Ballyjamesduff Tennis Club (MUGA) Constitution

1 Name of Club

The club will be called Ballyjamesduff Tennis Club – MUGA (Hereinafter will be referred to as ‘’The Club’’), and may also be known as BJD Tennis Club.

2 Aims and Objectives

The aims and objectives of the club will be:

● To offer tennis coaching and competitive opportunities.

● To promote the club and tennis participation within the local community

● To manage the Club Facility and MUGA area

● To ensure a duty of care to all members of the club

● To provide all services in a way that is fair to everyone

3 Membership

(a) Membership of the club is open to anyone interested in coaching, volunteering or participating in tennis, regardless of sex, age, disability, ethnicity, nationality, sexual orientation, religion or other beliefs.

(b) The membership shall consist of the following categories:

- Adult member
- Junior member
- Family
- Student member
- Senior citizen

Junior members shall be under eighteen years of age on January 1 of the current year.

Student members shall be over eighteen years of age on January 1 of the current year and shall be in full-time attendance at a second level or third level educational institution.

Family membership will be confined to parent/s or guardian, together with those children who are categorised as junior or student members.

(c) All members will be subject to the regulations of the constitution and by joining the club will be deemed to accept these regulations and codes of practice that the club has adopted.

(d) Members in each category will pay membership fees. The costs and timeframes for paying these fees will be determined at the Annual General Meeting.

(e) Individuals shall not be eligible to take part in the business of the Club, vote at general meetings or be eligible for selection of any Club team unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club committee.

4 Rules of the Club

All Members listed as part of this application agree that they have read and agree to uphold all aspects of the Club Policies. Our aim is to make your membership of Ballyjamesduff Tennis Club as enjoyable and stress free as possible. As part of our club ethos, we have tried to keep our Terms and Conditions simple and easy to understand. If you have any questions, please do not hesitate to ask a committee member. Please note that additional terms and conditions may apply to specific activities for which you sign up. We reserve the right to make reasonable amendments to these Terms and Conditions from time to time, and will inform you when this occurs. By accepting these terms and conditions of membership you and all linked members agree to abide by the Club Rules laid out in our separate Club Rules document. These Club Rules form part of your contract with the Club. Membership – General Rules & Processes Acceptance of an application for Membership at the Club is at our absolute discretion (although we will exercise our discretion reasonably, and in compliance with applicable laws). Membership entitles you to use the facilities available at the Club during the hours of your membership and subject to availability. We offer different types of Membership, and the types of membership and facilities offered by us may change from time to time. You cannot cancel your membership during the initial term. We may refuse to allow you to enter the Club if you do not have your valid proof of ID. Your membership is personal to you and you cannot transfer it to another person. You must not lend your membership to another person. To protect all of our members, we may ask to see another form of identification (besides your membership card) before we allow you into our Club. If another person or non member uses your membership we have the right to end your membership. A child's membership fees are based on their age and, if relevant, will increase from the month following each birthday. When a child turns 18, they will become an independent adult member and will need to sign a new membership agreement. We have the right to limit the number of children linked to a family membership. Adult members (over the age of 18) may introduce a guest to the Club. The adult member making the introduction is called the Introducing Member. A guest may use the same facilities which the Introducing Member is entitled to use under the terms of their membership, provided that the appropriate guest fee has been paid. Introducing Members can sign in the same adult guest up to three times a year, after which they must become a member of the club. all memberships will expire on last day of Feb of each year and memberships must be paid immediately or there will be a charge a charge for using the courts

5 Equal Opportunities

(a) This Club is committed to ensuring that equity and equal opportunities is incorporated across all aspects of its development.

(b) The Club respects the rights, dignity and worth of every person and will treat everyone equally within the context of tennis, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

(c) The Club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

(d) All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

(e) The Club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

6 Committee

(a) The affairs of the Club shall be conducted by a Committee which shall consist of the Chair, Treasurer, Secretary, PRO officer and other elected members who shall be elected at the Annual General Meeting.

(b) All committee members must be members of the Club.

(c) If required, the committee shall elect a Vice Chair from among its members.

(d) The term of office shall be for one year, and members shall be eligible for re-election.

(e) If the post of any officer or ordinary committee member should fall vacant after such an election, the Executive Committee shall have the power to fill the vacancy until the succeeding Annual General Meeting.

(f) The Committee will be responsible for adopting new policy, codes of practice and rules that affect the organisation of the club.

(g) The Committee will have powers to appoint any advisers to the Committee as necessary to fulfil its business.

(h) The Committee will be responsible for disciplinary hearings of members who infringe the club rules/regulations/constitution. The Committee will be responsible for taking any action of suspension or discipline following such hearings.

(i) The committee meetings will be convened by the Secretary of the Club and be held no less than 6 times per year.

(j) Only the posts listed above will have the right to vote at committee meetings.

(K) Any committee members absent from committee meetings any more than 3 consecutive times will immediately forfeit their role and will be notified in writing by the Executive Committee.

(L) The quorum required for business to be agreed at Management Committee meetings will be 3

The Executive Committee will have authority to :-

1. To manage the day to day running of the Club.
2. To decide Annual Membership Fees and to impose any other fees or levies required to operate the Club.

3. To accept or reject applications for new membership.
4. To limit membership of the Club to a number which they consider reasonable and to have the power to vary the classes of membership within the club.
5. To suspend or expel any member.

7 Finances

(a)The club treasurer will be responsible for the finances of the club.

(b) The financial year of the club will run from 1st Jan and end on 31st Dec.

(c) All club monies will be banked in an account held in the name of the club.

(d)An audited statement of annual accounts will be presented by the treasurer at the Annual General Meeting.

(e) Any cheques drawn against club funds should hold the signatures of the treasurer and one other appointed officer.

(f) All members of the Club shall be jointly and severally responsible for the financial liabilities of the Club.

(g)All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties.

8 Annual General Meetings and Extraordinary General Meetings

(a) General Meetings are the means whereby the members of the Club exercise their democratic rights in conducting the Club's affairs.

(b) The Club shall hold the Annual General Meeting (AGM) in the month of October to:

● Approve the minutes of the previous year's AGM.

● Receive reports from the Chairman and Secretary.

● Receive a report from the Treasurer and approve the Annual Accounts.

● Receive a report from those responsible for certifying the Club's accounts.

● Elect the officers on the committee.

● Agree the membership fees for the following year.

● Consider any proposed changes to the Constitution.

● Deal with other relevant business.

(c) Notice of the AGM will be given by the club secretary with at least 14 days' notice to be given to all members.

(d) Nominations for officers of the committee will be sent to the secretary prior to the AGM.

(e) Proposed changes to the constitution shall be sent to the secretary prior to the AGM, who shall circulate them at least 7 days before an AGM.

(f) All members have the right to vote at the AGM.

(h) The Chairman of the Club shall hold a deliberative as well as a casting vote at general and committee meetings.

(i) An Extraordinary General Meeting (EGM) shall be called by an application in writing to the Secretary supported by at least 10% of the members of the Club. The committee shall also have the power to call an EGM by decision of a simple majority of the committee members.

(j) All procedures shall follow those outlined above for AGMs.

9 Amendments to the constitution

The constitution will only be changed through agreement by majority vote at an AGM or EGM.

10 Discipline and appeals

(a) All concerns, allegations or reports of poor practice/abuse relating to the welfare of children and young people will be recorded and responded to swiftly and appropriately in accordance with the club's child protection policy and procedures. The Club Welfare Officer is the lead contact for all members in the event of any child protection concerns.

(b) All complaints regarding the behaviour of members should be presented and submitted in writing to the Secretary.

(c) The Management Committee will meet to hear complaints within 14 days of a complaint being lodged. The committee has the power to take appropriate disciplinary action including the termination of membership.

(d) The outcome of a disciplinary hearing should be notified in writing to the person who lodged the complaint and the member against whom the complaint was made within 14 days of the hearing.

(e) There will be the right of appeal to the Management Committee following disciplinary action being announced. The committee should consider the appeal within 14 days of the Secretary receiving the appeal.

11. Child Safeguarding

BJDTC's Child Safeguarding Statement has been developed in line with requirements under the Children First Act 2015. BJDTC acknowledges the duty of care to safeguard and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and Tennis Ireland requirements. Our Safeguarding policy recognises that the welfare and interests of children are paramount in all circumstances. It aims to ensure that all children.

have a positive and enjoyable experience of sport at BJDTC in a safe and child centred environment.

are protected from abuse whilst participating in the club.

12.General

All personal belongings of a Member, Visitor, Employees and of all others who are entitled to use the club, brought to, kept at, or left on the premises of the Club shall be at the sole risk of the owner of such personal belongings and the Club Committee shall not be responsible for any loss or damage hereto however arising, but this Rule shall not prejudice any claims by the Club or the owners against Insurance Companies in case of fire or when otherwise covered by Insurance.

13 Declaration

Ballyjamesduff Tennis Club – MUGA hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Name	**Yvonne Lynch**	**Position**	**Secretary**
Sign		**Date**	**21/10/2022**

Name	**Neal Collins**	**Position**	**Chair**
Sign		**Date**	**21/10/2022**

Ammendments		**Date**