

BUCKS COUNTY TENNIS RULES

2024

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These Rules are a governing document of BCT (Bucks County Tennis) and supplement, but do not replace or vary, the BCT Constitution. Other than these Rules and the BCT Constitution, there is no other governing document applicable to BCT.

1. Name

Bucks County Tennis (BCT) is a Charitable Incorporated Organisation registered with the Charity Commissioners in England under registration number: 1207665

2. Definitions

2.1 In these Rules, unless the context otherwise requires:

- (a) “the County” means the unitary authorities of Buckinghamshire Council and Milton Keynes Council.
- (b) “the Trustees” means the persons appointed in accordance with Clauses 12 – 16 of the Constitution.
- (c) “the Management Committee” means the BCT management body in accordance with Rule 7.
- (d) “the Officers” means the persons appointed annually to the positions of BCT Chairman, Secretary and Treasurer.
- (e) “the LTA Councillor” means a BCT representative who is a member of the Council of the LTA.
- (f) “the Members” means the Members of BCT admitted from time to time to membership of BCT in accordance with rule 4.1.
- (g) “the LTA” means the Lawn Tennis Association (the governing body of tennis within Great Britain, Channel Islands and 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, Channels Island and The Isle of Man from time to time.
- (h) “the LTA Disciplinary Code” means the disciplinary code of the LTA in force from time to time.
- (i) “the LTA Rules” means the rules of the LTA in force from time to time.

2.2 Words denoting the single number include the plural number and vice versa; words denoting the masculine gender include the feminine gender and words denoting persons or entities include bodies corporate and unincorporated.

3. Object

3.1 The object of BCT as set out under Clause 3 of the Constitution is the promotion of community participation in healthy recreation for the benefit of the inhabitants of Buckinghamshire by the provision of facilities for playing tennis. To achieve this object BCT is:

- (a) to act jointly with the LTA as the governing body for tennis within the County, to advance and safeguard the interests of tennis, to promote increase in participation at all levels of tennis;
- (b) to take and retain a membership interest with the LTA and to comply with and uphold throughout the County the LTA Rules and the LTA Disciplinary Code and the rules and regulations of any person or body to which the LTA is registered or affiliated;
- (c) subject to the LTA Rules and the LTA Disciplinary Code, to make, amend and revoke rules and regulations for the control and governance of tennis in the County and for the disciplining of players, officials, coaches and others involved within tennis, and to comply with and uphold these rules;
- (d) to accept all duties and powers delegated to it by the LTA and to appoint a representative or representatives for the County to the Council of the LTA and to express the views of BCT at meetings in accordance with any regulations and byelaws of BCT;
- (e) to promote, arrange and regulate inter-county matches, county championships, tournaments, inter-club and county competitions and junior activities at all levels and age groups and to select teams for inter-county matches and competitions;
- (f) subject to the LTA Rules, the LTA Disciplinary Code and the LTA's wider jurisdiction, to consider and resolve disputes, and enforce any award or decision arising in connection with tennis in the County or otherwise delegated to it by the LTA;
- (g) to acquire, dispose of, establish, own, lease, operate, use and turn to account in any way tennis court facilities within the County together with buildings and easements, fixtures and fittings and accessories as shall be thought advisable;
- (h) to arrange tickets for The Wimbledon Championships in accordance with the guidelines laid down by the LTA and the ticket terms and conditions issued by The All England Lawn Tennis and Croquet Club;
- (i) to promote the teaching of tennis and the development of tennis in the County and in particular the development of junior tennis in the County and to promote, encourage and support coach education, the function of competition organisers, referees and umpires and the training of coaches, teachers, competition organisers, referees and umpires;
- (j) to advance and safeguard the interests of the players of tennis at all levels within the County and to work with the LTA in furthering the tennis career of any person or persons of any age ordinarily resident in the County.

4. Membership

4.1 The Membership Eligibility Requirements and administration processes of BCT are set out in Clause 9 of BCT's Constitution. In addition, it is a condition of membership of BCT that:

- (a) a venue or organisation has a written constitution or set of rules governing its operation.
- (b) by registering as a Member of the LTA, the venue or organisation shall become a Member of BCT upon completing the relevant option.

4.2 Each Member agrees as a condition of membership of BCT and association with the LTA:

- (a) to be bound by and subject to these rules as in force from time to time;
- (b) to be bound by and subject to the LTA Rules and the LTA Disciplinary Code; and
- (c) to ensure that its underlying members, any non-accredited coaches and, so far as reasonably practicable, players using its facilities (the "Member's connected parties") are bound by and subject to the LTA Rules and the LTA Disciplinary Code by obtaining the formal agreement of the Member's connected parties, as a condition of membership, association, registration, election or as otherwise appropriate, to be bound by and subject to 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 can enforce any breach at its option and in its sole discretion.

4.3 Rule 4.2 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 and connected parties do not intend that any term of these rules, apart from rule 4.2, should be enforceable, by virtue of the Contracts (Rights of Third Parties) Act 1999, by any person who is not a party to this agreement.

5. Membership Fees and Subscriptions

5.1 The annual LTA registration fee for each Member referred to in rule 4.1 is determined by and paid to the LTA annually.

5.2 Any Member referred to in rule 4.1 whose first subscription remains unpaid for one calendar month after the receipt of notice of membership, or whose annual subscription in any subsequent year remains unpaid by 28 February, shall, if the LTA and BCT so resolves, cease to be eligible for grants, benefits and other advantages offered to Members by the LTA and BCT.

5.3 Any Member whose subscription fee is not paid by 28th February or as the Management Committee shall decide each year shall be deemed to have resigned their membership of the BCT.

5.4 BCT shall have the right to levy a local affiliation fee to be agreed by the members at the AGM. Any member not paying the local affiliation fee will not be entitled to play in inter-club competitions organised by the county or to benefit from other local initiatives such as grants and loans from BCT.

6. Expulsion

BCT shall liaise with the LTA if, following a disciplinary process, the Management Committee believe there is a case for the potential expulsion of a member.

7. Management of BCT

The affairs of BCT are managed by the Board of Trustees as defined in the Constitution and as further defined in these Rules.

7.1 Nominations for the post of Trustee must be accompanied by a written CV outlining the skills and experience the nominee will bring to the Board of Trustees. Such nominations shall include a declaration of eligibility for trusteeship as defined in clause 12 (2) of the BCT constitution. Nominations,

supported by a proposer and a seconder, must be submitted in writing to the secretary at least 28 days before the AGM

7.2 Delegation. As provided for under Clauses 12 and 18 of BCT's Constitution the Trustees shall be responsible for managing the affairs of BCT and in so doing may delegate any of their powers or functions to a committee or committees. The terms and conditions on which the delegation is made must be determined, and the Trustees may at any time alter those terms and conditions or revoke the delegation.

The terms of such delegations are set out in Rules 7.3 to 9.8 below.

7.3 BCT shall be managed by the Management Committee consisting of not less than six and subject to a maximum of twenty individuals (which will reduced to a maximum of twelve individuals at a date to be agreed). The members of the Management Committee may exercise all the powers of BCT for the purpose of the management of BCT.

7.4 The Management Committee shall consist of:

- The 3 Officers of BCT as defined in rule 2.1
- Safeguarding Officer
- EDI Officer
- LTA Council representative
- Chairs of other sub-committees

7.5 The Officers, Trustees and Members of the Management Committee shall be nominated and elected at the Annual General Meeting each year and hold office from the conclusion of that meeting.

The Officers elected to the posts of Chairperson, Treasurer and the LTA Councillor selected by the Management Committee in accordance with Rule 8.8 will ex-officio assume the role of a Trustee of BCT.

7.6 The President shall be nominated by the Management Committee, elected at an Annual General Meeting and serve for a term of 3 years.

7.7 BCT agrees that each member of the Management Committee will be required, as a condition of election or appointment, to agree to be bound in writing by and subject to the BCT constitution, these rules, 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 BCT can enforce any breach at its option and in its sole discretion.

7.8 Nominations to the Management Committee may be made by any Member or by the Management Committee. A maximum of 2 nominations may be made by any one Member per year. Such nominations shall be submitted to the Secretary in writing not less than one week before the date of the AGM. Nominations shall include the name of the proposer and a seconder, and the nominee's willingness to serve on the Management Committee.

7.9 Where more than one nomination occurs for any position an election takes place at the Annual General Meeting. All members attending who are eligible to vote participate in the election by the issue of voting papers. Independent adjudicators shall be appointed. If a tie occurs the President or person presiding shall have the casting vote.

In addition to the Officers listed in 7.4 above all nominees may be elected at the Annual General Meeting onto the Management Committee to serve for up to 3 years. One third of the number shall retire annually but will remain eligible for re-election at the next Annual General Meeting. The maximum term of office is 9 years.

7.10 The Management Committee may co-opt up to five other persons to serve on the Management Committee.

7.11 The Management Committee may fill any casual or other vacancy during the year.

7.12 The Management Committee, convened in accordance with rule 9, may by resolution passed by simple majority require anyone of their number to vacate office in the interests of BCT.

7.13 A member of the Management Committee shall be deemed to have vacated office if:

- (a) they become bankrupt; or
- (b) a registered medical practitioner who is treating that person gives a written opinion to the Management Committee stating that that person has become physically or mentally incapable of acting as a member of the Management Committee; or
- (c) they resign their office by notice to BCT; or
- (d) they shall without sufficient reason for more than three consecutive meetings of the Management Committee have been absent without permission of the Chairman or Secretary of the Management Committee and they resolve that their office be vacated; or
- (e) they are suspended from holding office or from taking part in any activity relating to the administration or management of BCT by a decision of the LTA.

7.14 Any person accepting election or nomination to the Management Committee who has any financial interest in tennis must, before his/her election or nomination, sign the Conflict of Interest Policy and state in writing to BCT all such interests. Failure to do so will lead to automatic disqualification from Management Committee membership. The Management Committee has the right to veto such an election if, in its opinion, it is not in the best interests of BCT.

8. Powers and Duties of the Management Committee

8.1 The Management Committee shall cause minutes or records to be made of all resolutions and proceedings at all meetings of BCT and of the Management Committee and of any sub-committee of the Management Committee.

8.2 The Management Committee shall cause to be kept accounting records sufficient to give a true and fair view of the state of BCT's financial affairs and to show and explain its transactions annually. The Management Committee shall appoint an independent accountant to report on the annual accounts.

8.3 The Management Committee may utilise and allocate the funds of BCT in such manner and for such purposes, consistent with the objects of BCT as it thinks fit.

8.4 The Management Committee may obtain financial or other support from any appropriate source.

8.5 The Management Committee may borrow in accordance with Rule 15.

8.6 The Management Committee shall have no power to pledge the personal liability of any of the Members for repayment.

8.7 The Management Committee may appoint such committees, sub-committees or working parties as it considers necessary and may delegate to them any of its powers and duties. The Chairman of any subcommittee or working party shall be appointed by the Management Committee. All sub-committees and working parties shall periodically report their proceedings to the Management Committee and shall conduct their business in accordance with the provisions of these rules which govern the taking of decisions by members of the Management Committee.

8.8 The Management Committee shall select one representative to serve on the Council of the LTA.

8.9 The Management Committee shall arrange and regulate league and other competitions, county and other representative matches and the annual closed championships.

8.10 The Management Committee shall award and be sole regulator of county colours.

8.11 Management Committee members shall be entitled to an indemnity out of the assets of BCT for all expenses and other liabilities properly incurred by them in the management of the affairs of BCT.

9. Proceedings of the Management Committee

9.1 Management Committee meetings shall be held as often as considered necessary provided that there shall not be fewer than four meetings each year. An elected Management Committee member is expected to attend at least 50% of the scheduled meetings each year.

9.2 The quorum for Management Committee meetings shall be fixed at one third of those eligible to attend and vote, which shall include at least one BCT Trustee. Unless the quorum is participating, no proposal is to be voted on unless the proposal is to call another meeting. If the total number of members of the Management Committee present is less than the quorum required the members of the Management Committee must not take any decision other than a decision to appoint further members of the Management Committee in accordance with rule 7.

9.3 The Chairman and the Secretary shall have the discretion to call an emergency meeting of the Management Committee if they consider it to be in the interests of BCT. A Management Committee member may request the Chairman and Secretary to call an emergency meeting of the Management Committee. The Secretary shall give not less than seven days notice of such a meeting with appropriate agenda.

9.4 An agenda shall be prepared for each Management Committee meeting and circulated to the Management Committee to give seven days notice as to the date, time, venue of the meeting and subjects for discussion with all relevant papers made available four days prior to the meeting unless there are exceptional circumstances.

9.5 Draft financial statements of BCT shall be submitted by the Treasurer for approval by the Management Committee at their meeting prior to the AGM.

9.6 If the Chairman of BCT is unable to preside at any meeting for any reason he may nominate a substitute in advance.

9.7 If the Chairman of BCT is not present within five minutes after the appointed time for the meeting, those present may appoint one of their number present to be Chairman of the meeting.

9.8 Decisions of the Management Committee shall be made by a simple majority and in the event of equality of votes the Chairman (or acting Chairman) of that meeting shall have a casting or additional vote.

10. General Meetings

10.1 The Requirements for General Meetings, Procedures at General Meetings, Quorums and Voting Entitlements are set out in Clause 11 of BCT's Constitution. In addition to the provisions of Clause 11 of the Constitution BCT also undertakes:

- (a) to appoint an Independent Accountant;
- (b) to ratify any additional membership fee payable by members to BCT for the ensuing year;
- (c) to instruct the Secretary, or a person nominated by the Chair, to take Minutes of the Meeting.

10.2 Entitlement to attend general meetings. For clarification purposes those persons entitled to attend and speak at General Meetings will be:

- (a) BCT Trustees, Members of the Management Committee, Members of other Committees or

Working Groups of BCT, and Vice Presidents and Life Presidents of BCT;

- (b) A Nominated Representative of a Member Organisation;
- (c) Other Members from the Members Organisation;
- (d) The Chair of the Meeting may at his/her discretion permit other persons who are not members to attend and speak.

10.3 Voting rights. Members' decisions are provided for in clause 10 of the BCT Constitution. Voting rights for general meetings are set out in clauses 9(1)(e) and 11(6) of the BCT Constitution, to which is added in these Rules the following:

There shall be no right for a Member to vote at a General Meeting by proxy. No person may represent more than one Member.

10.4 The Annual General Meeting of BCT shall be held within 3 months of the end of the financial year, 31st December, at a time and venue to be decided by the Management Committee, and transact the following business:

- (a) To receive the report on behalf of the Board of Trustees and Management Committee of the activities of BCT during the previous year;
- (b) To receive, consider and adopt the accounts of BCT for the previous year, the independent accountant's report on the accounts and the Treasurer's report as to the financial position of BCT;
- (c) To agree the local affiliation rate if any;
- (d) To elect the Officers, Trustees and other members of the Management Committee. To elect any proposed President, Life President, or Vice Presidents;
- (e) To deal with any special matters which the Management Committee desires to bring before the Membership.

10.5 Notice of any resolution proposed to be moved at the annual general meeting shall be given in writing by the relevant Member or member of the Management Committee to the Secretary not less than 28 days before the meeting.

11. Extraordinary General Meetings

An extraordinary general meeting may be called at any time by the Management Committee and shall be called within 28 days of receipt by the Secretary of a requisition in writing signed by not less than 10% of voting Members of BCT stating the purposes for which the meeting is required and the resolutions proposed. If an extraordinary general meeting is called after receipt of a Members' requisition the only business to be transacted at that meeting shall be the resolutions proposed in the requisition. If a Members' requisitioned meeting is not called before the expiry of a period of 28 days commencing on the date of the request, the Members requisitioning the meeting may call the meeting at any time before the expiry of a period of three months commencing on the date of that request.

12. Procedures at Annual and Extraordinary General Meetings

Rules for general meetings of members are covered in Clause 11 of the BCT constitution. Additional Rules are included below:

12.1 The Secretary shall send to each Member at their last known postal or e-mail address notice of the date, time and place of the annual or extraordinary general meeting together with the agenda to be proposed thereat, and in the case of an annual general meeting, the names of the persons proposed to be elected as BCT Trustees and members of the Management Committee for the ensuing year, at

least 14 days before the meeting. The accidental failure to give notice to any person entitled to notice, or the accidental omission of any such details in any notice, shall not invalidate the proceedings at the meeting.

12.2 The quorum for the annual and extraordinary general meetings shall be the greater of 10% or 10 members present and entitled to vote. At least five members of the Management Committee including at least 1 BCT Trustee must be present and at least five Members who are not on the Management Committee. No business other than the appointment of the Chairman of the meeting is to be transacted at the annual or extraordinary general meeting if the persons attending it do not constitute a quorum.

12.3 The President shall preside as Chairman at all BCT annual and extraordinary general meetings.

12.4 If the persons attending a 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. The Chairman of the meeting must adjourn the meeting if directed to do so by the meeting.

When adjourning a 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 Management 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 general meeting is to take place more than 14 days after it was adjourned BCT must give at least 7 days notice to the persons to whom notice of BCT's meetings is required to be given in accordance with rule 12.1.

No business can be transacted at adjourned general meetings which could not properly have been transacted at the meeting if the adjournment had not taken place.

12.5 The Secretary shall cause minutes or records to be made of all resolutions and proceedings at general meetings.

12.6 Any resolution put to the vote at a general meeting shall be decided on by a show of voting cards of persons entitled to vote or by ballot if requested by at least two Members entitled to vote, and a declaration by the Chairman of the meeting that a resolution has been carried, or carried unanimously, or by a particular majority, or not carried by a particular majority, or lost, shall be final and conclusive.

12.7 There shall be no restriction on the number of persons representing any one Member who may attend or speak at annual and extraordinary general meetings.

12.8 In the event of an equality of votes the Chairman of the meeting shall have a casting or additional vote.

13. Voting at Annual and Extraordinary General Meetings

Voting rights at general meetings are provided for in Clause 11(6) of the BCT constitution, Voting at General Meetings. Additional Rules are provided below:

There shall be no right for a Member to vote by proxy. No person may represent more than one Member.

14. Alteration of the Rules

These rules may be altered by resolution at a BCT annual or extraordinary general meeting provided that the resolution shall not be passed unless carried by a majority of at least two-thirds of the vote at the general meeting, notice of which contained particulars of the proposed alteration or addition. Any such changes shall take effect immediately after the meeting.

15. Finance

15.1 All monies payable to BCT shall be received by the Treasurer and deposited in a bank account in the name of BCT. Any monies not required for immediate use may be invested at the Officers discretion.

15.2 The income and property of BCT shall be applied only in furtherance of the object of BCT and no part thereof shall be paid by way of bonus, dividend or profit to any Member.

15.3 The Management Committee may borrow a maximum total amount of £10,000 on behalf of BCT for the purposes of BCT from time to time at its own discretion and with the sanction of an annual or extraordinary general meeting any further money above that amount.

15.4 The funds or other property of BCT shall not be paid to or distributed among the Members but shall be applied towards the furtherance of BCT's objects, or for any similar charitable purpose.

16. Dissolution

Rules for the Voluntary Winding Up or Dissolution of BCT as set out in Clause 29 of BCT's Constitution shall be followed in the event of a resolution to dissolve BCT.

17. Life Presidents and Vice Presidents

17.1 The distinction of Life President may be conferred on a retiring President. The distinction of Vice President may be conferred for special services rendered to BCT or in connection with tennis. Candidates shall be nominated by the Management Committee and elected only at an annual general meeting of BCT.

17.2 Life Presidents and Vice Presidents may attend and speak at annual or extraordinary general meetings of BCT but are not entitled to vote unless also representing a member organisation.

18. County Qualifications

No player shall be eligible to play for the County in matches or to enter for the County Closed Championships unless:

- (a) The player has a birth qualification (a maternity hospital is recognised as a place of birth) or has been in permanent residence in Buckinghamshire for at least 12 months (6 months in the case of juniors) immediately preceding the match or competition, and
- (b) The player has not played in a match for any other county or in any other county closed championships during the previous 12 months (6 months in the case of juniors).

19. Bucks Tennis Limited

Two members of Management Committee will hold in trust for BCT one share each in Bucks Tennis Limited, the company which manages the operation of the Bucks Indoor Tennis Centre, there being only 2 issued shares. The Management Committee shall appoint Directors of Bucks Tennis Limited who shall act in accordance with directions of the Management Committee.

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