

Almaden Swim and Racquet Club (ASRC): Tennis Committee Charter

I. Definition and Authority

The Tennis Committee is a committee of the ASRC empowered to formulate and implement the rules, and policies regarding the tennis lesson program at the club. The Chairman of the Tennis Committee (TC) is identified by the current TC Chairman and approved by the TC by a majority vote. In the absent of a TC Chairman, the ASRC board fulfills the role of TC Chairman. The TC consists of the following; a Chairman, Secretary, Treasurer, Social Director, Junior's Representative, Ladies Representative, Men's Representative, Board Tennis Liaison, and necessary management personnel. The tennis liaison and management personnel do not have voting authority. Each position requires a two-year commitment; new candidates are identified by outgoing representative and approved by TC with a majority vote. All TC positions are volunteer and non-paid with the exception of the management personnel.

II. Membership

All members of the TC shall be voting members in good standing of the ASRC and represent a cross section of ability, with an emphasis on both recreation and competitive play.

III. Meetings

The TC shall meet the second Wednesday of the month at 7p.m. unless it falls on a holiday, then it is moved to the following Wednesday. Meetings are held at the tennis patio or the club kitchen. All TC meetings should be accomplished before the ASRC board meeting so the Tennis Liaison can present their report and make timely recommendations. At the start of a new year, the Chairperson should select and notify the TC of the coming year's meeting dates and give adequate notice if changes occur. The meetings will be conducted in accordance with [Roberts Rules of Order](#) and are open to any member of the club. Any club member may bring business before the committee but it is preferred that they do so by asking to be put on the agenda in advance. Items requiring a vote will be carried or lost by a simple majority of those committee members present. A quorum is four members. The Chair may close a portion of the meeting to committee members only.

IV. Responsibilities

1. Develop for board approval the overall policy of the tennis program. This program should be a balanced program that provides activities appropriate for all levels of interest and ability.
2. Develop a set of rules pertaining to the tennis activities of the club and see such rules are communicated to all club families. Club rules shall be posted on the ASRC bulletin board and web site.

3. Approve all court assignments for interclub, USTA matches, pro court usage, tennis socials, junior program, tournaments and special events involving tennis with the Tennis Pro and Club Manager.
4. Interview, screen and recommend to the board the hiring (including terms of employment, permanent or independent contractor) and if necessary, the dismissal of the tennis pro. Monitor the pro's performance by providing programming and financial goals to be reviewed on a quarterly basis. Manage any issues that arise concerning the tennis pro and the membership.
5. Communicate with the club manager regarding tennis equipment and facilities, including nets, fences, ball machines, and court surfaces to ensure a high quality play environment.
6. Provide a focal point for receiving any and all suggestions or complaints from the membership on tennis matters and either take appropriate action, if within its authority, or communicate such information to the board for action.
7. Review TC Charter on an annual basis.

V. Roles and Responsibilities

1. Chairperson: Uphold the articles of TC Charter by maintaining open and fair communication between other TC members and ASRC board.
Schedule and accomplish effective monthly TC meetings and provide minutes to the ASRC board in a timely manner.
2. Secretary: Attend all TC meetings, record minutes and distribute final copy to all TC board members in a timely manner.
3. Treasurer: Communicate on a regular basis with the ASRC board treasurer ensuring proper and accurate accounting of all expenses and income as it pertains to the tennis budget. Act as a liaison when necessary if billing issues arise with ASRC members and the tennis department. Report on a monthly basis to the TC the financial state of the tennis financials.
4. Social Director: Recommend, coordinate and host with the help of other ASRC TC members and club members a calendar of tennis social events that all tennis members can enjoy.
5. Junior Representative: Assist the tennis pro in identifying and accomplishing progressive junior programs, including socials, clinics, lesson and tournaments that would interest a wide array of junior ASRC members.
6. Men's/Women's Representatives: Plan and execute activities for the benefit of all interested club members and their guests. The

events should be for all tennis levels and include men, women or mixed.

These representatives should assist the tennis pro in identifying and accomplishing progress adult tennis programs, including socials clinics, lessons, ladders and tournaments that would interest a wide array of adult ASRC members.

7. Tennis Liaison: This position is an advisory position with no voting authority. The liaison attends all TC meetings and communicates issues/updates between the TC and ASRC board.
8. Tennis Pro: This position is an advisory position with no voting authority. The tennis pro attends both the TC and ASRC board meetings monthly acting as a consultant in the matters of tennis programming, facilities usage and USTA league requirements.

Approved by:

Almaden

Chairman Date

Secretary Date

Treasurer Date

Social Director Date

Men's Rep Date

Women's Rep Date

Junior Rep Date

Chairman:
Secretary:
Treasurer
Junior Rep:
Men's Rep:
Women's Rep:
Social Dir.:

