# DUNNINGTON AND GRIMSTON SQUASH AND RACKETBALL CLUB CONSTITUTION AND RULES

# CONSTITUTION

## THE CLUB

1. The Club shall be called the ‘Dunnington and Grimston Squash Club’, hereinafter referred to as the ‘Club’.
2. The Club shall form the Squash section of, and be a constituent club of the Dunnington and Grimston Playing Fields Committee of Management, hereinafter referred to as the DGPFC.
3. The Club, at the discretion of the Committee, shall be affiliated to the England Squash and Racketball and/or any other relevant body.
4. The Club shall regulate, organise and control the game in the interests of all members within the laws of the sport and in accordance with the rules of the Club and the DGPFC.

## 2. OBJECTIVE

 The objectives are to:

1. To provide squash, racketball and social facilities for the members.
2. To offer coaching and competitive opportunities
3. To ensure a duty of care to all members of the club
4. To provide all its services in a way that is fair to everyone

3. **MEMBERSHIP**

1. Membership of the club shall be open to anyone on application. The committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the club into disrepute.
2. Members will be enrolled in one of the following categories:
	* Full member
	* Family
	* Day / student member
	* Junior member
	* Life/ Honorary member
3. Membership fees will be set annually by the committee or determined at the annual general meeting and will be paid annually.
4. Registration and subscription fees at the rates agreed at the Annual General Meeting shall be paid on application for membership of the Club. Existing members’ subscriptions at the rates agreed shall be paid on or before the 30th June.
5. **MANAGEMENT**
6. The management of the Club shall be entrusted to a Committee consisting of the following officers: Chair, Secretary, Treasurer, plus nine other members of the Club, called the Management Committee. Appointees for other club duties shall be selected from the nine Committee members.
7. Committee members will hold office for three years. An officer appointed from the Committee shall have previous service disregarded to retain the three-year cycle of elections. All officers and committee members shall continue to hold office until the conclusion of the Annual General Meeting at which their successors will be appointed; except for the office of Chair which shall be transferred during the meeting. All members shall be eligible for re-election.
8. The Committee shall have the power to co-opt members to maintain numbers or to enlist the services of members for specific matters.
9. The Committee shall appoint one member to serve on the DGPFC, such appointment to be notified to the Secretary of the DGPFC.
10. A one half of the committee shall form a quorum with the Chair retaining the casting vote.
11. Minutes will be kept of all meetings to include all those present. A paper record of these will be kept by the secretary and passed to each successive appointee. Currently electronic records are considered unreliable due to the difficulty of ownership.
12. A full list of committee members and officers will posted in the club and on the club’s web site.
13. The Committee will have due regard to the law on disability discrimination and child protection

## 5. GENERAL MEETING

 (a) A General Meeting of the Club shall be held annually during the month of May at such a place and time as the Committee shall determine to:

* + - approve the minutes of the previous Annual General Meeting;
		- receive a report from the Chair;
		- receive and approve a report and financial statement from the Treasurer;
		- agree subscription fees, visitors’ fees and any other financial payments to be made by members;
		- transact any other business previously notified to the Committee as in paragraph 5b.

 (b) Notice of the Annual General Meeting shall be circulated to the membership 6 weeks before the AGM. Members who wish to have matters included on the agenda should give notice in writing to the Secretary 3 weeks prior to the AGM.

 (c) The agenda for the AGM shall be attached to the club notice board and web site at least 14 days before the AGM.

 (d) The right to vote shall apply to all members other than Life / Honorary members and junior members, who may however attend the meeting.

 (e) All alterations or changes to the running of the Club shall be agreed by a two-thirds majority of those voting members present at the AGM.

 (f) Fifteen voting members shall form a quorum at the AGM.

(g) Minutes of AGM will be posted on the club web site.

## 6. EXTRAORDINARY GENERAL MEETNGS

 An Extraordinary General Meeting may be called at any time on 14 days’ notice by the Committee or by request in writing of an individual member through the Committee or by request in writing of one-fifth of the voting membership at the time.

## 7. FINANCES

 (a) The financial year of the Club shall close on the last day of March each year and a “reviewed” Statement of Accounts shall be prepared and presented at the Annual General Meeting.

 (b) The Treasurer shall have charge of all moneys, receipts and payments and shall render to the Committee at any time required by them accounts of all receipts and payments. All moneys received shall be paid into an appropriate account(s) in the name of the Dunnington and Grimston Squash Club.

## 8. AMENDMENT TO THE CONSTITUTION

1. This can be performed either at an Annual General Meeting or an Extraordinary General Meeting. Proposed amendments shall be submitted to the Secretary in writing and displayed on the notice board and on the web site.
2. Any amendment shall require a two-thirds majority of the votes cast.
3. A copy of the Constitution shall be displayed on the Club notice board and web site and made available to any member on request. A copy shall be provided to all new members.
4. The constitution / rules will be reviewed every 3 years.

## 9. PROPERTY AND FUNDS

1. The property and funds of the Club cannot be used for the direct or indirect private benefit of members other than as reasonably allowed by these Rules and all surplus income or profits are reinvested in the Club.
2. The Club may provide sporting and related social facilities, sporting equipment, coaching, courses, insurance cover, medical treatment, post match refreshments and other ordinary benefits of a Community Amateur Sports Club.
3. The Club may also in connection with the sports purposes of the Club:
	* 1. sell and supply food, drink and related sports clothing and equipment;
		2. employ members and remunerate them for providing goods and services, on fair terms set by the Management Committee without the person concerned being present
		3. pay for reasonable hospitality for visiting teams and guests
4. Indemnify the Management Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## 10. DISSOLUTION

1. Members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened general meeting.
2. After settling all liabilities of the Club, the Management Committee shall dispose of the net assets remaining to one or more of the following:
	* to another Club with similar sports purposes which is a registered charity and/or
	* to another Club with similar sports purposes which is a registered Community Amateur Sports Club and/or
	* to the sport’s governing body for use by them for related community sports.

# DUNNINGTON AND GRIMSTON SQUASH CLUB

# THE RULES

1. The hours of play are from 08.40 to 22.40 each day. The period of play shall be 40 minutes.
2. Players must leave the court immediately once the 40-minute session is complete or pay for additional light time (if available).
3. Non-marking balls only must be used.
4. Suitable clothing should be worn. Non marking soled shoes must be worn. BLACK RUBBER SOLES ARE STRICTLY FORBIDDEN.
5. Application for membership shall be submitted to the appointed Committee member (Membership Secretary) on the appropriate form together with the correct membership fees before the applicant can play as a member. New members will pay a fee on a pro rata basis of yearly, half yearly or quarter yearly depending on the timing of the application. Trial membership of three months will also be available
6. All members must abide by the Rules of the Club and the DGPFC and a signed application for membership shall signify acceptance of these Rules.
7. Annual subscriptions shall be due on 30th June.
8. The Committee shall define the number and classes of membership and shall have the power to appoint Honorary Members.
9. Junior members shall be aged up to 18 years. They transfer to senior membership on the 1st June following their 18th birthday.
10. Student members shall include any member 18 years or older and still in full time education. They will transfer to senior membership at the start of the season when their full time education ceases.
11. The Committee reserve the right to offer corporate membership to any corporate organisation wishing to apply.
12. A fee will be collected when a court is booked via the electronic booking system. Junior members are exempt from this fee if playing outside peak playing times.
13. In the event of a system / lights failure the member will be re-funded the booking and light fees.
14. If a member cancels a booking more than 48 hours ahead a full refund will be given. After this time, a refund will only be provided if the court is re-booked.
15. Members may play guests but an additional guest fee of two booking stamps shall be affixed to the sheet provided. The member will be responsible for the guest fee. Any guest playing more than 6 times in any 12 month period will be required to pay the appropriate membership.
16. During the winter season (1st September to 30th April) members will be restricted to booking three games in advance during peak times in each weekly period. This will be reviewed regularly by the committee and altered depending on court usage.
17. All communications must be sent to the Secretary. Members are asked to notify the Membership Secretary of any change in address, email or telephone number. Members’ details will be stored on a database and will be displayed on the notice board and on the electronic booking system website, unless requested otherwise.
18. Teams shall be selected by a men’s/ladies’ selection committee. The Club Captains shall act as Chair.
19. Lists of all matches and team members, prepared by the Club Captains, shall be displayed on the website and notice board.
20. It will be necessary to block book two courts for matches. Members will be informed in advance on the electronic booking sheet.
21. Teams must pay agreed by the committee for the courts booked to them. The team captains are responsible for ensuring this fee is paid.
22. The club recommends that **ALL** players wear eye protection whilst playing and junior members **MUST WEAR EYE PROTECTION** approved by England Squash and Racketball at all times.
23. It is strongly recommended that eye protection is worn by anybody playing doubles
24. A copy of these Rules shall be displayed on the Club notice board, web site and shall be made available to each member on request.

## DISCIPLINE AND APPEALS

1. All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.
2. A sub-committee of the Management Committee (made up of at least three members of the Management Committee) will meet to hear complaints within seven Days (or such longer period as the Management Committee deem appropriate to allow a proper investigation into the complaint) of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership without a refund of any outstanding membership fee; outstanding light fees will be returned. The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within five days of the hearing.
3. There will be the right of appeal by the person against whom the complaint was made to the Management Committee following disciplinary action being announced. A sub-committee of the Management Committee (made up of at least three members of the Management Committee who to the extent possible shall not include any individual who sat on the initial hearing) should consider the appeal within ten days of the Secretary receiving the appeal.
4. All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club’s child protection policy and procedures. The club Child Protection Officer is the lead contact for all members in the event of any child protection concerns.

# Roles and duties

## Committee members

* To promote the success of the club
* To exercise reasonable care, skill and diligence
* To act within the constitution and rules
* To declare any conflict of interest in any of the club’s transactions or arrangements
* To attend at least 50% of meetings
* No salary or attendance allowance is payable
* Reasonable expenses will be paid for club business (this will be a rare occurrence).
* To produce and regularly review the club’s strategic plan
* To develop and implement a club safety policy.
* To develop and implement a child protection policy
* To develop and implement a data protection policy

## Treasurer

* Keep the committee informed about its financial duties and responsibilities.
* Advise the committee on the financial implications of club’s strategic plans and key assumptions
* Confirm that the financial resources of the club meet present and future needs.
* Ensure that the accounts are properly reviewed at least once a year.
* Formally present the accounts at the AGM, drawing attention to important points.
* Monitor the club’s investment activity and ensure its consistency with policies, aims, objectives and legal responsibilities
* To maintain the club’s accounts.
* The financial year of the Club will end on 31st March:
* To bank all monies within four weeks and pay all invoices within four weeks.
* Any cheques drawn against Club funds should hold the signatures of the Treasurer plus one other officer except see next item.
* A cheque issued to a committee member must not be signed by him/her, but by two other members.
* At least two members will have access to online accounts.
* Purchase Ledger; cheque payments and banking sheets will be filed in the appropriate reference order, with any supporting documentation. All petty cash vouchers, cheque stubs etc. will be retained for review and for any statutory purposes.
* It is accepted that nowadays many items for the club will be purchased on line using member’s personal credit cards, which only be reimbursed on production of relevant receipts/ e-mail acknowledgements.

