

EVERTSDAL SPORT CLUB
CONSTITUTION

RULES AND REGULATIONS OF THE TENNIS SECTION

(as approved at AGM of 4 August 2018)

The affairs of the Evertsdal Sports Club are managed by the central management committee of the sports club. The functions of the central management committee relate primarily to the Evertsdal Sports club's shared finances, the shared grounds and the building complex.

The day to-day affairs of the tennis and squash sections are controlled by their own management committees.

The rules and regulations, in terms of which the tennis section is managed, are set out below. These rules and regulations shall not be in conflict with the Constitution of the Evertsdal Sports Club and are subordinate thereto.

DEFINITIONS

In these rules and regulations:

- The club refers to the tennis section of Evertsdal Sports Club
- Management committee to the management committee of the tennis section,
- Central management to the management committee of the Evertsdal Sports Club and
- Members to members of the tennis section of Evertsdal Sports Club.

1. THE MANAGEMENT COMMITTEE

- 1.1 The affairs of the club are controlled by a management committee consisting of a chairman, a secretary, a treasurer, men's captain, ladies captain and five additional members be elected annually at the annual general meeting.

The management committee shall consist of fully paid up members over the age of 18 years.

- 1.2 The management committee may appoint sub-committees from its members and delegate to such sub-committees the necessary powers for the execution of certain tasks and duties.
- 1.3 The management committee must meet at least once every three calendar months at a place and time as determined by the Chairman.

- 1.4 Any committee member who has not attended three consecutive meetings of the management committee will automatically lose membership thereof, but may again be co-opted by the committee.
- 1.5 Any member of the management committee, who resigns, dies or ceases to be a member in terms of clause 1.4, shall be replaced by co-option. In the case of the Chairman, a new Chairman shall first be elected by the remaining committee members from the management committee and thereafter an additional member shall be co-opted.
- 1.6 The quorum for any meeting of the management committee shall be any five members of the management committee.

2. POWERS AND DUTIES OF THE MANAGEMENT COMMITTEE

2.1 General

- (1) The management committee organizes and controls the day to day affairs of the club in terms of the rules and regulations set down herein.

The main responsibility of the management committee shall be to further the playing of the game of tennis through making and implementing arrangement for the participation in league tennis, to organise club tournaments and to promote social tennis and tennis amongst the club's junior members.

- (2) In the execution of its powers and duties, the management committee shall have the right to formulate additional rules provided that any such additional rules are neither contrary to the rules and regulations laid down herein nor laid down in the constitution of the Sports Club.
- (3) Any new rules formulated by the management committee shall be brought to the attention of club members by means of a newsletter, email, social media including Facebook and/or by way of notice on the notice board.

All club members will be required to confirm their email addresses at the annual general meeting and/or via written notice to the secretary.

Notices sent via email will be deemed to have been received one day after email was sent.

- (4) New rules being formulated by the management committee are binding on all members unless rejected by a majority vote at the annual general meeting or a special general meeting of members.
- (5) Any new rule of a general and permanent nature shall be submitted for confirmation to a special general meeting or to the next annual general meeting and, if confirmed, shall thereafter be incorporated in these rules and regulations.
- (6) All matters of the club that requiring immediate decision and for which no provision has been made in these rules and regulations or in rules formulated by

the management committee shall be decided and implemented by the majority of the management committee members present. Such rule shall be ratified at the special or annual general meeting if the majority vote approves.

2.2 Club Meetings

2.2.1 Annual General Meeting

- (1) The club year runs from 1 September to 31 August. The management committee is responsible for convening an annual general meeting annually before 31 August.
- (2) All members must be sent written notice of the annual general meeting at least 14 days in advance of such a meeting. The agenda for the meeting and full particulars of all proposals for the amendment of these rules and regulations must be contained in the notice.
- (3) The following business must always be handled at the annual general meeting:
 - Confirmation of the minutes of the previous annual general meeting and all special general meetings held since the last annual general meeting.
 - The adoption of the chairman's annual report.
 - The election of the management committee and selection committees.
 - Any other business.

2.2.2 Special General meetings

- (1) The management committee may call a special meeting at any time.
- (2) The management committee must convene a special general meeting on receipt by the secretary of a written request to that effect signed by at least 10 members.

The request must contain full particulars of the purpose of the meeting. The date of the meeting must be within three weeks of the date on which the secretary received the request.
- (3) The agenda containing full particulars of the relevant motions must be sent to all members at least 14 (fourteen) days before the date of a special general meeting.
- (4) Only matters on the agenda may be dealt with at a special general meeting.

2.3 Admittance and suspension of members

2.3.1 All applications for membership of the club will be submitted to the management committee for approval. This function may only be delegated to a subcommittee comprising of the chairman and one other member.

2.3.1.1 Applications for membership who have paid membership fees shall have the the courtesy of the club's facilities while their applications are being considered. If their applications are not approved the membership fees shall returned.

2.3.1.2 The management committee may recommend that the membership of a member whose conduct has been unacceptable be suspended or terminated on condition that the management committee shall first inform the member of the complaint about his conduct and give him an opportunity to reply.

2.4 Tournament and social tennis

2.4.1 The management committee shall appoint a tournament committee consisting of at least two members. This committee, assisted by two coaches who are contracted to the club, in consultation with the management committee, shall be responsible for arranging all tournaments, including the annual championships, as well as any friendly matches.

The men's and ladies' selection committees shall however be responsible for seeding of players for the annual club championships.

2.4.2 The management committee shall appoint a subcommittee for organizing social tennis. This subcommittee shall ensure that a person will be on duty each Saturday afternoon to inter alia:

- Organise the use of courts for social play in consultation with the captain(s) of league teams;
- Allocate social players to courts according to general practice.

2.5 Membership fees

Membership fees are fixed at the annual general meeting of the Evertsdal Tennis Club.

2.6 Responsibilities of particular members of the management committee

2.6.1 Chairman

(1) The Chairman acts as chairman at all meetings of the management committee and at general meetings. If the chairman is not present at a meeting, the members present who are entitled to participate in the meeting shall elect a person from the management committee to act as chairman at the meeting

- (2) The chairman of a meeting has the casting vote at the meeting.
- (3) The Chairman, together with another member elected by the management committee, represents the tennis section at the central management.

2.6.2 **Secretary**

- (1) Act as secretary in all meetings and also fulfil the following functions:
 - Drawing up of the agenda of all meetings including the annual general meeting,
 - Sending out the agenda to all members and keeping minutes of all meetings,
 - Maintaining the membership list.
 - Handling of general correspondence of the tennis club.
- (2) Acts as liaison between the CTT and members, as well as between the management committee members and must convey to both parties all relevant information.
- (3) The Secretary must furnish the CTT annually with membership list (and supplementary lists) in accordance with the rules of the CTT and ensure the payment of affiliation and other fees due in terms thereof.

2.6.3 **Treasurer**

- (1) The treasurer acts as the liaison between the central management and the management committee and has no authority to disburse funds without the prior approval of the management committee.
- (2) The treasurer collects all membership fees from members in accordance with clause 8 who in turn is responsible for banking the receipted monies.
- (3) All other monies collected on behalf of the club by the authorised persons must be paid over to the treasurer who in turn is responsible for its banking.
- (4) Responsible for payment of all authorised expenses and obligations, including those to the central management
- (5) At committee meetings the treasurer is responsible for:
 - a. reporting fully on all monies collected via income and expense statements and disbursed since the date of the committee meeting,
 - b. responsible for reporting to the club at the annual general meeting and
 - c. liaison between central management and the tennis section perform all functions in accordance with clause 8.

2.6.4 Men's Captain

- (1) Act as convenor of selectors on men.
- (2) Acting as liaison between the selection committee and management committee for men's league and in conjunction with the ladies captain for mixed league.
- (3) Is jointly with ladies captain responsible for the promotion and organization of –
 - (3.1) Tennis league,
 - (3.2) the annual club championships,
 - (3.3) tournaments,
 - (3.4) other club competitive tennis, and
 - (3.5) social games.

2.6.5 Ladies' Captain

- (1) Act as convenor of selectors on ladies.
- (2) Acting as liaison between the selection committee and management committee for ladies league and in conjunction with the men's captain for mixed league.
- (3) Is jointly with men's captain responsible for the promotion and organization of -
 - (3.1) Tennis league,
 - (3.2) the annual club championships,
 - (3.3) tournaments,
 - (3.4) other club - competitive tennis, and
 - (3.5) social games

2.6.6 Additional Members

The following tasks to be assigned by the management committee to one or more specific additional members:

- (1) The functions of match secretary which include inter alia the following:
 - (a) Liaison between the club and the CTT in respect of league matters and to ensure that new members are registered timeously.
 - (b) The submission of league match results played by the club to CTT.
- (2) The control and purchase of new and used tennis balls
- (3) The compilation and circulation of the club's newsletter.
- (4) The organising and promotion of social tennis.

(5) The organising of refreshment duty and catering.

(6) Maintenance of courts.

The above mentioned features must specifically be borne in mind at the election of additional members.

3 SELECTION COMMITTEE

3.1 The following selection committees shall be elected at the annual general meeting provided that members of a selection committee to be appointed by the management committee shall be appointed as soon as possible thereafter.

3.1.1 A Men's Selection Committee consisting of a minimum of two members appointed by the management committee.

3.1.2 A Ladies selection committee consisting of a minimum of two members appointed by the management committee.

3.1.3 The combined men's and ladies selection committees elected and appointed in terms of clauses 3.1.1 and 3.1.2 shall form the selection committee for the mixed teams.

3.2 The chairman of the club has the right (but not obliged) to attend and vote at any meeting of any of the above mentioned committees.

3.3 Each selection committee shall elect a convenor from its members and shall organise and control team practices.

The respective selection committees are responsible for the selection of all teams representing the club in league matches and friendly matches.

3.4 The Chairman may call a joint meeting of the management committee and the relevant selection committee(s) to discuss arrangements relating to team practices and matches before or after league matches have started.

4. PROCEDURE AT GENERAL AND SPECIAL MEETINGS

4.1 The members present at these meetings form a quorum.

4.2 All resolutions on general rules or decisions are passed by a 51% majority.

4.3. A 75% majority decision is required for any amendments to the constitution.

4.4 Voting for the election of management committee members and any other voting shall be by ballot or by the show of hands and will be at the sole discretion of the chairman.

5. **MEMBERSHIP**

5.1 **Full members**

Full members shall be 18 years and older at the start of the club year and shall have access at all times to all club facilities subject to the rules and regulations and special resolutions of the management committee.

5.2 **Junior Members**

Junior members are members who were not yet 18 years old at the start of the club year. Junior members will pay less club fees than full members as determined by the committee and approved at the AGM.

5.2.1 Junior members with league status:

The various selection committees may invite junior members who are considered to be good enough to represent the club in league matches to attend team practices and they may be selected for league matches.

5.3 **Country Members**

Former members of the club who are older than 18 years, who reside outside a radius of 60 km from the club and who do not use the club 's facilities regularly may become country members at a membership fee as determined by the management committee. Country members may be charged full membership fees when they play league for the club.

5.4 **Temporary Members**

Visitors, senior and junior, may with the approval of any member of the management committee obtain temporary membership at a fee as determined by the management committee.

5.5 **Temporary interruption of membership**

Subject to the sole discretion of the management committee a member's membership may on request from the member be interrupted temporarily with the right to reinstatement on payment of a fee as determined by the management committee for which the management committee approves the interruption. The management committee may approve such interruptions only in exceptional circumstances e .g. illness or temporary transfer. The reason for the interruption must have prevented the member from participating in the club's activities at the start of the club year.

5.6 **Resignation of membership**

Resignation of membership must be done in writing. The club house and court keys must be returned on resignation.

5.7 Voting rights

Only full members may serve on the committees of the club and vote at general meetings.

6. USE OF THE COURTS

6.1 If the need arises the management committee shall draw up and maintain a timetable of court use which shall be displayed on the notice-board.

6.2 While official match practices are taking place at least one court must be available for the use of members not participating in such practices.

7. VISITORS

Visitors may use the courts as guests of full members. The management committee from time to time fixes the fees payable by visitors. The host shall be held responsible for the payment of these fees. The management committee or the person appointed to organise play on the particular day shall decide whether or not a visitor may use the courts on that day.

8. COLLECTION OF MEMBERSHIP FEES

8.1 All membership fees are payable before or on 31 August.

Notice of payment of fees must be sent to members during the first week of August.

8.2 A second notice will be sent out during the first week of September to members who have not paid by 31 August, with the warning that should payment not be made in time, by 30 September their membership will lapse. All membership fees payable after 31 August will generate an additional 10% charge on their outstanding fees.

8.3 The membership of a member who has not paid his membership fees by 30 September shall lapse forthwith even if all accounts in terms of the provisions above have not been sent to him.

8.4 The management committee may decide whether the membership of a former member shall be reinstated and under which conditions it will be reinstated. An administration fee will be levied as determined by the management committee.

9. TENNIS DRESS

Members may not use the courts unless they are clothed in generally accepted tennis dress.

10. MAINTENANCE OF COURTS

The club is responsible for the maintenance of the courts. All expenditure in this connection must be approved by the management committee prior to such expenditure being incurred.

11. SPECIAL FUNDS

Notwithstanding the provisions of clause 2.6.3, the club may use funds raised by the club through special projects for the benefit of the club provided that the fund raising project as well as the expenditure have been approved by the management committee, and that all net income be paid to the treasurer of the management committee as soon as possible.

12. AMENDMENT OF THE RULES AND REGULATIONS

The rules and regulations may only be amended at an annual general meeting or special general meeting convened in accordance with these rules and regulations.