

Solihull Arden Club

THE RULE BOOK

Foreword

The Solihull Arden Club is a Community amateur sports club [CASC] that provides rackets sports and fitness facilities for Solihull and surrounding areas, with a history stretching back to 1872. It aims to be friendly, informal and welcoming to all of its members.

The provisions of this Rule Book have evolved through the club's history and are intended to support its friendly and informal ethos. It is divided into three sections:

- Club Rules – mainly concerned with the constitution and management of the Club.
- Club Bye-laws – dealing with the operation of the club and conditions of membership.
- Section Rules – covering matters specific to the tennis, squash/racketball, padel, gym and all other sections of the Club.

Rules to do with the day-to-day operation of the club and the policies of the individual sections, as well as any changes to the rules, will be displayed from time to time on the relevant club notice boards and club website.

As a members' club, Solihull Arden exists primarily to provide enjoyment for its members. To ensure the wellbeing and smooth operation of the club it depends on members knowing about the Club rules and demonstrating a willingness to abide by them, for the benefit of all. Please read the Rule Book in that spirit as a guide.

The Rule Book is made available to every new member and to any existing member on the Solihull Arden Website or on request. This version supersedes all previous issues and associated amendments. If you have any question about it, please contact the Clubs General Manager or any member of the Management Committee.

Alan Robinson
(Chairman)

CLUB RULES

1. Title

The Club will be known as "Solihull Arden Club". Throughout this booklet it is referred to as "the Club".

2. Purpose

- i) The purpose of the Club is to promote the practice and play of a range of racket sports; to maintain a gym and studio for general fitness training; to offer any other suitable sporting or recreational activities; and to provide a clubhouse for the social activities of Club members.
- ii) For this purpose, the Club shall have power:
 - a) To apply for and hold any necessary licences and to provide catering, hospitality and other services for Club members and permitted visitors or guests.
 - b) To promote tournaments, competitions and entertainments.
- iii) The income and property of the Club shall be applied solely for the stated purpose, as determined by the management committee.
- iv) No assets, funds or profits of the Club shall be distributed among the members.

3. Management

i) Committee

The Club shall be managed by its appointed General Manager who will report to the Clubs Chairman or other agreed Management Committee Officer.

The Management Committee of the club will consist of four officers consisting of a chairman, vice chairman, secretary and treasurer, together other members who will occupy positions determined by the management committee. These members, all of whom are entitled to vote, shall be known as the Management Committee and shall be elected annually by members of the Club at an annual general meeting. The chairman of the Club will have overall responsibility for the efficient running of the Club and in addition to his vote as a member, he will have a casting vote at general and committee meetings. If an elected member is unable to attend a meeting of the management committee he may, if chairman of a sub-committee, nominate a sub-committee member to attend on his behalf. That person would be entitled to participate fully in the business of the meeting including the power to vote.

ii) Provisional election

The Management Committee may appoint a member to fill a vacancy on the committee. Such appointment shall apply until the next annual general meeting of the club. The appointed member shall be entitled to vote at any management meeting.

iii) Co-option

The Management Committee may co-opt other members as they see fit but they shall not be entitled to vote at any management meeting.

iv) General Powers

The Management Committee shall have power to employ the assets and funds of the Club for the stated purpose of the Club. It may lease, release, sell, exchange, insure, improve, develop, hire or otherwise acquire real and personal property of rights; invest or borrow monies; grant mortgages and charges on the assets of the Club;

lend, advance money or give credit; receive money on deposit; secure the repayment of any money borrowed, raised or owed by mortgage charge or lien upon any or all of the assets of the Club (both present and future); and construct, maintain, or alter any buildings, including courts and other facilities.

v) Financial Authorities

The management committee may authorise the General Manager, treasurer or other designated individuals to authorise Bank transfers and payment (BAC's) and to sign cheques drawn on the club's bank accounts; otherwise such cheques shall require the signature of the General Manager plus at least one of the Club's officers.

vi) Powers of Employment

The officers of the club shall have the power to employ, to dismiss and to set the terms of employment for Club staff. These powers may be delegated to a sub-committee or to the General Manager.

vii) Trustees

The management committee may appoint trustees of any or all of the property of the Club and vest such property in those trustees.

viii) Rules and Bye Laws

The committee in session will have the power to make rules and bye laws for the Club. Any such rules and bye laws or amendments shall come into immediate effect, will be posted on the Club notice board for 30 days and will be reported to the next annual general meeting. This provision excludes Rules 1, 2, and 11 (Title, Purpose, and Dissolution), changes to 1, 2 & 11 shall require the approval of a general meeting.

4. Indemnity of Management Committee Members

Every officer and member of the management committee shall be entitled to be indemnified out of the assets of the Club against any liability which he may incur or become liable to by any reason of any contract entered into or act or deed done by him as such in any manner or way in discharge of his duties as an officer or member of the Management Committee provided he acted honestly and reasonably having regard to the circumstances.

5. President

Any nomination for the office of president must be received by the secretary in writing not later than 1st February each year. Such nomination shall be approved by the Management Committee for election by members at the annual general meeting. The president may not serve for more than three consecutive years, unless there is no other nomination for the role, in which case the President may continue to hold office. The President may not hold any other office but shall be entitled to be an ex officio member of all committees and sub-committees. At such meetings the president may speak but shall have no vote.

6. Membership

- i) Members of the Club are grouped as follows:

Category

PLAYING:	Premier	18 or over
	Fitness	18 and over
	Student (Higher Education)	18 and over
	Student	16 to 18
	Junior	Under 18
	Mini	Under 8
NON-PLAYING:	Social	18 or over

Note: i) Social members do not have the same right of access to the tennis, Squash/racketball and gym facilities.

- ii) Fitness membership is restricted to Gym, classes and Sauna/steam room facilities.
- iii) Junior and Mini Junior are not permitted to use sauna or steam rooms.

There are also Life Members who may be nominated only by the management committee and approved at a general meeting. Life members will not be liable for a subscription.

A member may switch from one subscription section to another at any time.

The constituent sections of the Club shall be determined by the Management Committee on a non-discriminatory basis.

- ii) Membership shall be open to any applicant on a non-discriminatory basis but the number of members may be limited according to the capacity of the available facilities.
- iii) The General Manager may refuse membership, suspend or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute.

The General Manager will notify the applicant/ member of their decision in writing. Any appeal against the General Managers decision must be made in writing within 14 days of the date of the letter informing them of the decision. The appeal must state the grounds on which the decision of the General Manager is challenged and will normally be restricted to one or more of the following:-

- i) Excessive nature of the penalty.
- ii) Unfair conduct of the proceedings.
- iii) New evidence which might affect the decision that has been taken.

On receipt of an appeal the Chairman (or if appropriate a Club Officer) will gather the Management Committee members with exception of the General Manager (The Appeals Panel) to hear and consider the appeal. The Appeals Panel will inform the applicant/member of their decision in writing, together with, where appropriate any change in the disciplinary action determined by the General Manager. Such change may only reduce, and not increase any original penalty.

There shall be no right of appeal against the Appeal Panel's decision.

Where the General Manager imposes a period of suspension, that period of suspension shall run from the date of the decision, notwithstanding that any notice of appeal has been submitted. In imposing or reviewing a suspension the Management Committee or the Appeals Panel shall take into account the amount of suspension served in deciding the appropriate period of such further suspension (if any) that should be imposed.

- iv) On receipt of a complaint regarding a member the General Manager may investigate the complaint. The General Manager shall have the authority to make enquiries and receive written evidence in order to report and make recommendations to the Chairman (or if appropriate Club Officer). The General Manager may temporally suspend the member from membership whilst the Investigation is carried out. The suspension should be confirmed by the Chairman as soon as practical. The Chairman will consider the General Managers report and inform the member in writing of the decision, together with details, where appropriate of any disciplinary action to be taken. The Chairman will notify any other parties affected by the decision. The member will not be entitled to any rebate of subscription for any period of suspension unless the Chairman (or if appropriate Club Officer) decide a rebate is appropriate.

Within 14 days of the date of the letter informing the member of the decision, the member may appeal in writing stating the grounds for appeal. On receipt of an appeal the Chairman (or if appropriate a Club Officer) will appoint the Management Committee members (The Appeals Panel) to hear and consider the appeal. The Appeals Panel will not include any members of the Investigation Panel i.e. the General Manager or the Chairman. The Appeals Panel will inform the member of their decision in writing, together with, where appropriate any change in the disciplinary action determined by the Management Committee. Such change may only reduce, and not increase any original penalty. There shall be no right of appeal against the Appeal Panel's decision.

7. Entrance Fees and Subscriptions

All members, except life members, shall pay a subscription set by the management committee. The rate of entrance fees and subscriptions for the ensuing membership shall be included in the notice of the annual general meeting.

New members' entrance fees shall be due upon acceptance of their application.

If a subscription instalment is not paid on the due date, the member shall be suspended until it is paid. If all subscription arrears are not paid within a period of three months commencing on the first day of the month after of the original default, the management committee will terminate that membership.

Longevity of membership

Members wishing to resign must give one month's written notice to the club management. The notice period shall commence on the first day of the month after the notice is received by the club and ends after the appropriate notice period as set out in your contract. Provided there are no other outstanding liabilities, any balance of the subscription held by the Club relating to the period after the expiry of the notice period shall be refunded if criteria is met through the discretion of the club.

Deferred Playing Membership

In exceptional circumstances a playing member may apply for, "deferred playing membership status". For the avoidance of doubt "playing membership" shall include gym membership. A member seeking to temporarily suspend their playing membership should submit a written application with relevant independent medical evidence that the member is not fit to play their sport.

Members granted such status would pay the full playing membership fee for the notice period as outlined above after which they would revert to social membership, paying, after the notice period the appropriate member fee. On acceptance of a reapplication to playing member status, the member would be reimbursed the difference between their playing member fee and their social fee as appropriate for the notice period. No reapplication would be considered within 3 months of the date of deferred playing membership status.

The Management Committee may, at its discretion, offer specific incentives for a defined period with a view to recruiting new members which may not conform to this rule.

8. Meetings

i) General

The Management committee will instruct the Secretary to give every member at least 14 days written notice by email and a printed notice displayed in the club of any general meeting, stating the business to be transacted at the meeting. No business other than that stated in the notice shall be brought before the meeting. The president, or in his/her absence the chairman shall take the chair at all general meetings. A general meeting shall have the power to change the rules and bye laws of the Club, to elect or remove members of the management committee, or to overturn decisions of that committee.

The Annual General meeting (AGM) shall be held before 1st April each year, when the secretary shall make a report and the treasurer shall present year end accounts for the preceding financial year ended 31st December. Where required this will be followed by the election of officers of the Club and members of the management committee. The retiring officers will be eligible for re-election. Members will be notified via email and printed notice of any vacant positions on the Management committee at least 41 days before the date of the AGM. Nominations for vacant positions must be received by the Secretary in writing and accompanied by a CV of the applicant and description of their involvement with the club. These must be received not less than 31 days before the date of the meeting and such nominations shall be posted in the clubhouse at least 21 days prior to the meeting. Nominated persons must confirm to the Secretary their willingness to stand for election. In the event of a nomination being required, the Chairman of the meeting will accept nominations from the floor.

An Extraordinary General Meeting (EGM) shall be held should the management committee consider it necessary or on receipt of a written request delivered to the secretary and signed by not less than 20 percent of Adult members of the Club. All members signing to request an EGM must provide their title, full names and the date of

signature. The secretary will call an EGM within 21 days of receipt of the request, to be held within 35 days of the receipt of the request. A quorum at an EGM shall be 80% of the number of signatures calling for the EGM.

Only adult members present at a EGM shall be eligible to vote. No proxy votes will be accepted.

Each resolution shall be determined by a majority vote of those present and voting.

ii) **Management**

The Chairman shall decide when the management committee will meet but the interval between any two consecutive meetings shall not exceed eight weeks.

The Secretary shall give each member seven days' notice of a meeting of the management committee, stating the business to be transacted. Any five members of the management committee shall form a quorum. Each resolution shall be determined by a majority of votes. No proxy vote will be accepted. In the event of a tied vote the Chairman has the casting vote.

At the request of not less than three members of the management committee, the secretary shall call a special meeting within 10 days of receipt of the request, to be held within 17 days of the receipt of the request. No business other than that specified shall be brought before the meeting.

At the discretion of the Chairman or his designated deputy, a resolution requiring decision between meetings may be approved in writing, by email or letter. If a majority of members is in agreement and none against, the resolution shall be approved. If any member objects, the matter shall await the next committee meeting.

9. Accounts

The clubs accounts will be prepared by a qualified independent firm of accountants. These accounts will be validated and approved independently. The year end accounts will be presented at the AGM.

10. Expulsion

The management committee may, by a resolution passed by a three quarters majority of those present and voting, expel any member in accordance with Rule 6 (iii). An expelled member may not subsequently be introduced as a visitor. The committee may exclude a member temporarily by a simple majority vote.

11. Dissolution

A resolution to dissolve the Club shall only be proposed at an EGM. It shall only be passed by a majority of three-quarters of the members present and entitled to vote. If the Club is dissolved, the management committee shall be responsible for the orderly winding up of the Club's affairs. After settling all liabilities of the Club, the committee shall dispose of the net assets to one or more of the following:

- i) To another club with similar sports purposes which is a charity and/or
- ii) To another club with similar sports purposes which is a registered CASC and/or
- iii) To the national governing body of one or more of the Club's sports for use by them for community related sports.

No sum shall be paid to members or past members of the Club.

CLUB BYE LAWS

1. **Members and the rules:** it is the responsibility of each member to know the rules and bye laws of the Club, and the rules of the tennis, squash/racketball, Padel, Table Tennis and gym sections, and to abide by them.
2. **Sub-committees:** the management committee shall appoint subcommittees, as they deem necessary, under the chairmanship of elected members of the management committee. The sub-committees shall be directly responsible to the management committee.
3. **Clubhouse:**
 - i) **Opening hours:** the clubhouse opening hours shall be decided by the General Manager subject to the approval of the management committee and posted in the entrance hall. The General Manager shall also determine the arrangements for opening and closing the clubhouse and controlling access to it.
 - ii) **Bar Access:** Members' children under 16 years of age and Junior members under the age of 16 are allowed in the Arden Members' Lounge Bar during licensing hours but only up to 8pm and provided that they are accompanied by the parent member at all times and are supervised to behave in a safe and quiet manner. Member's children aged 16 and 17 and Junior members aged 16 and 17 are allowed in the Arden Members' Lounge Bar at any time provided they are accompanied by the parent member who is responsible for their behavior. Junior members are allowed in the bar at any time if they are representing the club in an official match.
 - iii) **Bags are to be left in the bag storage area in reception or taken to the member's car after use, no bags to be left in the bar at any point.**
 - iv) **Gaming machines:** no person under the age of 18 shall play the gaming machines sited on the Club premises.
 - v) **Kitchen:** persons using the kitchen must be authorised by the Club management, which may at its discretion set rules for its use.
4. **Dress code:** members should wear appropriate clothing and shoes while playing tennis, squash, and racketball, padel, Table Tennis, and when using the gym. ***Non-marking soled shoes to be worn on the squash/racketball courts.*** Sports kit may be worn throughout the clubhouse but members who have been perspiring heavily should refrain from using the Arden Members Lounge Bar or the function room until they have showered. Members are expected to show consideration and common sense in this regard.
The management committee may from time to time set dress code rules, which will be posted on the appropriate notice board.
5. **Personal effects:** the Club shall not be responsible for any loss or damage to any property whatsoever brought onto the ground or into the Club premises.
6. **Proof of membership:** members must be able to prove their membership at all times whilst on the Club premises or they may be asked to leave.
7. **Visitors:**
 - i) Any adult member, other than social members but including juniors, may introduce up to **three** visitors at any one time to play on payment of the appropriate fees. The appropriate visitors' fees must be paid on arrival by such method as the management committee shall decide.

- ii) Any adult member, including social members, may introduce social visitors.
- iii) No visitor shall be introduced to the Club on more than ten occasions in total in any one year. No visitor may use the tennis, squash/racketball, Padel, Table Tennis and/or gym facilities more than five times in a year. Visitors using Personal Trainers and all sporting coaches are exempt from this clause.

8. **Juniors**

Junior members must abide by specific rules covering their use of tennis courts, squash/racketball, Padel, Table tennis, and the gym. These will be posted on the relevant policies on our website.

- 9. **Members' children:** are welcome in all the open social areas of the clubhouse (subject to restrictions of bye law 3ii) and in the club grounds, but they should not be left unsupervised within the clubhouse. They are prohibited from gaining access to the gym, tennis or squash courts unless they hold the appropriate accreditation. Members' children do not need to be accompanied when in the club grounds but an adult member taking responsibility for the children must be on the club premises and remain within an area of the club where they can ensure the children behave in a manner, which is safe and appropriate to the surroundings.
- 10. **Bicycles, scooters, skateboards, roller blades and the like** may not be used except for the purposes of access to the Club. They are not allowed inside the clubhouse in any circumstances.
- 11. **Pets** are not allowed in the Clubhouse or on the Sports grounds at any time.
- 12. **Anti-social behaviour:** any member whose behaviour is deemed to be unacceptable by the General Manager or a member of the management committee will be asked to leave the Club premises.
- 13. **Organised functions:** The General Manager will subject to the agreement of the management committee reserve the right to allocate any part of the Club premises for organised functions and to make such charges as they in their discretion shall consider to be reasonable. These functions may include private parties for members, provided that the organiser agrees to observe the rules of the club and pay any applicable charges in advance.
- 14. **Sale of Intoxicating Liquor:** subject to the licensing laws, intoxicating liquor may be sold by the Club to members for consumption on or off the Club premises and to other persons, at the discretion of the management committee, for consumption on the Club premises only.

SECTION RULES

1. Introduction

The sub committees of the tennis, squash and racketball, and the gym sections shall have the power to make rules specific to those sections, subject to the agreement of the General Manager and ratification by the management committee. The main rules are set out below. Subsidiary rules may be posted on the relevant notice boards.

2. TENNIS

- i) **Dress code:** clothing worn on court must be of a design suitable for tennis. Only shoes designed for tennis with a non-ridged sole may be worn.
- ii) **Role of Grounds man:** the grounds man has the right to close any court for maintenance or match preparation. He has the full support of the sub-committee in enforcing Club rules with respect to visitors and the proper use of Club facilities.
- iii) **Visitors** playing during club sessions must be willing and competent to join in Club play. The provision to introduce visitors must not be abused. Visitors are each allowed to play but a visitor fee must be paid before they go on court.
- iv) **Court booking:** Tennis courts can only be booked on The Club's internet based booking system. Booking is not necessary in off-peak times although booking guarantees a reserved court. All booked courts take priority. The booking rules can be found on the internet based booking system at the bottom of the 'Booking Sheets' page on the website. The times that courts are reserved for coaching, matches and other club activities are all shown only on the court booking system.
- v) **Senior Play**
 - a) The tennis notice board will display:
 - the times of club sessions and playing procedure
 - the arrangements for floodlit play
 - b) Priorities of General Play
 - Courts booked on The Club's internet booking system are for the use of the member(s) who booked them as they choose, be it doubles or singles. For courts that are not pre-booked, if all playable courts are in use, doubles play takes precedence over singles play, thus if doubles players are waiting, singles players must vacate the court at the end of the current short set.
 - If all non-booked playable courts are in use for doubles play and doubles players are waiting, players on court must vacate the court at the end of the current short set. In a short set the first to six games, with a tie break game at five all, wins the set.
- vi) **Junior Play**
 - a) Juniors have exclusive use of certain courts on Friday evenings as reserved on The Club's court booking system.
 - b) Juniors shall have priority at all times on courts 10, 11 & 12. Seniors must vacate any of these courts when requested at the end of the current game.

- c) Juniors may use any court not required by seniors. When seniors are waiting, juniors shall leave the court on request at the end of the current game.
- d) Where a court is being used by a junior and senior member (e.g. father and son), then junior rules shall apply.

3. SQUASH & RACKETBALL

- i) **Dress code:** clothing worn on court must be of a design suitable for squash/racketball. ***None marking soles, ordinary trainers and tennis court shoes will damage the floor of the squash/racketball courts and are strictly forbidden. Members and visitors should ensure that they only wear non-marking soled shoes specifically manufactured for indoor court use.***
- ii) **Club play:** the arrangements and rules for club sessions will be posted on the notice board. Club leagues and ladders for both Squash and Racketball operate on The Club's internet based court booking system and the full rules can be found on the same web page as the leagues and ladders.
- iii) **Court booking:** Squash/racketball courts can only be booked on The Club's internet based booking system. Booking is not necessary in off-peak times although booking guarantees a reserved court. The booking rules can be found on the internet based booking system at the bottom of the 'Booking Sheets' page on the website. The times that courts are reserved for coaching, matches and other club activities are all shown only on the court booking system.
- iv) **Junior Play**
 - a) Juniors may have limited use of certain courts at times as reserved on the court booking system.
 - b) Juniors may book and secure courts at off peak times on the court booking system. Juniors **MUST** wear goggles/glasses when playing. These can be bought or hired from the club.

4. GYM

- i) **Usage:** Senior and Intermediate Racquets members, in addition to Gym members may use the gym equipment. Also, Junior Tennis, Squash/Racketball members may be authorised to use the gym equipment on completion and endorsement of the Junior Gym Application Form.
- ii) **Dress Code:** Appropriate gym clothing and trainers are to be worn at all times.

5. Padel and Table Tennis

- i) **Dress code:** clothing worn on court must be of a design suitable for Padel and Table tennis. Only shoes designed for these sports with a non-ridged sole may be worn.
- ii) **Role of Grounds man:** the grounds man has the right to close any court for maintenance or match preparation. He has the full support of the sub-committee in enforcing Club rules with respect to visitors and the proper use of Club facilities.

- iii) **Visitors** playing during club sessions must be willing and competent to join in Club play. The provision to introduce visitors must not be abused. Visitors are each allowed to play but a visitor fee must be paid before they go on court.
- iv) **Court booking:** Tennis courts can only be booked on The Club's internet based booking system. Booking is not necessary in off-peak times although booking guarantees a reserved court. All booked courts take priority. The booking rules can be found on the internet based booking system at the bottom of the 'Booking Sheets' page on the website. The times that courts are reserved for coaching, matches and other club activities are all shown only on the court booking system.
- v) **Senior Play**
 - a) The Padel and Table Tennis notice board will display:
 - the times of club sessions and playing procedure
 - the arrangements for floodlit play
 - b) Priorities of General Play
 - Courts booked on The Club's internet booking system are for the use of the member(s) who booked them as they choose, be it doubles or singles. For courts that are not pre-booked, if all playable courts are in use, doubles play takes precedence over singles play, thus if doubles players are waiting, singles players must vacate the court at the end of the current short set.
 - If all non-booked playable courts are in use for doubles play and doubles players are waiting, players on court must vacate the court at the end of the current short set. In a short set the first to six games, with a tie break game at five all, wins the set.