



## INTRODUCTION

1.1 This Constitution sets out the purpose and rules of the Hinckley Town Pickleball Club (the Club). It is designed to help ensure the smooth and proper running of the Club's affairs.

1.2 The Constitution sets out:

- The purpose and aims of the Club.
- The rules by which the Club and its Members will operate.
- How the affairs of the Club are to be managed (e.g. by Officers and a Committee).
- How the Members control the Club.
- An agreed list of policies and procedures and how they will be enforced.

1.3 The purpose of the Club is:

- To promote and advance the game of Pickleball in the Hinckley and surrounding areas as an exciting game for all ages and abilities.
- To support, develop, advocate for and represent all Members.
- To offer opportunities for organised recreational and competitive play within groups based on ability, in a respectful, safe, friendly and sportsmanlike environment.
- To actively promote and support fair and equal access to all Pickleball activities regardless of gender, sexual orientation, ethnic or racial origin, religion or physical ability.
- Be a non-profit and financially independent organisation.

1.4 The Club is a member-funded Club. It is funded primarily by its Full Members (see section 2.1) to carry out activities for the benefit of its Full Members. In the event of its liquidation or dissolution this Club may distribute its money and assets to its Full Members in good standing.

1.5 The Club year will run from 1st April to 31st March annually.

1.6 The Club aims:

- To allow beginners and improvers to play and learn the game
- To provide competitive play for intermediate and advanced players
- To provide the opportunity to play Pickleball regularly in the Hinckley area
- To run the club for the benefit of its members

## **1 MEMBERSHIP**

2.1 Adult Membership of the Club is open to any person being of the full age of eighteen (18) years upon completion of an application form and full payment of the membership fee.

2.2 Junior Membership of the Club is open to any person under the age of eighteen (18) years upon completion of an application form and full payment of the membership fee.

2.3 Applicants must pay the annual membership fee.

2.4 Upon acceptance of membership, members will pay a reduced court rate fee. Non-members will pay a guest court rate fee.

2.5 Membership fees will be determined by the Management Committee and ratified at the Annual General Meeting.

2.6 Individuals shall not be eligible to represent the club in matches or tournaments unless they are a member of the club.

2.7 The committee reserves the right to remove a member.

2.8 The Club will have a formal Ethics policy – applying fair and equitable conduct in both the management and running of the Club. This will include mediation, disciplinary procedures and an appeals process for the maintenance of good standing in the Club.

2.9 Restrictions may be placed on attendance at some Club events and sessions based on membership status. For example, some sessions may only be available for Members.

2.10 In order to vote at a General or Special meeting a member must have paid all applicable membership fees for the current year and be a member in good standing.

2.11 All Members of the Club shall abide by the Constitution, policies, processes, rules and regulations established by the Club.

2.12 Members will be informed of the deadline date for payment of membership fees. Any Member in arrears of membership fees by more than 4 weeks after the specified date shall automatically be suspended and shall not be entitled to membership privileges or powers in the Club until reinstated. If a member decides to leave no reimbursement of annual subscription will be provided.

2.13 All Members will agree to play against or alongside all other Members & guests during all Club play sessions.

2.14 The Management Committee shall have the power to suspend or expel any Member for just cause. Examples of just cause include:

- failure to pay membership fees when they are due
- unsportsmanlike conduct
- failure to abide by the Constitution, policies, processes, rules and regulations established by the Club
- any physical or verbal abuse to another Member, Associate of the Club or Competitor
- any action which damages the integrity of the Club or the ability of the Management Committee to fulfil their duties

2.15 The Club's Members will agree to the Club providing reasonable resources including, but not exclusively, Club nets, paddles and balls to support the development of new players and the Associate membership. This will be considered, when necessary, by Members at official Club meetings.

2.16 The Committee will review & communicate the Membership fees on an annual basis.

## **2 CLUB MANAGEMENT COMMITTEE**

3.1 The Club will be managed on a day-to-day basis by a Management Committee and will appoint other members to the Committee as appropriate.

3.2 The Club's officers will be responsible for creating, maintaining and upholding the Club Constitution, policies & procedures and maintaining good governance.

3.3 'Governance' refers to the process of running the Club, making decisions and ensuring that it is properly accountable. This differs from 'management' which is concerned with organising the day-to-day activities of the Club. To be an effective and accountable Club it needs to ensure that it has good governance arrangements in place.

3.4 The quorum required for business to be agreed at Management Committee meetings is two Committee members.

### **3 PROTECTION OF MANAGEMENT COMMITTEE**

4.1 Every Committee officer of the Club, in exercising their powers and discharging their duties, shall act honestly, in good faith and in the best interests of the Club and exercise the care, diligence and skill that a reasonable and prudent person would exercise in comparable circumstances. Subject to this, no Committee officer or Member of the Club shall be liable for the acts, receipts, neglects or defaults of any other Member or for any damage or expense happening to the Club.

### **4 MEETINGS**

5.1 There are two types of Club meeting: the Extraordinary General Meeting (EGM) and Committee meetings. These provide all Full Members an opportunity to understand, contribute to and participate in the running of the Club.

#### **Extraordinary General Meeting (EGM)**

5.2 EGMs can be called at any time in the year if at least a third of the Club's Members or a majority of the Management Committee request for one to be called.

5.3 An EGM can be called to amend a Club rule, amend the Constitution or discuss any other important or urgent matter. A document signed by the Members requesting the EGM should be provided to the Committee. Once delivered the Committee will have 7 days to confirm and announce the EGM to Members.

## Committee Meetings

5.8 Committee meetings are organised by the committee officers when deemed necessary to manage the day to day running of the Club. Regular meetings ensure that the Club is successfully planning, communicating and monitoring progress.

5.9 The Committee may from time to time form separate groups to look after specific areas of interest on behalf of the Club. These groups can be comprised of Full or Associate Members and are chaired by a chairperson appointed by the Management Committee to act as liaison between the group and the Management.

## 5 FINANCE

6.1 All club monies will be held in a bank account in the name of the club.

6.2 The club's Treasurer will be responsible for the finances of the club.

6.3 The financial year of the club will run from January 1st to December 31st.

6.4 A statement of annual accounts will be presented by the treasurer once yearly.

6.5 All surplus income or profits are to be reinvested in the club.

## 6 POLICIES AND PROCEDURES

7.1 The Club will set up policies and procedures to provide governance and guidance on:

- the requirements for a person to become a Member of the Club (e.g. their play assessment level or the nature of their contribution); the standards of conduct expected of Members or officials; arrangements for protecting vulnerable adults from any form of abuse; and arrangements for protecting Members and the public from any potential danger arising through the use of premises, facilities or equipment.

7.2 As a minimum the Club will agree policies and procedures in the following areas no later than six months following the formal issuance of this Constitution:

- Equal Opportunities Policy - establishing an equity statement and its implementation through an equal opportunities policy.
- Personal protection - procedures to ensure that vulnerable adults/children participate in the Club's activities without risk of abuse.
- Ethics – applying fair and equitable conduct in both the management and running of the Club. This will include mediation, disciplinary procedures and appeals process for the maintenance of good standing in the Club.
- Health & Safety - covering a range of issues including duty of care, risk assessment, insurance, first aid, emergency procedures, etc.
- Data protection policy to cover GDPR.

7.3 All policies and procedures will be published to all Members of the Club and be available for review via the internet.