Pavilion, Overseas and Associate Members.
17. Applications for Club Membership shall be made on an official Application Form, which shall be completed in full and returned to the Hon. Secretary. Each candidate shall be proposed by one member and seconded by another and be known personally to them. All applications shall be voted upon by the Executive Committee. If approved, the appropriate subscription fee Invoice will be issued.
18. It is a condition of membership of Clontarf Lawn Tennis Club that members uphold and support the Child Protection Policy of the Club. This Policy is posted on the Club Noticeboard and on the Club Website.
19. The annual membership subscription and entry fee for all categories of members shall be determined at the Annual General Meeting. Members who have reached the age of 65 years on the 1st April of the relevant year and have been members for the previous 5 years shall be entitled to a 50% reduction in the appropriate membership fee. Notice of any proposed changes to subscription fees shall be communicated to each voting member at least seven days in advance of such meeting. Membership fees are due for payment by the end of February. A late penalty charge will apply from the end of March of €50 for a Family Membership on a monthly basis. Pro-rata for other categories. After 2 late penalty charges have been imposed and no payment has been received, membership will be discussed and potentially ceased. The Committee shall have the power to grant temporary membership to any person or group at whatever fee it sees fit. No such temporary member shall be eligible to vote or hold office.
20. A Junior is any member under 18 years of age on 1st of January. Junior members have no voting rights at Annual or Special General Meetings.
21. A Student is any member over 18 years of age on 1st January and in full time education. A Student member is eligible to vote and/or hold a position on the Committee.
22. A Lifestyle member is any member between the age of 18 and 28 on 1st January. A Lifestyle member is eligible to vote and/or hold a position on the Committee.

23. A Senior is any member over 28 years of age on 1st January. A Senior member is eligible to vote and/or hold a position on the Committee.
24. A Family for the purposes of these rules consists of parents and their children up to the age of twenty-three. The parents are both deemed to be voting members but shall have only one vote between them at any General Meeting.
25. Honorary Life Members may be elected at the Annual General Meeting on the basis of exceptional service to the Club. At least three-quarters of those voting must be in favour. No more than two may be elected in any one year except under extraordinary circumstances.
26. A Pavilion Member is not eligible to vote or hold office on the Committee.
27. An Overseas Member is a member who permanently resides outside of Ireland but who may use the Club's facilities while visiting. An Overseas Member is not eligible to vote or hold office on the Committee.
28. Spouses of Life, Senior, Student, Pavilion, Overseas and Lifestyle Members shall be deemed Associate Members. They shall not be eligible to vote or hold a position on the Committee.

Visitors

29. No visitor may be introduced to the Club except on the invitation and in the company of a member of the Club. Such a member on admission of the visitor shall enter his/her name and address and his/her own name in the Visitors Register, which shall be kept in the Clubhouse for that purpose. The date of the visit shall also be recorded.
30. A green fee as determined by the Committee shall be charged to all visitors introduced for the purpose of play.
31. No person shall be introduced as a visitor to the Club more than twice in any month or more than ten times in a year.
32. No member may introduce more than three visitors in any one day.
33. Persons engaged in playing matches against the Club or in competitions run by the Club on the Club grounds shall be Honorary Members of the Club on the days on which they are so engaged.
34. The Committee shall have the right to refuse any person as a visitor.

Duties of Club Officers

35. The President shall be the Chief Administrative Officer of the Club and shall have the right to preside over all Club Meetings and functions except as provided for within these rules. He/She shall be responsible for the general supervision and direction of the other Officers of the Club and its Committees and shall see that their duties are properly executed. The President also has a casting vote at meetings of the Executive Committee.
36. If at any time there shall be a vacancy on the Committee of the Club Officers: Vice-President, Hon. Treasurer, Hon. Secretary, Bar Manager or the Men's and Ladies Captains, their duties shall devolve upon the President who may appoint, subject to the Committee's approval other members of the Committee or Club to help him/her perform such duties until such time as the vacant offices are filled.
37. The Vice-President shall be the Vice-Chairman of the Committee.
38. The Hon. Treasurer shall maintain the funds and financial records of the Club. He/She shall maintain a system of financial accountancy and shall require receipts for expenditures. He/She shall prepare all tax and financial statements that are required by Revenue. He/She shall furnish a complete Financial Report on the previous year's transactions to the members at the Annual General Meeting. The Committee may appoint other members or staff to assist the Hon. Treasurer in his/her duties as they feel fit.
39. The Hon. Secretary shall maintain a roster of members. He/She shall ensure that a current list of members is kept behind the bar at all times. He/She shall arrange to communicate to members regarding forthcoming general meetings. He/She shall compile a complete and accurate report of all Committee and General Meetings. He/She shall furnish a report on the year's proceedings to the members at the Annual General Meeting. He/She shall execute such duties as are assigned by the Committee. The Committee may appoint other members or staff from time to time to assist the Hon. Secretary in his/her duties as they see fit.
40. The Captains shall be in charge of all League Teams and they shall be the joint Chairpersons on the Tennis Committee. They shall arrange all teams, substitutes and registration of Senior League Teams with DLTC. They shall organise and be referees of Club Championships and other competitions organised by the Club. They shall also be responsible for compiling and maintaining rating lists.
41. Only Club Officers or the Trustees may sign cheques. All Club cheques to be signed by the Club Officers shall require two signatures; and all Club cheques to be signed by the Trustees shall require the signature of all four Trustees and the authorisation of the Committee.

Playing

42. The necessary nets etc. shall be supplied by the Club.
43. No member or visitor shall be permitted to play on the courts except in proper tennis attire as detailed in the Club's Dress Code. This includes proper tennis runners.
44. Play shall be permitted everyday provided the grounds are in proper condition. Committee members present and/or the Grounds Man shall be the judge of the condition of the grounds. The Committee shall have the power to close any court from time to time and for such purposes as it may see fit.
45. Doubles shall have priority over singles except during official competitions. No player shall occupy a court to the exclusion of other players for a longer period than one hour.
46. Pavilion and Associate Members may not use the tennis courts except on the payment of the appropriate green fee.
47. The rules of play utilised by the Club shall be those adopted by Tennis Ireland.
48. Junior members shall not be allowed to play after 6 pm, unless special arrangements have been made by the Committee for such play.

Trustees

49. All property of the Club shall be vested in four Trustees appointed by the Committee. The trustees shall hold such property at the disposal of the Committee and shall invest, sell, lease, let, licence, mortgage or otherwise dispose of or apply the same and any income there from as they, the Committee may from time to time determine, provided always that:
 - a) Nothing in this bye-law shall preclude the Trustees from allowing any moneys which shall come into the hands of the Committee to be retained by it or held under its control either in hands or in bank and to be applied by it for the purpose of the Club and;
 - b) No personal liability shall be attached to any Trustee or Trustees except to the extent of such property of the Club as shall actually be received by them or him/her and provided that any decision to sell, lease or mortgage the land or premises of the Club shall be approved at an Annual General Meeting or Special General Meeting called for this purpose.
50. The Trustees shall remain in office until death or resignation or until a meeting of the Committee votes to remove him/her from office.

51. In the case of a vacancy in the office of Trustee, the Committee shall by a resolution appoint a new Trustee to fill such vacancy. The surviving or continuing Trustee(s) shall have the power to act notwithstanding any casual vacancy in the number of Trustees.
52. The Trustees shall enjoy all the privileges of a senior member. Every Trustee and Officer of the Club shall be entitled to be indemnified out of the assets of the Club against all losses or liabilities which he/she may sustain or incur in or about the execution of the duties of his/her office, or otherwise in relation thereto and no Trustee or Officer shall be liable for any loss, damage or misfortune which may happen to or be incurred by the Club in the execution of the duties of his/her office or in relation thereto unless the same happen through his/her own default or dishonesty.

Procedure to Amend Rules

53. The rules of the Club may be amended by a majority decision of the Executive Committee of the Club ONLY for the purpose of complying with the provisions of the Registration of Clubs Act, or the Licensing Acts and Health and Safety Regulations. Otherwise, alteration of the Club Rules may only be made at the Annual General Meeting or Special General Meeting.
54. Notice of such proposed alteration shall be furnished to each senior member in the Club in the form of a resolution at least one week before the date of such meeting.
55. No alteration to the rules shall however be made unless a majority of at least two-thirds of those members present voting agree thereto.

Suspensions and Expulsions

56.
 - A. The Executive Committee may from time to time establish a 'Disciplinary Sub-Committee'. At least two-thirds of the members of the sub-committee shall also be members of the Executive Committee.
 - B. The sub-committee, may by a two thirds vote of its members, suspend for any period, not exceeding 12 months, any member of any grade who is under investigation by the Club or any State Agency, including but not limited to An Garda Síochána, Health Service Executive, Tusla/Child and Family Agency for violating any provision of this Constitution, or any By-Law of the Club, or any alleged conduct rendering him/her unfit to continue in the membership of the Club.
 - C. The sub-committee may at any subsequent meeting, by a two-thirds vote of its members, extend the period of suspension for an additional period of 12 months, or for as long as the member is still under investigation.

- D. During the period of suspension, the member is suspended from attending the Club and from all activities at, or on behalf of the Club and therefore shall be ineligible to participate as a member, in the affairs of the Club.
- E. The member shall be informed in writing of the reasons for the suspension and the date from which the suspension shall commence.
- F. The member may appeal a decision to the Executive Committee in respect of the suspension. The appeal must be made in writing to the Honorary Secretary within fourteen days of the member being notified of his/her suspension. Members of the Disciplinary Sub Committee shall not attend or partake in the appeal process.

57.

- A. A 'Disciplinary Sub-Committee' established under Rule 56, may by a two thirds vote of its members, expel any member of any grade who has violated any provision of this Constitution, or any By-Law of the Club, or committed any conduct rendering him/her unfit to continue in the membership of the Club.
- B. The member shall be informed in writing of the reasons for his/her proposed expulsion and shall be afforded an opportunity to defend himself/herself.
- C. The member may appeal a decision to the Executive Committee in respect of the expulsion. The appeal must be made in writing to the Honorary Secretary within fourteen days of the member being notified of his/her expulsion. Members of the Disciplinary Sub-Committee will not partake in the appeal process.

General

- 58. All Championship Cups are the property of the Club and are Perpetual Challenge Cups. All cups must be returned engraved and in proper condition to the Club Office at least 7 days prior to the commencement of the Club Championships.

Provisions of the Intoxicating Liquor Act

59.

A. Subject to the exceptions in the Licensing Acts and those specified hereunder no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a member of the Club lodging in the Club premises) or to be consumed on those premises by any person (other than such a member) –

- i. At any time on Christmas Day.
- ii. On any other day, outside the hours specified hereunder:
 1. Saint Patrick's Day between 12:30 and 00:30 on the following day;
 2. The 23rd December; if it falls on a Sunday between 12:30 and 23:00;
 3. Christmas Eve between 10:30 and 23:00;
 4. The eve of any public holiday (other than Christmas Eve);
 - a) If the eve falls on a weekday, between 10:30 and 00:30 on the following day, or
 - b) If it falls on a Sunday between 12:30 and 23:00.
 5. Any other Sunday between 12:30 and 23:00.
 6. Any other Monday, Tuesday, Wednesday or Thursday between 10:30 and 23:30; and
 7. Any other Friday or Saturday between 10:30 and 00:30 on the following day.
- iii. The Club may allow consumption of alcohol on the premises by any person
 1. On Christmas Day between 12:00 and 22:00; or
 2. On any other day for one hour after the expiration of any period in respect of that day during which it is lawful to supply alcohol for consumption on the premises:

If in each case the alcohol is:

- a) Ordered by or on behalf of that person at the same time as a substantial meal if so ordered, and
- b) Consumed by that person during the meal or after the meal has ended.

B. No member of the Committee, Manager or employee of the Club shall have any personal interest in the sale of excisable liquors therein, or in the profits arising from such sale.

- C. No excisable liquors shall be sold or supplied for consumption outside the premises of the Club, except to members of the Club, between the hours of 08:00 and 22:00.
- D. No excisable liquors shall be sold or supplied in the Club premises to any person under the age of eighteen years.
- E. No person under the age of eighteen years shall be admitted as a member of the Club unless the Club is one primarily devoted to same athletic purpose.
- F. No person under the age of 18 years shall be allowed into the licensed area of the Club after 9:00 p.m. However, a child who is accompanied by his or her parent or guardian may be allowed into the licensed area between the hours of 10:00 a.m. (12:30 p.m. on Sunday) and 9:00 p.m.
- G. A minor who is aged at least 15 years but under the age of 18 years and who is accompanied by his or her parent or guardian may be allowed into the licensed area of the Club on the occasion of a private function at which a substantial meal is served to persons attending the function.
- H. No visitor shall be supplied with excisable liquor in the Club premises except in accordance with the provisions of the Registration of Clubs Acts 1904-2008 (the “Registration of Clubs Act”) and Licensing Acts.
- I. In addition to the foregoing Rules, and regulations embodied herein and in the Registration of the “Registration of Clubs Act, the Licensing Acts and the acts shall include any amendments or re-enactments thereof for the time being in force and, orders, notices, regulations, directions, bye-laws, permissions and plans for the time being made, issued or given thereunder or deriving validity therefrom extending and amending the same.

60.

- A. Clontarf 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 in Ireland.
- B. The Club is committed to appoint at least one children’s officer as outlined in the code or one children’s officer for each gender.
- C. The Club is committed to designate the Club Chairperson to act as a liaison with the Statutory Authorities in relation to the reporting of all allegations or suspicions of child abuse. Any such reports should be made according to the procedures outlined in this Code under Children First/ Our duty of Care.

61. The Club colours shall be red and blue.
62. The Committee may elect sub-committees to run events or to perform any task. The President shall be a member ex-officio of all sub- committees unless otherwise specified. Any grade of member or friend of the Club shall be eligible to serve on a sub-committee.
63. In these rules unless there is something in the subject or context inconsistent therewith:
- a) Words imparting only the singular number include the plural number and vice versa.
 - b) Words imparting only the masculine gender include the feminine gender.

The above are the Club Rules after the Annual General Meeting of the Club held on

Monday 27th January 2020

