



THE RULES FOR ESSEX TENNIS

Essex Tennis is a Charity Incorporated Organisation whose members may be an individual, a corporate body, or an organisation which is not incorporated, who is interested in furthering the Objectives of Essex Tennis as defined below as per our Constitution:

The object of the CIO is the advancement of community participation in healthy recreation both indoors and outdoors by facilitating the playing of tennis, and its derivatives, including but not limited to, padel, pickleball, in the County of Essex.

The Essex Tennis Trustees will be the ultimate decision-making body for Essex Tennis., but they have the power to delegate authority and terms of reference to the Operations Executive.

1 MEMBERSHIP OF THE LTA

Essex Tennis will be registered and/or affiliated to the Lawn Tennis Association. (LTA).

Resignation from the LTA may only occur following a recommendation from Operations Executive, endorsed by the Trustees and approved by the Members.

2 MEMBERSHIP CATEGORIES AND FEES

The Constitution limits membership to the following categories:

- LTA registered organisations
- Advantage Essex Members
- Honorary Life Vice Presidents
- Other organisations

It also allows the Trustees to create other classes of non-voting membership, determine their rights and set any fees.

Essex Tennis & LTA fees may include Affiliation Fees, Registration Fees, Subscriptions, Court Fees, Player Levies, Entry Fees, Competition Fees, and any other fees etc. as deemed appropriate.

The fees and payment date for an LTA registered organisation will be set by the LTA.

The fees and payment terms for Advantage Essex members will be agreed by the Members at the AGM

3 MEMBERSHIP CONDITIONS

If practical and appropriate it is a condition of membership of Essex Tennis and any organisation or person using their facilities shall, if appropriate, be bound by and subject to both these Rules and the LTA Rules and Disciplinary Code as in force from time to time. Additionally, they accept:

- 1 That Essex Tennis may terminate any Membership and impose any other sanction they determine to be appropriate, in connection with the breach of any condition set out above or those that follow in this rule.
- 2 Not to use their membership of Essex Tennis to endorse or imply endorsement of any product or service, nor use its name in any advertisement or prospectus.
- 3 To keep, if appropriate, an up-to-date membership list. This list will include members' names and contact details together with details of an individual's membership category and subscriptions paid. This information shall be provided on request to the Secretary of Essex Tennis.



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- 4 To fully complete and return all requested information to the Secretary of Essex Tennis or other designated person by the due date.
- 5 To pay, if applicable, their membership/registration fees by the due date.
- 6 To comply, if applicable with the current Safeguarding, GDPR, and the Disclosure and Barring Service [DBS], and any other appropriate legislation.

4 APPLICATION FOR MEMBERSHIP

Any organisation that is registered with the LTA within the County of Essex shall automatically be accepted as members of the CIO.

Other individuals, corporate bodies or organisations which are not incorporated, and are within the County of Essex, who wish to become members of the CIO should in the first place email the office team (Joanne@essextennis.org.uk or menisha@essextennis.org.uk) stating their reasons for requiring membership.

5 MEMBERSHIP BENEFITS

All LTA registered venues will be entitled to LTA benefits.

All members will be entitled to support/advice from the Essex Tennis Office Team.

Advantage Essex will additionally be entitled to all AE benefits (including grants and loans), - details available from the Essex Tennis Office Team or the Essex Tennis Website.

6 GENERAL MEETINGS OF MEMBERS

This information is supplementary to the Constitution Clause 11 General Meetings of Members

- 1 Members will be notified of the date of the Annual General Meeting (AGM) at least 56 days prior to the proposed date, asking for nominations for appointments, any proposals and changes to the Rules, which must be sent to the secretary at least 42 days prior to the meeting.
- 2 Formal notification of the AGM together with the agenda proposals for appointments and any other proposals or rule changes will be made at least 28 days prior to the meeting.
- 3 The Trustees reserve the right to defer any proposals to a General Meeting if in their opinion it would be more appropriate.
- 4 The AGM of Essex Tennis will appoint the Trustees, who will additionally become members of the Operations Executive.
- 5 The AGM of Essex Tennis will also make the following appointments:
 - President
 - Secretary
 - Treasurer
 - Team leaders for those Teams in Appendix 1 as identified by the Operations Executive

Any person elected to these roles may also be a Trustee. The maximum term any person may serve on either or both of these is 9 years, after which there must be at least a 3-year break. A person may be appointed to one of the above roles, even if they are not eligible to serve on the Operations Executive.

If there are no nominations for any of the positions the Operations Executive will be delegated authority to appoint a suitable person.



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6 Voting rights of Members are stated in the Constitution Clause 9 and can only be amended by changing the Constitution. Any changes to the Constitution will need to be approved by the Charities Commission. For information only purposes the voting rights as per the Constitution are given below:

Each LTA Registered Organisation Member shall have 1 vote.

Each Honorary Life Vice President shall have 1 vote.

Other Organisation shall have no voting rights.

Each Advantage Essex Member shall have the following:

Number of Courts excluding grass	Number of Votes
Up to 2 courts	2
3 to 4 courts	3
5 to 6 courts	4
7 to 9 courts	5
Over 9 courts	6

Only Advantage Essex Members shall have the right to vote on Advantage Essex Matters

7 Changes to these Rules can only be made at an Annual General Meeting or a General Meeting of the Members, and can be proposed by either the Operations Executive or Members, following the process as required in the Constitution Clause 11 General Meetings of Members

7 MANAGEMENT OF ESSEX TENNIS

The Essex Tennis Trustees will be the ultimate decision-making body for Essex Tennis. They have the power to delegate authority and terms of reference to the Operations Executive, who in turn may delegate authority and terms of reference to the various Teams as required, (see appendix 1 for details) to fulfil the Charities Objectives, and ensure the continued development and success of all aspects of tennis and its derivatives in Essex.

The number and structure of the Teams will also allow Essex Tennis to comply with the requirements determined by the LTA in their Governance, Structure and Funding Models. Each Team is required to have a trustee as a member.

The Secretary and Treasurer shall be ‘ex officio’ members of all Teams.

8 OPERATIONS EXECUTIVE

The Operations Executive shall be responsible for the day-to-day management of Essex Tennis, managing the affairs of Essex Tennis in accordance with delegated authority and terms of reference, determined by the Essex Tennis Trustees. They shall meet at least 4 times each calendar year, with the first meeting as soon as possible after the AGM [no later than 5 weeks] to implement as appropriate the below.

- 1 Appoint the Essex Tennis LTA Councillor, who will also be a member of the Operations Executive.
- 2 Appoint the Essex Tennis Safeguarding Officer or Officers who have the right to speak, make proposals but not vote at Operations Executive meetings.



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- 3 Appoint any Team Leader role not fulfilled at the AGM – see Appendix 1.
- 4 For the Teams determined in Appendix 1, appoint the members of the team.
- 5 For the Teams determined in Appendix 2 plus any others as required, appoint Team Leaders plus members of the team.
- 6 Appoint individuals to the roles as determined in Appendix 3, together with any other roles that are deemed necessary.
- 7 Appoint the Disciplinary Chair and Committee.

The Operations Executive may invite individuals to attend meetings, but they will not be allowed to vote.

Each Team will be given Terms of Reference, which will include guidance regarding meeting dates which shall be organised by the Team Leader. The Teams will not have the right to attend the Operations Executive. The Teams will be expected to meet at least twice a year, or as necessary, and write up any notes, conclusions or recommendations within three weeks of the meeting, then forward a copy to both the Secretary and Liaison Officer.

The Operations Executive will also meet regularly to discuss policy matters, finance and budgeting and Club/Membership and LTA communications.

The Operations Executive will meet regularly or monthly using emails to ratify the notes and any recommendations, suggestions or changes that emanate from the Team Meetings. [This is the responsibility of the Essex Tennis Office Team].

The Operations Executive will ensure as soon as possible that the notes arising from their meetings and Team Meetings are made available to the Essex Tennis Trustees. [This is the responsibility of the Essex Tennis Secretary].

When appropriate the Operations Executive shall

- 1 Shall decide all questions of eligibility of persons nominated to serve on the Operations Executive and/or Teams.
- 2 Shall decide all matters relating to the management of Essex Tennis subject to ratification by the Essex Tennis Trustees.
- 3 Shall decide all questions as to the right of representation, attendance or voting at Operations Executive, or Team Meetings.
- 4 Shall decide all questions and disputes between members sent to them for a decision [reserving the right to refer any matter to the LTA or elsewhere as deemed appropriate.
- 5 Shall make AGM nominations for The President, Vice Presidents and Life Vice Presidents.
- 6 Shall, when appropriate, propose the nominees for Trustees for the Essex Tennis CIO.

9 OPERATIONS EXECUTIVE AND TEAM MEETINGS

1 Types of Meeting. The Operations Executive and Teams have the option to hold a meeting by one of the following means, best suited to its purpose.

a) In Person

At an appropriate time and venue. Proposals and discussions will be allowed on any relative topic in addition to any agenda items.

b) Virtual Online

Appropriate software will be made available to all those entitled to attend. Proposals and discussions will be allowed on any relative topic in addition to any agenda items.



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c) Email

Primarily to be used where an acceptance or rejection vote is required on one or more agenda items. No discussions or amendments are permitted.

- 2 Voting Rights: Each attendee, eligible to vote, shall have the right to one vote, with the Chair/Team Leader, if appropriate, having an additional/casting vote
- 3 The quorum for any meeting shall be a minimum of 25% of those entitled to attend.
- 4 In the absence of the Chair or Team Leader the Chair/Leader shall be appointed by those attending the meeting.
- 5 Notice of Meetings and notes regarding the meeting and voting must be recorded and made available to all those entitled to attend. The Secretary/Team Leader must take responsibility for this.
- 6 The notes and any recommendations, suggestions or changes must be recorded by the Teams and made available to the Operations Executive, by emailing them to the Secretary and Essex Tennis Liaison Officer as soon as possible after the meeting, for agreement and ratification before implementation.
- 7 Teams or Team Leaders may recommend the co-option of additional members or replacements to their respective Teams, who shall have the same voting rights as the previous occupants and in line with other existing Team members. The names of those appointed or co-opted must be notified to the Secretary within 28 days for agreement by the Operations Executive.

10 JUNIOR & SCHOOLS COMPETITIONS TEAM

The Junior & Schools Competitions Team's responsibilities and terms of reference shall be determined by the Trustees, from time to time, and may include the following:

- 1 Play Your Way to Wimbledon.
- 2 Junior National League – Summer and Winter.
- 3 Senior National League
- 4 Schools Tennis Tournaments.
- 5 Links between Schools and Clubs.

11 SENIOR COMPETITIONS TEAM

The Senior Competitions Team's responsibilities and terms of reference shall be determined by the Trustees, from time to time, and may include the following:

- 1 Changes to the playing Rules and Regulations for the Essex League and Cup Competitions, which will be put to the Members at the Essex Tennis AGM.
- 2 Ensuring only Advantage Essex Clubs, or Commercial / Proprietary Organisations, with multiple venues, which have a central registration arrangement with the LTA and have paid an entry fee, may enter Essex Tennis organised Competitions and Events.
- 3 Ensuring that all League and Cup Competition matches are arranged.
- 4 Organising and running the finals of the Cup Competitions.
- 5 Awarding of Cups and Trophies at the Essex Tennis AGM or other duly convened meeting.
- 6 Make recommendation to the Operations Executive for the awarding of County Playing Colours/Awards.

12 EDI & PARTICIPATION TEAM

The EDI & Participation Team's responsibilities and terms of reference shall be determined by the Trustees, from time to time, and may include the following:

- 1 LTA registered organisation.
- 2 Advantage Essex Clubs.



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- 3 Equity, Diversity and Inclusivity.
- 4 Parks Tennis.
- 5 Coach Development.
- 6 Tennis Referee and Official Development.

13 PERFORMANCE TEAM

The Performance Team's responsibilities and terms of reference shall be determined by the Trustees, from time to time, and may include the following:

- 1 Essex Team Captains.
- 2 Junior County Cup and Competition Teams.
- 3 Senior County Cup Teams.
- 4 Junior County Training.
- 5 Under 10 Pathway.

14 DISCIPLINARY PROCEDURE

The Disciplinary Committee shall deal with all complaints from Members and other appropriate individuals or organisations and the follow apply:

- 1 The Disciplinary Chair shall appoint people to the Disciplinary Committee as required to ensure the complaint can be dealt with in a professional manner, with sufficient expertise.
- 2 All disciplinary complaints made by Members must be received in writing by the Secretary of Essex Tennis within 14 days of the incident.
- 3 The Disciplinary Committee will consider any complaint over a disciplinary matter referred to it subject to them deeming it appropriate.
- 4 Any organisation or individual against whom a complaint has been received shall, within 28 days of that notification being received by the Disciplinary Committee, be provided with a summary of that complaint, and shall be invited to make a written representation in answer to it.
- 5 A personal hearing will be offered or may be required if the matter is considered to be of sufficient seriousness. Any written representation or request for a personal hearing must be made within 21 days of the notification of the complaint. Where no request for a personal hearing or no written representation has been received within the prescribed time, the matter will be considered taking account of any evidence that is available.
- 6 Shall have the power to deal with any organisation or individual by expulsion, suspension, infliction of penalties or otherwise as it may think proper.

15 COUNTY FACILITIES

All users and specifically unlicensed/unregistered coaches will be deemed to agree to the LTA's Rules and Disciplinary Code as a condition of any arrangement whereby they use or work at Essex Tennis facilities.

16 DISTRIBUTION IN EVENT OF DISSOLUTION

In the event that the CIO is to be dissolved, the process for this is in the Constitution.

The Operations Executive will make a proposal to the Trustees that any surplus funds are distributed to the Advantage Essex Members proportionately to their fees paid, but additionally the Members have the right to make their own proposals. However, any proposals must observe the requirements as determined by the Charity Commissions Dissolution Regulations.



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Appendices

1 Essex Tennis Teams with Team Leaders

The Operations Executive shall have the authority to form the teams whose Team Leader was appointed at the AGM. The Operations Executive have the authority to add, suspend or cancel teams from the list below as necessary for Essex Tennis to fulfil its obligations.

- 1 Junior & Schools Competitions Team
- 2 Seniors Competitions Team
- 3 EDI & Participation Team
- 4 Performance Team

2 Additional Teams

The Operations Executive shall have the authority to form or suspend or cancel Teams and Team Leaders as necessary to fulfil the requirements of Essex Tennis. Below are examples of the Teams that could be formed:

- 1 Awards Team
- 2 Commercial Team
- 3 Governance, Finance Risk & Strategy Team
- 4 Treasurers Team
- 5 Wimbledon Partner Team

3 Appoint any other appropriate persons

The Operations Executive shall have the authority to appoint other appropriate people as it deems necessary to fulfil its duties and obligations. These may include the following or others as necessary:

1. Ladies' Captain
2. Ladies' Vice-Captain
3. Ladies' Team Selectors
4. Men's Captain
5. Men's Vice-Captains
6. Men's Team Selectors
7. Ladies Seniors Officer/Coordinator
8. Captains for the ladies over 35 and Senior Teams
9. Selectors for the ladies over 35 and Senior Teams
10. Men's Seniors Officer/Coordinator
11. Captains for the men's over 35 and Senior Teams
12. Selectors for the men's over 35 and Senior Teams
13. National League Secretary Seniors
14. Essex Tennis Padel Officer
15. Junior Team Captains
16. National League Secretary Juniors
17. Play your way to Wimbledon Organiser
18. Liaison Officer
19. Club Liaison Officers
20. Essex Facility Funding Officer
21. Essex Grants Officer
22. Lead Volunteer
23. Disciplinary Committee Chair
24. GDPR Officer
25. Safeguarding Officer



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Appendices (continued)

26. Redbridge Trust Board Member
27. Finance Officer
28. County Office Team Leader
29. County Office Coordinator & Meetings Officer
30. Court Bookings Officers Deanes
31. Court Bookings Officers Redbridge
32. Marketing Officer
33. Membership Officer
34. Website/Communications Officer
35. Wimbledon Partners Officer