

# CLUB CONSTITUTION

## [Holywood Pickleball Club]



### 1 Name

The Club will be called **HOLYWOOD PICKLEBALL CLUB** (hereinafter called the 'Club') and will be affiliated to Pickleball England.

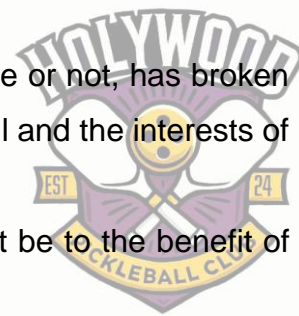
### 2 Aims and Objectives

The purposes of the Club are to provide facilities for, and to promote participation in, the sport of pickleball, which will include;

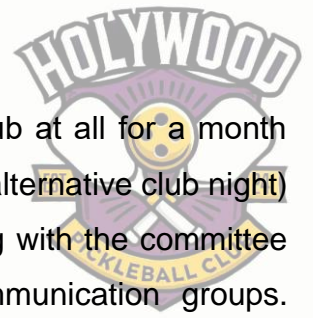
- (a) To allow entry level players to learn the game and progress to competitive play level
- (b) To provide competitive play for intermediate players
- (c) To provide tournament preparation for singles and doubles players
- (d) To provide the opportunity to play pickleball regularly in the Holywood area
- (e) To run the club for the benefit of its members

### 3 Membership and fees

- (a) Membership of the club shall be open to anyone over the age of 18.
- (b) All applicants for membership must complete and sign the Club application form on initial application and at the beginning of each club year (1st January). Membership is not valid until both the current application form is received by the committee, approved for admission and the prevailing subscription paid. The committee will endeavour to advise within 7 days if the application is declined. The club does not have to state the reason for declining.
- (c) The committee can refuse to accept membership from an individual if;
  - i. The club is deemed to be full



- ii. If previous behaviour, whether advised to the member at the time or not, has broken the conduct and etiquette policy or not be in the spirit of pickleball and the interests of harmony at the club
  - iii. If the committee deems that the individuals' membership will not be to the benefit of the club as a whole
  - iv. If the individual wants to play seasonally at the club and the current status of the club cannot accommodate this. The individual is asked to confirm whether they want to play seasonally on the membership application form. If it later transpires that they do only want to play seasonally then they need to advise the committee and if it cannot be accommodated at the time then the committee can remove membership.
- (d) People need to attend 2 club sessions (of any type) before they are eligible to join as members (they can join meet up but not have membership privileges).
- (e) All applicants must consent to the holding of relevant information for the purpose of the Data Protection Act 2018.
- (f) All members must pay an annual subscription due January 1st each year, and per session court fees. If a member joins after June 30th then 50% of the annual fee is payable.
- (g) Membership fees are non-refundable. The only exception will be if the law prevents the club from meeting in which case membership fees may be partly refunded providing that there is sufficient to cover the fixed costs of the club. This is at the discretion of the Executive Committee.
- (h) Membership fees will be determined by the Committee and ratified at the Annual General Meeting.
- (i) The annual membership terminates as of 31st December each year however, the discount for court play is valid for 30 days after the year end to allow members time to renew whilst not losing their discount. However, if a player states that they will not be renewing the discount terminates on 31st December. Members must have renewed in order to take part in the business of the Club, attend and/or vote at general meetings.
- (j) Individuals shall not be eligible to represent the club in tournaments or take part in the business of the Club, vote at general meetings unless the applicable subscription has been paid by the due date and/or membership has been agreed by the Club Committee.

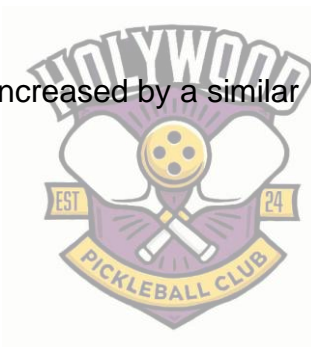


- (k) If a member or attendee doesn't attend any session put on by the club at all for a month and/or attend for less than 40% of their primary club night sessions (or alternative club night) within the last rolling 3 months since joining WITHOUT communicating with the committee then the committee can remove them from the club and/or communication groups. Membership fee would be forfeited (as it is non-refundable). They would need to re-join by joining any waiting list and with a new fee payable at the prevailing rate. Should it then transpire that there were extenuating circumstances that lead to the absence and the lack of communication the committee can reinstate.
- (l) The committee can remove an attendee who is signed up to meet up but not a member of the club at any time.

## 4 Play

- (a) Request to play must be made in advance to allow the booking of adequate courts.
- (b) Players must sign up to Spond to play and pay the court fees into the Club bank account on the day of play (or as soon as signing up). Players must pay in cash or bank transfer.
- (c) The club reserves the right to charge court fees if a player signs up to play but fails to attend or drops out within 48 hours of the session, and/or may not be permitted to play at the next session.
- (d) If a player has not paid for a previous session, then they will not be permitted to play at any further sessions until the outstanding payment has been made. The player will be removed from the booked session with a status of "not going" until payments for the previous and currently booked session has been paid.
- (e) If players have paid in advance but then cancelled before the 48-hour deadline and they are in credit this credit will only be carried forward for two weeks at which time it will be forfeited and allocated to the current play session. Example if you don't come on 7th November you can use the credit on the 14th or the 21st and then it expires on the 21st after the session.
- (f) The base court fees for the following year will be determined by the Executive Committee and ratified at the Annual General Meeting. The Club Committee can increase court fees

during the year if the court costs increase. The court fees can only be increased by a similar amount.



(g) Players will follow the club conduct and etiquette guidelines.

(h) Players will follow the club safety guidance.

(i) Players will follow the club accident guidance.

(j) Players must be at least 18 years old to play.

## 5 Committee

(a) The Executive Committee shall be made up of the founder members, Helen McGuinness and Oliver McCaffrey, and shall be permanent members of the Club Committee unless otherwise transferred to another member of the Committee.

(b) All Committee members must be members of the Club and cannot be concurrently on the committee of another pickleball club to avoid a conflict of interest and time.

(c) The Executive Committee will have the power to appoint other members to the Club Committee as appropriate.

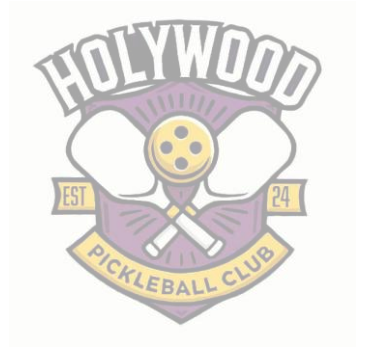
(D) The Club Committee will be convened by the Secretary of the club and held no less than 1 meeting per year.

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

(f) The quorum required for business to be agreed at Club Committee meetings is two Club Committee members.

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

## 6 Officers of the Club



The officers of the club will be:

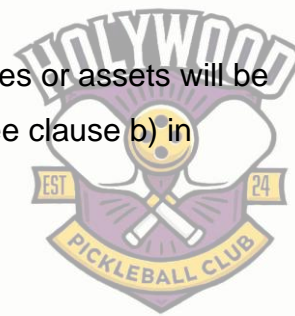
- (1) *Chair*
- (2) *Vice Chair*
- (3) *Secretary*
- (4) *Treasurer*
- (5) *additional positions as agreed at Club Committee meetings from time to time*

- (a) Officers will initially be the Executive Committee but will be members of the Club Committee if appointed under clause 5(c) above.
- (b) The Club Committee will have powers to appoint sub-committees as necessary and appoint advisers to the Club Committee as necessary to fulfil its business.
- (c) Members may hold more than one office if required.
- (d) Officers will be elected annually at the AGM.
- (e) All officers will retire each year but will be eligible for re-appointment.

## 7 Finance

- (a) All club monies will be banked in an account held in the name of the club.
- (b) The club's Treasurer will be responsible for the finances of the club.
- (c) The financial year of the club will run from January 1st to December 31st.
- (d) A statement of annual accounts will be presented by the treasurer at the AGM for inspection by the attendees.
- (e) Any cheques drawn against club funds should hold the signatures of the Treasurer plus up to two other officers.

- (f) All surplus income or profits are to be reinvested in the club. No surpluses or assets will be distributed to members or third parties, except if the club is dissolved see clause b) in section 11- Dissolution.



## 8 Annual General Meetings

- a) The Club shall hold the Annual General Meeting (AGM) in the month of January, or as soon as practically possible, to:
- Review the minutes of the previous year's AGM.
  - Review reports from the Chairman and Secretary.
  - Review a report from the Treasurer.
  - Ratify the membership fees for the following year.
  - Ratify the base court fees for the following year.
  - Consider any proposed changes to the constitution.
  - Deal with other relevant business.
- (b) Notice of the AGM will be given by the club's Secretary. Not less than 21 days' notice is to be given to all members.
- (c) All members can vote in person (or via an on-line meeting if the AGM has to be conducted this way) on relevant matters at the AGM or in advance by email if the Club Committee permits it.
- (d) The Executive Committee has the right to call extraordinary general meetings (EGMs) outside the AGM. Procedures for EGMs will be the same as for the AGM, except not less than 7 days notice for EGM's.
- (e) Any member of the club may submit items for the AGM at least 14 days in advance of the meeting. The Club Committee will have discretion as to whether such items will be included for the AGM.
- (f) Nominations for officers of the Club Committee will be sent to the Secretary prior to the AGM.

- (g) Elections of officers are to take place at the AGM. All members have the right to vote at the AGM.



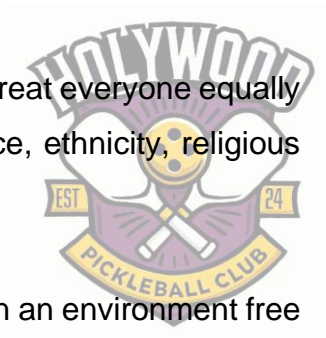
## 9 Discipline and Appeals

- (a) All concerns, allegations or reports of poor practice/abuse will be recorded and responded to swiftly and appropriately in accordance with the club's policy and procedures.
- (b) All complaints regarding the behaviour of members should be submitted in writing to the secretary.
- (c) The Club Committee will meet to hear complaints within 31 days of a complaint being lodged.
- (d) The Club Committee has the power to take appropriate disciplinary action, including the termination of membership.
- (e) 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 31 days of hearing.
- (a) There will be the right to appeal to the Club Committee following disciplinary action being announced. The Club Committee should consider the appeal within 31 days of the secretary receiving the appeal.

## 10 Equity Policy

- (a) This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following Sport Northern Ireland definition of sports equity:

**“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”**



- (b) The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, 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.
- (f) Please refer to the club's Equity Policy for more information.

## 11 Dissolution

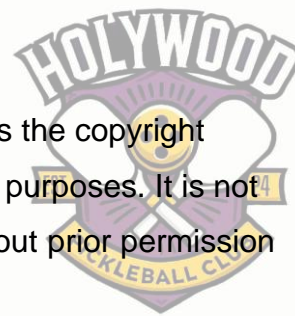
- (a) A resolution to dissolve the club can only be passed by the Club Committee through a majority of 75% vote of the Club Committee members.
- (b) In the event of dissolution, any assets of the club that remain will be sold if any loans are still outstanding to repay the said loans. Other than this the assets shall not be distributed or otherwise shared between the members of the club but will be transferred to Pickleball England for use by them to promote and advance pickleball.

## 12 Other Matters

- (a) Attendees and Members are not permitted to canvass members of the Club Meet up group either at club sessions or via the Meet up group for their own profit without the Club Committees' prior approval. For example, selling items, promoting businesses or completing surveys.
- (b) If an attendee/member completes a pickleball coaching course they are not permitted to coach individuals on a personal basis during club events. As a matter of courtesy, the club would like to be informed if a member is setting up a coaching business. The club may promote a coaching session with the individual if it is to the benefit of the members.



- (c) Any material produced by the club either for training or other purposes is the copyright property of the author(s) and may be used freely by the club for training purposes. It is not to be replicated or used by Members or attendees outside the club without prior permission from the authors.



## 13 Amendments to the Constitution

The constitution will only be changed through agreement by majority vote of the Club Committee at a committee meeting, AGM or EGM. Any amendments will be notified to members by uploading the new constitution to the web site and making it available at club nights.

## 14 Declaration

Holywood Pickleball Club hereby adopts and accepts this constitution as a current operating guide regulating the actions of members.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

22/12/24

Name: \_\_\_\_\_

HELEN MCGUFFNESS

Position: Committee Member

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

22/12/24

Name: \_\_\_\_\_

OLIVER MCCAFFREY

Position: Committee Member