

Sutton Lawn Tennis Club

Constitution and By-laws

Draft - Amendments 2023





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Draft - for Review



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SECTION A - SUTTON LAWN TENNIS CLUB CONSTITUTION

1 NAME

- 1.1 The Club shall be called Sutton Lawn Tennis Club, originally called Howth Lawn Tennis Club, and is hereinafter referred to as “The Club” or “SLTC”.
- 1.2 The legal status of the Club is that of an unincorporated sporting club, which is a club formed by a group of individuals coming together for the objects set out in this Constitution.

2 OBJECTS

- 2.1 The objects of the Club shall be the encouragement, promotion, advancement and organisation of lawn tennis, squash and other athletic sports and pastimes.

3 PRINCIPLES

- 3.1 The Club is fully committed to safeguarding the wellbeing of its Members. Every individual in the Club must always show respect and understanding for the rights, safety, and welfare of all Members.
- 3.2 Members must conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Government’s current Code of Ethics and Good Practice for Children in Sport. It is a condition of Club membership that all Members:
 - a) acknowledge that the welfare of **Juniors** is a top priority and agree to uphold and support the Child Protection Policy of Sutton Lawn Tennis Club which is posted on the Club’s website (www.suttonltc.com) and notice board; and
 - b) are committed to providing an environment that will allow participants to perform to the best of their ability, free from bullying and intimidation.
- 3.3 The Club recognises the importance of equality and fair treatment of its Members, employees, coaches, and Visitors and is committed to fostering a culture of diversity and inclusion for all its Members, employees, coaches and Visitors regardless of age, gender, sexual orientation, disability, ethnicity or religion.
- 3.4 The Club will subscribe to the highest governance standards and will strive to achieve effectiveness, efficiency, fairness and transparency in its dealings and decision making process.

4 OVERALL MANAGEMENT STRUCTURE

- 4.1 The organisational structure of the Club is as follows:
 - a) The Members, in the form of an Annual General Meeting (AGM) and Extraordinary General Meeting (EGM), who exercise overall and final authority over the Club;
 - b) The Trustees;
 - c) The Management Committee; and
 - d) The employees of the Club and any contractors engaged in the administration of the Club.



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5 TRUSTEES

- 5.1 The Club shall have not less than 3 (three) and not more than 4 (four) Trustees.
- 5.2 The property of the Club shall vest in the Trustees who shall deal with the property as directed in writing by the Management Committee.
- 5.3 In order to be eligible to be elected as a Trustee the person must:
- be a current Member of the Club;
 - have been a Voting Member for the immediately preceding 15 (fifteen) years;
 - have previously served as an Officer on the Management Committee; and
 - be proposed and seconded for election by two current Voting Members
- 5.4 Trustees shall be elected by Members at a duly convened Annual or Extraordinary General Meeting of the Club as directed by the Management Committee for a period not exceeding 5 (five) years (the “Trustee Term”) and each shall hold office until the end of their term, their death or until they shall:
- Resign, or:
 - be absent from Ireland for 1 (one) year, or:
 - cease to be a Member of the Club, or:
 - be declared bankrupt, or:
 - be removed from office by a resolution proposed by the Management Committee or two Voting Members at a duly convened Annual or Extraordinary General Meeting of the Club: or
 - be unfit or unable to perform their duties.
- 5.5 A Trustee shall be eligible to serve a maximum of 2 (two) consecutive Trustee Terms and will not be eligible for re-election or appointment as a Trustee thereafter until a break of at least 1 (one) Trustee Term has been taken.
- 5.6 If a vacancy shall occur in the number of Trustees for whatever reason the Management Committee shall have the power to appoint a temporary Trustee in order to restore the number of Trustees to at least 3 (three). The surviving or continuing Trustees shall have power to act notwithstanding any vacancy or vacancies in the number of Trustees.
- 5.7 The term of office of any temporary Trustee will only extend until the next AGM or EGM at which point, they must resign but are eligible for election as a Trustee. The period of office served will not count towards the term limit outlined in Clause 5.5.
- 5.8 When a Trustee no longer holds office, they shall execute a conveyance or any other document in such form as may be required by the Management Committee to transfer any income, property or assets of the Club to a newly appointed Trustee. On the death of a Trustee any income, property or assets of the club vested in him or her shall vest automatically in the surviving Trustees.

6 MEMBERSHIP

- 6.1 The membership of the Club shall consist of:
- “Seniors” which refers to those Members as described in Clauses 6.1.1 & 6.1.2,
 - “Juniors” which refers to those Members as described in Clauses 6.1.3, 6.1.4 & 6.1.5, and
 - those Members as described in Clauses 6.1.6 - 6.1.12:
- 6.1.1 **Senior Members**, who shall be not less than 26 (twenty-six) years of age, at such



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date as the Management Committee may from time to time decide.

- 6.1.2 **Intermediate Members**, who shall be not less than 19 (nineteen) years of age and not more than 25 (twenty-five) years of age, at such date as the Management Committee may from time to time decide.
- 6.1.3 **Junior Members** who shall be, not less than 16 (sixteen) years of age and not more than 18 (eighteen) years of age, at such date which the Management Committee may from time to time decide.
- 6.1.4 **Juvenile Members** who shall be, not less than 5 (five) years of age and not more than 15 (fifteen) years of age, at such date which the Management Committee may from time to time decide.
- 6.1.5 **Junior Academy Members** who shall be, not less than 5 (five) years of age and not more than 7 (seven) years of age, at such date which the Management Committee may from time to time decide and whose attendance at the Club shall be regulated by the Management Committee. Junior Academy Members may attend the Club for coaching, club organised events or private practice purposes, at times to be determined by the Management Committee, but must be in the care of a responsible person while in the Club, such responsible person may be a parent, guardian or a sibling not less than 16 (sixteen) years of age. Junior Academy Membership is a closed membership category from the date of the 2023 AGM and no new Junior Academy Members will be accepted after that date.
- 6.1.6 **Overseas Members**, in any of the above categories, shall be persons who were Senior Members of the Club for at least 2 years and are permanently resident outside the Republic of Ireland. In order to be regarded as permanently resident outside the Republic of Ireland a person must spend 183 days or more per annum outside the Republic of Ireland.
- 6.1.7 **Gym Members** who shall be, not less than 18 (eighteen) years of age, at such date as the Management Committee may from time to time decide. Gym Members may use the gym and clubhouse facilities.
- 6.1.8 **Pavilion Members** which shall be closed as a membership category to new applications from 17th February 2014 with the exception of Members who were Senior Members for a continuous period of two years or more at the time of transfer to this category.
- 6.1.9 **Clubhouse Members** who shall be not less than 18 (eighteen) years of age, at such date as the Management Committee may from time to time decide.
- 6.1.10 **Country Members** are Members that were Senior Members of the Club for at least 2 years, meet the criteria for membership set out, in any of the above Senior membership categories, and who normally reside more than 80km from the Club.
- 6.1.11 **Temporary Members**, are Members who may be elected for a period of time being not less than 1 month and not more than 3 (three) months, in any of the Senior or Junior categories of membership. Temporary Members must be introduced to the Club by a Voting Member. Temporary membership may only be granted to any person once in a calendar year.
- 6.1.12 **Honorary Members**, proposed by the Management Committee in recognition of



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exceptional service to the Club shall be nominated and elected by a duly convened Annual or Extraordinary General Meeting.

- 6.2 All Members must provide evidence of their compliance with the eligibility requirements for their particular Membership as outlined in Clause 6.1 within 10 days of a request being made for such evidence by the Management Committee.
- 6.3 The appointment of a Member as an Honorary Member may be terminated only by resignation or by a motion, supported by a majority at a General Meeting, to withdraw the appointment. An Honorary Member may be suspended by the Hearings Committee until such time as a motion to withdraw the appointment is determined at a General Meeting.
- 6.4 The following Members only, have the right to nominate Trustees and members of the Management Committee and to attend and vote at AGMs and EGMs and shall be known collectively as “Voting Members”:
 - a) Senior Members
 - b) Intermediate Members
 - c) Pavilion Members
 - d) Country Members
 - e) Overseas Members
 - f) Honorary Members
- 6.5 Once accepted for membership such membership shall renew automatically on payment of the Members membership fee provided that all other conditions of membership remain satisfied. Membership shall automatically lapse if membership fees are not paid in accordance with Clause 8.3 and all rights of membership shall immediately cease.
- 6.6 It is a requirement of membership that all Members accept and adhere to the terms of the Rules of the Club. Failure to do so may result in a referral to the Hearings Committee and removal from membership in accordance with Clause 8.5.
- 6.7 Members may have additional rights to those set out above, which additional rights may be amended from time to time by the Management Committee.

7 ADMISSION OF NEW MEMBERS

- 7.1 Every candidate for membership (Honorary membership excepted) shall be proposed and seconded by a Voting Member of the Club and the name, category of membership and address of such candidate with the names of their proposer and seconder shall be communicated to the Honorary Secretary. A candidate’s nomination entrance form shall be kept for that purpose.
- 7.2 The name and address of every candidate proposed for membership must be displayed in a prominent place in the Clubhouse for a period of not less than one week prior to election. A period of two weeks must elapse between the time of nomination and election.
- 7.3 The admission of all new Members except Honorary Members shall be determined by ballot of the Management Committee whose decision shall be final and shall take place at such times as the Management Committee shall decide. When a candidate has been duly elected notice to that effect shall be sent to them together with a copy of the Constitution and Bylaws of the Club.
- 7.4 No person shall be considered a Member (Honorary Members excepted) until their entrance fee (if any) and first annual subscription shall have been paid or a direct debit mandate has



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been completed and approved.

- 7.5 On paying any entrance fee and the subscription fee each Member submits themselves to the Rules of the Club. If any candidate who has been elected shall fail to pay the amount of their entrance fee (if any) and subscription within one month after receiving such notification as aforesaid, they will be deemed to have declined to be a Member.

8 RESIGNATION, SUSPENSION, REMOVAL OR EXPULSION FROM MEMBERSHIP

- 8.1 A Member may resign their membership by giving to the General Manager or Honorary Secretary notice in writing to that effect. Every such notice shall, unless otherwise expressed, be deemed to take effect as from the first day of the month following the receipt thereof.
- 8.2 The Committee shall have power to determine the amount of any outstanding subscription and levy payable by a Member who resigns.
- 8.3 A Member whose annual subscription and/or levy is in arrears at 31st May shall immediately cease to be a Member of the Club and are presumed to have resigned, but shall be eligible for re-election with payment of all monies owed plus a late payment penalty amounting to 10% of the invoiced amount, provided there is a vacancy in the Club membership. The Management Committee shall have power to suspend this rule regarding cessation of membership due to non-payment of subscription and levy upon the delay in payment being accounted for to the satisfaction of the Management Committee.
- 8.4 The Management Committee may suspend any Member (save an Honorary Member) for breach of the Rules of the Club. The Management Committee must within 3 days of the suspension refer the matter to the Hearings Committee to investigate and hear the matter in line with the procedures outlined in Appendix F.
- 8.5 The Hearings Committee may suspend (including Honorary Members) or expel any Member in accordance with the procedure outlined in Appendix F.
- 8.6 The rights of any Member shall immediately cease on the date of their resignation or removal from membership howsoever occurring.

9 VISITORS TO THE CLUB

- 9.1 A Visitor is any individual who is not a Member of the Club but wishes to play tennis or squash or make use of the tennis, squash or clubhouse facilities of the club. A Visitor may not use the gym unless approved in advance to do so by the Management Committee.
- 9.2 Seniors may introduce playing or non-playing Visitors provided that, when playing, the Visitor(s) shall play with the Member who introduces them. No Juniors may introduce any Visitors to the Club. However, the Management Committee or their designated agent such as the Director of Tennis or the Director of Squash may, at its or their sole discretion, waive this rule for suitably qualified Junior or Juvenile Members.
- 9.3 Pavilion, Gym and Honorary Members over 18 years of age may introduce non-playing Visitors to the Club.
- 9.4 The Management Committee may prohibit the admission of any Visitor to the Club premises and no Member shall bring any person whose admission is prohibited into the Club premises.
- 9.5 Each Visitor submits himself/herself to the Rules of the Club and to all other rules, By-laws and regulations of the Club. Members introducing Visitors shall be responsible for the



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conduct of such Visitors and shall make good damage caused by such Visitors. The same playing Visitor may not be introduced more than 4 (four) times in any one year.

- 9.6 The Member who introduces a playing Visitor shall pay the appropriate fee through the office or the booking system before the Visitor avails of the Club's facilities. The Club will record the details of the Visitor in the Visitors Book. The Member must contact the office to provide details of the Visitor.

10 FEES

- 10.1 The entrance fee for all new Members shall be such sums as the Management Committee may from time to time determine. The Management Committee may, for special reasons, temporarily suspend the payment of entrance fees.
- 10.2 The annual subscription, and any levy, for all Members shall be such sums as are recommended by the Management Committee annually and adopted by resolution passed at the Annual General Meeting of the Club and a majority of the Members eligible to vote, and present and voting at such meeting shall be sufficient for the adoption of such resolution.
- 10.3 All subscriptions and levies are due and payable on the 1st day of April in each year or on such other date or dates as may be recommended by the Management Committee and adopted by a General Meeting of the Club duly convened in accordance with the provisions of these Rules.

11 THE MANAGEMENT COMMITTEE

- 11.1 The affairs of the Club shall be managed by the Management Committee as hereinafter provided.
- 11.2 The Management Committee shall have a minimum of 7 (seven) members and a maximum of 18 (eighteen) members.
- 11.3 The Officers of the Club, who shall be members of the Management Committee shall consist of:
- a) the President,
 - b) the Vice-President,
 - c) the Honorary Secretary,
 - d) the Honorary Treasurer,
 - e) the Men's Captain, and
 - f) the Ladies' Captain.
- 11.4 The remaining members of the Management Committee shall consist of
- a) the Men's Vice-Captain,
 - b) the Ladies' Vice-Captain,
 - c) the Squash Chairperson,
 - d) the Child Protection Officer, and
 - e) up to 7 (seven) members of the Club elected as herein provided.
- 11.5 The term of office of the President and Vice President shall be for a period of 2 (two) years unless otherwise determined by resolution of a General Meeting. A break of at least one term must be taken thereafter before the President or the Vice President will be eligible for re-election to their respective positions and always subject to the maximum consecutive term limit for the Management Committee.
- 11.6 The term of office for all other members of the Management Committee shall be one year with a maximum limit of 9 consecutive years after which a break of at least 2 years must be taken before a person is eligible for re-election to the Management Committee. This provision is



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effective from the adoption date of the new Constitution subject to the proviso that any person that has been on the Management Committee for over 5 years at the date of adoption of this Constitution shall only be eligible to serve a further 4 years before a break of at least 2 years must be taken before they are eligible for re-election to the Management Committee.

- 11.7 Only in exceptional circumstances, and then only as determined by a resolution of a General Meeting, shall the tenure of the existing President be extended beyond this period of 2 (two) years.
- 11.8 At the Annual General Meeting of the Club each year, the Management Committee, then in office except the President and Vice President, shall retire but shall be eligible for re-election subject to the term limit outlined in Clause 11.6.
- 11.9 Subject to clause 11.7, at the second AGM after their election the President shall retire and not be eligible for re-election as per clause 11.5.
- 11.10 At the second AGM after their election the Vice President shall retire but shall be eligible for election to the position of President or any other position provided they have sufficient term remaining.

12 ELIGIBILITY FOR AND NOMINATION TO THE MANAGEMENT COMMITTEE

- 12.1 In order to be eligible for election to the Management Committee a candidate must:
- If seeking election to an officer position be a Voting Member of the Club for at least 4 years,
 - Or, if seeking election to any other position on the Management Committee be a Voting Member of the Club for at least 2 years not be an individual or sports professional who derives more than 25% of their income from the club or any other squash or tennis club or company, either directly via salary, coaching fees etc. or indirectly via referrals, introduction, agency agreements etc. Should an existing member of the Management Committee subsequently derive more than 25% of their income in accordance with this clause then, they must resign their position from the Management Committee with immediate effect.
 - be proposed and seconded by a current Voting Member of the Club.
- 12.2 In exceptional circumstances and subject to Members voting in favour the time requirements regarding membership as set out in clause 12.1.a may be waived.
- 12.3 In addition to the requirements set out in clause 12.1 the Management Committee may identify skillsets required of members of the Management Committee in order to progress the strategy of the Club. Such skillsets will be set out in the communication from the Honorary Secretary seeking nominations and Members will endeavour to nominate persons with such skillsets.
- 12.4 All nominees to the position of Honorary Treasurer must have a financial qualification and/or relevant experience.
- 12.5 All nominees to the position of Honorary Secretary must have relevant experience.
- 12.6 The Honorary Secretary shall seek nominations for election to the Management Committee from all Members at least 14 (fourteen) days in advance of the AGM.
- 12.7 All nominations must be received at least 7 (seven) days in advance of the AGM and the Honorary Secretary shall confirm that each candidate meets the criteria for nomination as outlined in clause 12.1. No other nominations save those received by the Honorary Secretary within the said appointed time, shall be considered for election at the Annual General Meeting.



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- 12.8 Details of all valid nominations shall be displayed in a prominent place in the Clubhouse to be decided from time to time by the Management Committee, and circulated to Members, at least 5 (five) days immediately prior to the Annual General Meeting.
- 12.9 The Management Committee shall have the power at any time to appoint any person, who is qualified for election to be a member of the Management Committee to fill a vacancy between AGMs. Any member so appointed shall hold office only until the next Annual General Meeting and shall then be eligible for re-election. The period served by such member of the Management Committee before being elected shall count as 1 (one) year service on the Management Committee.
- 12.10 The Management Committee may by two thirds majority resolution, of which 28 (twenty-eight) days' notice has been given, remove any member of the Management Committee before the expiration of his/her period of office notwithstanding anything in this Constitution.

13 POWERS OF THE MANAGEMENT COMMITTEE

- 13.1 The business of the Club shall be managed by the Management Committee. The Management Committee may approve the payment of all expenses incurred in operating, promoting and registering the Club and exercise all such powers of the Club as are not by this Constitution required to be exercised by the Club in General Meeting. Any such direction by the Club in General Meeting must be in compliance with the provisions of this Constitution. . No direction given by the Club in General Meeting shall invalidate any prior act of the Management Committee which would have been valid if that direction had not been given.
- 13.2 The Management Committee shall have power, with the agreement of the Trustees, to buy land adjacent to the Club or to dispose of Club land, but in each case only up to a maximum of 40 (forty) square metres in any one calendar year. Above this maximum, the approval of the Members at a General Meeting must be obtained.
- 13.3 The Management Committee shall have the power to direct the Trustees in dealing with the property of the Club.
- 13.4 The Management Committee shall have power from time to time to make, amend, and repeal such associated By-laws, Appendices, Attachments or Policies as they may deem necessary or convenient for the proper conduct and management of the Club and in particular, but without prejudice to the generality of the foregoing, may by such associated By-laws, Appendices, Attachments or Policies regulate:
- a) the time of opening any Clubhouse belonging to the Club or any part thereof;
 - b) the terms as to payment or otherwise of admission of Members to participate in the benefit of any of the privileges of the Club and the use by or supply to Members of any of the property of the Club;
 - c) the admission of Visitors to the premises and the benefits of the Club;
 - d) the prohibition of particular games on the Club premises entirely or at any particular time;
 - e) the conduct of the Members in relation to one another and to the Club employees;
 - f) the setting aside of any part or parts of the Club premises for particular purposes and the exclusion of any Members from any part of the Club premises;
 - g) the imposition of fines or any other sanctions for breach of any Rule of the Club;
 - h) the procedure at General Meetings and meetings of the Management Committee of the Club;
 - i) Generally, all such matters as are commonly the subject matter of this Constitution and including the closing of the courts or ground, or any part thereof, at such times as they may think proper.
- 13.5 The Management Committee shall notify Members of the Club by email of all such By-laws, Appendices, Attachments or Policy, amendments and repeals. All such By-laws, Appendices, Attachments or Policies so long as they shall be in force shall be binding upon all Members of the



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Club provided that no By-law, Appendices, Attachments or Policy shall be made under this power which would contravene the Constitution and in the case of any contravention the provisions of this Constitution shall be applied and take precedence.

- 13.6 All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for monies paid to the Club shall be signed, drawn, accepted, endorsed or otherwise executed as the case may be by such person or persons and in such manner as the Management Committee shall from time to time by resolution determine.

14 PROCEEDINGS OF THE MANAGEMENT COMMITTEE

- 14.1 The Management Committee shall meet for the dispatch of business, adjourn and otherwise regulate their meetings as they think fit provided that they shall meet at least 10 (ten) times in any 1 (one) calendar year and that the interval between meetings shall not exceed 5 (five) weeks.
- 14.2 The Management Committee may meet in person, virtually or by way of a combination of both in person and virtually as determined by the President in his/her sole discretion, provided that all Members are able to either directly or by means of telephonic, video or other electronic communication to speak to each of the others and to be heard by each of the others. Any member of the Management Committee so participating in such a meeting will be deemed to be present in person at such meeting and shall be entitled to vote and be counted in a quorum. Accordingly, where a member of the Management Committee is unable to speak or be heard by the other members during a meeting being held by a conference or other telecommunication facility, but where a quorum is present without counting such member, the meeting may proceed to consider the business of the meeting.
- 14.3 The Management Committee can invite guests, being Members or non-Members, to attend their Meetings as they see fit. Such guests shall not have voting rights at such meetings.
- 14.4 At all meetings of the Management Committee, the President, or in their absence, the Vice-President or in their absence a member selected by the Management Committee shall act as Chairperson.
- 14.5 Questions arising at any meeting shall be decided by a majority of votes. Where there is an equality of votes, the Chairperson shall have and shall exercise a second or casting vote.
- 14.6 The Honorary Secretary shall, on receipt of a requisition signed by at least 3 (three) Management Committee members, summon a meeting of the Management Committee to be held.
- 14.7 The quorum necessary for the transaction of the business of the Management Committee shall be 7 (seven), 3 (three) of whom shall be Officers of the Club.
- 14.8 The Secretary shall arrange for an Agenda to be circulated to all members of the Management Committee in advance of each meeting and Child Protection shall be a standing item on that Agenda.
- 14.9 The continuing members of the Management Committee may act notwithstanding any vacancy in their number but if, and so long as, their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing Management Committee members or Management Committee member may act for the purpose of increasing the number of Management Committee members (as provided in Clause 12.9) to the necessary quorum or for the purpose of summoning a General Meeting of the Club, but for no other purpose.
- 14.10 The Management Committee formed in accordance with this Constitution shall record Minutes



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detailing:

- a) the names of the members of the Management Committee present at each meeting of the Management Committee;
- b) all resolutions and proceedings at all such meetings.

14.11 Resignation from or removal from the Management Committee shall take immediate effect.

14.12 All acts done by any meeting of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Management Committee or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Management Committee member.

15 COMMITTEES

15.1 The Club shall have the following permanent Committees:

- a) The Tennis Committee
- b) The Squash Committee
- c) The Hearings Committee

15.2 The Management Committee may establish such other ad-hoc committees as it deems necessary and can delegate any of their powers to such committees consisting of such member or members of the Management Committee or Club as they think fit; any committee so formed shall, in the exercise of the powers so delegated, conform to any regulations that may be imposed on it by the Management Committee.

15.3 A permanent or ad-hoc committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present. When there is an equality of votes the Chairperson shall have and shall exercise a second or casting vote. The quorum necessary for the transaction of the business of a committee may be fixed by the committee at any number not less than 2 (two) and unless so fixed shall be 2 (two).

15.4 All acts done by any meeting of any committee or by any person acting as a Committee member shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such Committee member or person acting as aforesaid or that they or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a Committee member.

16 GENERAL MEETINGS

16.1 The Club shall in each year hold a General Meeting as its Annual General Meeting in addition to any other General Meetings in that year and shall specify the General Meeting as such in the Notice calling it; and not less than 11 (eleven) months and not more than 15 (fifteen) months shall elapse between the date of one Annual General Meeting and that of the next.

16.2 All General Meetings other than Annual General Meetings shall be called Extraordinary General Meetings (EGM's).

16.3 The Management Committee may, at its discretion, convene an Extraordinary General Meeting.



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- 16.4 General Meetings including the Annual General Meeting (AGM) of the Club shall be held at the sole discretion of the Management Committee, in one of the following forms:
- in the clubhouse, or
 - within a maximum of 25 kilometres of the Club premises, in such place in the City & County of Dublin, or
 - virtually, or
 - by a mixture of in person and virtually
- and at such time as the Management Committee shall appoint.
- 16.5 The Honorary Secretary shall arrange to convene an Extraordinary General Meeting at a date and time to be decided by the Management Committee, within a period of no longer than 40 (forty) days of the receipt of a requisition duly signed in wet ink by 100 (one hundred) fully paid-up Voting Members, and of whom a minimum total of 50 (fifty) shall be Seniors. Such requisition may consist of several documents in like form each signed on behalf of one or more requisitionists. The Notice of the meeting shall specify the exact nature of the business and/or the form of any resolution to be considered at such meeting.
- 16.6 All General Meetings shall be called by giving at least 14 (fourteen) days' notice to Voting Members. The notice period shall be exclusive of the day in which it is served or deemed to be served and of the day for which it is given and shall specify the place and day and the hour of the meeting and in the case of special business, the general nature of the business shall be given in the manner hereinafter mentioned, to such persons as are, under the Rules of the Club, entitled to receive such notices from the Club. The manner of notification shall be the following:
- by email to a Member's e-mail address as provided to the Club or
 - by post where a Member has specified to receive notifications in this manner; and
 - by publication on the Club noticeboard; and
 - by making available copies of the notification at the Clubs Office; and
 - by publication on the Club website and social media accounts
- 16.7 The accidental omission to give notice of a General Meeting to, or the non-receipt of notice of a General Meeting by any person entitled to receive notice shall not invalidate the proceedings at that General Meeting.

17 PROCEEDINGS AT GENERAL MEETINGS

- 17.1 Amongst the business to be transacted at the Annual General Meeting shall be:
- the consideration of the Honorary Secretary's report,
 - the consideration of accounts and balance sheet for the preceding year,
 - the appointment of Honorary Auditors/Accountants,
 - the consideration of any proposed changes to the Constitution,
 - the consideration of any proposed changes to the entrance fee, annual subscription or levy,
 - the election of Officers,
 - the election of the Vice-Captains, the Squash Chairperson and the Child Protection Officer,
 - the election of the remaining members of the Management Committee, and
 - the consideration of any business which the Management Committee resolve, at its sole discretion, at a duly convened meeting of the Management Committee, to place on the Agenda for such a meeting,
- 17.2 The only business transacted at an Extraordinary General Meeting shall be the consideration of such items as appear on the published Agenda for such meeting.
- 17.3 No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting proceeds to business; save as herein otherwise



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provided 40 (forty) Members present in person or virtually present, where a virtual meeting takes place, shall be a quorum.

- 17.4 If, within half an hour from the time appointed for the General Meeting a quorum is not in attendance either physically and/or virtually as appropriate, the General Meeting, if convened upon the requisition of Members, shall be dissolved; in any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Management Committee may determine, and if at any adjourned General Meeting a quorum is not present either physically and/or virtually as appropriate within half an hour from the time appointed for the General Meeting, the Members present shall be a quorum.
- 17.5 At all General Meetings of the Club, the chair shall be taken by the President or in their absence by the Vice-President or in their absence by a member selected by the Management Committee.
- 17.6 The Chairperson may, with the consent of any General Meeting at which a quorum is present (and shall, if so directed by the General Meeting), adjourn the General Meeting from time to time and from place to place, but no business shall be transacted at any adjourned General Meeting other than the business left unfinished at the meeting from which the adjournment took place. When a General Meeting is adjourned for 30 (thirty) days or more, notice of the adjourned General Meeting shall be given as in the case of the original General Meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned General Meeting.
- 17.7 The Chairperson or a committee established by the Chairperson is responsible for counting the votes of any resolution.
- 17.8 At any General Meeting, subject to Clause 17.9, a resolution put to the vote of the General Meeting shall be decided on a physical and/or virtual as appropriate, show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded;
- a) by the Chairperson, or
 - b) by at least 10 (ten) Voting Members present in person (physically or virtually).
- 17.9 Votes for the election of Trustees and members of the Management Committee, where contested shall be decided by secret ballot either in person and/or virtually as appropriate, and not by a show of hands.
- 17.10 Unless a poll is so demanded under clause 17.8, a declaration of the Chairperson that a resolution has by a show of hands, been carried, or carried unanimously or by a particular majority, or lost, and an entry to that effect made in the book containing the Minutes of proceedings of the Club, shall be conclusive evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against such resolution. The demand for a poll may be withdrawn.
- 17.11 If a poll is duly demanded, it shall be taken by way of secret Ballot either physically and/or virtually as appropriate, and the result of the poll shall be deemed to be a resolution of the General Meeting at which the poll was demanded.
- 17.12 Where there is an equality of votes, whether by a show of hands or by a poll, the Chairperson of the General Meeting at which the show of hands takes place or at which the poll is demanded, shall be entitled to and shall exercise a second or casting vote.
- 17.13 A poll demanded on a question of adjournment shall be taken forthwith. A poll demanded on any other question shall be taken at such time as the Chairperson of the General Meeting directs, and any business other than that upon which a poll has been demanded may be



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proceeded with pending the taking of the poll.

18 VOTES OF MEMBERS AT GENERAL MEETINGS

- 18.1 Each Voting Member shall have one vote only per resolution at General Meetings (subject to the provision of Clause 18.3 below).
- 18.2 No resolution or proposal at such meetings shall be deemed to be carried unless a majority of those present and voting support it.
- 18.3 No Member with voting rights shall be entitled to vote at any General Meeting unless all monies immediately payable by them to the Club have been paid.
- 18.4 No objection shall be raised as to the qualification of any voter except at the meeting or adjourned meeting, at which the vote objected to is given or tendered and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairperson of the meeting whose decision shall be final and conclusive.
- 18.5 Votes must be given personally by the Voting Member; no proxies are permitted.

19 ACCOUNTS

- 19.1 The Management Committee shall determine the financial year end of the Club.
- 19.2 The Management Committee shall cause proper books of account to be kept, relating to:
 - a) all sums of monies received and expended by the Club and the matters in respect of which the receipt and expenditure takes place;
 - b) all sales and purchases of goods by the Club;
 - c) all assets and liabilities of the Club.
- 19.3 Proper books shall be such books of account as are necessary to give a true and fair view of the state of the Club's affairs at any given time and to explain its transactions.
- 19.4 The books of account shall be kept by the Honorary Secretary or Honorary Treasurer or at such place as the Management Committee think fit and shall at all reasonable times be open to the inspection of the Management Committee members. A financial update is generally provided by the Honorary Treasurer in advance of each Management Committee meeting.
- 19.5 The Management Committee shall from time to time determine whether and to what extent and at what times and places and under what conditions or regulations the accounts and books of the Club or any of them shall be open to the inspection of Members not being Management Committee members and no Member (not being a Management Committee member) shall have any right of inspecting any account or book or document of the Club except as authorised by the Management Committee or by the Club in General Meeting.
- 19.6 The Management Committee shall direct the preparation and presentation of the accounts and balance sheet for the preceding year and any relevant reports to be laid before the Annual General Meeting of the Club.
- 19.7 Honorary Auditors/Accountants shall be appointed at the Annual General Meeting of the Club.
- 19.8 The Management Committee shall put in place such financial controls overseen by the Honorary Treasurer as it deems necessary to ensure the good governance of the financial matters of the Club.



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20 BORROWING AND SPENDING POWERS

- 20.1 The Management Committee may, pursuant to a Resolution passed by a majority of Members at General Meeting exercise all the powers of the Club to borrow money and to Mortgage or Charge its undertaking and property or any part thereof and to issue Debentures, Debenture Stock and other securities whether outright or as security for any debt liability or obligation of the Club or of any third party as permitted by the Resolution.
- 20.2 A Resolution passed by a majority of Members at General Meeting is required should the Management Committee wish to engage in any single project or a series of connected projects, the cost of which will or is expected to exceed €200,000 (two hundred thousand euros),

21 GRIEVANCES, COMPLAINTS AND DISCIPLINARY MATTERS

- 21.1 All complaints, grievances, objections and disciplinary matters will be dealt with in accordance with the procedures set out in Appendix F – Hearings Committee Rules and Procedures, by the Sutton Lawn Tennis Club Hearings Committee (Hearings Committee)) (save the Informal Complaints Procedure), which recognises and incorporates:
- a) the Tennis Ireland Complaint, Objection and Disciplinary Rules and Procedures document; and
 - b) the Irish Squash Code of Conduct.
- 21.2 Sutton Lawn Tennis Club places great importance on creating and maintaining good relations between the Management Committee of the Club and all Members, employees, and contractors. It is in the interest of everyone that where matters arise, they are resolved quickly and effectively. Where possible, informal attempts should be made to resolve matters before a decision is taken to lodge a formal grievance or complaint, in line with the Informal Complaints Procedure outlined in Appendix F.
- 21.3 The Hearings Committee shall consist of a panel of 5 (five) Members of Sutton Lawn Tennis Club who shall be appointed annually by the Management Committee. 3 (three) panel members (a quorum) comprising a Chairperson and 2 (two) Ordinary members shall hear each matter referred to them, the procedure for hearings being outlined in the SLTC By-laws Appendix F - Hearings Committee Rules and Procedures. No Member shall sit on the Hearings Committee for a period of longer than 6 (six) consecutive years.
- 21.4 The President may where required appoint up to 2 (two) substitute panel members to the Hearings Committee Panel.
- 21.5 Members of the Hearings Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or a conflict of interests exists.

22 INTOXICATING LIQUOR

- 22.1 A Visitor shall not be supplied with excisable liquor in the Club premises unless on the invitation and in the company of a Member and that Member shall, upon the admission of such Visitor to the Club premises, or immediately upon his/her being supplied with such liquor, enter the name and address of the Visitor in a book which shall be kept for the purpose and shall show the date of each visit.
- 22.2 No excisable liquor shall be sold or supplied by the Club to any person under the age of 18



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(eighteen) years.

- 22.3 No person under the age of 18 (eighteen) years shall be allowed into the licensed area of the Club after 9.00 p.m. However, a child who is accompanied by his/her parent or guardian may be allowed into the licensed area between the hours of 10.00 a.m. (12.30 p.m. on Sunday) and 9.00 p.m.
- 22.4 A child who is aged at least 15 (fifteen) years but under the age of 18 (eighteen) years and who is accompanied by his/her parent or guardian may be allowed into the licensed area of the club on a private function at which a substantial meal is served to persons attending the function.
- 22.5 No excisable liquor shall be sold for consumption outside the premises of the Club except to Members of the Club.
- 22.6 Subject to the exceptions mentioned in Sub-Section 2 and 3 of Section 56 of the Intoxicating Liquor Act 1927 as amended by Section 6 of the Intoxicating Liquor Act 1962, no excisable liquor shall be supplied for consumption on the Club premises to any person (other than a Member of the Club lodging in the Club premises) or be consumed on the Club premises by any person (other than a Member of the Club lodging in the Club premises):
- a) On any weekday before 10.30 a.m. or;
 - b) On any Monday, Tuesday, Wednesday or Thursday after 11.30 p.m. or;
 - c) On any Friday or Saturday after 12.30 a.m. or;
 - d) On any Sunday (except St. Patrick's Day which falls on a Sunday) before 12.30 p.m. or after 11 p.m. or;
 - e) On St Patrick's Day before 12.30 p.m. or after 12.30 a.m. of the following day.
 - f) On Christmas Eve before 10 a.m. or after 11.30 p.m. or;
 - g) At any time on Christmas Day.
- 22.7 No member of the Management Committee and no manager or servant employed in the Club shall have any personal interest in the sale of excisable liquors therein or in the profits arising from such sale.
- 22.8 Nothing contained in the Registration of Clubs Acts 1904 to 2008 or imposed only by virtue of the operation of Clauses 22.5 and 22.6 above shall operate to prohibit the supplying for consumption on the Club premises of excisable liquor to any person for the consumption of excisable liquor on those premises by any person on:
- a) any day for one hour after the expiration of any period in respect of that day during which it is lawful for the Club by virtue of Clauses 22.5 and 22.6 of this Constitution to supply any excisable liquor for consumption on the Club premises, if in each case the excisable liquor is:
 - I. Ordered by that person at the same time as a substantial meal is ordered by him/her.
 - II. Consumed at the same time as and with the meal.
 - III. Supplied and consumed in the portion of the Club premises usually set aside for the supply of meals.
 - IV. Paid for at the same time as the meal is paid for.
- 22.9 The Management Committee may alter or add to such Rule or Rules dealing with the supply or consumption of excisable liquor for the purpose of complying with Licensing Laws for the time being in force, or for the purpose of satisfying the requirements of the Members in accordance with such laws.
- 22.10 In addition to the foregoing Rules and Clauses thereof the Clauses and Regulations embodied in the Registration of Clubs Acts 1904-2008 and the Acts extending and amending the same



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shall be deemed Rules of the Club.

23 CLUB COLOURS AND CREST

- 23.1 The Club colours shall be sky blue and deep yellow. The Club crest shall be two crossed white swords on a sky- blue shield with four interspersed deep yellow roses.
- 23.2 The Club crest is the property of the Club and any person seeking to use the Club crest in any manner whatsoever must first obtain permission from the Management Committee whose decision shall be final and binding. Any unauthorised use of the Club crest will be referred by the Management Committee to the Hearings Committee for breach of this clause 23.2.

24 INDEMNITY

- 24.1 The Officers of the Club, every member of the Management Committee, the Honorary Auditors/Accountants and each of the Trustees of the Club, their executors or administrators, shall be entitled to be indemnified out of the assets of the Club from and against all actions, claims, demands, costs, losses, damages and expenses, which they shall or may incur or sustain by reason or on account of any obligations undertaken by them on behalf of the Club in their capacity as such Officer, Management Committee member, Honorary Auditor/Accountant or Trustee, provided always in the case of a liability incurred in their capacity as an Officer, Management Committee member, Honorary Auditor/Accountant or Trustee that such liability was not incurred through their own fraud or wilful default, libel or slander.

25 ALTERATION OF CONSTITUTION

- 25.1 This Constitution, except Clause 22 above shall not be repealed or amended nor shall any new sections be enacted (save sections relating to the sale of excisable liquor on the Club premises) except at an Annual General Meeting or at an Extraordinary General Meeting convened for that purpose.
- 25.2 The Management Committee shall have power to alter or amend Clause 22 above or to create any new section relating to the sale of intoxicating liquor on the Club premises, but only for the purpose of complying with any Statute.
- 25.3 Notice by a Member of any proposed new section(s) of this Constitution or the repeal of, or amendment to any existing section(s) of this Constitution, for submission to an Annual General Meeting must be sent in writing not later than the last day of December in each year to the Honorary Secretary, who shall send due notice of same to each Member with the Notice convening the Annual General Meeting.
- 25.4 The Management Committee shall review the Constitution at a minimum every 3 (three) years to ensure that it is up to date with Club requirements, complies with good governance practice, the requirements of membership of Tennis Ireland and Irish Squash and any legal or regulatory requirements applicable to the Club.
- 25.5 A majority of two-thirds of the Members present and voting at such General Meeting shall be necessary to carry any resolution to repeal or to amend any of the sections of this Constitution or to enact any new sections of this Constitution save as outlined in clause 25.2.

26 MISCELLANEOUS

- 26.1 Except where otherwise stated in this document the masculine includes the feminine gender and those that are gender neutral, and vice versa. This document, incorporating the Constitution and associated By-laws, Appendices, Attachments and Policies are collectively referred to as the "Rules" of the Club.



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- 26.2 In accordance with Clause 25 (“Alteration of Constitution”) the Constitution may only be amended by submission to and adoption at an Annual or Extraordinary General Meeting. The Bylaws, Appendices and Attachments may be amended by the Management Committee.
- 26.3 Neither the By-laws, Appendices, Attachments or Policies nor any proposed amendment to them can alter, replace or be inconsistent with the provisions of the Constitution. Where any provision of the Constitution is at variance with any provision of the By-laws, Appendices, Attachments or Policies then the Constitution will take precedence.
- 26.4 Reference to any document includes that document as amended or supplemented from time to time.



Sutton Lawn Tennis Club

By-laws





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SECTION B - SUTTON LAWN TENNIS CLUB BY-LAWS

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APPENDIX A.

GENERAL BY-LAWS

- A.1 Traffic in the driveway must give way to incoming traffic at all times.
- A.2 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- A.3 Juniors may only be in the lounge when accompanied by a parent or guardian, or on specially designated occasions or when the Junior Room is closed (and in such cases not after 6.00 p.m.). Juvenile Members under 14 years of age must be off the premises by 6.00 p.m. each day. Juvenile and Junior Members of 14 years and over may be on the grounds after 6.00 p.m. only for the purposes of playing snooker (if permitted by the Snooker By-laws) or tennis or squash.
- A.4 Use of the television is restricted to the viewing of items of general interest in the lounge or function area and may only be used in the lounge area unless otherwise directed by the Management Committee.
- A.5 Parking is prohibited in front of any emergency exit from the Clubhouse. Parking in the Club grounds is only permitted while availing of the Club facilities, unless otherwise agreed.
- A.6 Members and their Visitors must vacate the Clubhouse and all Club facilities when requested to do so during the course of a fire evacuation, both real and drill.
- A.7 The use of cameras or video recording equipment, including camera phones, is strictly forbidden in the dressing rooms, toilets, showers and junior room. The use of cameras or video recording equipment, including camera phones, in any other area of Club must be done in compliance with Club Policy. Failure to comply with this by-law may result in disciplinary action against the offending Member.
- A.8 While in the Club, all Members shall carry their own Club membership card and have it available for presentation on request. Accessing the Club using another Member's card or allowing another Member to use your membership card may result in disciplinary action against the offending Member(s).
- A.9 Juvenile and Junior Members are not allowed to congregate or loiter in the changing rooms. Senior Members can ask Juvenile and/or Junior Members to leave the changing rooms. Juniors must leave the changing room within a reasonable timeframe if requested to do so. No food may be consumed in the changing rooms. Failure to comply with this by-law may result in disciplinary action against the offending Member.
- A.10 Only alcohol purchased on the premises may be consumed in the Club unless otherwise specifically authorised and approved by the Management Committee and/or Club Manager.
- A.11 Animals or pets are not allowed on the club grounds unless on a leash and for no longer than necessary. Animals with the exception of assistance dogs are not permitted in the Clubhouse;
- A.12 Membership categories allow for certain privileges within the Club as follows:



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	Ref	Senior	Intermediate	Junior	Juvenile	Gym	Clubhouse	Honorary	Temporary Senior	Temporary Junior	Pavilion
includes		Overseas and Country	Overseas and Country	Overseas and Country	-	-	-				-
Age	6	26 & over	19 - 25	16 - 18	5 - 15	18 & over	18 & over	18 & over	18 & over	5 - 18	Closed
Clubhouse and Grounds											
Carry membership card	A.8	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allowed up to 6pm	A.3	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Allowed after 6pm	A.3	Y	Y			Y	Y	Y	Y		Y
Tennis											
Allowed up to 6pm	A.3	Y	Y	Y	Y			Y	Y	Y	
Allowed after 6pm	A.3	Y	Y	Y	Age 14 and over			Y	Y	Age 14 and over	
Preference on Weekend & Public Holiday	E.5	Y	Y					Y	Y		
Squash											
Allowed up to 6pm	A.3 & D.13	Y	Y	Y	Y			Y	Y	Y	
Allowed after 6pm	A.3	Y	Y	Y	Age 14 & over			Y	Y	Age 14 & over	
Gym											
Access to use	B.7	Y	Y	Y		Y		Y	Y		Y
Snooker											
Allowed up to 6pm	C.2	Y	Y	Y	Y With parent only		Y	Y	Y	Y With parent only up to 15	Y
Allowed after 6pm	A.3	Y	Y				Y	Y	Y		Y
Lounge											
Allowed up to 6pm	A.3	Y	Y	Y With parent only	Y With parent only	Y	Y	Y	Y	Y With parent only	Y
Allowed after 6pm	A.3	Y	Y	Y With parent only	Y With parent only	Y	Y	Y	Y	Y With parent only	Y
Allowed after 9pm	22.3	Y	Y			Y	Y	Y	Y		Y
Introduce visitors											
Playing	9.2	Y	Y								
Non-Playing	9.2 & 9.3	Y	Y			Y	Y	Y			Y
Changing rooms											
Allowed to use	A.9	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Vacate on request of adult	A.9			Y	Y	Y	Y	Y	Y	Y	Y
Club regulation											
Nominate for Club membership	7.1	Y	Y					Y			Y
Vote at AGM and EGM	6.4	Y	Y					Y			Y
Petition for EGM	16.5	Y	Y					Y			Y
Make nomination for Management Committee	6.4	Y	Y					Y			Y
Become member of Management Committee	12.1	Y	Y					Y			Y



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APPENDIX B. GYM BY-LAWS

- B.1 Access to the gym is restricted to those carrying their current membership card activated to provide access to the gym as authorised by the Gym Club Manager or those Members attending assessment courses under the personal attention of the Gym Staff or other trained personnel / Manager. No other persons may use the Gym equipment, under any circumstances. Any other non-Members seeking access to the gym must get gym personnel approval prior to entering or using any gym equipment. Membership cards will ONLY allow access to the gym for the appropriate membership category.
- B.2 A Member is not allowed to use another Member's card to gain access to the gym.
- B.3 A Member may be asked to show their membership card to the Gym Club Manager or to any member of the Management Committee or staff of the Club. Failure to produce the membership card when requested to do so may result in the matter being referred to the Hearings Committee.
- B.4 Members planning on using any of the equipment in the gym must first complete a personal assessment with one of the gym instructors and must sign the disclaimer on the 'Approved Gym User' card before using any equipment in the gym.
- B.5 Access to the gym is by use of the membership card and a deduction charge will be made for the first entry each day in the case of Pavilion Members only. The usage charge for Pavilion Members will be at the discretion of the Management Committee
- B.6 Members must report any damage to equipment to the office or Gym Manager immediately.
- B.7 Access to the gym is restricted to Members who are 16 years of age or older, except with the express approval of the Management Committee and under such restrictions as they may determine from time to time. No Visitors may use the gym equipment unless approved in advance by the Management Committee.
- B.8 Members planning to attend a scheduled gym class should book via the online booking system. If there is a charge for the class, it will be deducted as part of the booking. If for whatever reason the class needs to be cancelled the fee will be returned to the Member's account. A no show will incur the booking fee.
- B.9 Members found to be abusing their membership will be suspended by the Management Committee and the matter will be referred to the Hearings Committee.
- B.10 Members are required to take a towel for use on the apparatuses and remove any jewellery prior to using gym equipment.



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APPENDIX C. SNOOKER BY-LAWS

- C.1 The snooker tables must be booked using the online booking system.
- C.2 Play is restricted to Members aged 16 years or over, except when playing with one of their parents or guardians who are also Members of the Club.
- C.3 Tables may not be used without table lights.
- C.4 Juvenile or Junior Members may not congregate in the Snooker Room and may only use the room when actually in play on one of the tables.
- C.5 The last game on any table must not commence after the closing time in the bar for that night.
- C.6 The last players on each table each night must replace the covers on that table.
- C.7 It is strictly forbidden to bring any form of food into the Snooker Room
- C.8 Members introducing Visitors must do so on the booking system and advise the office to fill out the necessary Visitor record sheet and pay the appropriate fee.



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APPENDIX D. SQUASH BY-LAWS

- D.1 All items of clothing worn on court must be appropriate squash attire. Members must wear the appropriate non-marking footwear while on court to prevent damage to court surfaces. Players, including Visitors, contravening these rules will be required to leave the court at once. It is the responsibility of the Member introducing any potential Visitors to acquaint them with these rules prior to play.
- D.2 Chewing gum is strictly forbidden on the squash courts
- D.3 Glass vessels of any kind may not be taken on to the squash courts.
- D.4 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- D.5 All players under 19 years of age must wear protective eyewear while on court at all times including training, social play and competitive matches. Any player failing to comply with this rule will be required to leave the court at once.
- D.6 Any player who does not make himself or herself available for league selection, by virtue of opting for another club, will not be eligible for entry to the Club Championship in that season.
- D.7 Inter-club leagues and cups, open tournaments, interprovincial and international matches have priority use of the courts at all times.
- D.8 The Squash Committee may, at their discretion, reserve courts for play, squad training, and one day tournaments and may waive any court fee.
- D.9 The Squash Committee may agree to courts being pre booked by the squash administrator subject to by-laws D.7 and D.8.
- D.10 A maximum of 2 courts at any one time may be reserved for coaching off peak unless otherwise agreed by the Squash Committee and approved by the Management Committee in advance.
- D.11 After 7pm, only one court may be reserved for elite coaching.
- D.12 Event organisers may reserve the courts for specific events from time to time subject to the agreement approval of the Management Committee.

SQUASH COURT BOOKING

- D.13 Peak Period is 6pm to 11pm on Monday to Friday and 9am to 6pm on Saturday and Sunday.
- D.14 Off-Peak Period is 7am to 6pm on Monday to Friday and 7am to 9am and 6pm to 11pm on Saturday and Sunday.
- D.15 Courts will be released for booking 7 days in advance
- D.16 Courts can be booked for peak period and off-peak period by intermediate and senior Members and Senior Passport Juveniles / Juniors using the online SLTC Court Booking System. Senior Passports are allocated to Juniors / Juveniles by the Director of Squash.
- D.17 Courts can be booked for play by Juvenile and Juniors Members between 08:00 and 18:00 Monday to Sunday using the online SLTC Court Booking System.
- D.18 Members who arrive to the club and have not booked in advance must book the courts using the terminal at reception before play.
- D.19 The Squash Committee / General Manager may reserve the courts for specific events from time to time including but not limited to, Club Championship Finals.
- D.20 Court bookings are for one hour.
- D.21 Court booking charge is €3.20 per court Peak, and €1.60 per court Off Peak and is collected from the Member's court booking account in the online SLTC Court Booking System. Court Bookings for a Visitor will cost €3 off peak and €5 peak and the same playing Visitor may not be introduced more than 4 (four) times a year. Payments for booking on indoor courts are non-refundable unless the courts are rebooked by another Member. A Member cannot play in two consecutive time slots on the squash courts even if the time slots are booked by another Member.
- D.22 Members must use the "kiosk" booking system on-site or via GPS check-in at the club to check-in and confirm



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court usage prior to play.

- D.23 Failure to take up a booking or to cancel an outdoor court booking within 24 hours of the time slot will lead to forfeiture of the court booking fee unless the time is re-booked by another Member.
- D.24 Refunds of booking fees for late cancellations where the time slot is not re-booked may be made at the discretion of the booking system administrator.
- D.25 To take up a court booking, the players must check in on the online check in system no later than 30 minutes after the booked time. Failure to do so will register as a "no show", the booking charge is forfeited, and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.
- D.26 Failure to adhere to the booking rules or infringements of same will result in the following sanctions:
- Infringement 1: Warning by email, followed up by telephone.
 - Infringement 2: Member loses all booking and playing privileges for 1 week (no access to tennis, squash or gym).
 - Infringement 3: Member loses all booking and playing privileges for 1 month (no access to tennis, squash or gym).
 - Infringement 4: Member will be a subject of a formal complaint for breach of club rules which will be referred to the Club Hearings Committee who may consider additional sanctions.



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APPENDIX E. TENNIS BY-LAWS

- E.1 Clothing worn on court must be appropriate tennis attire. Players, including Visitors, contravening this rule will not be permitted to play. It is the responsibility of the Member introducing Visitors to acquaint them with this rule prior to play.
- E.2 Chewing gum is strictly forbidden on the courts
- E.3 Glass vessels of any kind may not be taken on to tennis courts.
- E.4 Smoking including vaping is forbidden in the Clubhouse or in any sporting facility at the Club.
- E.5 Seniors have first preference on all courts on all days after 18.00, (save as provided in Tennis By-law No. E.6.).
- E.6 Booking Rules
Seniors playing with Juniors or Juveniles assume the status of Juniors / Juveniles except:
- When playing in club or league competitions.
 - When playing in Ladder challenges.
 - When playing in an official league team practice
 - When playing with a Junior / Juvenile who is allocated a Senior Passport. Senior Passports are allocated to Juniors / Juveniles by the Captains on the recommendation of the Director of Tennis and approved by the Management Committee. Juniors / Juveniles who hold Senior Passports will have the same booking rights as Seniors unless otherwise decided by the Captains.
 - Note: Two Juniors / Juveniles playing Senior Ladder challenges, or in other Senior events have Senior status. Juniors / Juveniles who have been allowed to commence play on a floodlit court shall be allowed to finish their time.
 - Juniors / Juveniles who are part of a coaching group may play with a designated coach after 6pm, such bookings to be limited to outdoor courts.
- E.7 During school holidays, the number of courts occupied by Seniors or Intermediate Members up to 18:00 from Monday to Friday inclusive (but public holidays excluded), shall not exceed four, save at certain designated times (to be shown on the online booking system in the weeks ahead), the number may be reduced to two. The courts to be used shall be designated by the online court booking system administrators. For the purposes of this by-law, school holidays are defined as the two weeks of Christmas including December 24th to January 1st i.e., the Easter fortnight, and the months of June, July, and August.
- E.8 Play against the practice wall and mini courts is limited to 30 minutes, subject to demand. Seniority will not apply before 18.00. The tennis practice wall may not be used while there are league or championship matches in progress on Bradshaw 1 and Bradshaw 2 courts.
- E.9 Competitions
Club competition and challenge matches, once started, shall be played to a conclusion whether played in daylight or floodlight conditions subject to Club closing times. Club competitions are:



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“Junior Competitions”:

- SLTC Junior Winter Championships
- SLTC Junior Spring Championships
- East of Ireland Junior Open
- SLTC Junior Club Championships

“Senior Competitions”:

- SLTC Senior Spring Championships
- SLTC Summer Handicaps
- SLTC Senior Championships
- SLTC Senior Open
- SLTC Masters

The Club may amend this listing from time to time, as required.

- E.10 Inter-club League, open tournaments, Interprovincial and International matches always have priority use of courts.
- E.11 The Captains may schedule additional matches for play.
- E.12 A Member who does not make him or herself available for selection in League competitions or has failed to commit to representing the Club by virtue of opting for another club (save those playing for their Third Level institutions) may not be eligible for entry to the Senior or Junior competitions in that calendar year. This decision will be at the discretion of the Management Committee.
- E.13 Court allocations are agreed and amended from time to time by the General Manager and Director of Tennis, with the support of the Management Committee.
- E.14 Event organisers may reserve the courts for specific events from time to time subject to the approval of the Management Committee.

TENNIS COURT BOOKING

- E.15 Indoor Peak Period is:
- 9am to 10pm on Monday to Thursday,
 - 9am to 8pm Friday, and
 - 9am to 6pm on Saturday, Sunday and Bank Holidays
- E.16 Indoor Off-Peak Period is:
- 7am to 9am on Monday to Sunday,
 - 10pm to 11pm Monday to Thursday,
 - 8pm to 11pm Friday, and
 - 6pm to 11pm on Saturday, Sunday and Bank Holidays
- E.17 Courts will be released for booking each Monday.
- E.18 Members are permitted a maximum of 3 hours of play on indoor courts per week and usage is reset each Monday.
- E.19 A week is defined as Monday to Sunday inclusive.
- E.20 Indoor Courts can be booked for peak period and off-peak period by intermediate and senior Members and Senior Passport Juveniles / Juniors using the online SLTC Court Booking System.
- E.21 Indoor courts can be booked for play by Juvenile and Juniors Members between 08:00 and 18:00 Monday to Sunday using the online SLTC Court Booking System.
- E.22 Outdoor courts may be booked by Senior, Intermediate and Senior Passport Juveniles/Juniors for any time using the online SLTC Court Booking System.
- E.23 Outdoor courts may be booked by Juveniles / Juniors for any time up to 18:00 hours daily using the online SLTC Court Booking System.
- E.24 Members must name all players on their court bookings and the Member making the booking must be on court.



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- E.25 Coaches will appear on the booking system as “Coach Jane Smith” to provide transparency to Members
- E.26 For Outdoor courts a booking charge of €2 will be charged for each booking. This fee shall be refunded to the player when they check in on the booking system online or using the terminal in the club. Failure to take up the court or to check in will result in forfeiture of the booking charge.
- E.27 Members who arrive to the club and have not booked in advance must book the courts using the terminal at reception before play.
- E.28 The Tennis Committee / General Manager may reserve the courts for specific events or programmes from time to time e.g., Club Championship Finals, Junior Development Programme etc.
- E.29 Indoor Court booking charge is €4 per court Peak, and €2 per court Off Peak and is collected from the Member’s court booking account in the online SLTC Court Booking System. Court Bookings for a Visitor will cost €5 (€2.50 for a Juvenile / Junior Visitor) and the same playing Visitor may not be introduced more than 4 (four) times a year. Payments for booking on indoor courts are non-refundable unless the courts are rebooked by another Member.
- E.30 A Member cannot play in two consecutive time slots on indoor tennis courts even if the time slots are booked by another Member or an opponent in singles or separate players from a double’s partnership.
- E.31 Floodlights Lights for all courts are €5 per hour and must be paid separately using the designated card swipe readers for the court floodlights.
- E.32 Members must use the “kiosk” booking system on-site or via GPS check-in at the club to check-in and confirm court usage prior to play.
- E.33 Failure to take up a booking or to cancel an outdoor court booking within 24 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another Member.
- E.34 Failure to take up a booking or to cancel an indoor court booking within 48 hours of the time slot will lead to forfeiture of court booking fee unless the time is re-booked by another Member.
- E.35 Refunds of booking fees for late cancellations where time slot is not re-booked may be made at the discretion of the booking system administrator.
- E.36 To take up a court booking, the players must check in on the online check in system no later than 30 minutes after the booked time. Failure to do so will register as a “no show”, the booking charge is forfeited, and the court may be used by other players waiting to play. These players have the right to the court for the remainder of the time slot.
- E.37 Failure to adhere to the booking rules or infringements of same will result in the following sanctions:
- Infringement 1: Warning by email, followed up by telephone.
 - Infringement 2: Member loses all booking and playing privileges for 1 week (no access to tennis, squash or gym).
 - Infringement 3: Member loses all booking and playing privileges for 1 month (no access to tennis, squash or gym).
 - Infringement 4: Member will be a subject of a formal complaint for breach of club rules which will be referred to the Club Hearings Committee who may consider additional sanctions.



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APPENDIX F. HEARINGS COMMITTEE RULES AND PROCEDURES

1. DEFINITIONS

1.1 In the interpretation of the following Rules and Procedures contained in this Appendix F and its attachments the following words and expressions which have not been defined in the Constitution or By-Laws shall have the meanings so defined. Words importing the singular shall include the plural, and vice versa, words importing the masculine include the feminine and words importing persons shall include bodies corporate.

In these Rules and Procedures:

Complainant means the party making the complaint;

Complaint means any written complaint made against any Participants or Members;

Disciplinary Action means the steps undertaken in initiating, investigating, prosecuting, and administering disciplinary misconduct by a Participant or a Member;

Leader means the coach, manager and or team leader that has responsibility for Participants at a particular event;

Members has the meaning given to it in the Constitution;

Objection means any objection to the result of a fixture at a Tennis event on the grounds of eligibility;

Official means any person who referees, umpires or officiates at an event;

On Course Hearing Committee means the particular Hearing Committee established to hear any objections at a particular tennis event;

Participant means any athlete or assistant such as a doctor, physio, parent, coach, trainer, mentor psychologist, manager, advisor, agent or representative that accompanies an athlete to an event;

Respondent means the party against whom a Complaint has been made or Disciplinary Action has been initiated;

Rules means the Constitution and associated By-laws and Appendices; and

Spectator means any person who neither participates in or officiates at an event but who attends in a capacity to watch the event or support an athlete.

2. INTRODUCTION

2.1. The Hearings Committee is established as a sub-committee of the Management Committee as per Clause 15 of the Constitution.



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- 2.2. The Hearings Committee has jurisdiction over the following matters:
 - a. Infringements or failure to follow the requirements set out in the Rules, any policies, regulations or directives of the Club and these Hearings Committee Rules and Procedures
 - b. Any General Conduct or Disciplinary Action
 - c. Any misconduct relating to activities that come under the remit and/or jurisdiction of SLTC and are not otherwise dealt with by the Management Committee in accordance with the Rules
 - d. The Rules of Tennis
 - e. The Rules of Squash
- 2.3. The Hearings Committee will handle any incidents or issues in relation to matters arising from General Conduct, Complaints / Grievances, Objections and Discipline within the Club that cannot be dealt with using the Informal Complaint Procedure.
- 2.4. In accordance with the Tennis Ireland Complaints and Disciplinary Procedures a Leader or Official may impose Disciplinary sanctions at SLTC Tennis events but only in accordance with the Tennis Ireland Complaints and Disciplinary Procedure.
- 2.5. The Hearings Committee shall consist of a panel of 5 (five) Members of Sutton Lawn Tennis Club (the "Hearings Committee panel") who shall be appointed annually by the Management Committee. 3 (three) panel members (a quorum) comprising a Chairperson and 2 (two) Ordinary members shall hear each matter referred to them. No person shall be a member of the Hearings Committee panel for a period of longer than 6 (six) consecutive years.
- 2.6. Once appointed the Hearings Committee panel shall nominate a Chairperson from within its members.
- 2.7. The Hearings Committee shall operate independently of the Management Committee.
- 2.8. The Hearings Committee operates in accordance with
 - a. The Rules, these Rules and Procedures and any other relevant rules, policies or regulations of SLTC.
 - b. The Competition rules for any event held by the Club.
 - c. Tennis Ireland Complaints and Disciplinary Procedures to which SLTC subscribes when dealing with all Tennis related complaints or disciplinary matters.
 - d. The Squash Ireland Code of Conduct to which SLTC subscribes when dealing with all Squash related complaints or disciplinary matters.
- 2.9. Where these rules and Procedures are silent on a matter the Tennis Ireland Complaints and Disciplinary Procedures will apply to a Tennis matter and the Squash Ireland Code of Conduct shall apply to a Squash Matter.
- 2.10. The Hearings Committee does not have jurisdiction over:
 - a. Allegations of child abuse (which shall be referred to relevant authorities) and shall be dealt with as per the process under Tennis Ireland and Irish Squash Guidelines for Safeguarding Children, as amended from time to time. The Club will follow the legislation and guidelines available for any child welfare matters not relating to Tennis or Squash and reserves the right to ask a person to stand aside when an allegation has been made
 - b. Criminal matters which shall be referred to the relevant authorities



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- c. Anti-doping matters which fall under the remit of Sport Ireland whose decisions are recognised and enforced by SLTC through the Management Committee
- d. Employment or quasi employment contractual disputes involving employees of the Club
- e. Decisions of an Official made during a fixture which are final and binding
- f. Complaints relating to the conduct of members of the Management Committee during the course of their work as a member of the Management Committee which shall be referred to the President

2.11. These Rules and Procedures apply to:

- a) All Members
- b) Officials
- c) Leaders
- d) Participants
- e) Visitors
- f) Spectators

3. WITHDRAWAL

3.1 Members of the Hearings Committee shall decline to participate in any hearing concerning a matter where there are serious grounds for questioning their impartiality or a conflict of interests exists.

3.2 This applies but is not limited to the following cases:

- a) if the member in question has a direct or indirect interest in the outcome of the matter;
- b) if they are associated with any of the parties;
- c) if they have already dealt with the matter under different circumstances.

3.3 Members of the Hearings Committee against whom an objection might be raised shall notify the Chairperson of the Hearings Committee panel immediately. Each party may also raise an objection to a member of the Hearings Committee panel should they believe there is a conflict. The Chairperson of the Hearings Committee or the President of SLTC where the impartiality relates to the Chairperson of the panel) shall make a final decision in such a case.

4. EXEMPTION FROM LIABILITY

4.1 Members of the Hearings Committee may not be held personally liable under these rules and procedures or in any court for any act or omissions in their role as members of the Hearings Committee.

5. OFFENCES

5.1 In addition to any breach of the Rules, Policies and Regulations that govern the Club or any competition, the following specific offences may be considered by the Hearings Committee:

- a) Aggressive or threatening behaviour towards another Member (mental or physical)
- b) Aggressive or threatening behaviour towards an Official or Employee (mental or physical)
- c) Verbal Abuse/Assault
- d) Physical Assault
- e) Bullying



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- f) Ineligibility
- g) Harassment of any kind including sexual
- h) Discrimination
- i) Forgery or falsification
- j) Corruption
- k) Theft
- l) Alcohol or substance abuse
- m) Misconduct or any action likely to bring Sutton Lawn Tennis Club into disrepute
- n) Criminal investigation of a crime of any nature
- o) Criminal conviction – which is likely to bring the Club into disrepute
- p) Mischievous or vexatious complaints / grievances, objections and disciplinary issues / incidents falsely claimed
- q) Breach of sanctions imposed by Tennis Ireland, Squash Ireland, an Anti-Doping Tribunal, Sport Ireland or any other statutory body

6. SANCTIONS

- 6.1 The Hearings Committee are empowered to impose sanctions including but not limited to any of the following:
- a) Written warning
 - b) Suspension from all club activities for a defined period
 - c) Suspension from specified club activities for a defined period
 - d) Expulsion from the Club
 - e) Fine
 - f) Other sanction as deemed appropriate

7. INFORMAL COMPLAINTS PROCEDURE

- 7.1. SLTC recognises that minor disagreements/issues arise between people every now and again and that in the majority of cases such minor disagreements or issues can and should be resolved in the first instance in an informal manner. Accordingly, Members or anyone wishing to raise a complaint is encouraged to try and resolve disagreements or issues informally between themselves. Failing such resolution, they should raise the matter with the General Manager who shall confirm with the Complainant and the Respondent whether or not they wish the matter to be dealt with by way of the Informal Complaint Procedure as outlined in this clause.
- 7.2. If the Complainant and the Respondent are both happy to have the complaint dealt with informally the General Manager (or any other person appointed by the Management Committee) shall act as a mediator between the Complainant and the Respondent to resolve the matter in an informal manner.
- 7.3. The General Manager or other appointed person may contact or meet the Parties and generally act as a go between, between the Parties in an attempt to resolve the complaint.
- 7.4. In the event that neither Party is agreeable to referring the matter to the Informal Complaint Procedure then it shall be referred to the Hearings Committee to be dealt with under the Formal Complaint Procedure.



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- 7.5. If either Party is dissatisfied with the outcome of the Informal Complaints Procedure, then they may request that the matter be referred to the Hearings Committee to be dealt with under the Formal Complaint Procedure.

8. PROCEDURE FOR MAKING AN OBJECTION AT A TENNIS OR SQUASH EVENT

- 8.1 An Objection is commenced when a Participant notifies the On Course Hearings Committee at an event of an Objection to the result of a fixture on the grounds of ineligibility.
- 8.2 For an Objection to be valid, the Objection shall be
- In writing;
 - Made within 30 minutes of the completion of the fixture being objected to; and
 - Refer to the fixture, the time of completion and the grounds for Objection.
- 8.3 An Objection hearing shall be heard immediately after the On Course Hearings Committee receive the Objection. The On Course Hearings Committee may proceed in the absence of the affected party where the affected party has not presented himself or herself after reasonable efforts have been made by the On Course Hearings Committee to announce the hearing of the Objection. The decision of the On Course Hearings Committee shall not be reserved and will be delivered promptly and orally.

9. PROCEDURE FOR REFERRING FORMAL COMPLAINTS AND DISCIPLINARY ACTION TO THE HEARINGS COMMITTEE

Making a Formal Complaint

- 9.1 A Formal Complaint must be made in writing using the Formal Complaint Form which is available on the SLTC website or from the office, within 14 days of the Complainant becoming aware of the matter the subject of the complaint or of the Informal Complaint Procedure ending. All completed Formal Complaint forms are to be sent to the Honorary Secretary for the attention of the Hearings Committee Chairperson.
- 9.2 The Honorary Secretary will refer such complaint to the Chairperson of the Hearings Committee Panel within 3 days of receipt of a fully completed Formal Complaint form.

Disciplinary Action

- 9.3 Disciplinary Action is action taken against a Member or Participant for a breach of the Constitution or Rules of the Club on the basis of an Incident Report Form completed by a Leader, an Official, a member of staff or a member of the Management Committee.
- 9.4 The Honorary Secretary will refer such Disciplinary Action to the Chairperson of the Hearings Committee Panel within 3 days of receipt of a fully completed Incident Report Form.

10 PROCEDURE OF THE HEARINGS COMMITTEE

- 10.1 On receipt of a Formal Complaint or Incident Report Form the Chairperson of the Hearings Committee panel shall establish a Hearing Committee consisting of 3 members of the Hearings Committee panel one of whom shall be appointed as the Chairperson for that Hearings Committee.



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- 10.2 The Hearings Committee may decide to handle/merge multiple formal complaints between a complainant and one or more respondents where it is deemed by the Hearings Committee to be a similar or the same complaint.
- 10.3 Communications from the Hearings Committee shall be via email unless a formal request is made by any Party to the matter, to correspond via ordinary post.
- 10.4 The Hearings Committee may communicate with parties by telephone and/or SMS on operational matters relating to the handling of the complaint e.g., arranging times of meetings
- 10.5 The Hearings Committee shall notify the Complainant and Respondent that they have received a Complaint Form or an Incident Report Form. Such notification shall be accompanied by:
- a) a copy of the Complaint Form or the Incident Report Form;
 - b) Details of the specific complaint/alleged misconduct/breach;
 - c) The relevant rule and offence alleged;
 - d) The Parties to the Complaint/alleged misconduct/breach; and
 - e) a request that the Respondent provide a response to the allegations and any evidence to support such a response within 5 days.
- 10.6 A formal complaint shall **not** be deemed invalid where the Complainant has not served a copy of the complaint on the Respondent for whatever reason
- 10.7 In the first instance the Hearings Committee will investigate the issue / incident on the basis of the written information, provided by the Parties but, may also if it deems it appropriate speak directly to the Complainant, the Respondent or any other person it deems necessary to properly investigate the issue.
- 10.8 The Hearings Committee shall consider all evidence that it deems relevant to the case.
- 10.9 The Hearings Committee may consult or interview any relevant person to gather any information it deems relevant to assist with the adjudication of the issue or incident.
- 10.10 In the event that a request under Clause 10.7 or 10.9 is not complied with by any party the Hearings Committee will be entitled to draw inferences and impose any sanction deemed appropriate.
- 10.11 In the event of the non-attendance, (without reasonable cause considered by the Hearings Committee to be justifiable reason for non-attendance) of a Complainant at a hearing the Complaint or Disciplinary Action against the Respondent shall be taken no further.
- 10.12 In the event that the Respondent fails to respond to a request under Clause 10.5(e) or fails to attend at the hearing without reasonable cause the Hearings Committee will be entitled to base its decision on the information and evidence it has received.
- 10.13 The Hearings Committee reserves the right to have legal representation and / or consult with legal representatives.
- 10.14 The Hearings Committee will decide whether to have a full oral hearing or documents-only hearing based on the statements provided by the Complainant and Respondent.
- 10.15 The Hearings Committee may determine:



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- d) that a Complaint should be dealt with in an informal manner in which case it will be referred back to the Honorary Secretary.
- e) That it does not have jurisdiction to deal with a Disciplinary Action if it is not related to any of the codes of conduct to which the Club subscribes or the Hearings Committee, based on the evidence provided, determine that there is no breach of the Rules, regulations, policies or directives of the Club.

11. ORAL HEARING PROCEDURE

- 11.1 The Hearings Committee shall take minutes of meetings and hearings. Such minutes will normally be of a summary nature such as subject discussed, key comments, and any subsequent actions. A verbatim report of what was said and 'who said what' will not be recorded or kept.
- 11.2 Hearings will be structured to allow all participants sufficient time to speak.
- 11.3 A hearing can be postponed if the appointed Hearings Committee requires additional information prior to proceedings commencing or to allow technical or other issues to be addressed.
- 11.4 The Hearings Committee will determine on a case by case basis whether to hear the Complainant and Respondent in separate meetings.
- 11.5 Juniors shall be accompanied at any hearing by their Parent(s) / Guardian(s). If after sufficient requests have been made to the Juniors Parent(s) / Guardian(s) to attend the hearing they refuse to attend or ignore such requests the Children's Officer shall accompany and represent the interests of the Junior.
- 11.6 The Hearings Committee shall ensure a Children's Officer is present at hearings where either party is a minor. Where the Children's Officer is accompanying the Junior in accordance with Clause 11.5 then another person shall be appointed to attend as Children's Officer.
- 11.7 In advance of any oral hearing the Hearings Committee shall notify the parties of:
 - a. The time, date and venue of the hearing
 - b. The procedures involved
 - c. The possible sanctions
 - d. The rights of the Parties
 - e. Any other procedural requirements
- 11.8 The Hearings Committee shall not be bound by formal rules of court.
- 11.9 The Chairperson makes an opening address which will include the following points:
 - a) Outlines the purpose of the hearing
 - b) Introduces all of the Parties
 - c) Outlines the procedures and perhaps puts a time limit on the hearing
 - d) Outlines the formal complaint/Disciplinary Action originally made and the sanction that may be applied by the Hearings Committee
 - e) Answers any questions that are asked about the hearing process.
- 11.10 The Chairperson will at any time answer any questions the Complainant/Respondent may have on the procedures.



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11.11 Hearings will be as informal as possible. The Complainant/Respondent may, if they like, have someone speak for them but it is not necessary. The Complainant/Respondent may at their own cost bring a relative, friend or colleague, as well as a solicitor or other professional, for that purpose.

11.12 At a hearing attended by both the Complainant and the Respondent the following additional procedure shall apply:

- a) the Complainant/Respondent will be entitled to and will be given the chance to: - speak - to have someone speak on their behalf - give evidence and have witnesses give evidence on their behalf - cross-examine/question witnesses about what they have said at the hearing - cross-examine/question any witness about any Report/ Document they have produced in connection with this complaint.
- b) the Complainant will be asked to speak first. The Respondent or someone acting on their behalf may cross-examine/question all those giving evidence on behalf of the Complainant, including the Complainant.
- c) When the Complainant has finished presenting their evidence, the Respondent will then be asked to present their evidence or case and the Complainant or someone acting on their behalf may cross-examine/question all those giving evidence on behalf of the Respondent, including the Respondent
- d) The Hearings Committee or someone acting on their behalf may also question any person giving evidence
- e) The Chairperson gives the Complainant and Respondent (in that order) an opportunity to make any final submission they may wish to make,
- f) At the end of the hearing the Chairperson will advise the Complainant and Respondent as to when they might expect the Hearings Committee to reach a conclusion and when this conclusion will be notified to the Complainant/Respondent and the SLTC Management Committee (normally within 3 days).
- g) The Chairperson closes the hearing.

12 MITIGATING AND AGGRAVATING FACTORS

12.1 The Hearings Committee shall take into account mitigating and aggravating factors once a decision on culpability is reached but prior to the imposition of a sanction. The Hearings Committee shall take into account the following factors:

- a. Age
- b. Cooperation
- c. Prior warnings
- d. Prior record
- e. Remorse
- f. Gravity of offence
- g. Effect on other party (if any)
- h. Effect of sanction on Respondent
- i. Any other factor deemed relevant

13 DECISIONS

13.1 On conclusion of oral hearings, the Hearings Committee will adjourn to consider the evidence.

13.2 The Hearings Committee shall decide by simple majority within 3 days of an oral hearing or within 3 days of a decision to decide the matter without an oral hearing.



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- 13.3 The Hearings Committee shall have the discretion to extend the 3 day timeline where they deem it necessary.
- 13.4 If a formal complaint is upheld or the Respondent is found to be in breach of the Constitution or rules, the Hearings Committee shall determine and impose a sanction on the Respondent. The Hearings Committee may also make recommendations for any future action if deemed appropriate.
- 13.5 Decisions of the Hearings Committee shall be advised in writing to the affected parties by the Hearings Committee and shall include:
- a. The composition of the Hearings Committee
 - b. The names of the Parties
 - c. The terms of the decision including any sanction to be imposed and the date of such sanction coming into force
 - d. Where appropriate a short summary of the facts of the matter
- 13.6 The decision will be signed by the members of the Hearings Committee panel assigned to that matter and such signature may be electronic.
- 13.7 The decision shall be forwarded to all parties by the Honorary Secretary.
- 13.8 The Hearings Committee shall advise the Management Committee of all sanctions it issues as the Management Committee may be required to enforce such sanction (e.g., a fine, a suspension or expulsion). In addition, the Honorary Secretary shall decide any additional relevant persons that need to be advised for the effective administration / management of the sanctions within the club. While confidentiality is important any sanctions that affect the eligibility of a Member to attend at the club, play in internal events, represent the club in external events etc. shall be communicated in writing by the Honorary Secretary to the relevant people internally. This shall include as appropriate:
- a. Squash Chairperson
 - b. Ladies' & Men's Captains
 - c. Director of Tennis
 - d. Director of Squash
 - e. Director of Gym
 - f. Office Administrator
 - g. General Manager
 - h. Any other person deemed necessary in order to ensure that the decision of the Hearings Committee is upheld.

14 CONFIDENTIALITY

- 14.1 The Honorary Secretary shall notify the Management Committee of the number of Complaints, Objections and Incident Reports received at meetings of the Management Committee however, the Management Committee shall not get involved in matters that have been referred to the Hearings Committee. The Management Committee shall be informed of and shall impose sanctions outlined in any decision of the Hearings Committee.



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14.2 The Honorary Secretary shall keep the Management Committee updated on the progression of such Complaints, Objections and Incident Reports on the instruction of the Chairperson of the Hearings Committee panel.

14.3 The Hearings Committee shall keep all communications and material relating to specific complaints grievances, objections and disciplinary matters strictly confidential, and in a secure location in line with the Data Privacy Policy and GDPR for normal retention periods after which they will be destroyed. All such material shall only be accessible, as determined by the Hearings Committee, to the relevant parties as deemed necessary.

15 COSTS/EXPENSES

15.1 Any costs or expenses incurred by a Participant, Member, Complainant or Respondent or any of their witnesses, if relevant, in relation to any matter under the Rules and Procedures will be the sole responsibility of that party. The Hearings Committee shall have no authority to make any award for costs.

16 DEFECTS

16.1 No procedure or decision of the Hearings Committee shall be quashed or held invalid by reason of any defect, irregularity, omission or technicality of a nature which does not amount to a fundamental breach of natural justice.

17 TIMEFRAMES

17.1 The following are indicative timeframes for processing matters by the Hearings Committee. However, these timeframes may be impacted by availability of relevant parties or changes advised by the Hearings Committee.

- a. Honorary Secretary refers a Formal Complaint or Disciplinary matter to Hearings Committee – within 3 days of receipt of the Formal Complaint Form or Incident Report Form.
- b. The Hearings Committee meet and consider relevant information and notify Parties to the case – within 7 days of receipt of all documentation from the Honorary Secretary.
- c. Respondent is given time to respond to the Formal Complaint or Incident Report – within 5 days of receipt of notification from the Hearings Committee
- d. Decision made to determine matter based on written documentation or have a hearing – within 5 days of receipt of all written submissions
- e. Decision issued to parties on the basis of documentation – within 3 days of decision not to have a hearing
- f. If deemed appropriate Parties invited to an oral hearing to be held within 10 days of decision to have an oral hearing
- g. Decision issued to all Parties and the Management Committee – within 3 days of the hearing unless determined otherwise by Hearings Committee

18 Appeals

18.1 All decisions of the Hearings Committee that do not relate to tennis or squash matters are final and binding on the parties.

18.2 Appeals of decisions of the Hearings Committee in relation to tennis matters may be made within 7 days and shall be in writing to the next highest relevant body namely Leinster Tennis with the relevant procedures for appeals to Leinster Tennis to then be followed.



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18.3 Appeals of decisions of the Hearings Committee in relation to squash matters may be made within 7 days and shall be in writing to the next highest relevant body namely Squash Ireland with the relevant procedures of that body to then be followed.

18.4 Pending the appeal the original sanction imposed by the Hearings Committee shall stand.