



ELM PARK PADEL CLUB

Terms of Reference and Governing Rules

INTRODUCTION

1. Padel is a new sport introduced to Elm Park Golf and Sports Club CLG (“the Club”), following approval at the AGM in January 2025 for capital expenditure to construct 3 padel courts.
2. Padel has been operational since June 2025. The purpose of this document is to formalise the terms of reference and governing rules for the operation of a Padel Club within the Club. The Padel Club will be run by a Padel Committee.
3. Padel is a separate sporting activity offered to current sports members – namely - All Sports, Golf and Tennis members (“sports members”). There is no separate stand-alone Padel membership. Sports members are eligible to become members of the Padel Club on payment of an additional annual subscription.
4. The Club is established to promote amateur games or sports. The Board is empowered to form committees to further the purposes of the Club.
5. The Padel Club will be operated by a Committee, the Padel Committee, under the governing Rules set out below. The Padel Club is subject always to the Club’s Constitution, Governance Framework and Codes of Conduct.
6. The Padel Committee should reflect the diversity of members having regard to gender, sports background, club activity and ability of the padel membership.
7. As the governance of Padel develops nationally these Rules will be reviewed.

PURPOSE OF PADEL COMMITTEE

8. The Padel Committee ("the Committee") is established to oversee the development, promotion, and management of padel activities within the Club.
9. The Objectives of the Padel Committee are
 - To promote padel within the club and encourage participation at all levels.
 - To oversee the scheduling and management of padel facilities and events.
 - To organise coaching, tournaments, and social events related to padel.



- To liaise with relevant governing bodies to ensure compliance with regulations and best practices.
- To provide recommendations for improvements to padel facilities and equipment.
- To manage financial planning and budgeting for padel-related activities.

MEMBERSHIP OF PADEL COMMITTEE

10. The Padel Committee will consist of at least 5 members and a maximum of 9 members. A quorum shall be two thirds of the number of the Committee members. If there is an uneven number in the two thirds calculation the number shall be round down. The Committee will assign the following roles to its members (save for the Chairperson who shall be elected at the AGM). A committee member may carry out more than one role if the Committee considers it appropriate.

- Chairperson
- Secretary
- Treasurer
- Coaching & Development Coordinator
- Social & Events Coordinator
- League Co Ordinator – Men
- League Co Ordinator - Women

Members will be appointed for a term of three years.

RESPONSIBILITIES OF PADEL COMMITTEE MEMBERS.

Chairperson: Provides leadership, chairs meetings, and represents the Padel Committee in discussions with the other Club committees and club management.

Secretary: Manages communications, takes meeting minutes, and ensures smooth information flow.

Treasurer: Oversees financial matters, including budgeting and reporting.

Coaching & Development Coordinator: Develops training programs and liaises with coaches.

Social & Events Coordinator: Organises tournaments, events, and social activities.

ANNUAL GENERAL MEETING AND APPOINTMENT OF PADEL COMMITTEE MEMBERS.

11. The Padel Committee shall be elected annually at the Annual General Meeting of the Padel Club ("AGM"). The AGM shall be held in November annually. Every sports member who has paid the annual padel fee, and are thereby members of the Padel Club, shall be entitled to receive notice of the AGM and are entitled to vote. Notice



to members may be communicated digitally, including by email. The Chair of the outgoing padel committee will chair the AGM.

- 12.** Motions for the AGM, together with proposer and seconder, must be submitted to the Hon. Secretary, at least 14 days before the AGM, and notified to the members at least seven days before the AGM.
- 13.** In the event of a tie on any voting issue, the chairperson will have a casting vote.
- 14.** New committee members shall be elected at the Annual General Meeting. The outgoing Committee shall determine how many members should be appointed for the following year – the minimum is 5 and the maximum is 9. Candidates for the committee, along with the names of their proposer and seconder, must be submitted to the Secretary at least 21 days before the AGM, and notified to the members at least 14 days before the AGM. Candidates must have paid their annual Padel membership fee. Notice to members may be communicated digitally, including by email.
- 15.** If there are more candidates, duly proposed and seconded, for the Committee than there are vacancies, then those candidates receiving the highest number of votes, in a secret ballot at the AGM, shall be deemed elected.
- 16.** The Chairperson shall be elected at the Annual General Meeting and shall serve until the next Annual General Meeting. That election shall take place immediately after the Committee is elected. Any candidate for election shall state on the nomination form that they wish to stand for Chair. A person may serve as Chair for one year only and is not eligible to serve as Chair thereafter. Such person may serve on the Committee thereafter.
- 17.** The Election of the Chair is to be conducted in the same way as the election of Committee members.
- 18.** Committee members shall be entitled to serve two consecutive three-year terms. Following the first three-year term, committee members must go forward for re-election at the AGM if they wish to serve a second term. Following their second three-year term they will be eligible for re-election after a break of two or more years.
- 19.** The financial year shall run from 1st of October to the 30th September annually, and the annual accounts shall be presented at the AGM.
- 20.** Accounts will be kept by the Hon. Treasurer.



MEETINGS OF PADEL COMMITTEE

- 21.** At the first meeting of the Padel Committee the newly appointed Chair shall chair the meeting and call on the Committee to fill from their number the other positions on the Committee.
- 22.** Decisions are to be made by consensus or majority vote. There is no casting vote of the Chair. A quorum shall be two thirds of the number of the Committee members. If there is an uneven number in the two thirds calculation the number shall be round down.
- 23.** The Committee shall meet as often as necessary but no less than 6 times a year.
- 24.** The Committee has power at any time and from time to time to appoint any committee member to fill a casual vacancy.
- 25.** During the course of a year if the Committee considers it desirable it may appoint new members to the Committee (provided such person/s would be eligible to stand for election at the AGM) and any member so appointed if wishing to continue on the Committee must go forward for election at the next AGM.
- 26.** In particular if the Committee considers the elected Committee does not reflect adequately the diversity of padel members in terms of gender, sports background or ability it may appoint new members to better reflect the diversity of padel members.
- 27.** The Padel committee should be cognisant of Tennis, Golf and other sporting/ social activities in the Club and in particular engage with other sporting Clubs with regards to calendar and team commitment alignment.

REPORTING

- 28.** The Committee will report regularly to the Board through a Board member assigned to meet with the Committee.

TRANSITIONAL ARRANGEMENT RELATING TO EXISTING PADEL COMMITTEE

- 29.** A Padel Committee is in place and has successfully operated padel operations to date.
- 30.** The existing Padel Committee will call the AGM of the Padel Club in accordance with these Rules and will be responsible for conducting the election of Committee members at the AGM.
- 31.** Existing members of the Padel Committee are entitled to stand for election.



DISSOLUTION

- 32.** The Committee may be dissolved by a decision of the Board of Directors of the Club.

2nd September 2026