

11 February 2026

MERROW LAWN TENNIS CLUB CIO MANAGEMENT COMMITTEE REGULATIONS

The Trustees of Merrow Lawn Tennis Club CIO have delegated to the Management Committee the day-to-day management and administration of the Club.

The Management Committee can recommend that these Regulations be cancelled, amended, or added to, for approval by the CIO Trustees.

MANAGEMENT

The Management Committee comprises the President, Chair, Secretary, Treasurer, and up to nine further elected Committee members. Five members of the Management Committee shall constitute a quorum. The Management Committee is responsible for agreeing the rights and obligations for each category of membership and to take such actions as it deems necessary for the good management of the Club, except those reserved to the CIO Trustees by the Constitution.

CIO ANNUAL GENERAL MEETING

Annually the CIO Trustees will call an Annual General Meeting (AGM) of members, with at least 14 days' notice. In addition to the business of the CIO, the AGM will review the foregoing year ending on the 31st March and as vacancies arise, elect the Officers and Management Committee Members, and deal with any other business within its powers. Nominations for Officers of the Club and Management Committee Members will close seven days before the meeting. Proxy voting is permitted for Officers of the Club, Management Committee Members and all items voted on at the AGM; there will be a confidential ballot for contested roles. The new Officers of the Club and new Management Committee Members will take up their roles 14 days after the date of the meeting.

Quorum

A quorum at the AGM shall consist of 20 adult Club members with full booking rights.

Elections

The term of office for the President, Chair, Secretary and Treasurer is three years; they can be re-elected once only for a further maximum period of three years. Management Committee members must resign at each CIO AGM and can stand for re-election a maximum of three times. However, if there are no new members wishing to stand for election to the committee, and a Management Committee Member is willing to remain on the committee for longer than three years, then that is permissible. All Club members who have been a member for more than one year can be nominated for election and can nominate individuals for election. If a casual vacancy occurs on the Management Committee, the remaining members of the Management Committee can appoint another to act until the next election takes place.

Major expenditure

In accordance with the Limits of Financial Authority schedule attached to these Regulations, a CIO General Meeting of members shall, upon recommendation from the Management Committee, decide upon major items of expenditure in excess of £10,000.

CIO EXTRAORDINARY GENERAL MEETINGS

A CIO Extraordinary General Meeting (EGM) can be called at any time, either at the request of the CIO Trustees or on receipt by the Trustees of a request in writing for such a

meeting, signed by at least 10% of adult Club members and specifying the nature of the business. Fourteen days' notice of an EGM shall be given to Club members, and the notice shall specify the business to be transacted.

MEMBERSHIP

The membership and financial year of the club commences on the 1st April annually and ends on the 31st March.

Every candidate for junior or adult membership shall apply to the Club Administrator to join the Club in accordance with the CIO Constitution. On joining the Club all new members shall pay the joining fee (excluding students) and relevant subscription fee; this shall be paid in full, not in instalments.

The names, addresses, telephone numbers, and emails of all members will be maintained by the Club Administrator who should be informed of subsequent changes.

Subscription

The subscription for each category of membership shall be recommended by the Management Committee and approved by the CIO Trustees. The subscription rates for a new member joining the club after the start of any membership year may be adjusted. Such adjustment will be calculated pro rata to the normal subscription for the remainder of the Club year.

Members' subscriptions are payable on the 1st April; if they are not paid by the 15th April it will be assumed that the members concerned do not want to continue their membership.

Suspension or expulsion

The Management Committee shall have the power to recommend to the Trustees the termination or suspension of the membership of any member or exclude any members or visitors whom it considers guilty of a breach of the Club regulations or of misconduct or offensive behaviour to any other member, visitor, or employee on the Club's premises.

PLAYING ARRANGEMENTS

The conditions of play shall be determined by the Management Committee and displayed in the clubhouse.

Dress

No member or guest shall be allowed to play on the courts unless wearing suitable tennis shoes. All players must be dressed in recognised tennis wear (at the discretion of the Management Committee).

Balls

Balls shall be provided for adult members only and will be replaced, as necessary. Members are required to look after the balls and return them to the clubhouse after use.

Visitors

Members can bring guests to play tennis on Club courts no more than three times per membership year. Before a guest plays, the member introducing him or her must make an appropriate entry in the Visitors Book (blue book next to ball rack) and pay the fee to the Club Administrator. The Management Committee may withdraw the privilege if it is abused.

Members who are sponsored by the Club in any tournaments and competitions will be exempt from guest fees.

AVAILABILITY OF CLUBHOUSE AND COURTS

The Clubhouse and courts are available for members' use from 08.00 to midnight daily.

Floodlights are available for use by adult members and for junior coaching sessions until 21.30 Monday to Saturday and until 18.30 on Sunday. No group coaching is permitted on Court 7.

Closure

Any court may be closed for play by any Club Officer or the Estate Manager. A notice of closure will be emailed to members.

Social use

Members using the clubhouse for a social gathering involving in excess of 20 people should first liaise with the Club Administrator regarding the date, time, and number of attendees.

Bar

At the discretion of the Management Committee, the clubhouse may be used for sale of alcoholic beverages. The sales of alcohol are limited to Club members who are a minimum of 18 years. Alcohol sales may take place as defined by the Bar Licence:

- (a) Monday-Saturday: 10.30-23.00
- (b) Sunday and Good Friday: 12.00-22.30
- (c) Christmas Day: 12.00-15.00 and 19.00-22.00

As and when required, the Management Committee is permitted to apply for an extension of the hours.

Loss and damage of property and injury

Members or visitors leaving vehicles, racquets, clothing, or other property at the Club do so at their own risk, and the Club shall not be responsible for any loss, damage or injury resulting from this or any other cause.

Smoking

Smoking and vaping is prohibited on MLTC premises.

ADVERTISEMENTS

Club members who would like to advertise their professional services should firstly contact the Club Administrator. Advertisements will then be subject to the agreement of the Management Committee.

COACHING

Members are only entitled to arrange private courses of tennis tuition on the Club courts with a Coach approved by the Management Committee and subject to the Club's rules on the availability of courts.

Financial Limits of Approval

Approved Committee meeting 16th October 2024

There must always be two people involved in a payment approval, one of whom must be a committee member. This could therefore be a non-committee member with a committee member, relying on the limit of the latter.

Administrator: £200

Committee member: £250

Chair: £3,000

Chair with Secretary and/or treasurer: £5,000

Committee (quorate): £10,000

General meeting: > £10,000