



# CLAREMONT RAILWAY LAWN TENNIS CLUB

## RULES AND BYE-LAWS

### 1. **Designation:**

- a) The Club, which shall be affiliated to Tennis Ireland and the Dublin Lawn Tennis Council, shall be called Claremont Railway Lawn Tennis Club and hereinafter referred to as the Club.
- b) The Club is a separate entity from Claremont Lawn Tennis Club which has its own set of rules, but is represented by the same Committee.

2. **Umbrella:** The Club falls under the Railway Union Sports Club umbrella, hereinafter referred to as RU, and is subject to the rules of the RU Constitution.

### 3. **Grounds:**

- a) The Club Grounds are those situated at St. John's Road, Sandymount, Dublin 4, which are also accessible via Railway Union Sports Club, Park Avenue, Sandymount, Dublin 4.
- b) The maintenance of the Tennis grounds shall be the responsibility of the Committee. The renting of the grounds, for any period shall be the responsibility of the Committee with acknowledgement of and adherence to the RU rules and constitution, subject also to any agreements with the RU Management Committee.
- c) No portion of the Grounds/Facilities shall be disposed of by way of sale, lease or otherwise, except by a Resolution passed at an Extraordinary General Meeting called for the purpose of disposal, provided that the Resolution proposing same is carried by a vote of two-thirds of the members present and voting.
- d) The Club recognises that the courts lying between the Westwood building and the houses on St. John's Road reside on the property of Claremont Lawn Tennis Club, a separate club, whose land is highlighted in red on the Club Map on the website. To reflect this ownership and the right of both clubs to utilise the courts (as detailed in the license agreement on the Club website), the Club pays an amount of €20 per member per annum to Claremont Lawn Tennis Club. This sum to be paid on an annual basis by the Hon Treasurer.
- e) The Club recognises that the courts lying between the Westwood building and the pitches of Railway Union reside on the property of Railway Union Sports Club, a separate club, whose land is highlighted in blue on the Club Map on the website. To reflect this ownership and the right of the Club to utilise the courts, the Club pays an amount stipulated by agreement with the RU Management Committee to RU every year.

### 4. **Trustees:**

- a) The Club notes the current Trustees of the separate Claremont Lawn Tennis Club are as follows: Michael Crowe, James D Aitken, Martin Cowley, and Paul Douglas.
- b) The Club notes the current Trustees of the separate Railway Union Sports Club are as follows: Ciaran O'Brian, Owen O'Meara, Michael Byrne, and Graham Chisolm.



c) Each club's property, including any estate or interest, of whatever nature which the clubs may have from time to time in the premises of the Club shall be vested in the Trustees for the benefit of all members of the Club.

5. **Mission:** A community-based family-friendly Tennis Club which nurtures talent, promotes enjoyment of the game, and cultivates both a social and competitive environment for all ages and abilities.

6. **Officers:** The Honorary Officers of the Club shall be as follows;

President	Men's Captain
Chairperson	Men's Vice Captain
Hon Secretary	Ladies Captain
Hon Treasurer	Ladies Vice Captain

The Officers shall be elected annually at the AGM or at the first Committee Meeting. No member shall continue in office as President for more than two consecutive years, but he or she shall be eligible for election after a lapse of one year.

7. **Management:**

- a) The Club shall be governed by a General Committee, hereinafter referred to as the Committee, consisting of the Chairperson, Hon Secretary, Hon Treasurer, Men's Captain, Men's Vice Captain, Ladies Captain, Ladies Vice Captain, and up to five other voting members each of whom shall receive a portfolio at the first meeting of a new Committee.
- b) The Chairperson, if not elected at the AGM, can be elected by the Committee at their first meeting. The Chairperson shall have a casting vote in the event of a 50/50 disagreement at Committee Level.
- c) The President is an ex-officio member of the Committee for 12 months after they leave office.
- d) Five members are needed to form a quorum for a Committee Meeting.
- e) A Committee Meeting shall be held at least once every two months to discuss the business of the Club. Minutes of each meeting shall be recorded in a tangible form. Where applicable, these minutes should also note any Committee decisions or work completed in the interim since the last Committee Meeting.
- f) A member absenting him or herself from three consecutive meetings without reasonable cause shall lose his or her place on the Committee. The Committee shall have the power to co-opt another member in his or her place and to fill any other vacancy that may arise through any other cause.
- g) The Committee shall have power to appoint sub-committees as they deem necessary. Each sub-committee shall act within terms of reference laid down by the Tennis Committee and shall nominate a representative to the General Committee.



8. **Membership:** The Club membership shall consist of the following 11 categories:

Adult	Honorary
Family	Life
Junior	Pavilion
Parent & Child	Senior
Parent / 2 Children	Student
Coach	

- a) Adult, Junior, Senior, and Student members may be eligible for a multi-sport membership if already a member of another sport section under the RU umbrella.
- b) Candidates for admission to the club must be proposed and seconded by two members, and if elected by the Committee then become members of RU. The Committee shall have power to elect applicant members without proposers/seconders under reasonable circumstances.
- c) Corporate membership applications will be considered on their merits at the discretion of the Committee in the best interests of the club.
- d) Ordinary members (exclusive of those of a junior age, or of a pavilion or student membership) may hold office and may play Tennis and partake of all club facilities and privileges subject only to the rules laid out herein.
- e) Honorary membership shall be restricted to such persons as shall have rendered special service to the Club and election may only be effected at a General Meeting of the Club.
- f) For details on Junior Membership, please see the section on juniors following the bye-laws.

9. **Subscriptions:**

- a) Every member shall pay an annual subscription to the Club which shall include the Tennis Ireland Capitation Fee, the RU Membership Fee, and Affiliation and League Fees, payment of which is due on the 1st of January each year.
- b) The Committee may offer members the option to pay their annual membership in instalments, however, this is not to be utilised to allow for terms of less than one year.
- c) Subscription levels may be reviewed and set at the Annual General Meeting. Subscriptions are inclusive of entry fees to the Club Championship and Handicap Tournaments.
- d) New members may be subject to an entrance fee provided that the entrance fee for a membership category has been approved by the Committee.

10. **Subscription Resignation:** Notice of Member Resignation must be provided in writing to the Hon Secretary by the 31<sup>st</sup> of December, otherwise members will be liable for their subscription for the ensuing season.

11. **Visitors:** Visitors introduced by members shall be allowed to utilise the club's facilities from Monday to Sunday inclusive on payment of a daily green fee to be set by the Committee. The name of each visitor must be entered on the payment envelope and placed in the Honesty Box in the Tennis Pavilion, together with the name of the introducing member. The introducing member is responsible for the payment of the fee. The Committee shall have power to limit or suspend the introduction of visitors at its discretion.



**12. Annual General Meeting:**

- a) The Annual General Meeting (AGM) shall be held after the 1st of February and not later than the 31st of March each year on club premises or at a location or virtual venue as nominated by the Committee.
- b) The AGM will be for the purpose of; Alterations to Rules, Presentation of Hon Secretary's Report, Presentation of the Club's Audited Accounts, election of Officers, election of Committee, selection of Auditor, and for any other General Business.
- c) Notice of proposed alterations to rules are required to be sent to the Hon Secretary by the 15<sup>th</sup> of January that year for inclusion.
- d) Fourteen days' notice of an AGM shall be given in writing to all members. An AGM agenda is required to be drawn up by the Hon Secretary and provided to members with the notice convening the AGM.
- e) The lesser of thirty per cent of membership or twenty five members shall constitute a quorum for an AGM. All members may attend the AGM but only the following membership categories shall be entitled to vote on proposals:

Adult	Honorary/Life
Parent	Senior
Coach	Family Members over 16
Student	

- f) Any member whose subscriptions are in arrears shall not eligible to vote, nor can they be nominated for any office in the Club, nominate another candidate, or speak to a motion.
- g) Voting may take the form a show of hands, however, the Committee may decide to call for a count of votes where appropriate.
- h) The Chairperson shall have a casting vote in the event of voting tie and may be allowed to consult the Committee prior to casting a deciding vote.

**13. Extraordinary General Meeting:** An Extraordinary General Meeting (EGM) can be called for any date (excluding public holidays) by the Committee, or on request of at least thirty members provided 14 days' notice is given to the Club members. No business other than that specified in the EGM proposal or the EGM Agenda issued by the Hon Secretary shall be transacted at such an EGM. All other regulations governing the AGM apply to the EGM.

**14. Alterations to Rules:** No alterations of or additions to these Rules shall be made except for those approved by a two-thirds majority at the Club AGM or at an EGM called for the purpose of a rule change. These rules shall come into operation on the 24<sup>th</sup> of February 2021, and shall take the place of all previous rules of the Club which are hereby rescinded.

**15. Winding up / Cessation:** The Club may only be wound up at an EGM of the Club called expressly for this purpose via a two-thirds majority.

**16. Lost/Damaged Property:** The Club shall not be responsible for any personal property lost or damaged in or on the Club Grounds. Any member wilfully damaging Club property shall replace or make good the damaged property.



17. **Play:**

- a) Provided that, in the opinion of a member of the Committee or the groundsman in their absence, the courts are fit for play and in proper condition, play is permitted on every day of the calendar year except on such days as may be reserved by the Committee provided due notice to this effect has been communicated to members.
- b) The rules of Tennis Ireland shall be the standard rules of reference for play.

18. **Club Accounts:** Proper Accounts and Records shall be kept by the Hon Treasurer showing the Financial Affairs, and receipts and disbursements of the Club. The Accounts of the Club shall be reviewed and signed off by a qualified Accountant, or a firm of Accountants, not of the Committee, as selected at the AGM. Any cash surplus will be reinvested in the Club at the Committee's discretion.

19. **Data Protection:**

- a) In compliance with the General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), and in line with the Data Protection Act 1988-2003, the Club will seek the consent of its members for the purposes of obtaining, recording, and holding their personal data, which will be solely for Club purposes. Consent will be affirmed on the use of all such data, including disclosure to third parties, for the proper and effective management of the Club. Further details of such have been laid out in the Data Policy on the Club website.
- b) Upon applying for membership in the Club, any personal data provided by an applicant member will be processed under the lawful basis of consent to data processing under GDPR, as will be reflected in the notes of the membership application form.
- c) For existing members, who had provided the Club with personal data prior to the introduction of GDPR, the Club will be required to record members consent ex post facto ('after the fact') to continue processing members' personal data under GDPR.
- d) The Club Committee will at all times acquiesce to a request from a member with regard to their rights under GDPR, inter alia:

The <b>Right</b> to Information	The <b>Right</b> to Restriction of Processing
The <b>Right</b> of Access	The <b>Right</b> to Data Portability
The <b>Right</b> to Rectification	The <b>Right</b> to Object
The <b>Right</b> to Erasure	The <b>Right</b> to Avoid Automated Decision-Making

20. **General Conduct:**

- a) The Committee has power to create, alter, and rescind bye-laws and to take measures to see that such bye-laws are put into effect and observed.
- b) A member joining the Club becomes entitled to all the privileges and benefits which the Club can confer, and as joining is a voluntary decision, adherence to the rules of the Club, as set out herein, is thereby implied; likewise acknowledgment of the responsibilities and accountabilities arising from the rules is also implied.





- c) The Club is subject to the “Complaint, Objection & Disciplinary Rules and Procedures for Irish Tennis as approved by the Board of Tennis Ireland on the 22th October 2010” as detailed by Tennis Ireland in their documentation or on their web site; [www.tennisireland.ie](http://www.tennisireland.ie).
- d) All complaints and communications on Club matters must be made in writing to the Hon Secretary. A member shall have the right to be heard by the Committee, following a written complaint or written representation made by the Member to the Secretary.
- e) The Committee have power to suspend or cease membership of any member who they consider to have acted in a manner derogatory to the interest or welfare of the Club, provided that the motion for suspension/cessation is supported by at least two-thirds of the members of the Committee present at the meeting at which the matter is considered. All cases of suspension/cessation should be reported to the General Secretary of RU. In all cases a member has the right to a hearing before the Committee. A suspended member shall not be entitled to use the facilities of the Club.
21. **Health and Safety:** The Club shall be compliant with the Safety, Health and Welfare at Work Act 2005 and with all regulations and orders associated with this legislation. The Club Committee will follow a system to manage general safety, health and welfare, via the following:
- i) Identifying hazards as they arise;
  - ii) Assessing the risk of the hazard as soon as is practically possible;
  - iii) Implementing measures to eliminate or reduce the hazards;
  - iv) Recording the assessment and actions resultant from the above at the next Committee Meeting.
22. **Debentures:** The Committee has power to fundraise for capital expenditure projects in the club by means of debentures, subject to the General Debenture Terms and Conditions as laid out on the Club website.
23. **Child Protection:**
- a) The Club is fully committed to safeguarding the well-being of its members. Every member of 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 policies and ethos of the club and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport as published by Sport Ireland.
  - b) The Club, Committee, and all Coaches must adhere to the Safeguarding Policy issued by Tennis Ireland, with adherence to the guidance on safeguarding children and young people in Tennis, available on the Tennis Ireland Website.
  - c) By continuing membership in the Club you are accepting and agreeing to abide by the Code of Ethics and Good Practice for Children’s Sport. Similarly, by continuing membership, juniors are assumed to accept and abide by the code of conduct for young people and parents/guardians are assumed to accept and abide by the code of conduct for parents/guardians.



- d) The Club Safeguarding Statement can be viewed on the club noticeboard and on the website.
- e) The Club's Child Protection Policy can be viewed in the Tennis Pavilion and on the website.
- f) The Club will appoint two of its own Children's Officers and a Designated Liaison Person.
- g) Those involved in the organisation of activities for young people should have attended relevant and recognised training courses relative to child protection, where possible.
- h) The Club will ensure that anybody working with children or vulnerable adults has been Garda vetted.

### BYE-LAWS:

1. It is the Club and Committee preference that members playing on the grass courts should wear whites. Year round, adequate sports clothing must be worn for health and safety - e.g. tracksuits not jeans, t-shirt/jumper not shirt. Tennis shoes must be worn at all times to protect the courts.
2. Players must use the booking system to book courts. At times of high demand the maximum time allowed for games is one and a half hours with no back-to-back games allowed. The Committee shall have power to adjust the maximum playing period allowed in times of high demand. Players must vacate the court promptly at the end of their booking period if players from the next session are waiting to go on court. This does not apply to Inter-Club, Club Tournaments or other authorized Matches.
3. A Selection Committee, consisting of the Men's Captain, Men's Vice Captain, Ladies Captain and Ladies Vice Captain shall select teams for league and other matches. Members shall not be eligible for such teams unless their subscriptions for the current season are up to date.
4. A Tournament Committee consisting of the Captains and other members appointed by the Committee shall have power to organize and control all Club Tournaments. The Committee can choose to introduce new tournaments each year. It is desirable that members who are eligible to play in Club Championships will have represented the club in at least one DLTC league in the Championship year. Club Referees to be appointed with sole and full authority for each tournament where required.
5. Except in extenuating circumstances: The 'Club Championship' will be played each year during the summer season, with matches to be contested on the Grass courts, unless otherwise agreed. Winter Championships will be contested on the Hard Courts. There will be an Annual Junior Day with the date to be decided annually by the Committee.
6. The Championship Finals shall be played on an 'At Home' day selected by the Committee.



## JUNIOR MEMBERS:

Those who are under 18 years on the first day of January of the current year and who have no source of income, independent of their parents, are eligible for Junior Membership.

There are two categories for Junior Membership:

- A) Over 15 years old on January 1st
- B) Under 15 years old on January 1st

All Junior Members are bound by the Rules of Senior Members, but in addition are subject to the following Rules:

Time of play is as follows:

	Monday to Friday	Saturday and Sunday
Category A	As for Seniors	As for Seniors
Category B	9am to 5pm	1pm - 5pm

At all times, if there is a shortage of courts the following is the order of priority for their use:

- 1 - Seniors / Students / Adults
- 2 - Junior members - Category A
- 3 - Junior members - Category B

The onus rests on Junior Members to surrender their courts when required.

Category B are not required to yield to Juniors - Category A during the times in which they are permitted to play.

Juniors are permitted to play with their parents, if they are members, after 1 p.m. at weekends, provided there is no demand for courts.

Juniors are not permitted to play in the Senior Club Championships, however Junior Members who in the view of the Committee merit special attention, on the basis of the potential they show, may be granted exemption from playing restrictions. This decision shall be made by the committee.

Junior/Student Members who are eligible to play in Club Championships must represent the club in at least one DLTC league in the Championship year.

Any Junior Member reported to the Committee for misconduct may be suspended from the Club, the duration of which will be determined by the Committee after investigation. Any breach of this suspension or reported misconduct, following a period of suspension may result in cessation of membership.