

## **LIMPSFIELD LAWN TENNIS CLUB**

### **MANAGEMENT STRUCTURE 2015 – ‘16**

#### **OBJECTIVES OF THE CLUB**

- 1 The objectives of the Club shall be to provide facilities for the playing of tennis, squash, racketball, badminton and table tennis and for social activities and to provide such other amenities as may be decided from time to time.
- 2 The Club shall at all times preserve and promote the interests of tennis, squash, racketball, badminton, and table tennis players and ensure the development of all these sports.

#### **MANAGEMENT STRUCTURE**

The purpose of the Management Structure is to provide for the manner in which the Club is managed, its income and expenditure, its financial performance, the contracts which it enters into and such other matters as the Main Committee deems appropriate.

#### **MAIN COMMITTEE**

- 1 The Main Committee will act as a “board”, its main purpose being for the formulation and / or approval of strategic plans and monitoring of the state of the Club.
- 2 The Main Committee will be responsible with the Hon Treasurer for the overall management of the Club and shall have full power to manage the affairs of the Club.
- 3 It will consider and approve, if acceptable, budgets and plans recommended by the Hon Treasurer and by the Management Committee.
- 4 It will use advice obtained from the Management and Section Committees and may provide guidelines and objectives for the Section Committees.
- 5 Any candidate for election to the Main Committee may be required to give such presentation or details about themselves e.g. a photo for publication on the Club Noticeboard as the Main Committee shall decide.
- 6 Under normal circumstances, it should meet bi-monthly or at such frequency as it deems appropriate and necessary.
- 7 The Main Committee shall be responsible for the employment, dismissal, pay levels and pay reviews of the Club Manager.

## **MANAGEMENT COMMITTEE**

- 1 This comprises the Club Chairman, the Hon Treasurer and one or more (but usually not more than two) other Main Committee members appointed by the Main Committee to serve for a period of 12 months.
- 2 The Management Committee meetings are also attended by the Club Manager.
- 3 Other members of the Main Committee who are not on the Management Committee may attend the meetings of the Management Committee where they may speak but shall not have a vote in matters to be decided by the Management Committee.
- 4 It initiates plans which require Main Committee approval i.e. plans which involve changes to Club policy and / or involve considerable cost.
- 5 It sets up and develops plans which do not require Main Committee approval.
- 6 It assists and guides the Club Manager in the management of the Club.
- 7 All actions taken by the Management Committee must be reported to the Main Committee.
- 8 It meets monthly or at such frequency as it deems appropriate and necessary.

## **CLUB MANAGER**

- 1 The Club Manager will be responsible for the day to day running of the Club under the direction of the Management Committee.
- 2 The Club Manager will have a Line Manager appointed by the Main Committee who shall also be co-opted onto the Management Committee as necessary.
- 3 The Club Manager will be the Line Manager for the staff working in the office, the Bar Manager, the Head Coaches and any other staff employed at the Club.
- 4 The Club Manager must ensure that all Club Coaches including any staff employed by them have the necessary required authorisation in place.
- 5 The Club Manager shall agree subject to authorisation by the Management Committee the employment, dismissal, pay levels and pay reviews of all office staff and the Bar Manager. The Club Manager shall require the Bar Manager to report to him on the employment, dismissal, pay levels and pay reviews of all bar staff and will refer any significant changes to the Management Committee.
- 6 Any other employee appointments not covered by the above must always be approved by the Club Manager and authorised by the Management Committee.

## **ASSISTANT CLUB MANAGER**

- 1 The Assistant Club Manager will be responsible for the day to day running of the Club in the absence of the Club Manager.
- 2 The Assistant Manager Line Manager is the Club Manager and will act under their direction.

## **BAR MANAGER**

- 1 The Bar Club Manager will be responsible for the day to day running of the Club Bar and will be responsible for the ordering & maintains of all Bar Stock.
- 2 The Bar Manager's Line Manager is the Club Manager.
- 3 The Bar Manager will be the Line Manager for the bar staff.
- 4 The Bar Manager must ensure that all Bar Staff have the necessary training and qualifications in place.
- 5 The Bar Manager shall report to the Club Manager on the employment, dismissal, pay levels and pay reviews of all bar staff.

## **HONORARY TREASURER**

- 1 The Honorary Treasurer will be responsible for advising the Main Committee on all financial matters.
- 2 He will provide the Main Committee with information which will allow it to decide budgets, subscriptions, salaries and other financial considerations.
- 3 He will provide the Club Manager with financial guidance and assistance.
- 4 He will endeavour to protect the Club against fraud.
- 5 He will be responsible for the overall financial management of the Club subject to the Main Committee's responsibility for the overall management of the Club.
- 6 The Treasurer's approval should be obtained prior to any contract being entered into on behalf of the Club which incurs costs of £500 or more per annum or such other amount as the Treasurer may designate.
- 7 The Main Committee shall nominate the approved signatories for the Club's bank account, one of whom may sign a cheque on behalf of the Club for up to £500. For payments of £500 and over (or if payment is made via online banking), two signatories are required one of whom must be the Honorary Treasurer save when he is not available.

## **SPORTS SECTION COMMITTEES**

- 1 The Sports Section Committees are Tennis, Squash and Racketball, Badminton and Table Tennis.
- 2 They will be subject to guidelines and objectives identified by the Main Committee and will each have their own set of bye-laws.
- 3 They will represent the views of members and will with the Club Manager and office organise the appropriate sports.
- 4 They will liaise with the Club Manager for the use of facilities and additional resources as required.
- 5 They will provide the Club Manager with annual plans and reports.
- 6 Each Sports Section should hold an annual general meeting at which all members of that Sports Section's Committee are elected.
- 7 Any proposal to appoint or dismiss a Head Coach must be referred to the Main Committee and the Club Manager for approval before a final decision is made. Any proposal to appoint or dismiss any other member of any coaching team must be approved by the Club Manager who shall inform the Main Committee.
- 8 Any equipment to be purchased for a Sports Section shall be approved by the Club Manager before any commitment to purchase it is made and / or it is purchased.
- 9 All equipment used by each Sports Section shall belong to the Club.

## **OTHER SECTION AND SUB-COMMITTEES**

- 1 The Main Committee may appoint other section and sub-committees as appropriate and necessary for the purposes of other matters not within the remit of the Sports Section Committees or for specific purposes.
- 2 The Chairman or other representative of any such committee shall not automatically be entitled to be a member of the Main Committee but may be invited to attend meetings of the Main Committee or be co-opted onto the Main Committee as the Main Committee may see fit.

## **TRUSTEES**

- 1 The Custodian Trustees are Barclays Bank Trust Company Limited
- 2 The Managing Trustees are to be the Club Chairman, Hon Treasurer and two other Main Committee members appointed for that purpose by the Club Chairman on behalf of the Main Committee.

- 3 The Main Committee shall consider the appointment of the Managing Trustees every year after the Annual General Meeting or as and when necessary if any of the Managing Trustees is no longer willing to continue to act or is no longer on the Main Committee.

## **MEMBERS**

- 1 The Classes of Members shall be classified as follows and are subject to review by the Club Manager with approval from the Main Committee:
- (i) 'Outdoor' (entitled to play tennis, squash, racketball, badminton, table tennis and to use the Club's social facilities)
  - (ii) 'Indoor' (entitled to play squash, racketball, badminton, table tennis and to use the Club's social facilities)
  - (iii) 'Table Tennis' members (entitled to play table tennis and to use the Club's social facilities)
  - (iv) 'Social' members (entitled to use the Club's social facilities)
  - (v) Life & Honorary Life members (entitled to play tennis, squash, racketball, badminton, table tennis and to use the Club's social facilities)
  - (vi) Corporate members (entitled to use such Club facilities which have been agreed with the Club Manager acting on behalf of the Main Committee / Management Committee)
  - (vii) Group Social Membership (entitled to use the Club's social facilities and such other facilities as have been agreed with the Club Manager acting on behalf of the Main Committee but not to play any of the Club sports)
  - (viii) Temporary members (entitled to play tennis, squash, racketball, badminton, table tennis and to use the Club's social facilities)
- 2 Within each class of members, there shall be the following categories, the relevant age to be taken at the date upon which the member joins the Club or their subscription is due for annual renewal:
- (i) Adult (aged 26-64)
  - (ii) Senior. From 1/4/13 existing 'Seniors +65 yrs' will continue to receive the 'Senior' rate. Those that become 65 in the year to 1/4/14 will also qualify. Those members who were members prior to 1/4/13 will receive the 'Senior' rate at age 70. Those that join after 1<sup>st</sup> April 13 will not be entitled to a 'Senior' rate.
  - (iii) U26 (aged 18-25 years)
  - (iv) Junior (aged 12-17 years)
  - (v) Junior (aged 5-11 years)
- 3 Membership may be held on the basis of a single, joint or family membership.
- 4 Honorary Life Members may be proposed by the Main Committee from time to time in exceptional circumstances for outstanding services to the Club. The proposal is to be approved by a General Meeting of members of the Club.

- 5 Complimentary membership may be offered to those recommended for such membership by the Club Manager to the Main Committee, such membership to be reviewed annually.
- 6 Existing Life Members and Honorary Life Members shall pay no entrance fee and no annual subscription.
- 7 Temporary Members may be elected by the Main Committee for periods of up to 3 months and are not required to pay an entrance fee.
- 8 Members use the Club's facilities at their own risk and the Club shall not be held responsible for any loss or damage suffered by any Member as a result.

**The Members of the Main Committee and the Management Committees for 2015-16 are shown on the next page**

### **MAIN COMMITTEE 2015-16**

Chairman	William Pratt
Treasurer	Terry Dillon
Section Chairmen:-	
Tennis	Miki Dan
Squash	Will Mariner
Badminton	Suzanne Milivojevic
Table Tennis	Mo Istikhhar
Elected Members	Lucy Stuart Lee
	Jon King
	Barbara Forrest
	William Pratt (Chairman)
	Paul Bolton
	Paul Watts
In attendance	
Club Manager	Nick Jones

### **MANAGEMENT COMMITTEE**

Chairman	William Pratt
Treasurer	Terry Dillon
Members	Paul Watts
	Will Mariner
In attendance	
Club Manager	Nick Jones

As up-dated at Management Committee on 24<sup>th</sup> June '15.