

# The Cheam Fields Club

## **CLUB RULES**

**and**

## **BYE-LAWS**

Adopted 6 April 2016

Last Amended 10<sup>th</sup> April 2025

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# **THE CHEAM FIELDS CLUB RULES**

## **1. NAME**

- 1.1 Founded in 1914 as a members' club, the Club shall be called The Cheam Fields Club and shall be situated at 30 Devon Road, Cheam, Sutton, Surrey SM2 7PD.

## **2. OBJECTS**

- 2.1 The Club exists to promote and facilitate the games of tennis, flat green bowling, bridge and related social activities and to afford members the usual privileges, advantages and amenities of a club.

## **3. AFFILIATIONS AND LAWS OF THE GAME**

- 3.1 The Club shall affiliate to the national governing bodies responsible for the laws of the sports of lawn tennis and flat green bowling, and related county and district associations.
- 3.2 The laws of the sports shall be those of the Lawn Tennis Association and World Bowls.

## **4. MEMBERSHIP**

### **4.1 CATEGORIES**

- 4.1.1 Separate sections shall exist to provide for the following classes of membership:

Class A	Tennis
Class B	Bowls

Class C  
Class D

Social  
Bridge

4.1.2 The maximum number of members in each playing class shall be determined by the relevant section committee taking due account of the facilities available.

4.1.3 Candidates may be admitted to more than one class of membership.

#### 4.2 ELIGIBILITY FOR MEMBERSHIP

4.2.1 Membership is open to all irrespective of sex, race, occupation or creed provided that they are at least 18 years of age.

4.2.2 Persons below the age of 18 years may be accepted as junior members of the playing sections without the right to hold office, to nominate or to vote at any meeting. The minimum age and criteria for membership of the playing categories shall be determined by the Committees of the respective sections (see Bye-laws B122-B123).

#### 4.3 APPLICATION FOR MEMBERSHIP

4.3.1 Applicants for tennis, bowls or bridge membership should complete the appropriate application form and submit it to the secretary of the appropriate section for approval.

4.3.2 Each section's committee, subject to the overriding approval of the General Committee, shall have the power to make such enquiries as it thinks appropriate prior to approval or to reject

such application in its absolute discretion, and shall be under no obligation to give any reason or reasons.

4.3.3 Applicants for social membership shall pass to the Honorary Membership Secretary a completed application form and the appropriate subscription.

4.3.4 Upon acceptance, the application and payment should be sent to the Honorary Membership Secretary. Payment of the entrance fee and subscription shall be deemed to be acceptance by the candidate of the Rules and Bye-laws of the Club.

#### 4.4 HONORARY LIFE MEMBERS

The General Committee shall have the power to appoint new Honorary Life Members.

#### 4.5 TEMPORARY MEMBERS AND GUESTS

Temporary members and guests may be introduced upon the terms and conditions determined by the General Committee, but no guest may be introduced more than six times.

### 5 **ENTRANCE FEES AND SUBSCRIPTIONS**

5.1 Entrance fees and subscriptions shall be fixed annually by the General Committee and members informed accordingly.

5.2 The appropriate entrance fee and subscription shall become payable on acceptance and subsequent annual subscriptions will become due on 1st April.

5.3 At the discretion of the appropriate section secretary members cannot take part in matches or competitions or otherwise benefit from the privileges of membership until they have paid their

subscriptions. Members who have not paid their subscriptions by 1st May shall be given 14 days' notice in writing to pay before their membership is suspended. They shall remain suspended until such time as the full annual subscription is paid.

## **6 CHANGES OF CLASSES AND RESIGNATIONS**

6.1 Social members wishing to change their class of membership or resign must give notice in writing in writing to the Honorary Membership Secretary.

6.2 Provided that they meet the membership, criteria laid down by the playing sections social members may be permitted to change to another class of membership on payment of the appropriate entrance fee and such additional subscription as the Honorary Membership Secretary shall decide.

6.3 Tennis, bowls and bridge members wishing to resign or change their class of membership must give notice in writing to the Secretary of the appropriate section who shall then inform the Honorary Membership Secretary as soon as is practicable.

## **7 EXPULSION OF MEMBERS**

7.1 The General Committee shall, after asking for an explanation, have the power to suspend or exclude any member who has willfully infringed any of the Rules or Bye-laws of the Club or the laws of the sports, or acted in any manner either within or without the club premises being injurious to the character and interests of the Club. The member in question shall have the opportunity of being heard in defence by the General Committee. Any resolution to suspend or expel a member must

be passed by two thirds of those members of the General Committee (including the Officers of the Club) present and entitled to vote. Such voting may, if the General Committee so desires, be taken by ballot. In reaching its decision the General Committee shall take into account the views of the Committees of all sections to which the individual subscribes. Any member so expelled shall have the right of appeal to an Extraordinary General Meeting, to be called within 21 days of such expulsion (if so required by the member) when a majority of two thirds of those present and voting (which shall be made by ballot) shall confirm such expulsion. If the expulsion is confirmed the member will be informed that he/she would no longer be able to play at the Club as a visitor (see B134). If the expulsion be not confirmed the member shall be reinstated. Disciplinary matters concerning bowls members conduct in bowls matches or competitions will be actioned in accordance with Bowls England Regulation 9. All other disciplinary matters will be actioned in accordance with the Club Rules.

7.2 The General Committee shall have discretion to give any member whose expulsion it proposes to consider the opportunity of withdrawing from membership.

7.3 The General Committee shall have the power to exclude from the club premises any member whose expulsion is under consideration or any member who has been requested to withdraw from membership. In the case of any member whose conduct shall be in the opinion of the General Committee

derogatory to the interests of the Club or require explanation (although not meriting expulsion) the General Committee may suspend such member from the privileges of membership until such member shall have given to the General Committee, a satisfactory explanation of such conduct or a sufficient assurance against any repetition thereof.

7.4 Any member ceasing to be a member of the Club shall have no claim to the return or remission of any portion of subscription or entrance fees and in the case of expulsion shall forfeit all such rights to or claim upon the Club or its property or funds.

7.5 Expulsion or suspension from membership of a particular section shall normally mean expulsion or suspension from the rights of membership of the Club as a whole.

## **8 MANAGEMENT OF THE CLUB**

8.1 The Club shall be managed by a General Committee. There shall also be separate Tennis, Bowls Management, Social, Bridge and Bar Committees or any such other committee that may be instigated by the General Committee.

### **8.2 GENERAL COMMITTEE**

8.2.1 The General Committee shall be responsible for general policy, financial control and overall management of the Club and shall make and alter Bye-laws provided they do not thereby alter the Rules of the Club.

8.2.2 The General Committee shall consist of the following officers:  
The President (ex officio)

Chairman  
Secretary  
Finance Manager  
Membership Secretary  
Social Secretary  
Bar Manager  
Club Facilities Manager

The Officers of the Club and the elected members who may be members in Classes A, B, C and D shall be nominated by any members in any of the Classes A, B, C or D and elected by the Annual General Meeting.

In addition, the Tennis, Bowls Management and Bridge Committees shall each nominate one of their number to serve on the General Committee each year.

If an Officer, other than the section representative, is also a member of a section committee then they will withdraw from voting on any item brought to the General Committee by the section representative.

- 8.2.3 The Chairman will normally preside at meetings of the General Committee, but, in his/her absence, those members present shall elect one of their number to act in his/her stead.
- 8.2.4 Five shall form a quorum for the General Committee.
- 8.2.5 The President shall be an ex-officio member of the General Committee but shall not be entitled, in that capacity, to propose or vote at meetings of the General Committee.

8.2.6 The General Committee shall have power to co-opt, for special purposes, any other member of the Club.

8.2.7 The General Committee, while retaining the power of veto, may delegate all or any of its powers to a Sub-Committee or Sub-Committees, to be nominated by itself.

### 8.3 TENNIS COMMITTEE

8.3.1 The function of the Tennis Committee shall be to manage the game of Tennis at the Club and to take all steps it considers necessary for the furtherance of the game.

8.3.2 The Tennis Committee shall be elected by Class A members, excluding juniors, at a meeting held annually after the Club's Annual General Meeting. It shall consist of a Men's Captain, a Ladies' Captain, a Junior Secretary, and at least three other Committee members. The Committee will elect one of their number to act as Chairman. 4 will constitute a quorum for Committee meetings.

8.3.3 Nominations for the Tennis Committee shall be made by any member in Class A, excluding juniors.

8.3.4 Four shall form a quorum for the Tennis Committee with a proviso that both ladies and gentlemen are represented.

### 8.4 BOWLS MANAGEMENT COMMITTEE

8.4.1 The function of the Bowls Management Committee shall be to manage the game of flat green bowls at the Club and to take all steps it considers necessary for the furtherance of the game.

- 8.4.2 The Bowls Management Committee shall consist of the members of the Gentlemen Bowlers' playing Committee and of the Lady Bowlers' playing Committee.
- 8.4.3 An Indoor Match Secretary may be co-opted on to the Bowls Management Committee when he/she is a member of neither the Gentlemen nor the Lady Bowlers' Committee.
- 8.4.4 For playing purposes there shall be separate Bowls playing Committees representing the Lady and Gentlemen players respectively. These Committees shall be elected at separate section meetings of Class B members held annually, normally in October. Each shall consist of the Captain, Vice-Captain, Honorary Bowls Secretary, Outdoor Match Secretary, Tournament Secretary and two other class B members.
- 8.4.5 Nominations and seconding for Bowls playing Committees shall be made by any members in Class B of their respective sex, excluding juniors.
- 8.4.6 Three shall form a quorum for the separate Bowls playing Committees. Five shall form a quorum for the Bowls Management Committee with a proviso that both the Ladies and Gentlemen are represented.
- 8.4.7 The Bowls Management Committee shall ensure conformity to all Bowls Surrey and Bowls England Regulations and Policies including Discipline, Equality, Safeguarding and Welfare. Disciplinary & misconduct issues will be dealt with in accordance with the procedures set out by Bowls England.

## 8.5 SOCIAL COMMITTEE

8.5.1 The Social Committee shall arrange and co-ordinate all general social activities at the Club.

8.5.2 The Social Committee which shall be elected by the Class A, B, C and D members present at the Annual General Meeting shall consist of an Honorary Secretary plus not less than three members who shall not all be from the same class of membership.

8.5.3 Nominations for the Social Committee shall be made by any member in any Classes A, B, C or D.

8.5.4 Three shall form a quorum for the Social Committee.

## 8.6 BRIDGE COMMITTEE

8.6.1 The function of the Bridge Committee shall be to manage the game of Bridge at the Club and to take all steps it considers necessary for the furtherance of the game.

8.6.2 The Bridge Committee which shall be elected by Class D members at their appropriate Annual General Meeting held prior to the Club Annual General Meeting shall consist of a Chairman, Secretary and up to four other members.

8.6.3 Nominations for the Bridge Committee shall be made by any member in Class D.

8.6.4 Three shall form a quorum for the Bridge Committee.

## 8.7 BAR COMMITTEE

8.7.1 The Bar Committee shall manage the bar in the general interest of members.

8.7.2 The Bar Committee which shall be elected by the Class A, B, C, and D members present at the Annual General Meeting shall consist of an Honorary Bar Secretary plus not less than three members.

8.7.3 Nominations for the Bar Committee shall be made by any member of Classes A, B, C or D.

8.7.4 Three shall form a quorum for the Bar Committee.

## 8.8 ELIGIBILITY AND NOMINATIONS FOR COMMITTEE MEMBERSHIP

8.8.1 Members shall not be eligible for election to any of the Committees until they have been members of the Club for one year (unless nominated by the General Committee).

8.8.2 The President and the Chairman shall be nominated by the General Committee.

8.8.3 Notice of nominations to serve on the Committees (except in the case of re-election) shall be given to the appropriate Honorary Secretary at least seven days before the relevant Annual General Meeting.

8.8.4 The members of all Committees shall retire annually but shall be eligible for re-election.

8.8.5 When there is only one candidate a vote shall be held to approve the candidate. Where there are more candidates than there are vacancies on any Committee a ballot shall be held. A ballot paper will be invalid if more votes are cast than there are vacancies to be filled.

- 8.8.6 Any member of the Committee who fails to attend four consecutive meetings of that Committee without sufficient reason may, on a resolution of the relevant Committee, be removed from the Committee concerned.
- 8.8.7 The Committee concerned shall have the power to fill any vacancies that may occur during the year on that Committee.
- 8.8.8 The Committee concerned shall have the power to co-opt for special purposes any other member from the classes eligible for nomination to that committee as required.
- 8.8.9 In the case of the Tennis, Bowls and Bridge Committees, no member may serve on more than one playing section committee at any one time.
- 8.9 **CONDUCT OF COMMITTEE MEETINGS**
- 8.9.1 All Committees may meet at such intervals, times and places as they think fit.
- 8.9.2 In the event of an equality of voting of any Committee meeting the Chairman of the meeting shall have a second and casting vote.
- 8.9.3 A decision of the majority at any meeting is binding on all the members of the Committee.
- 8.9.4 Verbal discussions at all Committee meetings shall be regarded as confidential. Written minutes of all Committee meetings, with sensitive, private or financial items redacted, may be shared with club members at the discretion of the Committee concerned.
- 9 **GENERAL MEETING**
- 9.1 **ANNUAL GENERAL MEETINGS**

9.1.1 The Annual General Meeting of the Club shall be held in April upon a date and time of which not less than 14 days' notice shall be given to members.

9.1.2 Any member wishing to move any resolution other than those mentioned in the Notice convening the meeting shall give written notice of the resolution to the Honorary Secretary at least 7 days before the Meeting. A copy of such resolution with the name of the mover, shall be posted in the clubhouse by the Honorary Secretary for at least three days prior to the meeting.

9.1.3 Any proposal to alter or add to the Rules of the Club can only be considered if included in the Notice convening the meeting - *see Rule 15.3*

## 9.2 EXTRAORDINARY GENERAL MEETING

Extraordinary General Meetings may be called by the Honorary Secretary at the request of the General Committee or of at least twenty members of the Club. Seven days' notice (or fourteen days' notice if the purpose of the meeting includes a proposal to alter or add to the Rules of the Club), of such meeting must be given to all members of the Club stating the purpose for which the Meeting is to be called, to the consideration of which the Meeting shall be strictly limited.

9.3 For the purpose of Rule 9.1.1 and Rule 9.2 the expression 'members' shall not include Junior or Temporary members, neither shall Junior nor Temporary members be entitled to vote at any General Meeting.

## **10 ACCOUNTS AND AUDIT**

- 10.1 The financial year of the club shall commence on 1st January each year.
- 10.2 Audited accounts shall be presented to members at each Annual General Meeting.
- 10.3 The appointment of an auditor(s) who shall not be a member(s) of the General Committee shall be made at each Annual General Meeting.

## **11 GAMBLING PROHIBITION**

- 11.1 The clubhouse shall not be used for gambling or any unlawful game of chance or hazard except with the approval of the General Committee.

## **12 TRUSTEES**

- 12.1 Four Trustees shall be appointed and the property of the Club shall be vested in them. They shall deal with the property of the Club as directed by resolution of the General Committee (of which an entry in the minute book shall be conclusive evidence), and they shall be indemnified against risk and expense out of the Club property.
- 12.2 New Trustees shall be nominated by a majority of the General Committee and the Trustees so nominated shall be appointed by the Chairman for the time being of such Committee. They shall hold office until death or resignation unless removed from office by a Resolution passed at a General Meeting of the Club.

### 13 **BORROWING POWERS**

- 13.1 The General Committee shall be empowered to borrow for the purpose of the Club such amount of money, from time to time, and at such a rate of interest and in such form and manner and upon such security as the General Committee may decide, and thereupon the Trustees shall, at the discretion of the General Committee, make all such dispositions of the Club property or any part thereof and enter into such agreements in relation thereto as the General Committee may deem proper for given security for such loans and interest.

### 14 **DISSOLUTION**

- 14.1 In the event of dissolution of the Club, the General Committee or, in default, the Trustees, shall take immediate steps to convert all the assets of the Club into money. The conversion of assets, or some of the assets, into money may be postponed if an Extraordinary Meeting of the Club shall so authorise.
- 14.2 The proceeds of the conversion shall be used by the Trustees, firstly to discharge all debts and liabilities of the Club. Secondly any balance shall be disposed by them as the Club in Extraordinary General Meeting shall resolve, and thereafter the Club shall be treated as dissolved. If, within one year of the date of resolution of the intention to dissolve, the Club does not decide upon the disposition of any such balance, it shall be divided among all persons who were voting members of the Club on the date of the resolution of the intention to dissolve.
- 14.3 A copy of the notice convening any Extraordinary General Meeting under this rule shall be sent by the Club Secretary, to

every member not less than 21 days before the date appointed for the meeting.

**15 RULES AND BYE-LAWS**

15.1 All members of the Club shall be bound by these Rules and Bye-laws and such other Rules and Bye-laws as shall be made from time to time.

15.2 The majority of the members of the General Committee present at the time shall be empowered to enforce the Rules and Bye-laws of the Club.

15.3 The Rules of the Club may only be altered or added to at a General Meeting whereof notice has been given in writing to each member not less than 14 days prior to the Meeting and the said notice contains the proposed alteration or addition.

15.4 The resolution for effecting the alteration or addition shall be passed by a majority of the members present thereat and entitled to vote and the provision of Rule 9.3 shall apply thereto.

## **THE CHEAM FIELDS CLUB BYE-LAWS**

### **Rules and Bye-laws**

B100 Up-to-date Rules and Bye-laws shall be available for reference in the clubhouse at all times. As and when new or amended Bye-laws are passed by the General Committee, they must be prominently displayed for not less than one month.

B101 Proposals for any amendments to Bye-laws can be made in writing to the Honorary Secretary for consideration by the General Committee.

### **Status of the General Committee in relation to the Bye- laws**

B102 The General Committee shall be the final arbiter and its ruling shall be binding in all matters relating to, concerning or affecting the Bye-laws and their interpretation.

### **Maximum Number of Persons**

B103 The numbers present in the clubhouse shall at no time exceed 120 unless approved by the General Committee.

### **Hours of Opening and Closing of Clubhouse and Bar**

B104 The clubhouse shall be opened daily no later than 10.00 and closed at 23.30 with the exception of Christmas Day when the clubhouse will be closed.

B105 The General Committee may curtail or extend the time of closing of the clubhouse as occasion requires.

B106 The Club will be licensed for the sale and consumption of alcohol. The permitted hours shall be fixed by the General

Committee or the Bar Committee, or the Honorary Secretary in the case of lettings, in accordance with the Licensing Act 2003 and shall be posted up in the clubhouse.

B107 No member or guest under the age of 18 years may be served alcohol, neither shall a member purchase intoxicants to be consumed by an underage person. Any such breach must be reported to the General Committee for appropriate action.

B108 Alcoholic drink consumed on the Club premises shall be supplied by the Club, unless agreed by the Honorary Secretary in the case of private lettings.

### **Tennis**

B109 The tennis courts shall be opened each day at 09.00 and normally closed at dusk, subject to the light available.

B110 A member or members of the Tennis Committee present, or in their absence the groundsman, may close any court should they consider it unfit for play, or for any other reason, and such court shall not be re-opened without similar authority.

B111 Tennis balls are provided by the Club for matches and organised social tennis sessions only

B112 Non-marking tennis shoes and appropriate tennis sportswear, including track suits, shall be worn when playing on the courts.

B113 Priority times of play shall be determined by the Tennis Committee and displayed on the tennis notice-boards. If there is a queue for a court during social sessions, playing members will vacate the court after one set. Any court allocated to any coach authorised by the Tennis Committee shall be vacated immediately it is required by the coach for the purpose of giving instruction.

B114 Tournaments shall be governed by the regulations made from time to time by the Tennis Committee and posted on the tennis notice-boards.

B115 The tennis courts are not available for matches in any competition other than those for which members have been nominated or approved by the Tennis Committee.

### **Bowls**

B116 The bowling season shall be from 1st May until 30th September or such extensions thereof as the Bowls Management Committee may determine.

B117 The bowling green shall be opened during the bowling season at times agreed by the Bowls Management Committee.

B118 A member or members of the Bowls Management Committee present, or in their absence the green ranger or the groundsman, may close any rink should they consider it unfit for play, or for any other reason, and such rink shall not be re-opened without similar authority.

B119 Regulation dress for bowls members is displayed on the bowls notice-board.

B120 Lockers are provided for bowling members and the fee is fixed by the General Committee.

B121 The bowling green is not available for games in any competition other than those for which members have been nominated or approved by Bowls Management Committee or those bodies to which the Club is affiliated.

### **Junior Membership**

B122 Junior tennis membership is available to those over 4 and under 18 years of age. Times when junior members may play tennis and use the clubhouse will be determined by the Tennis Committee.

B123 Junior bowls membership is available to those under 18 years of age at the discretion of the Bowls Management Committee.

### **Family Membership**

B124 Family membership includes entitlement to participate in both tennis and bowls subjects to the age and playing criteria set by each section.

### **Dogs**

B125 Members may bring dogs into the clubhouse or grounds provided they are kept under control so as not to be a nuisance to other members. Should damage result the member responsible for the dog shall be held liable for any damage caused by the dog. If any member, for medical or

other reasons, objects to the presence of a dog, the dog owner may be asked to remove their dog.

### **Notices**

B126 Only notices relating to club activities may be displayed on the club notice-board unless authorised by the Honorary Secretary.

### **Lettings, Social Functions, Meetings and other activities using the clubhouse and its Facilities**

B127 The Honorary Club Secretary shall maintain in the clubhouse a full record of all lettings, of all organised social functions as well as of meetings and other activities using the clubhouse and its facilities.

B128 Membership of the Club shall not entitle members to use the clubhouse or the pavilion and its facilities other than to use the cloakroom during:-

- (i) Lettings unless such members are invitees;
- (ii) Organised social functions unless they have either purchased a ticket or are participating in the event itself;
- (iii) Such other meetings or activities where the numbers present are likely to be close to the optimum number of persons permitted at club events

### **Club Lettings**

B129 Lettings shall be at the discretion of the Honorary Club Secretary or the General Committee. A contract shall be issued stating terms and conditions applicable to the hire.

- (a) Social and private lettings shall normally only be permitted to members of the Club.
- (b) The Contract of Hire will require that the hirer will be present throughout the function and be responsible for any damage caused.
- (c) Lettings shall not normally be made in respect of:-
  - (i) Times prior to 20.00 during the period from 1st May to 30th September each year.
  - (ii) 18th Birthday parties.
  - (iii) Events where guests exceed 100.
- (d) When lettings are made:
  - (i) The letting should be made as between the Honorary Club Secretary and the hirer with a copy of the format passed to the Honorary Bar Secretary to pass on to bar staff who would be on duty at the time of letting.
  - (ii) It is the responsibility of the hirer to communicate with the Honorary Club Secretary to discuss bar facilities as soon as confirmation of booking the clubhouse has been obtained.
- (e) The hiring contract shall state:-
  - (i) The opening and closing times of the letting;
  - (ii) That music (if supplied) concludes when the bar closes;

- (iii) Catering arrangements;
- (iv) All drinks shall be supplied by the Club;
- (v) That the hire fee shall be paid in advance
- (vi) That all bar bills should be settled at the conclusion of the letting.

### **Club Property**

B130

(a) No club property shall be removed from the club premises except with permission of the appropriate Committee or if there is a hiring agreement.

(b) Hiring of such Club property must receive either the approval of the General Committee or of the Honorary Club Secretary.

(c) The hirer shall within the times agreed with the Club fulfil all the hiring conditions introduced by the Club.

(d) The Honorary Club Secretary shall determine the conditions and fees for any hiring in all cases where the General Committee would not wish to intervene.

### **Club Liability**

B131 The Club can take no responsibility for personal property left or lost on club premises.

B132 Neither the Club nor any Officer nor any member of its Committees shall be liable to any member or guest for any loss or damage to any property occurring on the club premises nor for any injury sustained by any member or guest whilst on the club premises. A notice to this effect shall be displayed at all times at the club.

### **Visitors**

B133 Members may introduce and entertain guests at the Club, provided that the visitors' book, kept in the clubhouse, is signed by the member and his or her guest(s). The member shall be responsible for ensuring that his or her guests observe Club Rules and Bye-Laws, except that no member who has had the privileges of membership withdrawn or whose application for membership has been declined shall be introduced as a guest.

B134 Visitors should normally abide by the clothing rule as appropriate for tennis and bowls and the club member is responsible for the visitor's behaviour on the court or the green as appropriate.

B135 Teams visiting the club to fulfil sporting fixtures will be considered as temporary members and will be entitled to use the bar facilities, including the purchase of alcohol, for the period of their visit.

## **Smoking**

B136            No smoking is permitted on Club premises except in the designated areas. Smoking includes e-cigarettes.