

# **CHELTENHAM CROQUET CLUB RULES**

## **Rule 1 Name and Objectives**

The name of the club shall be the Cheltenham Croquet Club, hereinafter referred to as the "Club". The objectives shall be to provide club members with premises and facilities for the playing and enjoyment of croquet and to foster and promote amateur sport at all levels, providing opportunities for recreation and competition. Clubhouse facilities are also available for playing bridge.

## **Rule 2 Membership**

- a) Membership of the club shall be open to anyone interested in the sport on application regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs. However, limitation of membership according to available facilities is allowable on a non-discriminatory basis.
- b) The Club may have different classes of membership and subscription on a non-discriminatory and fair basis. The Club will keep subscriptions at levels that will not pose a significant obstacle to people participating.
- c) The Club Committee may refuse membership, or remove it, only for good cause such as conduct or character likely to bring the Club or sport into disrepute. Appeal against refusal or removal may be made to the members.

## **Rule 3 Property and Funds**

- a) The property and funds of the Club cannot be used for the direct or indirect private benefit of its members other than as reasonably allowed by the Rules.
- b) The Club may provide sporting and related social facilities, club sporting equipment, coaching, courses, insurance cover, medical treatment, reasonable away-match expenses, post-match refreshments and other ordinary benefits of Community Amateur Sports Clubs as provided for in the Finance Act 2002.
- c) The Club may also in connection with the sports purposes of the Club:
  - i) sell and supply food, drink and related sports clothing and equipment.
  - ii) employ members (though not for playing) and remunerate them for providing goods and services, on fair terms set by the Committee without the person concerned being present.
  - iii) pay for reasonable hospitality for visiting teams and guests.
  - iv) indemnify the Committee and members acting properly in the course of the running of the Club against any liability incurred in the proper running of the Club (but only to the extent of its assets).

## **Rule 4 Winding Up**

- a) The members may vote to wind up the Club if not less than three quarters of those present and voting support that proposal at a properly convened General Meeting.
- b) The Committee will then be responsible for the orderly winding up of the Club's affairs.
- c) After settling all liabilities of the Club, the Committee shall dispose of the net assets remaining to one or more of the following:
  - i) another club with similar sports purposes which is a charity, and/or
  - ii) another Club with similar sports purposes which is a registered CASC, and/or
  - iii) the Club's national governing body for use by them for related community sports.

## **Rule 5 Priority**

Where there is any conflict between any of the above Rules (“key Rules”) and any other Rule or Rules the key Rule(s) will take priority. Interpretation of all the Rules must be consistent with the statutory requirements for CASCs (which means Community Amateur Sports Clubs as first provided for by the Finance Act 2002).

## **Rule 6 Officers of the Club and the Executive Committee**

The officers of the Club shall consist of the Chairman of the Executive Committee (ex officio), the President, Club Secretary, Tournament Secretary and Treasurer. Any two offices may be represented by the same person. The Executive Committee, hereinafter referred to as the “Committee”, shall consist of the Officers and six elected members. Preferably at least three Committee members (including officers) shall be women and at least three shall be men.

## **Rule 7 Election of Officers and Committee Members**

The officers of the Club (except the Chairman, see Rule 8) shall be elected annually at the Annual General Meeting, hereinafter referred to as the “AGM”, together with member vacancies on the Committee. These members shall be elected for a period of three years and retiring members shall be eligible for re-election. The notice convening the AGM shall specify the names of the retiring members. Candidates to fill vacancies on the Committee shall be proposed and seconded by any two Voting Members of the Club, who shall forward such nominations in writing to the Club Secretary not later than eight days before the AGM. (Voting Members as defined in Rule 12). Voting for the election of Committee members shall be by ballot of those Voting Members present at the AGM.

At each AGM there must be an election for at least two Committee members, either by normal retirements or by resignations. Any casual vacancy arising may be filled by the Committee until the next AGM when normal rules shall be applied.

## **Rule 8 Powers of the Committee**

The Committee shall be responsible for the management of the Club but shall have no power to alter these Rules.

It shall be required to make Bye-laws and all such Bye-laws shall be binding on members and visitors until set aside by simple majority at a General Meeting. The Bye-laws shall be clearly displayed in the Club premises.

The Committee shall meet at least ten times per year, and five members shall form a quorum. At its first meeting after an AGM the Committee shall elect from among its number a Chairman and Deputy Chairman.

The Committee shall appoint a Lawns Manager, a Minutes Secretary and a Membership Secretary who, if they are not already elected members of the Committee, shall become full members of the Committee by virtue of their appointments. The Committee may also co-opt further non-voting members should the need arise.

## **Rule 9 Vice Presidents**

The Club may appoint individuals to be Vice Presidents, normally in recognition of their standing within the Club and their having made a substantial contribution over many years. Such appointments are honorific: they are intended to honour the individual concerned for their past contribution and do not carry any specific responsibilities. A formal proposal for such appointment shall be made by the Committee and the Club Secretary shall include it as an Agenda item for the next AGM, then to be voted on by members. An appointment once made is for as long as the individual remains a member of the Club.

## **Rule 10 Trustees**

The Trustees for the Club’s land shall be either:

- a) a Trust Corporation appointed by the Committee, or
- b) a minimum of three Voting Members of the Club to be appointed by the Committee.

The Trustees for the Club's investments shall be at least two Voting Members of the Club to be appointed by the Committee. Members appointed for the above purposes must be playing members as defined in Rule 11a, 11b or 11j.

## **Rule 11 Classes of Membership**

### **THE CLASSES OF MEMBERSHIP**

- a) **LOCAL** playing members who live within a 25 mile travel distance\* of the Club.
- b) **FAR COUNTRY 1** playing members who live outside a 25 mile travel distance\* of the Club and whose main Club is Cheltenham.
- c) **FAR COUNTRY 2** playing members who live outside a 25 mile travel distance\* of the Club and whose main subscription is to another Croquet Club.
- d) **RESTRICTED SEASON. EITHER** at least 20 years playing membership of the Club in total or 15 consecutive years ending on 31 January in the year application is made **AND** aged 75 or over on 1 February in the year application is made: **OR** at least 15 years membership of the Club in total or 10 consecutive years ending 31 January in the year application is made **AND** evidence of ill health, infirmity or disability rendering the applicant unable to play a full Association game or best-of-three One Ball games or best-of-three Golf Croquet games. Continued eligibility will be subject to periodic review. **Entitled to play over the summer season (1 April to 30 September) in friendly games, practice and to enter one season-long club competition, and certain non-CA events at the Committee's discretion.** Members classed as Veterans on 31 March 2019 will retain their entitlement to full year play.
- e) **STUDENT** playing members up to the age of 23 who are in full-time education.
- f) **UNDER 18** playing members between the ages of 10 and 17.
- g) **FAMILY** for one adult local playing member and up to three children playing members under the age of 18. The child/children to be living at the same address as the member or member's spouse/partner.
- h) **NON-PLAYING** members who do not play croquet.
- i) **HONORARY** members who are not playing members and are not eligible to vote on Club matters.

**The following class of membership is no longer available to new members, but remains in place for existing holders, who are eligible to vote on club matters.**

- j) **NEAR COUNTRY** playing members who live between 10 and 25 miles radius of the Club.

**\*Travel distance is derived by use of the AA Route Planner or if this should become unavailable a similar tool.**

**New Members.** Every applicant must submit an application form to the Club Secretary who will inform the Committee at the next meeting.

## **Rule 12 General Meetings and Voting Rules**

The AGM shall be held before the end of April each year to approve the annual accounts which shall be made up to the end of the previous December, to set the annual subscriptions (subject to Rule 14a) for each class of member, to elect officers and committee members and to transact general business. Except as defined in Rule 13, members entitled to vote (Voting Members) are those members over the age of eighteen who have been members of the Club for at least one year. This will include members who have left the Club and re-joined having previously had membership for more than one year. Motions for inclusion in the agenda other than from the committee must be proposed and seconded by two Voting Members and must reach the Club Secretary not later than five weeks before the Meeting.

A General Meeting may be called at any time by the Committee, or at the written request to the Club Secretary of twelve Voting Members. At least ten days notice of a General Meeting and the business to be discussed shall be given to members.

At all General Meetings the President, or in his absence a Vice President or another Officer of the Club, will act as Chairman of the meeting. Twenty non-committee Voting Members shall form a quorum.

A simple majority of those Voting Members present will be sufficient to carry any motion, except as provided for in Rules 4, 13 and 18.

### **Rule 13 Major & Far-Reaching Changes to the Club**

If a majority of those Voting Members present at a General Meeting should vote in favour of any major and far-reaching changes in the amenities or financial standing of the Club, a postal vote will be taken. The decision as to whether or not the proposed changes require a postal vote will be made by the Chairman of the General Meeting, whose decision will be final.

A postal vote will be restricted to those Local, Near Country, Far Country and Family Voting Members for whom Cheltenham is their main club, together with Restricted Season Members who for this purpose assume their original membership class. Members who come within the classification of Rule 11a, 11g and 11j shall each have two votes and those within the classification of Rule 11b shall each have one vote.

### **Rule 14 Annual Subscriptions**

- a) **Subscriptions** are due on joining and annually on the 1<sup>st</sup> February. They may be adjusted annually by the Committee broadly in line with inflation and without reference to an AGM. Any more significant changes shall be determined by the AGM and shall take effect from 1<sup>st</sup> February of the year following the AGM. The rates of subscription for each year shall be notified in writing to members and displayed prominently in the Club premises.
- b) **Playing members** entering classes 11a or 11b after the 15<sup>th</sup> July, may join the club for an initial subscription of one-half that normally applying; or if joining after the 1<sup>st</sup> October, may choose to pay a full subscription to be effective until the end of the following year. This concession will also apply to any members re-joining the Club after a break of more than 15 years. The Committee may make, and publish in the Bye-laws, special concessionary rates to apply to "Beginners" who in its view are complete newcomers to the game of croquet.
- c) **Outstanding subscriptions.** If a subscription is not paid within two calendar months of the due date the member concerned will be suspended from the Club and will be disbarred from all Club activities including entry to tournaments. If the non-payment continues without good cause as explained to and accepted by the Committee, the member concerned will be expelled from the Club forthwith.
- d) **Resigning or changing Class.** Members resigning from the Club or wishing to change their class of membership to one involving a lesser subscription must notify the Membership Secretary in writing to the Club not later than the 1<sup>st</sup> April of the relevant year. Failure to do so will mean that they, together with any members suspended or expelled under rule 14c above, remain liable for payment of their usual subscription for that year.
- e) **Other rates and charges,** including for example locker rents, green fees and bridge table money, shall be set by the Committee.
- f) **The Croquet Association.** Up to two designated employees of the Croquet Association Office have the rights of Local Members without payment of subscription.

### **Rule 15 Visitors**

The Club welcomes visitors whether they are friends or relatives introduced by members, members of other croquet or bridge clubs, others who may be interested in becoming new members, or spectators. All visitors must conform to the Rules and Bye-laws and shall be expected to pay any appropriate green fees or table money.

### **Rule 16 Minutes of Meetings**

The Minutes Secretary shall keep minutes of all Committee and General Meetings.

### **Rule 17 The Accounts of the Club**

The Treasurer shall keep all accounts and have the charge of all monies belonging to the Club and shall report on such to the Committee at each of its meetings. He shall, at the AGM, lay before members the Annual Revenue and Expenditure Account and Balance Sheet which shall have been audited and signed by two Voting Members of the Club or by a professional Auditor. Any surplus income or gains must be reinvested for the benefit of the Club except that donations may be made to charities.

### **Rule 18 Compliance and Alterations to the Rules**

Members, by payment of their subscriptions, are thereby considered to have accepted the Rules of the Club as binding upon them.

Rules may be altered, extended or abridged at a General Meeting but not so as to jeopardise the Club's status as a Community Amateur Sports Club as defined in Rule 5. Any motion for a change of Rules shall require five weeks notice in writing to the Club Secretary.

### **Rule 19 The Bar**

The sale and supply of intoxicating liquor shall be controlled by the Committee who shall make all necessary arrangements for management of the Bar in conformity with current Licensing Laws. Visitors introduced by members and those taking part in tournaments and matches shall have the privilege of using the Bar during their visit.

### **Rule 20 Personal Property**

The Club accepts no responsibility for loss or damage to the personal property of members, visitors or spectators.

### **Rule 21 Matters not Covered by the Rules**

Any matters not covered by these Rules and requiring decision shall be dealt with by the Committee and reported to the next General Meeting.

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November 2019