**WARLINGHAM**

**SQUASH & RACKETBALL CLUB**

CONSTITUTION

**(Revised July 2021)**

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# Name of the Club:

The Club’s name shall be Warlingham Squash & Racketball Club (formerly known as Warlingham Squash Club), hereafter referred to as “the Club”. The club is a sporting section of Warlingham Sports Club, which is a Community Amateur Sports Club.

# Aims and objectives of the Club

* 1. The aims and objectives of the Club are to promote the games of squash and racketball within Warlingham and the surrounding area, by holding tournaments, leagues, coaching, exhibitions and by any other means which may from time to time be determined by the Committee.
	2. The Club aims to abide by the rules and regulations laid down by England Squash, the governing body for Squash in England.
	3. The Club operates as a non-profit making members club. The Committee must ensure that there are sufficient reserves as a contingency fund for unexpected expenditure as well as ensuring that there are sufficient resources to maintain and develop the club as agreed by the Committee and members.
	4. The Club is run by the Committee, who are elected by the members.
	5. The Club permits coaching for members as long as such coaching does not interfere with access to peak time courts for members. Those offering coaching must agree their proposals with the Officers of the Club and the Committee.

# Membership of the Club:

* 1. Membership of the Club will be open to all persons on application, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion, or other belief;
	2. All Club members are required to act in accordance with the Club’s Constitution and the Club rules as set out in Annex A and to complete necessary membership documentation / consents / waivers. Membership of the Club implies knowledge and acceptance of the rules of the Club.
	3. A member of the Club is a person who name is registered with the Membership Secretary and is fully paid up, with individual, joint, junior, social or family membership, or whatever category of membership that the Committee might from time to time agree.
	4. Membership of the Club automatically confers membership of Warlingham Sports Club. Members can easily join other sections of the Sports Club should they so wish.

# Club Subscriptions and Club Finance:

* 1. The Club shall have a bank account bearing its name at a location approved by the Committee.
	2. An annual membership fee is required from all Club members. The Club’s Committee will determine the fee for each membership category, together with court booking fees and light meter charges, to be ratified at the Annual General Meeting (AGM) and is responsible for its collection;
	3. The Club membership shall run from the 1st October each year and all annual subscriptions shall either be paid in advance of that date each year or an arrangement made for payment in instalments during the year at the discretion of the Committee. If, after a reminder has been given, either a subscription has not been paid on or before 1st November or an arrangement has not been made for payment instalments, the defaulter shall automatically cease to be a member of the Club.
	4. Membership fees shall normally be non-refundable once paid. In exceptional circumstances, however, the Committee may consider any person’s situation on a case by case basis and may allow partial or full reimbursement of any membership fees paid.
	5. The Club’s Committee members shall receive no direct, or indirect payment, except for legitimate expenses incurred in connection with Club business;
	6. Any expenditure on social activities must be agreed in advance by at least three committee members, one of whom must be the Chair.
	7. Any excess funds made by the Club must be retained within the club for use in line with the Aims and Objectives of the Club as stated in 2 above. Funds may not be distributed to any member, but may be distributed to Warlingham Sports Club, who own the land and buildings. It is for the Committee to agree the scale of any contingency reserves.

# Club Officials/Committee:

* 1. The Club’s Committee will consist of the following officers;- Chair, Secretary, Membership Secretary, Treasurer, Safeguarding Officer, Club Captain and other committee members as required.
	2. The Club’s Committee will serve for one complete year, i.e. AGM to AGM, unless an EGM is held with the express objective of removing the Committee or any individual committee member. All committee members shall sign and adhere to the Committee Code of Conduct.
	3. Committee elections will be conducted on the night of the AGM, with all nominations submitted to the Secretary, at least one week prior to the AGM date, or at the AGM. For the avoidance of doubt, the Club Officers in post immediately prior to the AGM shall be deemed to remain in post until the business of the AGM has been completed;
	4. Should a Club officer’s position remain unfilled at the AGM, it shall be the responsibility of the Committee to use their best endeavours to fill each vacancy during the course of their subsequent meetings. This may be achieved by either existing Club officers taking on additional roles, or other members being co-opted onto the Committee.
	5. The Committee may co-opt others onto the Committee and fill vacancies if anyone stands down between AGMs.
	6. The Committee may establish sub-committees or working groups which shall be responsible to the Committee.

# Duties of Club Officials:

The duties of the officials detailed above are shown below. The duties of all other Committee members shall be determined and agreed with the Committee member as necessary.

## The Chair

is responsible for:

* + - Chairing the AGM any EGM’s and interim committee meetings;
		- Being the link between the Club and the main Warlingham Sports Club, attending main Club meetings, reporting back to the Committee and negotiating the annual quota required by the main club.
		- Providing a point of contact for other organisations/clubs;
		- Providing the casting vote in the event of a consensus not being found and the committee being tied;
		- Ensuring a minimum of four committee members is present, to include at least one officer, to make up a quorum on which decisions can be passed.
		- Producing the Club’s Action Plan, if and when required;
		- Producing newsletters and information for club members, as and when required;
		- Other duties as agreed with the Club Committee.

## The Club Secretary

is responsible for:

* + - Producing minutes arising from the AGM, any Extraordinary General Meeting (EGM) and Club Committee meetings;
		- Displaying copies of agreed minutes on the Club notice board or ensuring that such minutes are available to members via the Club website;
		- Agreeing and distributing the agenda and relevant papers to Committee members at least 7 days prior to the appropriate meeting;
		- Liaising with the Membership Secretary to ensure that an accurate record is kept of membership numbers and that the information given by members is kept secure;
		- Retain records of the Club’s proceedings, and all official club documents;
		- Ensuring that the Club rules and constitution remain current and are available to all members through an appropriate medium, e.g. Club website.
		- Reporting to the AGM and Club members any changes, or amendments to the Club’s Constitution and seeking ratification by members of these changes, or amendments.
		- Standing in for the Chair, if he/she is not available.
		- Other duties as agreed with the Club Committee.

## The Membership Secretary

is responsible for:

* + - Maintaining a database of all current membership details, liaising with the system administrator to ensure that the database/system can meet the Club’s requirements;
		- Sending out membership forms to prospective members, adding new members to the Club database, together with the England Squash database where applicable, issuing Club entry fobs and reconciling the databases to ensure completeness and accuracy.
		- Sending out membership renewal notices to existing members and following up any non-payment using the most appropriate method;
		- With the Treasurer, reconciling membership fees with membership numbers;
		- Dealing with any other membership related issues;
		- Other duties as agreed with the Club Committee.

## The Club Treasurer

is responsible for:

* Ensuring that all expenditure at the Club is in line with the Club’s aims and objectives;

* Administering the Club’s finances, to include, amongst other things, arranging payment on behalf of the Club, e.g. paying bills and cleaning staff.
* Having the final say on all club expenditure that would reduce the Club’s bank balance below £1,000;
* Ensuring that any items of expenditure that exceed £2500 must have at least two quotations, notified to the Committee members in advance of the Committee meeting;
* Producing the Club’s Annual Accounts at the AGM;
* Getting the club’s accounts independently audited each year;
* Allowing scrutiny of the Club’s bank balances and the details of any underlying transactions by the Committee at Committee meetings;
* Producing the Club’s Annual Budget;
* Retaining all the Club’s financial related information;
* Other duties as agreed by the Club Committee.

## The Safeguarding officer

is responsible for;

* All safeguarding matters, including providing an independent point of contact for all Juniors within the Club and maintain a safeguarding policy;
* Other duties as agreed by the Club Committee.

## The Club Captain

is responsible for:

* Arranging teams and skippers for interclub competitions;
* Determining what competitions/divisions the Club should enter and how many teams are involved;
* Arranging the fixtures schedule for each team;
* Reserving courts for home fixtures and ensuring appropriate refreshment will be provided;
* Other duties as agreed by the Club Committee.

# Meetings of the Club:

* 1. An annual general meeting will be held each year, as soon as possible after the end of the Club financial year – 31st March. Club members will be given at least four weeks’ notice of the forthcoming AGM; A quorum for the AGM will be 10 voting members or 10% of the membership, whichever is the lower.
	2. Any eligible member who is unable to be present at the AGM may cast their vote by proxy upon any matter to be decided at the AGM. To be treated as an unequivocal proxy vote, an absent member shall provide clear notification to the Secretary in advance of the AGM as to the matter(s) upon which they wish to cast their proxy vote. This notification should be in writing, by letter, email, text Whats app,or any as yet unknown method, in order that the vote can be validated. Proxy votes must be with the Secretary 72 hours before the meeting. Any ambiguity in the terms of the members proxy shall render their vote invalid. The Secretary shall only inform the AGM of a proxy voter’s choice after members present have completed their votes upon a show of hands.
	3. The Chair must call regular Committee meetings, with a minimum of four meetings being held during the year;
	4. Regular Committee meetings are required in order to discuss Club matters. All members of the Committee and all Club Members should have access to copies of the minutes accompanying these meetings;
	5. A special meeting of the Committee may be called by the Chair or any four members of the Committee
	6. All Club members are entitled to raise issues for the attention of the Committee and are entitled, if they so wish, to attend Committee meetings, having given prior notice in writing to the Club Secretary;
	7. All Club members are entitled to put their views forward to the Committee at a Committee meeting either in person, or in writing. They can participate in the discussions on the issues they have raised and are entitled to listen to the Committee’s deliberations and the decisions that are made. They will not be allowed to vote on the issue, should the matter come to a vote;
	8. No member of the Committee shall take part in discussion prior to a vote nor have any right to vote if there is an actual or perceived conflict of interest;
	9. An EGM may be called, if requested by 20 members of the voting membership of the Club, or 4 members of the Committee;
		1. Four weeks notice of an EGM must be given to all members;
		2. The matters to be raised at an EGM must be published on the Club notice boards and circulated by email for the attention of all members by the Club Secretary or Membership secretary;
		3. At the EGM, all attending members have the opportunity to present their views and to vote on the issues under consideration. At an EGM, members of the Committee can present their views which will carry equal weight to those attending the meeting.

# Dissolution of the Club:

* 1. A vote to dissolve the Club may only be taken at an AGM, or EGM;
	2. If the Club is dissolved, any funds after debts and liabilities have been met will be donated to Warlingham Sports Club

# Voting:

## Voting Rights

Only current adult full members of the Club are entitled to vote, i.e. those whose membership is fully paid at the time of voting. Juniors and social members are not entitled to a vote.

## AGM

At the AGM, voting will take place to elect/re-elect Club Officials and to decide any issues that are considered important by the Committee, or by the Club members. An Agenda will be circulated by the Secretary at least 14 days prior to the meeting.

## EGM

At an EGM, the Issue(s); to be discussed will be voted on by those present.

An Agenda will be circulated by the Secretary at least 14 days prior to the meeting.

* 1. **Proxy Votes**

Any eligible member who is unable to be present at the AGM/EGM may cast their vote by proxy upon any matter to be decided at the AGM/EGM. To be treated as an unequivocal proxy vote, an absent member shall provide clear notification to the Secretary in advance of the AGM/EGM as to the matter(s) upon which they wish to cast their proxy vote. This notification should be in writing, by letter, email, text, Whats app,or any as yet unknown method, in order that the vote can be validated. Proxy votes must be with the Secretary 72 hours before the meeting. Any ambiguity in the terms of the members proxy shall render their vote invalid. The Secretary shall only inform the AGM / EGM of a proxy voter’s choice after members present have completed their votes upon a show of hands.

# Changes to the Club’s constitution:

* 1. Significant or fundamental changes to the Club’s Constitution can only be made at the Annual General Meeting or an EGM convened specifically for that purpose.
	2. Major changes to the Constitution must be brought to members’ attentions two weeks before the AGM or EGM is to be held. These changes should be posted on the Club notice board and members’ must be circulated by email asking for their opinions. Two thirds of all votes submitted are required for any major amendments to be carried.
	3. Minor changes to the Club’s Constitution can be made by the Club Committee to enable the smooth progression of the Committee’s functioning. However, these minor changes must be reported by the Club Secretary to the next AGM for ratification by Club members.

# Club’s Complaint Procedure:

* 1. This procedure has been created to allow Club Members to raise issues, or complaints which might include the following:
* Welfare of Club members;
* Safety of Club activities;
* Safety of All members;
* Poor, or unacceptable behaviour of Club members;
* Standards and effectiveness of equipment used for Club activities;
* Club administration;
* Club leadership;
* Management of the Club’s affairs;
* Other issues that might need to be addressed.
	1. Complaints concerning the above, club safety, or operational matters should initially be addressed to the relevant Committee officer, or the Club Chair.
	2. If this response does not prove satisfactory, a written complaint should be made to the Club Secretary for consideration at the next Committee meeting.
	3. If the member raising the complaint, or issue wishes to attend the Committee meeting to discuss their concerns, they are entitled to do so.
	4. A response, or written reply, together with the Committee’s decision and deliberations, will be sent to the Club member raising the complaint, as soon as possible after the Committee meeting.

# Club Discipline:

* 1. The Club Committee is responsible for all disciplinary matters pertaining to individual members, or club activities and will act to safeguard an enjoyable and harmonious club.
	2. All members are expected to take responsibility for their own safety at the Club and at all times, to act with the safety of others in mind, when using any facility at the club.
	3. Members must also abide by the simple rules of the Club, as set out in [Appendix A](#_APPENDIX_A_)
	4. All squash and racketball playing members are expected to adhere to the Rules of the Squash Rackets and Racket Ball Association, as promulgated by England Squash, with regard to court etiquette and standards of sporting behaviour.
	5. Members are asked to report any infringements of members not abiding by the Club rules to the Committee.
	6. Decisions made by the Committee addressing failure(s) to comply by a member are final and only subject to review should the Committee choose to do so.
	7. Should the committee wish to expel a member for whatever reason, that member must be given the opportunity to address the committee with their concerns/ reasons etc.

# APPENDIX A WARLINGHAM SQUASH & RACKETBALL CLUB RULES

**The following GENERAL and COURT rules should be observed at all times. If you have any queries, please refer them to a Committee Member.**

1. Only fully paid up members of the Club are allowed to use the Courts and its facilities on a regular basis. Members are required to complete membership documentation in place at the time of joining or on renewal. Guest members are allowed to play on six occasions only. It is requested that members abide by this rule.
2. Entry to the Club is by a key fob, given to members when they join. Members should not allow non-members to use their key fob. If a member is found to be in breach of this, the Committee reserves the right to cancel the membership, with no refund.
3. Members must not allow access to others when they have opened the security door. All members must register their entry using their key fobs even if following another member in, as this enables the Committee to ascertain who is using the Club and when. Recognising that on occasion several members arrive at the same time, members are reminded that UNDER NO circumstances should they allow or enable access to the Club to non-members. If in doubt, ask.
4. No court should be used unless it has been booked. The booking can be made at the club if a court is free and a member wishes to use it immediately. Courts can be booked using the IT system at the Club or online. Courts must only be booked by members. [Note: Off-peak is defined as outside of 17:45 – 21:30 Monday to Friday. Off peak members may not play during peak times.]
5. Members must cancel their court bookings if they are unable to play as booked. This will free up the court for another member’s use. Cancellations can be effected using the IT system.
6. Each member is required to keep the changing rooms tidy and any damage, or non- functioning equipment should be reported to a Committee Member.
7. Taps, showers, heaters and lights should be turned off to save electricity. If a member is the last to leave, please ensure all lights are off and the outside door is firmly closed for obvious security reasons.
8. Dress for playing squash, or racketball, should be appropriate, decent and not give offence.
9. Members playing Squash or Racketball must only wear **CLEAN, NON-MARKING shoes**, which they have brought to the club to change into and that do not mark, or damage the floors. Shoes that have been worn outdoors **MUST NOT** be worn on court, as this brings in dirt and damages the floors.
10. Members playing Squash or Racketball can only use approved **NON-MARKING** Squash or Racketball balls that do not mark or damage the walls.
11. Members, who have booked a court and are waiting to play, should discuss with players on court any extension that those players might seek. It is entirely a matter for players due on court whether or not to allow players on court to continue, for example to finish their game. The basic principle is that when court time expires those players on court should end their session.
12. While squash and racketball are extremely competitive sports and players can at times, get exceedingly wrought up and vociferous, court etiquette should be observed at all times; language should be restrained; and behaviour both on and off the court should be sporting and moderate.
13. Squash and racketball players have a shared responsibility for safety on court. Players can be injured by either the ball or racket – the rule of thumb is, if in doubt do not play the ball.
14. No players under 12 are permitted to play without adult supervision. Junior members (12 to 18) can play unsupervised once they have been assessed to be ‘sensible’ by those responsible for junior squash, or other Committee members. All juniors using the Club must have any administrative documentation in force at the time completed, especially any dispensation not to use safety goggles.
15. The club reserves the right to cancel a member’s membership without notice if they are deemed to have misused or damaged the facilities through their negligence and in contradiction to the rules above.
16. In the event of a dispute, or any matter relating to the usage of the club and its facilities, or a members conduct, please contact a Club Committee member, and the committees decision will be final

**PLEASE TREAT YOUR CLUB AND FACILITIES WITH RESPECT AND CARE.**