

# Purley Sports Club

## RULES

Adopted at the Annual General Meeting of the Club held on  
27th September 2023 (2024)



# PURLEY

## SPORTS

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# 1. INTRODUCTION

1.1 The name of the Club shall be "PURLEY SPORTS CLUB".

1.2 The object of the Club shall be the promotion of; Bowls, Cricket, Hockey, Lawn Tennis, Squash, Racketball, Netball, and other games.

1.3 The following shall be the classes of members:

Life members (see 6.3),  
Honorary members,  
Playing members,  
Non-playing members.

1.4 The following shall be honorary officers of the Club: The President who shall be elected by the members for a term of three years, and shall not hold office for more than three years continuously. Vice-presidents, who shall be elected by the members and shall hold office until death or resignation unless, removed from office by a resolution of the members.

1.5 The following shall be the officers of the Club: -

The Trustees  
Members of the Management Committee  
Honorary Treasurer or Treasurer  
Club Manager  
Assistant Club Manager

# 2. CLUB MANAGEMENT

2.1 The Club is a member's Club and the management shall be deputed to a Management Committee consisting of members of the Club as rule 2.10 and (as ex officio members for so long as they shall hold their respective offices) the Trustees, the Club President, the Honorary Treasurer or Treasurer, the Club Manager.

2.2 The Club Board shall consist of a minimum of three and a maximum of five members of the Management Committee, including the Chairman, Vice chairman, and the Treasurer, all to be nominated and elected by



the Management Committee, and the Club Manager, who will be a non-voting member of the Board. The election of Board members shall take place at the first meeting of the Management Committee following the AGM.

- 2.3 The facilities of the Club may be hired to members and to persons and organisations other than members as determined by the Management Committee who shall also determine the fee to be charged for any such hiring providing that such hiring complies with the conditions attaching to the Club's Licence.
- 2.4 The amount of entrance fees, the rates of subscriptions, the scale of charges for catering and refreshments and all other charges shall be determined by the management committee which shall also have power to appoint, pay and dismiss a Club Manager, Treasurer and such other paid servants as it may deem necessary.
- 2.5 Meetings of the Management Committee shall be called by the Club Manager, on the request of the Chairman or any two members of the Management Committee and the quorum for these meetings shall be seven.
- 2.6 Meetings of the Club Board shall be called by the Chairman or Vice Chairman, and the quorum for Board Meetings shall be three.
- 2.7 The Chairman of the Management Committee shall be elected by that committee each year at the first Management Committee after the Annual General Meeting.
- 2.8 The management committee shall have the power to overrule any decision, resolution, or policy made by a meeting of the Board.
- 2.9 The Management Committee shall also have power to enter into any agreement for the provision of services and may agree terms relating to revenues, the scale of charges, catering and refreshments, maintenance of the Club property and other matters as it shall in its discretion think fit in the interests of the Club and its members.  
of sections, and shall retire in rotation at the Annual General Meeting of the Club and shall be eligible for re-election at that meeting.
- 2.10 The members of the Management Committee (see 2.1) shall consist of (a) One member from each of the sections of the Club duly appointed by the section concerned and (b) A maximum of five additional other members of the Club.
- 2.11 Subject to termination by resignation, retirement, or otherwise members of the Management Committee shall remain in office until their successors take office.
- 2.12 The Management Committee shall have the power to appoint any member to fill a vacancy on the committee until the next Annual General



Meeting of the Club when that member shall retire but shall be eligible for re-election.

- 2.13 If the vacancy is for one of the section representatives then that section shall appoint a replacement immediately.

### **3. ANNUAL GENERAL MEETING**

- 3.1 An Annual General Meeting of the Club shall be held each year on such date within nine months of the end of the Club's financial year as the Management Committee shall determine at which the following business shall be conducted:-

- a) Approval and adoption of the Management Committee's reports and independently examined accounts for the financial year ended on the previous 31st March.
- b) Election of Trustees
- c) Election of members of the Management Committee
- d) Appointment of an independent account examiner
- e) Election of President and Vice Presidents
- f) Appointment of Honorary Treasurer or Treasurer
- g) Election of Life Members

- 3.2 At such meeting no member shall put forward more candidates to the Management Committee than the number of vacancies.

- 3.3 Twenty-one days notice of such meeting is to be given to every member, together with a copy of the summary independently examined accounts. A set of the signed independently examined accounts will be available in the Club Office during normal office hours.

- 3.4 Any ten members of the Club may require the Club Manager or Chairman to call any other general meeting of the Club or of any section of the Club and failing compliance within fourteen days may themselves do so, giving to every member of the Club or of any section of the Club, seven days notice stating clearly the object for which the meeting is called.

### **4. GENERAL MEETINGS**

- 4.1 All members of the Club shall be entitled to attend general meetings, but only members over the age of 18 years who are life, playing or non-playing members shall be entitled to vote at such meetings.



4.2 At all general meetings of the Club, or of each section, voting shall be by show of hands unless a ballot is demanded by one third of those present and entitled to vote. In the case of an equality of votes, whether on a show of hands or on ballot, the Chairman of the meeting shall be entitled to a second or casting vote. See PROXIES below.

4.3 Nominations for the offices of President, Vice-Presidents, Trustees, Honorary Treasurer or members of the Management Committee not being representatives of sections must be sent in writing not less than ten days before the Annual General Meeting of the Club to the Club Manager, who shall cause the name of each such nominee with the names of the proposer and seconder to be posted on the Club notice board not less than seven days before such meeting.

4.4 Any general meeting of the Club or of any section shall be held in the clubhouse and at such time when the Club is open (see 14.1) as shall be specified in the notice summoning the meeting.

## **PROXIES**

For all AGM or General Meetings proxy votes will be allowed subject to the following:

1. A signed proxy form, as provided by the Club, will need to be submitted to the Office not less than 48 hours before the time of the proposed AGM or General meeting.
2. Any proxy forms submitted in respect of a resolution or vote to be taken at the AGM or General meeting will be counted by at least one Trustee of the Club and totals provided to the Club Chairman before the AGM or General meeting.
3. Any proxy form not submitted in this way will be deemed invalid.

## **5. SECTION COMMITTEES**

- 5.1 The management of the Club's activities shall be deputed to the section committees of each section of the Club.
- 5.2 Each section shall convene, through its honorary secretary, a general meeting of its members once in every calendar year for the purpose of discussing and dealing with the general affairs of the section.



- 5.3 Fourteen clear days notice of such meeting shall be given and all members of the Club shall be entitled to attend general meetings of each section but only full members of the section concerned over the age of eighteen years shall be entitled to vote.
- 5.4 At such meetings each section shall appoint its officers and the members to act as a section committee for the ensuing season in accordance with the section Bye-Laws. When such election is due the section committee shall elect one of their members to the Management Committee.
- 5.5 The number of the section committee shall be not less than the quorum required by the Bye-Laws of that section. The Club Manager shall be ex-officio a member of each section committee without power to vote. No member shall vote for more candidates than the number of vacancies.
- 5.6 The section committees shall be responsible for the administration of the affairs of their respective sections but shall have no authority in the general management of the Club.
- 5.7 If any vacancy shall occur on any section committee, that committee may fill such a vacancy by the appointment of a section member.



## 6. CLUB MEMBERSHIP

- 6.1 Every candidate for membership for Bowls, Cricket, Hockey, Lawn Tennis, Squash, Racketball, Netball, Fitness, must submit a Membership Application Form to be obtained from the Club Office. Such form must be signed by the candidate and must state the address of the candidate together with such other particulars as the Management Committee may require and must be lodged with the Club Manager together with the relevant subscription.
- 6.2 The election of members shall be deputed to the Management Committee and after the nomination has had the approval of the section committee concerned the Management Committee shall notify all successful candidates of their election.
- 6.3 The election of life and honorary members shall be subject to the approval of the Management Committee and of the members at an Annual General Meeting. See below definitions of Life and Honorary members:

Life: Following proof of 50 years continuous membership of Purley Sports Club – a Life Membership will be proposed and voted at the Club AGM. A Life Membership will allow membership for life without payment, not transferable. This will allow use of all sections and facilities of the Club.

Honorary: Proposed by Section or Management for exceptional service over a period without salary, for either a section(s) or the Club. An honorary membership will allow membership without payment for a period unless retracted, not transferable. This will allow use of all sections and facilities of the Club.

The combined total of Life and Honorary members should not exceed **30 ACTIVE** sport or social members.

- 6.4 No member shall be entitled to exercise any of the privileges of membership until after payment of the appropriate subscription for the current season and the issue of a valid membership card.
- 6.5 Temporary members are those who have paid their subscriptions for a period of less than six months, shall not be eligible to call or attend





general meetings, shall not be eligible to vote at General Meetings, nor shall they enjoy the privileges of full members.

## **7. VISITORS**

- 7.1 Any member may personally introduce a maximum of three visitors on any one occasion, with liberty as such to use the Club premises, name and address of each visitor and the name of the introducing member be entered in the book kept for that purpose, together with the date of each visit.
- 7.2 No visitor may be introduced more than three times in the same year.
- 7.3 No member may introduce as a visitor any person who has been rejected as a candidate, or who has had their membership suspended or terminated by the management committee. (See 9.3)
- 7.4 No visitor shall be permitted to play any game until the introducing member has paid the appropriate fee in accordance with the list of visitors fees in force at that time.

## **8. SUBSCRIPTIONS**

- 8.1 Bowls, Cricket, Tennis, Hockey, Lawn Tennis, Squash, Racketball, Netball, Fitness and Non-playing subscriptions shall become due on date as determined by the relevant section committee, where applicable, and as approved by the Management Committee.
- 8.2 Any member whose subscriptions are unpaid seven days after the due date shall cease to be a member and shall under no circumstances be entitled to the use of the Club. The Management Committee shall have power to re-admit any such members who shall explain and make good their default to its satisfaction.

## **9. CONDUCT**

- 9.1 In cases where the conduct of any member is, in the opinion of the management committee or any seven members of the Club who shall certify the same in writing to the Club Manager or Chairman, injurious to the character or interest of the Club, the management committee shall, if they think the circumstances warrant such procedure, instruct the Club Manager or Chairman to write to the member(s) giving them the option of satisfactorily explaining their conduct or resigning their membership of the Club.



Such conduct, includes:

- Use of, or being in possession on Club premises of, illegal drugs.
- Any form of discrimination on the grounds of age, gender, marital status, colour or race, nationality, ethnicity, disability, religious beliefs, sexual orientation or gender assignment.
- Any offensive or insulting verbal or written communications to other members, staff, workers or any Committee Member.

9.2 If the member fails to comply with either of these courses within fourteen days from the date of Club Manager or Chairman's notice to them, the next meeting of the Management Committee shall deal with the matter.

9.3 If such meeting agrees by assent of two thirds of the members of the Management Committee present and voting on the expulsion or suspension of such members, they shall cease to exercise any of the privileges of membership.

9.4 Members so expelled or suspended shall be informed in writing of their expulsion or suspension and shall have the right to appeal to the Management Committee within twenty eight days of the receipt of a request in writing of the member expelled or suspended, provided such request be received from them within twenty one days of their expulsion or suspension.

9.5 In the event of the right to appeal not being exercised, the defaulting member shall be deemed to have ceased to be a member of the Club on the day of the Management Committee's decision.

## **10. COMPLAINTS**

10.1 All complaints shall be made in writing to the Club Manager or Chairman, who shall submit them to the appropriate committee and the decision of such committee shall be final.

10.2 In no instance shall an employee of the Club be reprimanded directly by any member.



# 11. DAMAGE

- 11.1 Members shall be responsible for every expense incurred or damage caused by them to the club premises or to club property, or by visitors introduced by them.
- 11.2 The Club accepts no responsibility for loss or damage of property belonging to members or visitors.

# 12. RULES

- 12.1 A copy of the Rules for the time being in force shall be exhibited on the Club notice board in the clubhouse at all times and shall be considered as notice to all members of their contents.
- 12.2 Each member shall be entitled to be supplied with a hard copy of the Rules on application to the Club Manager or Chairman, but members shall not be absolved from their effect for the reason that they have no knowledge of them.
- 12.3 The Management Committee is empowered to make, repeal and amend such Rules and Bye-Laws as it may consider necessary for the regulation of the ground and condition of playing surfaces or to meet temporary emergencies considered expedient for the well-being of the Club.
- 12.4 The section committee of each section is, with the approval of two thirds of the members of its section and voting in a general meeting and with the approval of the Management Committee, or with the approval of two thirds of those members of the Club present and voting in a general meeting, empowered to make repeal and amend such Bye-Laws as that section committee may consider necessary for the internal management, use of playing surfaces and well-being of its section. All such Bye-Laws, provided they are not inconsistent with the Rules of the Club for the time being, shall be binding on all members and construed as part of the Rules of the Club until repealed by the committee concerned or set aside by a resolution of a general meeting of the Club passed by two thirds of those members present and voting.
- 12.5 The Rules of the Club may from time to time be altered at any General Meeting convened for that purpose, such proposed alteration or addition to be notified in the notice convening the meeting. No alteration in the



Rules of the Club shall be effective unless approved by the Trustees of the Club prior to such meeting and by two thirds of those members present and voting at that meeting. Twenty-one clear days' notice shall be given by the Club Manager or Chairman of any proposed amendment or alteration in the Rules or Bye-Laws of the Club.

12.6 Any notice to be given to the members of the Club or of any section in pursuance of these Rules or Bye-Laws shall be in writing and a copy of any such notice shall be posted on the Club notice board and such copy shall be deemed to be notice in writing to all members.

## **13. CLUB COLOURS**

13.1 The Club colours shall be pink, grey and black in such settings as may be approved by the Management Committee from time to time.

13.2 The club colours may be changed by members of the Club and agreed in accordance with the procedure given in Rule 12.5.

## **14. OPENING TIMES**

14.1 The Club shall be open at such times as the management committee shall decide and the opening hours will be displayed on the Club notice board.

14.2 The permitted hours applicable to the Club shall be fixed by the management committee in accordance with the current Licensing Legislation.

## **15. TRUSTEES**

15.1 There shall be three Trustees of the Club.

15.2 All the real and personal property of the Club, other than cash which shall be under the control of the Honorary Treasurer, or Treasurer, but including investments, shall be vested in the Trustees, or placed under their control to be dealt with as the Management Committee, with approval of the Trustees, shall from time to time direct by resolution, of which an entry in the minute book purporting to be signed by the chairman shall be conclusive evidence.



- 15.3 The management committee shall ensure that all property of the Club, which is of an insurable nature, shall be kept properly insured in the names and to the satisfaction of the Trustees.
- 15.4 The Trustees shall be indemnified out of the Club property against any expenses, losses or liabilities that they may incur or sustain in exercising their duties as Trustees of the Club.
- 15.5 The Trustees shall be nominated by the members to serve for a period of three years or until death or resignation whichever shall be sooner or until removed from office by a resolution by the members in general meeting passed by two thirds of those members present and voting but without prejudice to their right of indemnity in respect of anything done or suffered during their tenure of office. When it shall be necessary to appoint a new Trustee or Trustees the members in general meeting shall by resolution nominate the person or persons to be appointed as the new Trustee or Trustees. Nothing in this rule shall prevent a Trustee from being nominated for a second or subsequent term of three years.
- 15.6 The Management Committee shall have the power to nominate a new Trustee or Trustees to serve only until the next Annual General Meeting of the Club. For the purpose of giving effect to such nomination the Chairman for the time being of the Management Committee is nominated as the person to appoint new Trustees of the Club within the meaning of the current legislation (The Trustee Act 1925 and the Charities Act 1992, 1993, 2011, and 2013) and shall by deed duly appoint the person or persons nominated by the members as the new Trustee and Trustees of the Club and the provisions of the current legislation shall apply to such an appointment. Any statement of the fact in any such deed of appointment shall be in favour of the person dealing bona fide and for value with the Club or the Management Committee be conclusive evidence of the fact so stated.
- 15.7 If at any time the Management Committee shall, with the approval of the Trustees, pass a resolution authorising the Trustees to borrow money, the Trustees shall be empowered to borrow for the purposes of the Club such amount of money either at one time or from time to time and upon such terms as to security and otherwise as shall be specified in such resolution and the Trustees may make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as they may deem necessary for the purpose. The



Trustees shall be indemnified out of the Club property against any liability which they may incur as the result of the exercise of the above powers, but no member of the Management Committee, not being a Trustee, and no member of the Club shall be under any personal liability in that respect.

## **16. DISSOLUTION**

16.1 The Club may be dissolved by the members in general meeting pursuant to a resolution passed at such a general meeting by a majority of three quarters of the members present and voting.

16.2 No resolution to dissolve the Club may be considered in general meeting unless notice of proposal for the resolution signed by at least twenty members of the Club shall have been given to the members at least twenty one days before the date of the meeting.

16.3 If on the dissolution of the Club any property remains after the satisfaction of all its debts and liabilities that property must not be paid to or distributed among the members but must be given or transferred to some other institution or institutions having objects similar to the objects of the Club to be determined by the members of the Club at or before the time of dissolution and in default then to some charitable object.

## **17. GENERAL**

17.1 Dogs are allowed on the Club premises, but are subject to a number of restrictions: (i) they are allowed only in the outside area of the Club, and not permitted to be on the grass areas of the Club or any playing surfaces and (ii) they must be on a lead at all times and fully under control of a responsible person. If these restrictions are not followed a member of staff will ask the owner to remove the dog from the premises. These restrictions do not apply to guide dogs or assistance dogs.

17.2 Members, visitors, members of staff, coaches, and employed contractors, shall observe the Health & Safety policy of the Club at all times.

17.3 The playing of football on the club grounds is not permitted.





## Section Bye-Laws: Bowls

1. The name of the section for playing purposes shall be: "PURLEY BOWLS CLUB".
2. The club shall be affiliated to Bowls England and Bowls Surrey.
3. The club shall adopt and conform to Bowls England Regulations and the Laws governing the Sport of Bowls.
4. The club shall conform to the procedures as set out in Bowls England Regulations 9 (Discipline)
5. The club shall adopt the requirements of the Bowls England "Safeguarding Policy", "Inclusion Policy" and "Anti-Doping Policy".
6. The officers of the section shall be the captains, vice-captains, match secretaries of the men's and ladies sections, the section secretary, the treasurer and green ranger.
7. The section committee shall consist of the officers and not more than three members including the management committee representative and a men's section and ladies section representative appointed to act with them by the Annual General Meeting of the section. The quorum of a section committee meeting shall be five members personally present.
8. The teams to play matches shall be chosen by the captain or vice-captain or, in their absence, by a member of the section committee.
9. A green ranger being the member appointed by the committee, shall decide after consultation with the groundsman as to the fitness of the green for play and in his absence, the groundsman's decision shall be final. The green will not be available if a notice "no play" is displayed and such notice may only be removed by a green ranger or the groundsman.
10. Players shall be required to abide by the club dress code as decided by the committee from time to time. However, no player shall be allowed on to the green except when wearing heelless shoes in colours directed within the "Laws of the Sport of Bowls.





## Section Bye-Laws: Cricket

1. The name of the section for playing purposes shall be: "PURLEY CRICKET CLUB".
2. The section shall be affiliated to the Club Cricket Conference or any other organising body within the sport at the discretion of the Section Committee.
3. The officers of the section shall be its chairman, team captains, section secretary, section treasurer, fixtures secretary and colts director.
4. The section committee shall consist of the officers and may co-opt such additional members as it considers necessary in the event of any member resigning from the committee in advance of the Annual General Meeting of the section. Co-option shall be by unanimous decision of the members of the committee.
5. The quorum of a convened committee meeting shall be five members personally present.
6. The teams to play matches shall be chosen by the committee or sub-committee formed of members of the committee and appointed by the section committee which shall meet during the cricket season once in every week and at such other times as may be necessary.
7. Matches in the Surrey Championship may only be cancelled in accordance with the rules of that competition. In pursuance of these rules the Purley captain will take note of advice given by the club groundsman. Other matches may only be cancelled prior to the agreed starting time, by the agreement of the captain appointed for the match and the groundsman, following a joint inspection of the pitch should either party so request. Should no agreement be reached between the captain and the groundsman, the groundsman's decision shall be final.



## Section Bye-Laws: Hockey

1. The name of the section for playing purposes shall be: "PURLEY HOCKEY CLUB".
2. The section shall be affiliated to the Hockey Association and the Surrey County Hockey Association.
3. The officers of the section shall be the hockey club chairman, club captain, team captains, section secretary, section fixtures secretary and the section treasurer.
4. The section committee shall consist of the officers and a maximum of two members appointed to act with them by the Annual General Meeting of the section. The quorum of a committee meeting shall be three members personally present.
5. The teams to play matches shall be chosen by the team captains, although general policy on team selection will be made by the hockey section committee.
6. A Hockey section representative will pitch inspect on match days if the weather dictates.



# Section Bye-Laws: Tennis

## 1. Name

The name of the section for the purposes of playing shall be “PURLEY TENNIS CLUB”

Purley Tennis Club forms part of, and is a playing section of, Purley Sports Club.

The address of Purley Tennis Club is: The Ridge, Purley, Surrey CR8 3PF.

## 2. Definitions

2.1 ‘the Chairman’ means the person elected from time to time to be the Chairman of the Purley Tennis Club in accordance with Bye-Law 9.

‘the Game’ means the game of tennis.

‘the Secretary’ means the person elected from time to time to be the Secretary of the Purley Tennis Club in accordance with Bye-Law 9.

‘the Treasurer’ means the person elected from time to time to be the Treasurer of the Purley Tennis Club in accordance with Bye-Law 9.

‘the LTA’ means the Lawn Tennis Association [the governing body of tennis within Great Britain, the Channel Islands and the Isle of Man], of The National Tennis Centre, 100 Priory Lane, Roehampton, London SW15 5JQ and its subsidiaries or such successor entity or entities as become[s] the governing body of the game of tennis within Great Britain, the Channel Islands and the Isle of Man from time to time.

‘the LTA disciplinary code’ means the disciplinary code of the LTA in force from time to time.

‘the LTA rules’ means the rules of the LTA in force from time to time.

‘the tennis committee’ means the committee appointed under Bye-Law 9 to manage Purley Tennis Club.

‘Purley Sports Club management committee’ means the committee elected to run the whole of Purley Sports Club, of which Purley Tennis Club forms part.

‘Purley Sport Club Rules’ means the rules as adopted at the Annual General Meeting of Purley Sports Club on 11th July 2012, and as



may be subsequently amended, proposed and adopted at an AGM or EGM of Purley Sports Club.

2.2 Words denoting the singular number include the plural number and vice versa.

Words denoting the masculine gender include the feminine gender, and words denoting persons include bodies corporate [however incorporated] and unincorporated, including unincorporated associations of persons or partnerships.

### 3. Objects

The objects of the club are:

- a) Principally to provide facilities for and generally to promote, encourage and facilitate the playing of the Game in the area of Purley and amongst the community.
- b) To take and retain a membership of the Surrey LTA [and by doing so become and remain registered as an associate of the LTA] and to comply with and uphold the rules of the Surrey LTA as amended from time to time, and the LTA rules and the LTA Disciplinary Code and the rules and regulations of any body to which the LTA is registered or affiliated.
- c) Subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to make rules concerning the operation of the Purley Tennis Club, including without limitation, regulations concerning disciplinary procedures that may be taken against the members.
- d) Subject to the LTA Rules and the LTA Disciplinary Code and the LTA's wider jurisdiction, to discipline the members where permitted by its rules, regulations, and Bye-Laws, and to refer its members to be disciplined by the LTA or the Surrey LTA [as appropriate]
- e) Subject to the Rules of Purley Sports Club, members to be disciplined by Purley Sports Club.
- f) To do all such other things as the tennis committee thinks fit to further the interests of Purley Tennis Club, to advance and safeguard the interests of the Game or as otherwise incidental or conducive to the attainment of all or any of the objects stated in this Bye-Law 3.



4. No member shall be paid a salary, bonus, fee or other remuneration for playing for Purley Tennis Club.

## 5. Membership

### 5.1 Eligibility for membership

- 5.1.1 Members of either sex are eligible for membership of Purley Tennis Club. No person shall be denied membership of Purley Tennis Club on grounds of race, ethnic origin, creed, colour, age, disability, sex, occupation, sexual orientation, religion, political or other beliefs.
- 5.1.2 Junior members under the age of 18 do not have the right to hold office or vote at meetings.
- 5.1.3 The number of members is unlimited.

### 5.2 Admission of members

Any person who wishes to become a member of Purley Tennis Club must submit application in such form as the Purley Sports Club management committee shall decide. Every candidate for membership shall be considered and approved by the Purley Sports Club management committee, which shall admit that candidate to membership of the Purley Sports Club, and Purley Tennis Club, unless to do so would be contrary to the best interests of the sport or the good conduct and interests of the club.

### 5.3 Conditions of membership

- 5.3.1 Each member agrees as a condition of membership
  - a) to be bound by and subject to these rules and the rules and regulations of Surrey LTA [as in force from time to time] and
  - b) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code.
- 5.3.2 Bye-Law 5.3.1 confers a benefit on the LTA and, subject to the remaining provisions of this rule, is intended to be enforceable by the LTA by virtue of the Contracts [Rights of Third Parties] Act 1999. For the avoidance of doubt, the members do not intend that any term of these rules, apart from rule 5.3, should be enforceable, by virtue of the Contracts [Rights of Third Parties] Act 1999, by any person who is not a party to these rules.



5.3.3 The Management Committee of Purley Sports Club may, subject to Bye-Law 7, terminate the membership of any person, or impose any other sanction it determines to be appropriate, in connection with the breach of any condition of membership set out in this Bye-Law.

#### 5.4 Classes of members

5.4.1 There will be the following classes for members for the club

Full member  
Life member  
Honorary member  
Midweek member  
Restricted member  
Mid-adult member [18 – 25 non student]  
Student member [18 – 25]  
Junior member [13 -18]  
Junior member [8 – 12]  
Junior member [under 8]

The tennis committee shall decide on the various classes of adult and junior membership, which may be changed from time to time.

5.4.2 Only adult, mid-adult, student, and honorary members over 18 are entitled to receive notice of, attend, or vote at general meetings.

#### 5.5 Subscriptions

5.5.1 The annual subscription for each type of member shall be determined from time to time by Purley Sports Club management committee, provided that the Purley Sports Club management committee shall ensure that the fees set by it do not preclude open membership of the Purley Tennis Club.

5.5.2 No candidate who has been elected a member shall be entitled to the privileges of membership until he has paid his subscription or first monthly payment, in accordance with the requirements of Purley Sports Club.

5.5.3 The effective period for the payment of subscriptions shall run from 1st May to 30th April, or such periods that shall be determined from time to time by the Purley Sports Club



Management Committee, with the option of paying a pro-rata reduced subscription for those who join later in the year.

5.5.4 Additional fees are payable by all members for playing under floodlights, matches, tournaments etc. These fees will be determined from time to time by the Purley Sports Club management committee and the Purley Tennis Club tennis committee.

## **6. Resignation**

A member may withdraw from membership of the Purley Tennis Club at any time. Membership shall not be transferable in any event and shall cease immediately on death or dissolution, or on the failure of the Member to comply with any condition of membership set out in these Bye-Laws.

## **7. Conduct and Expulsion**

- 7.1 Subject to the remaining provisions of this Bye-Law, the Purley Sports Club management committee shall have power to refuse membership or expel a member only for good and sufficient cause such as conduct or character likely to bring the Purley Tennis Club or Purley Sports Club or the Game into disrepute, in accordance with Rule 9 of Purley Sports Club
- 7.2 The conditions and procedures concerning the conduct or possible expulsion of a member shall be in accordance with Rule 9 of Purley Sports Club.

## **8. Effect of Resignation or Expulsion**

Any person ceasing to be a member forfeits all right to and claim upon the Club, its property and its funds and he has no right to the return of any part of his subscription. The Purley Sports Club management committee may refund an appropriate part of a resigning member's subscription if it considers it appropriate taking account of all the circumstances.



## 9. The Tennis Committee

9.1 Purley Tennis Club shall be managed by a tennis committee consisting of:

- a) Chairman
- b) Secretary
- c) Treasurer
- d) no more than 8 other members elected annually at the annual general meeting of Purley Tennis Club.

The members of the tennis committee may exercise all of the powers of the Purley Tennis Club for the purposes of the management of the Purley Tennis Club. The members of the tennis committee shall have no authority in the general management of Purley Sports Club.

9.2 Purley Tennis Club agrees that each member of the tennis committee will be required, as a condition of election or appointment, to agree to be bound by and subject to these rules, the rules and regulations of Surrey LTA and the LTA Rules and the LTA Disciplinary Code, such agreement to contain an express acknowledgement that the Contracts (Rights of Third Parties) Act 1999 applies and that the LTA and the Purley Tennis Club can enforce any breach at its option and in its sole discretion.

9.3 The members of the tennis committee may delegate any of the powers that are conferred on them by these Bye-Laws to such person, or committee, by such means, to such extent, in relation to such matters and on such terms and conditions as they think fit, only within the limits of authority which apply to the tennis committee as 9.1. The members of the tennis committee may revoke any delegation or alter its terms and conditions.

9.4 The tennis committee shall decide in its discretion how members may be nominated to be members of the tennis committee, and shall notify members accordingly. Individuals are proposed and seconded for specific officer or general committee roles at the Purley Tennis Club AGM and voted in as stated in Bye-Law 9.8. Those persons proposed to be nominated as members of the tennis committee to fill any vacancies shall be nominated by any 2 adult members on the form prescribed by the tennis committee and must be submitted to the secretary by such date as the tennis committee shall prescribe each year.





- 9.5 Any person serving on the tennis committee will be presumed to be happy to continue in that position and will be put forward for nomination at the AGM, unless they wish to resign, in which case they need to give the secretary 21 days notice. If another candidate is nominated for any position, a vote will be undertaken as in Bye-Law 9.8.
- 9.6 Any person nominated as a member of the tennis committee must be a current adult tennis member.
- 9.7 The Management Committee shall be elected at the annual general meeting in each year, and subject to termination of office by resignation, removal or otherwise, the members remain in office until they or their successors are re-elected or elected (as the case may be) at the annual general meeting following their re-election or election (as the case may be).
- 9.8 If there is only one candidate nominated to fill any particular vacancy, that candidate shall be elected unopposed for that particular vacancy at the next annual general meeting. If there is more than one candidate for any particular vacancy there shall be an election at the annual general meeting for that position. The election shall be conducted as a secret ballot of those present at the meeting, and by any members unable to attend in person by means of an official ballot paper to be delivered to the office of Purley Sports Club at least 48 hours prior to commencement of the annual general meeting. A ballot administrator shall be appointed 7 days prior to the annual general meeting. The ballot administrator shall be either the Purley Sports Club manager or a member of Purley Sports Club management committee who is NOT a member of the tennis section of Purley Sports Club.
- 9.9 Members wishing to stand for election, or any two members wishing to nominate another member for election to a position on the tennis committee, must inform the secretary of this 7 days prior to the meeting.
- 9.10 The tennis committee may co-opt any member onto the tennis committee until the next annual general meeting when that person shall retire or be eligible for re-election.



9.11 A member of the tennis committee shall be deemed to have vacated office if:

- (a) he becomes bankrupt or makes any arrangement or composition with his creditors generally; or
- (b) a registered medical practitioner who is treating that person gives a written opinion to the tennis committee stating that that person has become physically or mentally incapable of acting as a member of the tennis committee and may remain so for more than three months; or
- (c) by reason of that person's mental health, a court makes an order which wholly or partly prevents that person from personally exercising any powers or rights which that person would otherwise have; or
- (d) he resigns his office by notice to the Purley Tennis Club; or
- (e) he shall without sufficient reason for more than four consecutive meetings of the tennis committee have been absent without permission of the tennis committee and the tennis committee resolves that his office be vacated; or
- (f) he is suspended from holding office or from taking part in any activity relating to the administration or management of the Purley Tennis Club by a decision of the Surrey LTA or the LTA;

9.12 Any person accepting election or nomination to the tennis committee who has any financial interest in the Game must, before such election or nomination, state in writing to the Purley Tennis Club all such interests. Failure to do so will lead to automatic disqualification from the tennis committee. The tennis committee has the right to veto such an election if, in its opinion, it is not in the best interests of the Purley Tennis Club.

## **10. Proceedings of the tennis committee**

10.1 Tennis committee meetings shall be held as often as the tennis committee thinks fit, provided that there shall not be less than 6 meetings each year. The quorum for such meetings shall be 6. The chairman and secretary shall have discretion to call emergency meetings of the tennis committee if they consider it to be in the interests of the Purley Tennis Club. The secretary shall



give all the members of the tennis committee not less than 7 days' notice of a meeting.

10.2 The chairman shall be the chairman of the tennis committee. Unless he is unwilling to do so, the chairman shall preside at every meeting of the tennis committee at which he is present. But if there is no person holding that office, or if the chairman is unwilling to preside or is not present within five minutes after the time appointed for the meeting, the members of the tennis committee present may appoint one of their number to be chairman of the meeting.

10.3 Decisions of the tennis committee shall be made by a simple majority and in the event of an equality of votes the chairman (or the acting chairman of that meeting) shall have a casting or additional vote.

10.4 The tennis committee may from time to time appoint from among its number such sub-committees as it considers necessary and may delegate to them such of the powers and duties of the tennis committee as the tennis committee may determine. All sub-committees shall periodically report their proceedings to the tennis committee and shall conduct their business in accordance with the directions of the tennis committee.

## **11. Annual General Meeting**

11.1 The annual general meeting of Purley Tennis Club shall be held each year at such time as the tennis committee shall decide. A notice period of at least 14 days shall be given. The annual general meeting shall be held in the clubhouse of Purley Sports Club, during opening times as defined in the Rules (clause 14) of Purley Sports Club, and shall transact the following business:

- (a) to receive the chairman's report of the activities of the club during the previous year;
- (b) to receive and consider the treasurer's report of the accounts of the club for the previous year, the treasurer's report shall be authenticated prior to the meeting by a person who is a member of Purley Sports Club but not a member of the tennis committee.
- (d) to elect the officers and other members of the tennis committee,



- (e) to decide on any resolution which may be duly submitted in accordance with Bye-law 11.2 below,
- (f) to deal with any other matters which the tennis committee desires to bring before the membership.

11.2 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing to the secretary not less than 7 days before the meeting.

11.3 No period greater than fifteen months shall elapse between one annual general meeting and the next.

## **12. Extraordinary general meetings**

An extraordinary general meeting may be called at any time by the tennis committee provided members are given 14 days notice. An extraordinary general meeting may be called at any time in response to a requisition in writing signed by not less than 30 members of Purley Tennis Club. An extraordinary general meeting must be held within 21 days of receipt of the requisition by the secretary. Members requesting an extraordinary general meeting must state the purposes for which the meeting is required and the resolutions proposed.

## **13. Procedures at the annual and extraordinary general meetings**

13.1 The secretary shall inform members of the date, time and place of any general meeting, giving 14 days notice. The accidental failure to give notice to any person entitled to notice, shall not invalidate the proceedings at the meeting.

13.2 The quorum for the annual and extraordinary general meetings shall be 20 Members. No business other than the appointment of the chairman of the meeting shall be transacted at the general meeting if the persons attending it do not constitute a quorum.

13.3 The chairman shall preside at all general meetings of the Purley Tennis Club, but if he is not present within 15 minutes after the time appointed for the meeting or has signified his inability to be present at the meeting, the members present may choose one of the other members of the tennis committee present to preside, and if no other member of the tennis committee is present or



willing to preside the members present may choose one of their number to be chairman of the meeting.

- 13.4 If the persons attending an annual or extraordinary general meeting do not constitute a quorum within half an hour of the time at which the meeting was due to start, or if during a meeting, a quorum ceases to be present, the chairman of the meeting must adjourn it. When adjourning an annual or extraordinary general meeting the chairman of the meeting must specify the time and place to which it is adjourned or state that it is to continue at a time and place to be fixed by the members of the tennis committee. The chairman must have regard to any directions as to the time and place of any adjournment which have been given by the meeting. If the continuation of an adjourned annual or extraordinary general meeting is to take place more than 14 days after it was adjourned the secretary must give at least 14 days notice to the Members of the Purley Tennis Club as required to be given in accordance with rule 13.1. No business can be transacted at adjourned annual or extraordinary general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.
- 13.5 The chairman of the meeting may permit other persons who are not members to attend and speak at a meeting.
- 13.6 Each adult member present at an annual general meeting, or extraordinary general meeting shall have one vote, and resolutions, other than amendments to the Bye-Laws, shall be passed by a simple majority on a show of hands of those members present at the meeting, combined with the count of the postal votes of those members unable to attend as detailed in 13.7 below. Amendments to the Bye-Laws shall be passed by a majority of two-thirds to one-third in accordance with the Rules of Purley Sports Club.
- 13.7 Postal voting by any members unable to attend in person shall be by means of an official ballot paper to be delivered to the office of Purley Sports Club at least 48 hours prior to commencement of the annual general meeting or extraordinary general meeting. A ballot administrator shall be appointed 7 days prior to the annual general meeting. The ballot administrator shall be either the Purley Sports Club manager or a member of Purley Sports Club



management committee who is NOT a member of Purley Tennis Club.

13.8 The secretary, or in his absence a member of the tennis committee, shall take minutes at annual and extraordinary general meetings.

#### **14. Visitors and Non-Members**

14.1 A member may introduce to Purley Tennis Club a maximum of three guests at any one time, and any player, coach, other team representative, match official or spectator attending the premises (by invitation of the Purley Tennis Club) who is not a member shall be a guest of the tennis committee, provided that no one whose application for membership has been declined, or who has been expelled from the club, may be introduced as a guest.

14.2 The Member introducing a guest and any person introduced as a guest of the tennis committee in accordance with Rule 14.1 must enter the name and contact details of the guest together with the name of the introducer in a book, which must be kept at the office of Purley Sports Club.

14.3 No one may be admitted as a guest on more than three occasions in any calendar year.

14.4 A member introducing a guest is responsible for ensuring the correct fee is paid to the office of Purley Sports Club prior to the guest being allowed to use the facilities.

14.5 Pay and Play visitors - Purley Tennis Club shall make available a minimum of two hard courts to be specified by the tennis committee, to be used by non-members of the club, for a prescribed fee as decided by the tennis committee. These courts may not be booked in advance. There will be no limitations on the number of occasions any person may take up this facility, and is not dependent on being accompanied by a member of the club. All such visitors are required to abide by the Rules and Bye-Laws of the club as regards dress code and conduct while on club premises. Pay and Play visitors shall not be able to use the bar and catering facilities unless accompanied by a club member, or at the discretion of the tennis committee.



## **15. Additional Rules of Purley Tennis Club**

- 15.1 The tennis committee may, from time to time determine a code of practice, guidelines, and additional rules in regard to clothing, footwear, behaviour, health and safety, which are in the interests of other club members.
- 15.2 No tennis member or tennis committee member may enter into a contract, legal or financial, on behalf of Purley Tennis Club or Purley Sports Club.
- 15.3 Members are required to comply with health and safety notices, and to behave responsibly in respecting the safety and security of other users of the Purley Sports Club facilities.

## **16. Finance**

- 16.1 All moneys payable to Purley Tennis Club or Purley Sports Club shall be received by the person authorised by the tennis committee or Purley Sports Club to receive such moneys and shall be deposited in a bank account in the name of Purley Tennis Club or Purley Sports Club. No sum shall be drawn from that account except by cheque signed by two signatories. Any moneys not required for immediate use may be invested as the tennis committee or the management committee of Purley Sports Club in its discretion thinks fit.
- 16.2 The financial transactions of the Purley Tennis Club shall be recorded in such manner as the tennis committee thinks fit by the treasurer.
- 16.3 Full accounts of the financial affairs of the Purley Tennis Club shall be prepared each year. These accounts shall be accredited by another member of Purley Sports Club, or Purley Tennis Club, as long as he is not a member of the tennis committee.

## **17. Notices**

- 17.1 The Purley Tennis Club can send, make available or supply any notice, ballot paper, accounts, document, or other information by personal delivery, by posting it to the intended recipient's usual address, by sending it or supplying it in electronic form to an address notified by the intended recipient to the Purley Tennis Club, or by making it available on a website and notifying the



intended recipient of its availability in accordance with this Bye-Law.

- 17.2 If any notice or other information is left by Purley Tennis Club at the intended recipient's usual address, it is treated as being received on the day it was left.
- 17.3 If any notice or other information is sent by Purley Tennis Club by post, it is treated as being received the day after it was posted if first class post was used, or 72 hours after it was posted if first class post was not used. In proving that any notice or other information was received, it is sufficient to show that the envelope was properly addressed and put into the postal system with postage paid.
- 17.4 If any notice or other information was sent using electronic means, it is treated as being received on the day it was sent. In the case of notices or other information available on a website, the notice or other information is treated as being received on the day on which it was made available on the website or, if later, the day on which the notice of availability is treated as being received by the intended recipient in accordance with this rule.





## **Section Bye-Laws: Squash & Racketball**

1. The name of the Section for playing purposes shall be: "PURLEY SQUASH AND RACKETBALL CLUB".
2. The Laws of the England Squash and Racketball shall be observed.
3. The section shall be affiliated to the Surrey Squash and Racketball.
4. The officers of the section shall be the section Chairman, Mens & Ladies Team captains, Veterans Team Captain, Membership Secretary, Maintenance Secretary, Boxes Secretary, Minutes Secretary and Section Treasurer.
5. The section committee shall consist of the officers and not less than three members elected to act with them by the Annual General Meeting of the section. The quorum of a section Committee meetings shall be three members and the Chairman.
6. One member from the section Committee shall be elected to the Purley Sports Club Management Committee.
7. The team captains shall be appointed by the Committee.
8. The teams to play matches shall be chosen by the Team Captains.
9. No player shall play on the courts in shoes having black or marking soles.
10. Non marking balls shall be used at all times.
11. Court bookings will be regulated by the section Committee.
12. The conduct of players shall be governed strictly as laid down by England Squash & Racketball rules and by such rules as laid down by the section Committee.



## Section Bye-Laws: Netball

1. The name of the Section for playing purposes shall be: "PURLEY NETBALL CLUB".
2. The laws of the All England Netball Association shall be observed.
3. The section shall be affiliated to the All England Netball Association.
4. The officers of the section shall be the section secretary, vice/promotions officer, section treasurer, section social secretary and the section umpiring secretary.
5. The section committee shall consist of not less than five and not more than twelve persons viz. The officers and the members appointed to act with them by the Annual General Meeting of the section. The quorum of a section committee meeting shall be three members personally present.
6. The teams to play matches shall be chosen by the section committee.



# ADDENDUM

Purley Sports Club  
Club Rules & Bye-Laws Amendments 18th July 2017

To be adopted at the Purley Sports Club AGM 9th August 2017

## Summary of Amendments

- 1.5 The officers of the club shall now include Assistant Club Manager
- 2.2 The quorum of the club Board is changed from four to three, in order to provide some flexibility in the attendance of meetings. Previously it was not possible to hold a Board meeting if one member was unable to attend. The maximum number of Board members is changed from four to five. These changes are also relevant to 2.6 and 2.10(b) where the maximum of four is amended to three.
- 2.10(a) The Purley Bridge Club is no longer part of Purley Sports Club, and the text has been amended accordingly. The Bridge Club continues to use the Cowen Suite and the club facilities. This change relates to Purley Sports Club being compliant with the HMRC Guidelines relating to our CASC status. This change also means there is no longer a Bridge representative on the Management Committee, so the number of floating members is amended from three to four.
- 6.1 The text relating to the application for Bridge membership has been deleted.

## Section Bye Laws

The Bye Laws relating to the Bridge Club have been deleted.

