

**ALMADEN SWIM & RACQUET CLUB
TENNIS COMMITTEE CHARTER**

I. PURPOSE AND AUTHORITY: The Tennis Committee (the “TC”) of the Almaden Swim & Racquet Club (“ASRC”) shall assist ASRC’s Board of Directors (the “Board”) in fulfilling its oversight responsibilities related to tennis activities and tennis programs at ASRC. The Board hereby gives the TC the authority to formulate tennis policies, and design tennis programs and events which enhance the value of ASRC membership for both adult and junior players.

II. MEMBERSHIP

A. All members of the TC (“Members”) shall be voting members in good standing at ASRC and represent a cross section of ability, with an emphasis on both recreation and competitive play. TC Members are expected to attend regularly scheduled TC meetings as well as support TC socials and events.

B. Number and Term of Members: The TC shall consist of no more than nine (9) Members. Each Member shall serve in such capacity for a two-year term. Each term shall commence on January 1 of the year following recommendation onto the TC by a then-current Member, a Board Director or Directors, or any ASRC member who so requests admission onto the TC, and end on December 31 of the second year of office. Any current Member may request to continue for another term. In the case of more member-requests than there are open positions, the TC shall vote to fill the seat and the seat shall be filled by a majority vote.

C. Roles of Members:

1. Chair: The Chair shall be identified and approved by the TC with a majority vote. In the absence of a Chair mid-term, whether by resignation or other circumstance, the Board fulfills the role of Chair and shall identify a new Chair, which new Chair shall be approved by a majority vote by the TC to fulfill the role for the balance of the term.

Responsibilities of the Chair shall include but not be limited by the following:

- a. Call meetings to order;
- b. Determine if a quorum is present;
- c. Announce the items on the agenda as they come up;
- d. Recognition of members to have the floor;
- e. Enforce the rules of the group;
- f. Put motions to a vote;
- g. Adjourn the meeting.

2. Secretary: The Secretary shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Attend all TC meetings;
 - b. Record minutes and distribute final copy to all TC members in a timely manner.

3. Junior Representative: The Junior Representative shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Create at least two junior/family social events for ASRC members each year;
 - b. Meet on a quarterly basis with ASRC's tennis pros and families of junior players to discuss ASRC junior tennis needs including but not limited to court assignments for junior programs, player development programs and social event ideas.

4. USTA Representative: The USTA Representative shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Oversee and ensure compliance with ASRC's USTA Guidelines;
 - b. Be a resource for ASRC's USTA team captains and Club Manager;
 - c. Coordinate with Club Manager to ensure USTA registration information and deadlines are communicated to ASRC members;
 - d. Work in conjunction with management personnel for USTA home match court assignments; and
 - e. Help guide ASRC's USTA policy and inform when updates are needed.

5. Hospitality Representative: The Hospitality Representative shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Point-of-contact for new ASRC members interested in ASRC tennis programs and facilitate introductions to other players of same level; and
 - b. Assist with introductions to ASRC's tennis pros and ensure new member orientation packets have up-to-date tennis information.

6. Tennis Facility Representative: The Tennis Facility Representative shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Ensuring facility equipment and furnishings are in safe and good working order; and
 - b. Point of contact for tennis facilities repair and replacements including, but not limited to fixtures and furnishings on the tennis courts, tennis deck and patio areas.

7. Tennis Pro Representative: The Tennis Pro Representative shall be identified and approved by the TC with a majority vote and shall have the following responsibilities:
 - a. Act as primary point-of-contact for ASRC's Tennis Pros; and
 - b. Share updates and relevant action items from the monthly TC meetings with tennis pros.

8. Tennis Liaison: This position is an advisory position with no voting authority. The liaison shall be a Board Director and shall attend all TC meetings and communicate issues/updates between the TC and the Board.

9. Tennis Pro: This position is an advisory position with no voting authority. The tennis pro attends the TC monthly meetings as a consultant in the matter of tennis programming, facility needs and revenue projections.

III. MEETINGS

- A. The TC shall meet the first Tuesday of each month at 7:00pm unless it falls on a holiday. If the first Tuesday of the month is a holiday, the TC may elect to hold that month's meeting the following Tuesday or postpone meeting to the following month.

- B. Meetings will be held onsite at ASRC unless conditions do not permit in-person meeting, in which case, the Chair shall facilitate meeting online for that month.

- C. All meetings shall be held prior to ASRC's monthly Board meeting so that the Tennis Liaison may present TC's report and make timely recommendations on behalf of the TC.

- D. Meetings will be conducted in accordance with the Roberts Rules of Order and are open to any member of ASRC. Any member of ASRC may bring business before the TC but it is preferred that they do so by asking to be put on the agenda in advance.
- E. Items requiring a vote will be carried or lost by a simple majority of those TC Members present. A quorum is four Members.
- F. The Chair may close a portion of the meeting to TC Members only.

IV. RESPONSIBILITIES

- A. Create and promote tennis events and socials to enhance the value of ASRC membership. Events and socials should be balanced to provide activities appropriate for all levels of interest and ability.
- B. Develop tennis policies and guidelines related to tennis activities at ASRC. Club policies shall be posted on the ASRC website and periodically circulated in ASRC newsletters.
- C. Approve all court assignments for interclub, drop-ins, USTA matches, tennis pro court usage, tennis socials, junior programs, tournaments and special events involving tennis with the Club Manager.
- D. Interview, screen and recommend to the Board the hiring (including terms of employment, permanent or independent contractor) and if necessary, the dismissal of tennis pros. Evaluate ASRC's tennis needs annually and provide feedback to tennis pros. Manage any issues that arise concerning the tennis pro and membership. The TC shall advise the Club Manager and Board regarding the performance, behavior, and teaching quality of the tennis staff.
- E. Communicate with the Club Manager regarding tennis equipment and facilities, including nets, fences, ball machines, light fixtures, and court surfaces to ensure a high-quality play environment.
- F. Provide a focal point for receiving any and all suggestions for 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.
- G. Review TC Charter on an annual basis.