

**THE
WOODFORD WELLS
CLUB**

CLUB RULES

(as at 1st Nov 2018)

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RULES

SECTION A - THE CLUB

- A.1 KEY RULE. The purposes of the Club are to promote the amateur sports of Cricket, Lawn Tennis, Hockey, Squash, Table Tennis, Short Mat Bowls and Netball in the Woodford Green and surrounding areas and community participation in the same.
- A. 2 The Club shall be called the Woodford Wells Club.
- A. 3 The Playing Sections of the Club shall use the following titles; Woodford Wells Cricket Club; Woodford Wells Lawn Tennis Club; Crostyx Hockey Club; Woodford Wells Squash Club; Woodford Wells Table Tennis Club; Woodford Wells Short Mat Bowls Club and Woodford Wells Netball Club
- A. 4 The Club colours shall be selected by the Committee.
- A. 5 The Club's financial year shall run from 1st April in each year to the 31st March in the following year.
- A. 6 No rule shall be altered, rescinded or added to unless by the consent of a majority of two-thirds voting at a General Meeting with the exception of Rule B. 2 where the consent of a majority of nine-tenths is required. Notice of any alteration to be proposed must be sent to the Club Secretary, so that it can be circulated with the Notice of Meeting.
- A.7 KEY RULE. The Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting. The General Committee will then be responsible for the orderly winding up of the Club's affairs by settling all liabilities of the Club and then shall dispose of the net assets remaining to one or more of the following:
- to another Club with similar sporting purposes which is a registered charity
 - to another Club with similar sporting purposes which is a registered Community Amateur Sports Club
 - to the governing bodies of the Club's sports for use by them for related community sports
 - the Club Lands will be dealt with in accordance with the terms of the Declaration of Trust dated 5th August 1924.
- A.7 KEY RULE. Where there is any conflict between any of the Rules designated as "KEY RULES" and any other Rule or Rules then the KEY RULES will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for Community Amateur Sports Clubs as provided for by the Finance Act 2002

SECTION B - PROPERTY AND FUNDS

- B.1 KEY RULE. (a) The property and funds of the Club cannot be used for the direct or indirect private benefit of Members other than as reasonably allowed by the Rules and all surplus income or profits are reinvested in the Club
- (b) The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, away-match expenses, post match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- (c) The Club may also in connection with the sports purposes of the Club:
- sell and supply food, drink and related sports clothing and equipment

- employ Members (though not for playing) and remunerate them for providing goods and services on fair terms set by the General Committee without the Member concerned being present
- pay for reasonable hospitality for visiting teams and guests
- indemnify the General Committee and Members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

- (d) The General Committee will have due regard to the law on disability, discrimination and child protection.
- B. 2 The playing areas as at present constituted shall be devoted to the playing of cricket, lawn tennis, hockey and squash. None of these playing areas shall be varied in any way or used permanently for any other activity unless by the consent of a majority of nine-tenths of those voting at a General Meeting of the Club.
- B. 3 The Club property shall only be used for Club purposes unless specially authorised by the General Committee.
- B. 4 The Club Lands are held by Trustees upon the Trusts contained in a Declaration of Trust dated the 5th August 1924.
- B. 5 No monies shall be borrowed upon the security of the grounds of the Club, except with authority of a resolution of the Club in General Meeting passed by a majority of not less than two-thirds of those present and voting at the meeting.
- B. 6 The Club shall be open from 9.00 a.m. until 30 minutes after the end of permitted hours (see Rule B.7) unless otherwise authorised by the General Committee.
- B. 7 The permitted hours for the sale of intoxicating liquors shall be 11.00 a.m. to 11.00 p.m. on Mondays to Saturdays and 12.00 noon to 10.30 p.m. on Sundays.

Within these limits the General Committee shall fix the hours during which the bar shall be open for the sale of intoxicating liquors. The Club Secretary shall apply for extension of permitted licensing hours when specially required.

- B. 8 The sale of intoxicating liquors may be made to members, their bona fide guests, members of visiting clubs playing arranged athletic fixtures and, at the discretion of the General Committee, to other persons visiting the Club for social, athletic or charitable events.
- B. 9 The Hall may be hired for outside private functions up to a maximum of 12 functions per year. Intoxicating liquors may be sold to those attending such functions. The General Committee must authorise each such function and the police will be notified in writing giving a minimum of 7 days notice of each function.

SECTION C - MEMBERSHIP

- C.1 **KEY RULE.** (a) Membership of the Club shall be open to anyone interested in the sports that the Club offers on application regardless of sex, age, disability, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities may be exercised on a non discriminatory basis

(b) The Club will have different classes of membership and subscription rates on a non discriminatory and fair basis. The Club will keep subscription rates at levels that will not pose a significant obstacle to people participating.

(c) The General Committee may refuse or terminate membership only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or termination may be made to the Members.

- C.2 Any member wishing to resign shall notify their intention to the Club Administrator in writing before the 1st May otherwise the subscription shall be due. Where a member does not notify the Club Administrator of their resignation and does not reclaim from the Club Administrator any balance held to their credit on their Club Card or court booking account within 6 months of their ceasing to be a member, the Club shall be entitled to retain such balances for the Club's benefit.
- C.3 The General Committee is empowered to expel or suspend any member who, in the opinion of the Committee, is guilty of conduct unbecoming a member of the Club.
- C.4 The subscription to the Club shall be determined from time to time in General Meeting.
- C.5 A complete list of names and addresses of members shall be kept at the Club.
- C.6 (a) Subscriptions shall become due each year on 1st April. Short Mat Bowls subscriptions are due on 1st April or the first day of each quarter starting 1st April.
- (b) Subscriptions for new members are due upon joining the Club. These will usually be pro-rata from 1st April to the date the new member joins.
- (c) If any subscription remains unpaid after the due date, the person concerned may be denied the use of any of the facilities of the Club. If the subscription remains unpaid two months after the due date, the General Committee is empowered to deem the membership lapsed.
- C.7 A Member shall be responsible for ensuring that any guest that he or she introduces to the Club signs one of the Visitors Books at the Bar or in Reception. The Member shall take responsibility for the conduct of their guests whilst at the Club and guests should be accompanied at all times by the Member introducing them to the Club.
- C. 8 The Club reserves the right to inform the police if it appears that recreational drug use is taking place on its premises. Any Club member possessing, supplying, using or under the influence of recreational drugs (substances recognised as, and defined as illegal under UK law) while on Club premises will face disciplinary action that may include termination of membership.

SECTION D - GENERAL MEETINGS

- D.1 An Annual General Meeting of the Club shall be held in October of each year (subject to unforeseen circumstances) for the purpose of receiving accounts for the past year ended 31st March and for general business, including the election of all officers and the members of the General Committee, and to approve the election of Playing Section Sub-Committees. Twenty-one days notice of such meeting shall be given. All members, with the exception of Junior members shall be entitled to vote at this meeting.
- D.2 On receipt of a requisition for a General Purpose Meeting signed by no less than thirty members stating the purpose for which such Meeting is to be called, the Club Secretary shall issue notices of such meeting. Twenty-one days' notice of such meeting shall be given.
- D.3 Twelve members shall form a quorum at a General Meeting of the Club.

- D.4 The only business to be voted upon at a General Meeting shall be any proposals contained in the Agenda for that Meeting which have been circulated thereby to members in accordance with Rules D.1 or D.2 Amendments to such proposals may be discussed and voted upon provided that the Club Secretary has been informed and a notice has been displayed on the Club notice board not later than 7 days before the Meeting showing the proposed amendments and the names of the proposer and seconder.
- D.5 The election of officers and members of the General Committee shall be carried out as follows:-
A list shall be posted on the Club notice board not later than 21 days before the Annual General Meeting showing the names of those officers and committee members willing to stand for re-election. Further nominations may be added to this list provided that each nominee, who shall be a Senior or Intermediate member, had signified his or her assent and that the nomination is proposed and seconded by Senior or Intermediate members of the Club. This list will be closed 7 days before the Annual General Meeting after which no further nominations may be made. Election will be by ballot if necessary.

SECTION E - OFFICERS & COMMITTEE

- E.1 There shall be a President, who will be elected by the Annual General Meeting to serve as President for a term of three years, and thereafter will become a Vice-President, with the title Past President, for life.
- E.2 There shall be three or more Vice-Presidents to be elected annually.
- E.3 E.3 (a) The General Committee, which shall be elected at the Annual General Meeting, shall direct the general affairs of the Club, have supreme control of the finances of the Club subject to Rule B. 5, and shall consist of:
- (i) Three elected members, none of whom shall serve on any Playing Section Sub-Committee.
 - (ii) The Honorary Club Secretary, the Honorary Club Treasurer.
 - (iii) The Chairman of the Management Committee detailed in Section F.
 - (iv) A representative nominated by each of the Playing Section Sub-Committee detailed in section G.
- (b) The President of the Club shall be a member of the General Committee ex-officio.
- (c) Five members shall form a quorum.
- (d) The General Committee shall elect from among its members a Chairman and Vice-Chairman at the first meeting following the Annual General Meeting.
- (e) The General Committee shall have power to fill any vacancy which may occur during the year in the officers of the Club.
- (f) In the case of any vacancy during the year among the three elected members this may be filled at a General Meeting of the Club.
- (g) In the case of any nominated member being unable to attend a meeting of the General Committee another member of the appropriate Playing Section may attend in his or her place and shall have full powers of discretion and voting at the meeting.
- (h) The minutes of all meetings of the Management Committee (see section F) shall be taken and made available to the General Committee.

(i) No member of the General Committee may serve in one role for a period of more than 5 years.

- E.4 The Club Secretary shall attend and take minutes of all meetings of the General Committee and all meetings of the Management Committee, co-ordinate management communication within the Club and generally carry out the directives of the General Committee.
- E.5 The Club Treasurer and the General Committee shall deal with all matters relating to the financial planning and control of the Club, the arrangement for making payments, for any borrowings and shall keep the accounts of the Club.
- E.6 An honorary independent examiner shall be elected at the AGM to carry out an independent examination of the Club's annual accounts. The independent examiner shall be a person that the General Committee believe has the requisite ability and practical experience to carry out a competent examination of the accounts and who is a member or retired member of a recognised accountancy body. The examiner, who may be a member of the Club, shall not be a member of the General Committee, Management Committee or involved with the day to day administration of the Club.

SECTION F - SUB-COMMITTEES

- F.1 The Management Committee along with the Club Administrator are responsible for the maintenance and insurance of the buildings and playing surfaces, the use of the Clubhouse (including the letting of the facilities), the administration of the bar and the employment of staff to assist in the administration, management, security and cleaning of the Clubhouse.
- F.2 The Management Committee shall consist of two members of the General Committee, the Chairman of the General Committee, the Hon Club Secretary and the Hon Club Treasurer. The Committee will elect a Chairman from among its members at its first meeting and have the power to co-opt additional members when necessary. The Club Administrator shall attend these meetings.
- F.3 Minutes of proceedings of all meetings of the Management and Finance Committees shall be taken and made available to the General Committee.

SECTION G - PLAYING SECTION RULES AND SUB-COMMITTEES AND GENERAL RULES

- G.1 The Sub-Committees of the Playing Sections shall manage the affairs of their respective sections of the Club, and may make such regulations as shall in their opinion be for the benefit of that section of the Club to which they are respectively responsible, provided always that such regulations do not conflict with the General Rules of the Club. Three members shall in each case form a quorum. Each Section shall elect its own Sub-Committee at an Annual General Meeting of its members which shall then be approved at the Annual General Meeting of the Club.
- G.2 The Sub-Committee secretaries shall attend and take minutes of the proceedings of all meetings of their respective Sub-Committees and carry out their general direction. They shall give their section members 14 days notice of the Annual General Meeting of their members. They shall advise the Club Secretary of their members of their Sub-Committee elected at that meeting, in order that these appointments may be approved at the Annual General Meeting of the Club. The minutes of all section meetings shall be sent to the Club Secretary and Club Administrator.

- G.3 The Playing Section Sub-Committees have the power to fill any vacancy which may occur during the year in their respective committee.
- G.4 Playing Section Sub-Committees have the responsibility of maintaining Club Standards on behaviour and conduct of their section members.
Playing Section Sub-Committees have the power to suspend any of their members who in their opinion is not behaving in a manner becoming for a member of the Club or, alternatively, recommend to the General Committee that a member be expelled from the Club under rule C.3.

CRICKET

- G.5 The Cricket Sub-Committee shall consist of the Captains and Secretaries and the Chairman and three elected members.
- G.6 The Woodford Wells Cricket Club shall adopt the Laws of the Marylebone Cricket Club in all questions of play.

TENNIS

- G.7 The Tennis Sub-Committee shall consist of the Men's and Ladies' Captains and Vice-Captains, the Section Secretary, the Match Secretary, the Juniors' Secretary and a minimum of three elected members.
- G.8 The Woodford Wells Tennis Club shall adopt the Laws of the Game as authorised by the Lawn Tennis Association in all questions of play.
- G.9 Only fully paid up tennis members whose names appear on the Membership List may use the courts and play with guests.
- G.10 A visitor may play four times a year, subject to the payment of a visitors fee, and only with a member. The member's name together with the visitor's name shall be entered in the Visitors Book at the Reception before play.
- G.11 Players must report to the Reception and settle all fees before play.
- G.12 Recognised Tennis wear, including appropriate footwear, should be worn at all times.
- G.13 The Reception operates a court reservation system. Enquiries about court availability and bookings may be made in person or by telephone (0181 504 1954).
- G.14 Courts may be set aside as follows:-
Up to 3 courts may be set aside for Club Matches (at any time), Men's Night (on Tuesday evenings), Ladies' Night (on Wednesday evenings), Match Practice (on Thursday evenings), Social Tennis (on Saturday and Sunday afternoons), and Juniors (on Saturday mornings).
Arrangements for courts to be set aside at other times for particular purposes may be made with the Club Manager, subject to the agreement of the Tennis Committee or the General Committee.

HOCKEY

- G.15 The Hockey Sub-Committee shall consist of the Men's 1st XI Manager, the Captain of the Ladies' 1st XI, the Secretaries, the Fixture Secretary, the Ground Representative, the Youth Representative, the Section Treasurer and four elected members.
- G.16 The Crostyx Hockey Club shall adopt the Rules of the Hockey Rules Board in all questions of play.

SQUASH

- G.17 The Squash Sub-Committee shall consist of the Captain, the Lady Captain, the Secretary, the Team Secretary and a minimum of two elected members.
- G.18 The Squash Club shall adopt the rules of the Squash Rackets Association in all questions of play.
- G.19 Only fully paid up members whose names appear on the membership list may use the courts and play with guests.
- G.20 A visitor may play four times a year, subject to the payment of a visitors fee, and only with a member. The member's name together with the guest's name should be entered in the Visitors Book at the Reception.
- G.21 All court fees must be settled at the Reception before play.
- G.22 All members must wear predominantly white clothing on the courts. Black soled shoes and shoes that have previously been worn on grit tennis courts, unless well cleaned, are prohibited.
- G.23 Junior members may only book a peak-time court up to four days in advance.
- G.24 Enquiries about court availability, bookings and cancellations may be made at the Reception in person or by telephone (020 8504 1954). Members may only book one peak-time court during any evening.
- G.25 The Committee may set aside the courts for matches and tournaments and may cancel court bookings for that purpose.

TABLE TENNIS

- G.26 The Table Tennis Sub-Committee shall consist of a Chairman, Secretary, Treasurer and two other members.
- G.27 The Woodford Wells Table Tennis Club shall adopt the Rules of the English Table Tennis Association in all questions of play.
- G.28 The Table Tennis Section has priority use of the hall on Monday and Wednesday evenings. On other occasions the hall must be booked in advance through the Club Office.

SHORT MAT BOWLS

- G.29 The Short Mat Bowls Sub-Committee shall consist of a Chairman/Secretary and the seven Section Organisers

G.30 The Short Mat Bowls Club shall adopt the rules of the English Short Mat Bowls Association

G.31 Members are expected to wear grey trousers or skirts, white tops and (approved) bowling shoes at all playing sessions including matches against other clubs.

GENERAL

G.32 Smoking (including use of E-cigarettes) is not permitted within the Clubs buildings at any time.