

Chattahoochee River Club Tennis Committee By-laws

(Reformatted Oct 2018)

Article I: PURPOSE

Section 1. Objectives

- a. To promote tennis at CRC
- b. To create the opportunity for residents (new, beginners, juniors) to learn tennis
- c. To provide structure and guidance for existing teams
- d. To evaluate and provide assistance to all teams playing out of CRC
- e. To provide social activities for the tennis community

Article II: ORGANIZATION

Section 1. Overview

The Chattahoochee River Club (CRC) Tennis Committee is the organization with the responsibility for tennis within CRC. The Committee will be guided by the Mission Statement as well as directives of the CRC Board of Directors.

The property and affairs of the CRC Tennis Committee (TC) shall be managed by the TC. It shall consist of volunteers who will serve for a period of one year (January to December) and be charged with specific responsibilities. Terms may be extended upon a vote of full TC.

Section 2. Meetings

Regular meetings of the TC shall be open to all residents and held at least bi-monthly at a time and place that the TC determines. Notice of such a regular meeting shall be given at least one week in advance.

Section 3. Special Meetings

Special meetings of the TC may be called by or at the request of the Chairperson or any two members. The person or persons authorized to call special meetings of the TC may choose the place for holding any special meeting called by them. Notice of any special meeting of the TC shall be given at least two business days previously thereto by written notice delivered personally or sent by a confirmed e-mail to each member.

Section 4. Rules of Order

Roberts Rules of Order, Revised, shall govern this Committee in all cases to which they are applicable.

Section 5. Quorum

A majority of the voting Committee members shall constitute a quorum. A quorum of the TC is required to conduct business and to make any changes to the by-laws.

Section 6. Vacancies

Vacancies on the TC shall be filled by appointment made by a majority vote of the remaining members. Each person so elected to fill a vacancy shall serve as a member for the unexpired portion of the term.

Section 7. Suspension

Any resident including members of the TC may be suspended from membership on a team or the tennis community by a quorum vote of the TC present. This may occur at any regular meeting of the TC or at any special meeting of the TC called for the purpose of determining whether or not a member's conduct was prejudicial to the community. The member shall have first received written notice of the accusations against him/her. The member shall have been given the opportunity to produce their witnesses, if any and that such member shall be heard, if he/she so desires, at the meeting at which the vote is taken.

Section 8. Dispute Resolution

The TC is set up to serve the residents of CRC. If a resident cannot resolve an issue with the TC, the resident and the TC Chairperson will meet with the BOD for arbitration to a final decision.

ARTICLE III. MEMBERSHIP

Section 1. Eligibility

Any CRC adult resident over 21 years of age and in good standing is eligible to be a member of the TC.

Section 2. Voting

The TC shall consist of a minimum of five adult voting members and a Chairperson. The voting members will consist of the members with responsibility for the various functions of the TC (Vice-Chairperson, Communications, Court Sign-up, Finance, Junior Tennis, Maintenance, and Rosters, Secretary, Social). The Chairperson shall vote only to break ties.

Section 3. Attendance

- a. It is extremely important that all members of the TC attend all meetings. We recognize that circumstances may prevent a member attending a particular meeting. However, continued absences from TC meetings cannot be tolerated.
- b. Should a member of the TC miss 2 unexcused meetings in a row they will be warned by the Chairperson that they are subject to removal. Upon the third unexcused meeting they may be removed from the TC and their responsibilities assigned in accordance with Article II. Section 6.

Section 4. Chairperson

- a. The Chairperson will be selected by a majority vote of the full TC and approved by the BOD.
- b. The Chairperson shall serve a term of one year, with term extensions at the pleasure of the full majority of the TC.
- c. The Chairperson has responsibility for insuring that the TC Mission Statement and the CRC TC Bylaws are followed.
- d. The Chairperson will ensure that regular meetings of the Committee are held to discuss pertinent issues of the tennis community.
- e. The Chairperson shall be the principal executive officer and shall in general supervise the affairs of the Committee. The Chairperson shall preside at all meeting of TC, and shall perform all duties that may from time to time be prescribed by the Committee.
- f. The Chairperson will represent the TC at all meetings of the Advisory Board.
- g. Should the Chairperson be unable to serve, he/she shall inform the Committee and authority as Chairperson shall pass to the Vice-Chairperson.

Section 5. Vice-Chairperson

A Vice-Chairperson (VC) shall be elected by a majority of the voting members from the voting membership of the TC. The VC will perform the duties of the Chairperson when the Chairperson is unavailable to perform his/her duties.

ARTICLE IV. SUB-COMMITTEES

Section 1. Communications

Write newsletter articles to maintain contact with community at large. To assist new residents who wish to play tennis in finding a team.

- a. Keep the names of current Committee members posted in the cabana.
- b. Keep rules and court sign-up procedures posted in the cabana.
- c. Write articles for the newsletter
- d. Assist players who wish to play ALTA, USTA or junior tennis to find an appropriate level team

Section 2. Court Scheduler

Schedule matches and practice times for approved teams.

- a. One member of the TC will have responsibilities for coordinating the scheduling of court times.
- b. The duties include:
 1. Assigning practice times and courts for approved league teams.
 2. Reserving courts for approved league team matches as approved by the TC.
 3. Monitor court usage and to report scheduling abuses to the TC.

Section 3. Finance/Treasurer

Maintain financial records. Write and monitor the budget and collect funds as required

- a. The Treasurer shall have custody of and be responsible for all funds of the committee.
 1. Receive and give receipts for moneys due and payable to the Committee from any source whatsoever
 2. Deposit all such money
 3. Perform all duties incident to the office Treasurer and such other duties as may be assigned by the Chairperson or the Committee.
- b. The Treasurer will work closely with the CRC BOD Treasurer and schedule quarterly meeting to reconcile accounts.
- c. Prepare the annual budget for the TC for submission to the BOD.

Section 4. Juniors

Provide beginning lessons for junior residents, coordinate junior tennis camps, act as coordinator for junior teams

Section 5. Maintenance

Repair or replace worn or broken items. Follow up with CRC Board of Directors (BOD) as required. Determine needs for new equipment or structures

- a. The maintenance sub-committee of the TC is responsible for the proper maintenance and cleanliness of the courts and cabanas.
- b. Coordinate repairs
- c. Educate and aid the Committee in making decisions on major repairs.
- d. New purchases and improvements

Section 6. Rosters

Post and maintain team sign up rosters for approved league teams. Provide information to team captains.

- a. Post TC approved leagues' team rosters 4 weeks prior to the league's deadline for roster entry.
- b. Set deadline date when USTA teams are to submit their finalized rosters.
- c. All approved ALTA teams are to add CRC as a Designee on their rosters.
- d. Set deadline dates for submitting Nonresident fees.

- e. Inform Scheduler of any noncompliant teams.

Section 7. Secretary

Document all activities of the Committee. Ensure documents are placed on the CRC intranet.

- a. Keep and distribute minutes of Committee meetings
- b. Update Tennis Committee information on CRC intranet website.

Section 8. Social

Coordinate and organize round robins, tournaments, parties and fundraisers.

The Tennis Social Chair has responsibility for organizing and coordinating social activities for the CRC tennis community. These activities include but are not limited to:

1. Round robins
2. Tournaments
3. Parties
4. Fundraisers

ARTICLE V. COURTS AND FACILITIES

Section 1. Court Sign-up

- a. 1 ½ hour time limit for recreational play, lessons and team practices. Exceptions to the team practice time limit must be approved by the TC seasonally (winter, spring, summer, fall). If a team requires additional time, they may petition the TC after all other teams have been scheduled for that season.
- b. Approved league matches (ALTA and USTA) are excluded from the time limits.
- c. Approved leagues take precedence over all other tennis play. If an approved league is unable to complete their match due to circumstances beyond their control, such as weather (rainouts or temperatures below 32 or above 95 degrees Fahrenheit) they will have priority of court scheduling. This also includes playoff matches.
- d. Practices for approved leagues will be given priority over all other one or two party recreational league or individual tennis matches or practice sessions.
- e. Recreational leagues: T2, K-Swiss and other similar types may reserve up to 2 hours. You must note on your reservation that you are using the court for a flex league match. It will be assumed that any two hour reservation not designated as a flex league match is bound by the 1.5 hour time limit and will be canceled or rebooked in the appropriate 1.5 hour time limit.
- f. Reserved courts will be forfeited if not used within 15 minutes of the start time.
- i. Exceptions for Round Robins or other like community functions may be requested.

NOTE: If there is a need to have to bump another party for an approved league make-up match or any other league over individual casual play, please be considerate. Give a courtesy call to all parties involved and try to give as much notice as possible. If you are unable to offer court space (due to multiple teams making up matches) you have to the option to play at your opponent's facility.

Section 2. Lights

- a. All courts are lighted for the convenience of our residents and may be used from sunset to 11 PM.
- b. Court lights will be turned off upon completion of play, unless there are reservations following the completed match.
- c. Report any malfunctioning lights to the TC Maintenance Sub-committee.

Section 3. Court Cleanup

- a. It is the responsibility of all members of the CRC tennis community to maintain the cleanliness and report any court issues or concerns.
- b. Trash cans should be emptied after use (recreational, practices and all matches).
- c. All teams and players are responsible for cleaning up all trash, emptying court side trash bins, and for the overall appearance of the courts and cabana AFTER every home match and practice.

ARTICLE VI. TEAMS

Section 1. Team Formation

- a. All ALTA and USTA league teams must be approved by the TC.
- b. Captain may not refuse a CRC resident requests to be added to the roster.
- c. The number and levels of approved league teams will be determined by the needs of the community with regard to court limitation, currently at six. In the event that the number of teams for a league exceeds the number allowed by our facility, priority will be given to team with highest percentage of residents on their roster. The TC will also take into consideration how long a team has been established and the number of residents on teams in situations where priority is not clearly established to make a final determination.
- d. The TC reserves the right to refuse teams when not in the best interest of residents of CRC.
- e. The TC has the discretion to restructure teams to balance out rosters and skill levels. Teams may initiate restructure with Committee approval.

Section 2. Nonresidents

- a. Teams are permitted to have a maximum of 25% of their players reside outside of the neighborhood.
- b. Teams may choose to close their rosters to nonresidents.
- c. The fee for Nonresidents will be determined by the TC.
 1. The fee will be assessed quarterly (winter, spring, summer, fall) to coincide with the quarterly tennis leagues.
 2. Changes in the fee will be approved by the BOD and may be changed on the recommendation of the BOD.
 3. Exceptions of fee assessment must be approved by the TC.
 4. No Refunds will be given.
 5. Credit for current season may be requested to be applied toward the following season only.
 - i. Proof must be provided the player did not play in any matches during the current season.
 - ii. Copy of current season's ALTA tracking sheet with player's name listed.
 - iii. Copy of USTA player's current season's match activity.
- d. Nonresidents will be given the same status as residents on the team; entitled to coaching with the team, team matches, and court time with team members. Nonresidents may not sign up courts or use the courts without their team.
- e. Teams needing more than 25% nonresidents must:
 1. Have TC approval.
 2. Submit request and explanation of need, at least 10 days prior to roster deadline.
 - i. A written statement that explains the team's situation with specific reasons for adding new nonresidents.
 - ii. The number of new NR the captain want to add to the roster.
 - iii. A copy of the team's current roster indicating CRC residents and nonresidents.
 3. Actively seek out CRC residents to fill their roster. This includes advertising over the intranet, blast emails to the tennis community via resermycourt.com and posting notices in the tennis cabana announcing the team is in need of players.
- f. After a team is approved to exceed 25% and for a specific number of nonresident players, it does not need re-approval as long as the number of NR players does not exceed what was previously approved. If a team

needs to increase the approved number of NR, it must petition the TC before the NR will be permitted to join the team's roster.

- g. Teams experiencing hardship during the season may request a temporary addition of nonresidents. Approved additions due to hardship will be allowed to play for that season only.
- h. Violation could lead to denial of court time.

Section 3. Scheduling Team Practice & Matches

- a. No scheduling will be permitted until the finalized roster and NR fees are turned into the TC.
- b. Only teams that have complied will be assigned practice times.
- c. Captains must turn in request for practice time.
- d. There will be a two-court / 1 ½ hour time limit for all team practices.
- e. Court assignments for team practices will be rotated seasonally as possible for each team. Exceptions must be approved by the TC seasonally. If a team requires additional time, they may petition the TC after all other teams have been scheduled for that season.
- f. Returning teams with an established practice time will have priority for the ensuing season. The returning team shall be defined not by captain but by the majority being from the previous season's roster. Additional requests for the same practice time by two or more teams will be settled by first come, first serve.
- g. Unassigned courts will be shared equally among home teams during league play.
- h. Make Up Matches
 - 1. Even though ALTA/USTA make up matches have priority, bumping an alternate league match or team practice is a last resort, after all options have been considered.
 - 2. Bumping another reservation will be done by the TC Scheduler.

Section 4. Team Captains

- a. Captains should be CRC residents.
- b. Nonresidents Captains are permitted provided the Co-captain is a CRC resident. The co-captain is responsible for the captain's knowledge of and adherence to the Tennis Committee Bylaws.
- c. Responsibilities:
 - 1. Captains are responsible for ensuring that their teams meet all the requirements for entering approved league teams.
 - 2. Ensure that all members have paid the appropriate dues and meet all requirements for participation in approved league teams.
 - 3. Ensure that their team meets the nonresident membership rules as directed in Article VI, Section 2.
 - 4. The cabana is clean and left orderly after home matches; including emptying trash cans, large and small.
 - 5. Fulfilling all the administrative requirements of league membership.
 - 6. League scorecards, score entry, and line-ups.
 - 7. Ensure that their team conducts itself in a manner that reflects positively upon CRC and in accordance with "The Code of Tennis".

Section 5. Rotation of Captains

Team Captain is not intended to be a permanent position. As many residents as possible should be captains. Teams have however the ultimate choice in whom should be captain. It is recommended that a majority vote of the team be used to select a captain

Section 6. Rosters

Rosters will be posted only for teams approved by the TC. The procedure for team approval is contained in Article VI, Section 1.

Section 7. Personal and Team Conduct

- a. CRC will not accept any conduct that brings either the Club or Tennis into disrepute, irrespective of whether or not the incident involved falls with The Code of Tennis.
- b. Players shall at all times conduct themselves in a sportsmanlike manner with due regard to the authority of officials and the rights of opponents, spectators, and others. A coach, relative or representative of a player shall be under a similar obligation and the player shall be responsible for any failure on the part of their coach, relative or representative to fulfill such obligation.
- c. Unsportsmanlike acts include, but are not limited to:
 - Audible obscenity
 - Visible obscenity
 - Abuse of balls
 - Abuse of racquets and equipment
 - Physical abuse
 - Unreasonable delay
 - Coaching
 - Verbal abuse

ARTICLE VII. Junior Tennis

Section 1. Mission Statement

The goal of the CRC Junior's Program is to keep students positively engaged in tennis, to teach good sportsmanship, and to promote the benefits of life-long participation in the sport. Participants will have the opportunity to learn the proper rules, techniques, and fundamentals of the game while being instructed in a fun and encouraging atmosphere.

- a. Provide quality and age appropriate instruction.
- b. Provide continuity of instruction.
- c. Provide a safe environment for learning.
- d. Provide opportunity for players to develop at their own pace appropriate to their experience and level of maturity.

Section 2. Tennis Professional Guidelines on Instructing Children

In addition to adhering to our CRC Junior Tennis Mission Statement, all coaches, teachers and leaders should:

- Demonstrate integrity and respect for juniors.
- Be positive and enthusiastic.
- Give all juniors equal opportunities to participate.
- Give feedback in a constructive and encouraging manner.
- Communicate respectfully with parents.
- Provide adequate instructor/juniors ratio.
- Do not drink alcohol or smoke when working with juniors.
- Use age-appropriate language and no swearing.

Section 3. Tennis Instructor Responsibilities

- a. Submit at least 3 references
- b. Comply with a background check to be completed by CRC HOA's management company.
- c. Work directly with CRC Junior Tennis Coordinator and/or CRC Tennis Committee to provide:
 - Information on participants
 - Updates on the Program
 - Court scheduling
 - Priority to resident when establishing programs.
 - Collect as applies, non-resident fees (currently set as \$10/session payable to CRC HOA).
- d. Use professional courtesy when speaking of other tennis professionals employed by CRC residents.

ARTICLE VIII. AMENDING THE BYLAWS

These Bylaws may be amended at any Regular or Special meeting by an affirmative vote of a majority of the members attending, proving a quorum is in attendance and approve by the CRC Board of Directors.

February 19, 2019