



RAWDON GOLF, LAWN TENNIS AND PADEL CLUB

CLUB RULES

The following rules are updated from the 2012 rules with amendments as voted by members at a subsequent EGM on 6/2/2020, AGM on 24/2/2021, EGM on 19/2/2022, AGM's on 28/2/2023, 27/2/2024 and 25/2/2026

Name of the Club:

The name of the club shall be Rawdon Golf, Lawn Tennis and Padel Club, hereafter referred to as 'the Club'. The Club shall be situated at Buckstone Drive, Rawdon, Leeds, LS19 6BB.

1. Objectives of the Club

- 1.1 To primarily promote the sports of golf, tennis and padel for the benefit of members and guests; other sports may be introduced where there is a benefit for members and guests.
- 1.2 To promote and abide by the rules of golf, tennis and padel as set by The Royal and Ancient Golf Club of St Andrews, England Golf and The Lawn Tennis Association.
- 1.3 To provide access to golf, tennis and padel for all players of all standards in an inclusive and welcoming manner that does not discriminate on the grounds of occupation, gender, race, religion, age, sexual orientation or disability.
- 1.4 To sell and provide alcoholic and non-alcoholic products to members and guests under the provision of any licensing laws currently in force. To sell and provide refreshments and food with full compliance in respect of any statutory consents and regulations.
- 1.5 To employ such staff as deemed necessary for the purposes of managing the day-to-day operation of the Club, course and courts, and to pay to them and other persons in return for services rendered to the Club, such salaries, charges and honorariums as required by current employment legislation.
- 1.6 To lease and/or purchase equipment and/or land suitable for the purpose and function of the Club.
- 1.7 To maintain a total membership with voting rights not exceeding 800 to ensure the best possible playing and social experience for members and to avoid any potential overstretch of club facilities. The number of golf and rackets members with voting rights should not exceed 400 in each section. CMC retains the right to close any specific membership category where appropriate to maintain an optimal level of members across tennis, padel and golf.

2. Management of the Club

- 2.1 All Club land and property shall be vested in the Trustees upon trust for the members and shall be applied and dealt with by the Trustees in accordance with the wishes of the members, as expressed in the Rules, and in accordance with such resolutions and directions as may from time to time be passed under the authority of the Rules. Trustees shall be elected at an AGM or SGM on a three-year cycle, serving a maximum of three consecutive terms of three years. Trustees may not sit on CMC or any other sub-committee in order to ensure they are independent and impartial. (For more information on Trustees see Appendix A)

- 2.2 The Club Management Committee (CMC) shall be comprised of the President, Secretary, Treasurer, Golf Captain, Lady Captain, Business Development Chair, House Chair, Greens Chair and Rackets Representative.

A Vice President will serve for the year as an observer without voting rights, prior to taking on the role of President, which is a 2-year term.

All other CMC members will be the officials of the Club and have an equal vote on all club matters raised at CMC. Six officers are needed for a quorum at CMC meetings, and should any vote be tied, the President shall have the casting vote. In the absence of the President, the Treasurer shall have the casting vote.

The criteria needed to be eligible to fulfil the various roles on CMC are:

- The Secretary, Treasurer, Golf Captain, Lady Captain, Greens Chair, Business Development Chair and will all have membership which includes golf.
- The Rackets representative will be a tennis and/or padel member.
- The President and House Chair can be a member of either section.

This will mean that at least 6 out of 9 places on CMC will be taken by those who have membership which includes golf.

- 2.3 Reporting to the CMC shall be:

The Business Development Committee, covering membership, marketing, social, financial management, funding and employees. Chaired by the Business Development Chair.

The Sports Committee, comprising of the Golf Captain, Vice-Captain, Lady Captain, Lady Vice Captain, Rabbits Captain, Chair of Competitions and Rackets Representative. Chaired by the Golf Captain.

The House and Estates committee, covering property and estates and equipment, fixtures and fittings, bar, greens and Health and Safety. Chaired by the House Chair.

3. Election of the Club Management Committee

- 3.1 The Secretary, Treasurer, and Business Development Chair shall be elected for a three-year term at the Club AGM. It should be preferable that these positions are elected on a staggered basis to prevent too much disruption to the day-to-day management of the Club.
- 3.2 The President shall be elected on a two-year term at the Club AGM. A Vice President shall be elected on to CMC for the year prior to becoming President.
- 3.3 All other members of CMC shall be elected each year at the Club AGM and hold office for one year.

- 3.4 If a vacancy for any position arises the CMC may co-opt an eligible club member into that position until the next AGM. The CMC may, at its discretion, co-opt further eligible members to CMC where such need arises.
- 3.5 Nominations for CMC and relevant subcommittee posts shall be proposed and seconded in writing at least 7 days before the AGM. Nominations should be entered on the form provided for that purpose on the Club notice board. In the case of more than one nomination for any position, an election by ballot shall be held at the AGM.
- 3.6 Any golf, rackets, tennis or padel member eligible to vote may nominate any of these categories of membership for service to the Club provided his or her assent has been given to such nomination.

4. Authority of the Club Management Committee

- 4.1 The authority of CMC shall be paramount in all matters until and unless over-ruled by either an AGM, or SGM, such SGM to take place within two months of the action to which members have taken exception, so long as such SGM is convened by the Secretary.
- 4.2 The CMC shall have the power to increase in any one year the relevant annual subscription by an amount not exceeding 10% of the previous rate of the relevant subscription. Any increase over 10% would need to be ratified by an AGM or SGM.
- 4.3 CMC shall have the power to enter into individual contracts for services, goods or other necessary acquisitions, that CMC deems appropriate in all the circumstances for the benefit of the club for sums of up to and including £60,000. This excludes wages paid to employees. Authority to enter into a financial commitment exceeding this figure would be subject to membership approval at either an AGM or SGM.
- 4.4 CMC will deal with all complaints in accordance within the Club Complaints and Disciplinary Policy.
- 4.5 CMC reserves the right to suspend with immediate effect pending investigation any member, employee or contractor to the club alleged to have committed an act of gross misconduct. This includes theft, physical violence, threatening or dangerous behaviour, and any form of sexual harassment. Any investigation would then follow the Club's Complaint and Disciplinary policy.
- 4.5 CMC may appoint, at its discretion, sub-committees for particular purposes. The President, Secretary and Treasurer shall be ex-officio members of any such subcommittee. The Golf Captain shall be ex-officio member of any golf sub-committee. The Rackets Chair shall be ex-officio member of any rackets sub-committee.

5. Notice Boards

- 5.1 No notices or document of any kind shall be exhibited on the Club notice boards without the approval of the Secretary who is delegated to act on behalf of the CMC.

6. Annual General Meeting

The AGM of the club shall be held in Rawdon in the month of February each year.

- 6.1 The business conducted at the AGM shall be limited to the following: •
Adoption of the Reports and Accounts
- The election of the CMC.
 - The election of the reviewer of the accounts.
 - Any other business not involving the rules.
 - Any motion or amendment in respect of the rules of which notice has been duly given as determined below.
- 6.2 Notice of any motion duly proposed and seconded must be sent in writing to the Secretary not later than the previous 31st December. The Secretary shall post any such motion on the notice board in the club house within 7 days of receipt of such motion.
- 6.3 Notice of any such amendments to a motion duly proposed and seconded must be sent in writing to the Secretary within 10 days of the original posting of such notice on the notice board. The Secretary shall make available to every member of the Club, particulars of such motions and amendments at least 7 days before the AGM.
- 6.4 Any motion or amendment to be brought forward by CMC at the AGM shall be embodied in the reports, shall be duly considered proposed and seconded, and need not be posted in the club house; amendments thereto may be brought forward by members without notice.
- 6.5 Alterations in, or addition to, the Rules of the Club may be made at any AGM. Any such motion must be carried by not less than two thirds of those voting. Voting may be in person, or by certified email to the Secretary.
- 6.6 Not less than 7 days' notice of any AGM shall be sent to every member of the Club.

7. Special General Meeting

An SGM may be called, when necessary, by the CMC, giving all members on the Club membership database no less than 14 days' notice.

- 7.1 On receipt of a requisition in writing signed by not less than 75 members of the Club entitled to vote, stating the reason for which they desire the meeting to be called, it shall be the duty of the CMC to direct the Secretary to convene a SGM to be held at the Club within 28 days.
- 7.2 Voting may be in person or by the email registered on the club membership database to the Secretary.
- 7.3 The business conducted at an SGM shall be limited to the purpose for which such meeting has been called.

8. Quorum

The quorum at an AGM or SGM shall be 25 members.

- 8.1 The chair at any AGM or SGM shall be the President, or in their absence, the Golf Captain.
- 8.2 At an AGM or SGM, the decision of the majority of members voting shall be binding on all members, except on motions with regard to Club rules where a two thirds majority is required. In the event of a tie, the President shall have a second, casting vote.

9. Membership and Categories of Membership.

- 9.1 All applications for membership of the Club should be sent to the Membership Secretary who will register the potential member on the relevant Club membership database.

New members will be introduced to the relevant Golf Captain or Representative of the Rackets Committee to ensure they have an induction to the club.

The Membership Secretary will process all application forms and contact new members with a Welcome Pack including information about the club and guidance on how to access all relevant booking apps and membership hubs.

New members will be sent a copy of the Club rules and should acknowledge receipt of the rules and confirm that they have been read and understood.

New members will be sent an invoice for subscriptions that are due and only when payment has been received may they be able to play their chosen sport and have access to the club facilities.

- 9.2 Membership categories: the Membership Secretary shall place the names of members on the relevant Club membership database in the appropriate category.

Golf:

- **7 Day Member:** can play golf Saturdays to Fridays inclusive.
- **6 Day Member:** can play golf Sundays to Fridays inclusive.
- **5 Day Member:** can play golf Mondays to Fridays inclusive.
- **Restricted Member:** can play golf Saturdays to Fridays inclusive and only after 11.30am BST and 11.00am GMT in winter on Saturdays and Sundays.
- **Senior Member:** a member of one of the above categories who has been a golf member for 20 years continuously and attains the age of 65 on 1st April of the subscription year, is entitled to a 25% discount on subscriptions.
- **Intermediate Members:** between 22 to 25 or 26 to 29 years of age on 1st April of the subscription year. Can have either 6- or 7-day membership.
- **Student Members:** between 18 and 21 years of age on 1st April of the subscription year or still in full time education. Can have either 6- or 7-day membership.
- **Honorary Members:** may be elected by the club without payment of subscriptions.
- **Life Members:** open to members aged 55 years and over, on a sliding scale of capital payment of subscriptions current at the date of application. At the age of 55, 15 years subscriptions would be payable, reducing on an annual basis such that at the age of 60. 10 years subscriptions would be payable. Life memberships will be at the discretion of CMC.
- **Country Members:** can play golf Saturdays to Fridays inclusive. Their permanent address must be at least 50 miles away from the club.

Members in all the above categories shall have the right to vote at AGMs/SGMs, be elected on to the CMC and have full use of the tennis courts and members reduced rates on the padel courts at all times.

Junior Members: under the age of 18 on 1st April of the subscription year and can have 6- or 7-day membership and have full use of the tennis courts at all times. Juniors do not have a vote at AGMs or SGMs and cannot be elected onto the CMC.

Rackets:

- **Tennis Members:** can play tennis at all times.
- **Padel Members:** can play padel at all times at members reduced rates.
- **Racket Members:** can play tennis at all times and padel at members reduced rates.

- **Senior Member:** a member of one of the above categories who has been a rackets member for 20 years continuously and attains the age of 65 on 1st April of the subscription year, is entitled to a 25% discount on subscriptions.
- **Student Members:** between 18 and 21 years of age on 1st April of the subscription year or still in full time education.
- **Family Tennis:** parents and their children up to and under the age of 18 can play tennis at all times. (See note below on junior tennis voting rights)
- **Country Members:** their permanent address must be at least 50 miles away from the club.

Members in all the above categories shall have the right to vote at AGMs or SGMs and to be elected on to the CMC as per roles outlined in rule 2.2.

Racket members may play golf 6 times a year on payment of a guest green fee.

Junior Tennis: under the age of 18 on 1st April of the subscription year and can play tennis at all times. Subscriptions available for students at primary school age and secondary school age. Juniors do not have a vote at AGMs or SGMs and cannot be elected on to the CMC.

Social Membership:

- **Social members** can use the clubhouse facilities but not the sports facilities unless paying the relevant green fee or tennis/padel court fee. They do not have a vote at AGMs or SGMs and cannot be elected onto the CMC.
- Spouses and partners of all golf and racket members automatically have social membership.

9.3 The Treasurer, Secretary, President and Golf Captain shall not pay any membership subscriptions. The Lady Captain will have a 50% reduction of her membership subscription.

9.4 No member shall be entitled to any of the club facilities whilst their subscription remains unpaid within agreed deadlines, unless on an agreed monthly payment plan.

10 Annual Subscriptions

Each member shall pay the rate of annual subscription due for their membership category.

10.1 Payment of subscriptions: all annual subscriptions and rental for lockers and trolley shed spaces shall be payable in advance by April 1st each year, or by monthly payment plans as determined by CMC.

All subscriptions shall be paid to the Membership Secretary and all members Club accounts will be updated once payment has been received.

No refunds for subscriptions paid can be made under any circumstances.

10.2 Monthly payment plans: members must pay all the relevant instalments by an agreed date at the beginning of each month and for each month thereafter during the

subscription year. It is their responsibility to ensure all bank details are correct and any outstanding payments are made accordingly.

A monthly payment plan cannot be cancelled during the subscription year under any circumstances.

- 10.3 Resignations: any member who wants to resign from the club shall give notice in writing to the Membership Secretary before the 28th February of the year in which renewal is due and shall pay in full any arrears due at that time. Otherwise, they will be subject to paying another year's annual subscription.

11. Rawdon Residents

Any inhabitants of the village of Rawdon, not exceeding 20 in number, upon making application in writing to the Honorary Secretary, shall be allowed to play on the golf course for a fee of £1.05 payable annually in advance. Such persons shall have no other privileges and shall be subject to the same rules of play as any member of the club. Any breach of such rules shall result in their leave to use the golf course being revoked by CMC.

12. Visitors and Guests

- 12.1 Visitors may only play golf, tennis or padel 6 times a year between April 1st to 31st March. They must pay the required green fee or court fee in advance at time of booking online through the relevant booking platform. Visitors playing golf must belong to a recognised golf club or society and have a WHS handicap.
- 12.2 Members may bring a guest to play golf, tennis or padel up to 6 times in a year between April 1st to 31st March. Guest's names must be added in full onto the booking with payment of the required green fee or court fee made online at the time of booking.
- 12.3 Failure by a member to comply with rule 12.2 may result in either suspension, or permanent exclusion of that member, from the club at the discretion of CMC. Should that member believe that they have grounds for defence then the Club Complaints and Disciplinary Policy would be instigated.

13. Dogs

Well behaved dogs may be permitted on the patio areas at the discretion of CMC. Dogs should be always kept under control and on a lead. Assistance dogs only are permitted in the clubhouse. Nuisance must not be caused to other members enjoying the club's facilities.

14. Play, Course and Court

CMC may from time to time give directions and make regulations as to the use of the course and courts on match days, or on any special occasion. Otherwise, the playing facilities are open for play on any day.

- 14.1 No play is permitted on the grass courts before the 1st May, or after 30th September except with the leave of CMC, or between these dates when the grounds staff deem the courts unfit for play.
CMC may not, for any reason other than weather, close the course or courts on more than four days per year.

15. Notices

All notices under these rules shall be deemed to be given if notified to members by post, email or other electronic communication to their respective addresses. Any accidental omission to give such notice shall not invalidate the proceeding of any meeting.

16. Byelaws

CMC shall have the power to make any such byelaws as they consider necessary for the well-being of the club, or to meet emergencies.

17. Complaints

No member of the club shall make a direct complaint to any member of staff. All such complaints must be made in writing to and be dealt by CMC to include any relevant club officer or subcommittee in accordance within the Club's Complaints and Disciplinary Policy.

18. Rules of Play

The rules of golf shall be those now or hereafter used by The Royal and Ancient Golf Club of St Andrews, subject to local rules in force from time to time.

The rules of tennis and padel shall be those of the Lawn Tennis Association. The CMC shall have the power to revise any Local Rules.

APPENDIX A: Trustees

- 1 All club land and property shall be vested in the trustees upon trust for the members of the Club and shall be applied and dealt with in accordance with the wishes of the members as expressed in the Rules, and also in accordance with any resolution or direction which may be passed under the authority of the Rules.
2. The Trustees shall be not more than four, nor less than three in number. They shall be elected from the categories of member entitled to vote at an AGM or SGM.
3. For the purpose of giving effect to such election, The President is nominated as the person to appoint new Trustees of the club, within the meaning of Section 36 of the Trustees Act 1925 and shall by deed duly appoint the person or persons elected at an AGM or SGM as the new Trustee or Trustees of the club, and the provisions of the Trustees Act 1925 shall apply to any such appointment.
4. Trustees shall be entitled to be indemnified by the club from and against all liability costs, damages, claims or demands incurred or suffered arising out of and in connection with anything done as a Trustee of the club or at the request of and in accordance with a resolution of CMC. The Trustees shall be authorised to charge the assets of the club in their hands to satisfy any such liability.
5. Trustees shall be elected at an AGM or SGM on a three-year cycle, serving a maximum of three consecutive terms of three years. Trustees may not sit on CMC or any other sub-committee in order to ensure they are independent and impartial. Any or all Trustees may be removed from office by a two thirds majority of members eligible to vote, at an AGM or an SGM called by CMC for that purpose.
6. Trustees shall have the power subject to authorisation by CMC to mortgage or charge the premises and other property of the club for the purpose of raising monies as may be required to carry on the club for the benefit and convenience of its members.
7. If the Trustees, when directed by a resolution of CMC to perform a particular act, consider that performance of such an act is such that club members should be consulted, then the Trustees may refuse to carry out any such act until members have been consulted at an AGM or SGM. At any such meeting, a resolution must be passed either authorising, or refusing to authorise, the Trustees to perform the act originally directed by CMC.