



# Donaghadee Lawn Tennis Club

## Constitution

(Incorporating policies on: Child Protection, membership, complaints, and investigation procedures, disciplinary and appeals procedures and termination of membership, Printable copy.)

The Name of the club will be Donaghadee Lawn Tennis Club and will be affiliated to Tennis Ireland (Ulster Branch).

### **Aims and Objectives.**

The aims and objectives of the club will be:

- To ensure a duty of care to all members of the club.
- To offer coaching and competitive opportunities in tennis.
- To promote the club within the local community
- To provide all its services in a way that is fair to everyone.

### **Membership**

As a club we will ensure all present and future members receive fair and equal treatment.

Membership will consist of officers and members of the club.

All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

Members will be enrolled in one of the following categories:

- Full member
- Honorary Member
- Social Member
- Junior Member

All members will receive a copy of the relevant Code of Conduct, a copy of the Club's Child Protection Policy and a copy of the Constitution. Each member/parent (if member is under 18) will be obliged to sign and return an acknowledgement that they have read and agree to abide by the Code of Conduct, the Constitution, and the Child Protection Policy.

### **Membership fees**

Membership fees will be set annually and agreed by the Management Committee or determined at the Annual General Meeting.

Fees will be paid annually by 1st March.

## **Officers of the Club**

The officers of the club will be:

- Chair
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Children's Designated Officers (1 male/1 female)
- Junior co-ordinator

Officers will be elected annually at the Annual General Meeting.

All officers will retire each year but will be eligible for re-appointment.

## **Committee**

The club will be managed through the Committee consisting of:

- Chair
- Honorary Secretary
- Treasurer
- Fixtures Secretary
- Children's Designated Officers (1 male/1 female)
- Junior co-ordinator
- At least 2 other full members.

Only these posts will have the right to vote at meetings of the Committee. The Committee will be convened by the Secretary of the club and hold no less than 12 meetings per year. The quorum required for business to be agreed at Committee meeting will be 5.

The Committee will be responsible for adopting new policies, codes of practice and rules that affect the organisation of the club. The Committee will have powers to appoint sub-committees as necessary to fulfil its business.

The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

## **Finance**

- All club monies will be banked in an account held in the name of the club.
- The club treasurer will be responsible for the finances of the club.
- The financial year of the club will end on 31st October each year.
- An audited statement of annual accounts will be presented by the Treasurer at the Annual General Meeting.

## **Annual General Meeting**

Notice of Annual General meeting will be given by the Club Secretary. Not less than 21 clear days' notice to be given to all members. The AGM will receive a report from officers of the Committee and a statement of the audited accounts.

Elections of officers are to take place at the AGM. All members over 16 have the right to vote at the AGM. The quorum for AGMs will be 20% of voting members.

The Committee has the right to call Extraordinary General Meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM.

## **Safeguarding children**

Donaghadee Lawn Tennis Club is fully committed to safeguarding the well-being of all children. 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 provided by Tennis Ireland (Ulster Branch) and contained in the Code of Ethics and Good Practice for Children's Sport.

## **Equity Policy Statement**

Donaghadee Lawn tennis Club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of Sports equity:

Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes accessible to everyone in society.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality, or social/economic status. The club is committed to everyone having the right to enjoy tennis in an environment free from intimidation, harassment, and abuse.

All members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity. The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

## **Discipline and Appeals**

All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's safeguarding children and young people policy and procedures. The designated officer(s) is/are the lead contact(s) for all members in the event of any safeguarding concerns.

All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

The Committee will meet to hear complaints within 14 days of a complaint being lodged. The Committee has the power to take appropriate disciplinary action including:

- Call any member to a meeting of the General Committee and issue a verbal warning to them concerning their future conduct.
- Impose a period of suspension for a defined length of time.
- The termination of membership of the person as outlined in the Constitution.

The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 7 days of the hearing.

During a period of suspension, the member is suspended from all activities at, or on behalf of Donaghadee Lawn Tennis Club and therefore will be ineligible to participate as a member, in the affairs of the Club.

The member will be informed in writing of the reasons for the suspension and the date from which the suspension will commence. The Committee will inform all the members in writing of the suspension. The member may invoke the Appeals Procedure.

The Committee has the power to re-instate the suspended member if the appeal finds in favour of the member and, the Honorary Secretary will inform the member in writing of the date when he/she is re-instated.

When participating in representative matches the nominated Team Captain is responsible for the maintenance of good court discipline and adherence to the Code of Ethics by all members of his/her team.

\*\*Tennis Ireland issued new Complaint, Objection and Disciplinary Rules and Procedures for Irish tennis which were implemented by them on 1st January 2011. These were reviewed by the Committee and incorporated into our constitution on 16/02/11 .

A copy has been placed on the club noticeboard for all members to read.

### **Appeals Procedure**

There will be a right of appeal to the Committee following disciplinary action being announced. The appeal must be made in writing to the Honorary Secretary within fourteen days of the member being notified about the outcome of a complaint or disciplinary procedure. The appeal will be heard by the Committee at a mutually convenient date not later than fourteen days after the Appeals Procedure being invoked. Notification of the outcome of an appeal will be forwarded to the Governing Body.

### **Termination of Membership**

The Committee have the power to terminate the membership of an individual member where it has been demonstrated that a serious breach of the Club Constitution has taken place. The individual member has the right to be heard by the Committee before the final decision is made. The Committee will inform the member in writing of any decision to terminate their membership. There will be a right of appeal to the Governing Body, subject to their procedures. Notification of the termination of a membership will be forwarded to the Governing Body.

## **Dissolution**

A resolution to dissolve the club can only be passed at an AGM or EGM through a majority vote of the membership.

## **Amendments to the Constitution**

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

## **Guest Players**

Guest players at Donaghadee Lawn Tennis Club are entitled to play on a trial basis for two nights free of charge. Following the completion of the two nights the prospective member must pay fees, including the Council Season Ticket, in full before being permitted to play at any Club session in future.

Players who play on the courts during the winter season when the Council Office is closed, and who are not in possession of a valid Season Ticket, are playing strictly at their own risk. Reference will be made to the notice displayed in the Club premises. A club fee may be levied for "off season" membership.

## **Club Tennis Balls**

All members are entitled to use Donaghadee Lawn Tennis Club tennis balls each time they play on the club courts. However, these items must not be removed from the premises of the club without permission being sought from the club Chairman.