

Javea International Tennis Club

Rules of Javea International Tennis Club at La Sella Tennis Club

1. Purpose

To play recreational **and competitive** tennis in a pleasant, social atmosphere. To arrange tournaments, matches and social activities to support this main aim.

2. Of the Members

- 2.1 Only members of the La Sella Tennis Club are eligible to join Javea International Tennis Club (JITC) as Playing Members. New members may be admitted by the Committee, taking into account:
- desirability of adding members in view of court availability
 - a good balance of age and sex
 - empathy with the spirit of the Club
 - quality of playing.
- 2.2 Playing Members have the following rights:
- to participate in the sporting and social activities
 - to bring guests (see limitations under 6)
 - to attend and vote at General Meetings
 - to appeal at General Meetings against decisions of the Committee.
- 2.3 Playing Members have the following obligations:
- to pay **subscriptions** and such attendance money as the Committee may decide
 - to act as loyal members of the La Sella Tennis Club in good standing
 - to behave at all times in a gentlemanly or ladylike manner, supporting the positive development of JITC, and specifically to follow JITC Rules and such subsidiary rules as the committee decide to make
 - to be prepared from time to time to stand for office or otherwise assist in the running of the Club.
- 2.4 Membership ceases:
- if a member has not paid their subscription **within three months of the AGM** (he/she may only be re-instated at the discretion of the Committee)
 - by decision of the Committee if a member has repeatedly violated the letter or spirit of these Rules or a subsequent rule or decision of the Committee;
 - immediately upon a decision of the Committee that a member has behaved in gross violation of the letter or spirit of these Rules or a subsequent rule or decision of the Committee.

2.5 Social Non-Playing Members

If a Playing Member decides to cease playing tennis for whatever reason they may continue to have contact with the club by becoming a Social Non-Playing Member. They will have the responsibility to maintain contact with the Club and pay a fee as set out from time to time by the Committee. They shall be governed by all the rules and regulations as set out, as though remaining a Playing Member. They may attend General Meetings but will have no right to vote, **but may speak on non tennis issues**. They will be welcome at social events with spouses and guests. **Friends and family of members can be proposed as Social Non-playing Members with approval at the discretion of the Committee.**

3. General Meetings of Members

- 3.1 The General Meeting in the form of an Annual General Meeting, and possibly additional Extraordinary General Meetings, is the maximum authority of JITC. It has full powers to take decisions, appoint officers and make or change rules, including these Rules, by which all members and the Committee are bound.
- 3.2 General Meetings are called by the Committee stating the Agenda and giving a minimum of one week's notice.
- At the written request of 6 Members:
- a General Meeting must be organised within three weeks;
 - specific subjects or proposals must be included in the Agenda.
- 3.3 At any General Meeting each Playing Member has only one vote. Absentees may give proxy in writing to another member. **Those members wishing a proxy vote must register their vote with the Chairperson in advance of the meeting.** Decisions are taken by a simple majority of all votes cast, for and against. Binding decisions can only be taken about points on the Agenda. Pronouncements on other subjects are guidelines. When voting about a person, any Member may decide that a written ballot should be held **which must be conducted immediately.**
- 3.4 The Annual General Meeting is to be held before the end of February where, as a minimum, the following subjects must be determined:
- election of the Committee
 - **appointment of Club Captain**
 - review of the finances, **and plans for the future.**

4. The Committee

- 4.1 i) **The committee shall consist of a Chairperson and a minimum of 4 other Playing Members with specific roles, AND an ex-officio Club Captain, AND up to a maximum of 4 others to be elected for one year (the**

maximum total of Committee Members being 10). The normal time for election is the AGM but additions and changes may be made at other GMs. Any shortfall within a year may be made up by the Committee Members co-opting Playing Members onto the Committee.

- ii) Committee Members may offer themselves for re-election for no longer than a third consecutive year, but in exceptional circumstances a retiring Committee Member may be invited at an AGM to stand for re-election for a further consecutive year.
- iii) The procedure for forming the committee is as follows:

- a) An invitation for Nominations for members shall be posted on the notice board one month before the AGM. Any playing member is eligible for nomination and must have a proposer and seconder. Members who propose or second another member for the committee shall not themselves be nominees for election. A member can only propose one nominee but may second one other. Nominations shall close one week before the AGM.

- b) Members shall be invited to make nominations for individual positions with the decision as to who is appointed being made at the AGM. The individual positions shall be Chairperson, Treasurer, Secretary, Social Secretary and Recreational Play Coordinator. Other members without particular duties can be appointed.

- c) Members interested in being considered for the post of Club Captain should put their names forward to the committee who will make recommendations to members at the AGM. The Club Captain shall normally hold the position for a maximum of two years with re-election at the AGM at the end of the first year. The Club Captain shall be an ex-officio member of the committee.

In the event that there is more than one nomination for any of the five roles of Chairperson, Treasurer, Secretary, Social Secretary and Recreational Play Coordinator, then a written ballot shall be held at the AGM. Should there be more than 4 nominations for the remaining committee vacancies then a written ballot shall be held with each voter choosing no more than four names and the four with the most votes shall be elected. Unsuccessful nominees for any of the five roles may choose to stand for election to one of the remaining committee vacancies.

- 4.2 The Committee is responsible for the running of the Club and has authority to decide to act in accordance with these Rules and decisions made by GMs.
- 4.3 At the AGM, in the extraordinary event that the Committee places cannot be filled by a Playing Member, ONE person who is a Social Non-Playing Member, family member or partner of a Playing Member may be

nominated for office. On joining the Committee, that person will have the same rights and obligations as a Social Non-Playing Member.

5. ACTIVITIES

5.1 Recreational tennis shall be played on at least three mornings per week. Doubles are to be made up if possible, priority to be given to those waiting longest.

5.2 The Committee has freedom to organise tournaments, matches and other social activities paying due attention to the wishes of the members.

5.3 Eligibility to Play in Club Championships

A participant's eligibility to play in the Club Championship, shall be determined by he/she having achieved full membership for a period of not less than three months prior to the scheduled start date of the said championship. The committee reserves the right to waive this entry requirement under special or extraordinary circumstances.

6. GUESTS

The Committee may restrict the bringing of guests if court availability is insufficient or if it considers the quality of the guests' play is not up to standard.

7. DISCIPLINARY PROCEDURE

Any Member has the right to invoke the Disciplinary Procedure. This Procedure is available from the Secretary. Any member who feels he or she has a genuine grievance against another member must follow this Procedure. Any Member who has had his or her membership rescinded or refused after following the Disciplinary Procedure will be permanently barred from playing at JITC club sessions.

8. RELATIONS WITH LA SELLA TENNIS CLUB

Any negotiations, discussions or complaints with La Sella Tennis Club regarding JITC activities shall be carried out by the Committee.

9. CHANGE OF VENUE

These Rules make mention of La Sella Tennis Club. If it is decided at any time to change the main location of JITC then the rules of the new location will apply instead.

DISCLAIMER Any members or visitors who play tennis do so at their own risk

Dated and revised April 2009

Disciplinary Procedure

Appendix A

Operational Procedures

A Violation of rules

- A1 Any alleged violation of rules should be reported by a Playing Member to a Committee Member.
- A2 The Committee Member should as soon as possible gather evidence of the violation, as appropriate.
- A3 The Committee Member should request a Committee Meeting be convened by the JITC Secretary. The meeting should be held within 7 days and consist of:
- one of JITC Chairman, Secretary, Treasurer
 - the Committee Member reporting the violation
 - a quorum of 3 Committee Members (including the above)
- A4 The Committee Meeting should consider the violation and associated evidence and decide by majority:
- to write to the member advising them of the alleged violation and advising that repeated violations may result in termination of membership of JITC. In addition, to advise the member of the appeal process.
 - to dismiss the allegation on grounds of insufficient or inappropriate evidence. This should be communicated back to the originating Playing Member by the Committee.
- A5 Any member whom the Committee consider to have committed a violation of rules will be allowed to continue as a member of JITC.

Appendix B

Operational Procedures

B Gross or repeated violation of rules

- B1 Any alleged repetition of violation of rules should be reported by a Playing Member to a Committee Member and a Committee Meeting convened as per B2/3.
- B2 Any alleged violation of rules that is adjudged a gross violation should be reported immediately to one of the JITC Chairman, Secretary or Treasurer. The alleged gross violation should be investigated by this club official and either follow the process for 'violation of rules' or convene a Committee Meeting to judge an alleged gross violation.
- B3 The Committee Meeting will be convened by the Secretary and consist of at least:
- Chairman (or nominated deputy in absence)
 - Secretary or Treasurer
 - 3 additional Committee Members to include the member/s raising the original report.

The Committee Meeting should be held within 7 days from the time when the investigation has been completed. During this period the member will be suspended from all JITC activities.

- B4 An allegation of gross or repeated violation of JITC rules that is upheld by a majority Committee Meeting will result in termination of membership, which will be advised in writing by the JITC Secretary and take immediate effect. The letter will in addition advise of the member's right to appeal and the appeal process.
- B5 If the ex-member decides to invoke the appeal process they will continue to be **suspended** from all JITC activities until if/when they are reinstated.

Appendix C

Operational Procedures

C Appeals against gross/violation of rules judgment.

- C1 Any member adjudged by the Committee to have acted in violation or gross violation of rules has the right to appeal.
- C2 The member must lodge the appeal with the JITC Secretary in writing and within 48 hours of receipt of the written committee advice.
- C3 The member must set out the grounds for the appeal, indicate the evidence to be provided and may request a personal hearing.
- C4 The JITC Secretary should arrange an Appeals Committee to hear the appeal. The Appeals Committee should be formed of 5 JITC members, of which a maximum of 2 can be JITC committee members. The Appeals Committee meeting should be convened by the JITC Secretary within 7 days of the appeal being lodged.
- C5 The Appeals Committee meeting will consider the evidence presented by the member and take a decision by majority:
- to re-instate or not re-instate the member
 - to withdraw or not the judgment of a violation of JITC rules.
- C6 The JITC Secretary will advise the member/ex-member of the final decision of the committee in writing within 48 hours.
- C7 Any member who has been refused renewal of membership or if his or her membership has been rescinded for reasons of misconduct can only be reconsidered for membership at an AGM and only accepted with a two-thirds majority of those present.