

NORTH SUBURBAN TENNIS FEDERATION

BY-LAWS

I. PURPOSE

The North Suburban Tennis Federation has been formed to promote good and solid competitive tennis within the framework of the following rules and a general spirit of good sportsmanship. Should any member Club or individual member of this Federation consistently violate the letter or the intent of these rules, it or they shall be subject to expulsion.

II. FEDERATION ORGANIZATION

The Federation shall have a Board of Directors or Executive Committee consisting of not less than ten nor more than twenty-three members, including at least one representative from each member Club having three or more teams participating in any League within the Federation.

A. The seven Clubs that currently (2006) have three or more teams in the Federation are:

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| 1. Bannockburn Club | 2. Birchwood Club | 3. Lake Forest | 4. Old Willow |
| 5. Tennaqua | 6. Wilmette | 7. Winnetka | |

B. The Board of Directors responsibilities shall be:

1. Meet at least annually to formulate and carry out Federation Policies.
2. Realign and structure each League on an annual basis.
3. Consult with the League Chairman when asked on any matter, and then to rule on whatever matter is brought before it.
4. Handle all Federation membership and financial matters.
5. Purchase and award trophies.
6. Revise By-Laws and Playing Rules as required.

C. The members of the Board shall have the following titles and individual responsibilities:

1. Titles

- a. President, Vice-President, Secretary, and Treasurer.
- b. Awards Chairman and a Scheduling Chairman.
- c. A Chairman for each individual League.
- d. The balance of the Board shall be made up of At-Large members. These At-Large members should be members of the League who have shown lasting interest in the Federation and who might provide historical perspective to the Federation or individuals who will represent their Club in an appropriate manner.

2. Responsibilities

- a. The President's responsibilities shall include the scheduling and implementation of all Board of Directors meeting, regular and/or special. Serve on all Committees and be available for consultation by any interested parties. AND, all other general responsibilities normally held by the President of any other organization.
- b. The Vice-President's responsibilities shall include assisting the President and standing in for him if he is not available.

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- c. The Treasurer's responsibilities shall include the actual handling of all Federation financial matters and the preparation and presentation of the annual Financial Statement.
 - d. The Secretary's responsibilities shall include the keeping of the minutes of each Board meeting.
 - e. The At-Large members of the Board responsibilities shall include any assignments from the President, which may be mutually agreed upon and attendance at all Board meetings.
 - f. The Awards Chairman's responsibilities shall be to prepare and distribute all awards, to submit bills for same to the Federation Treasurer, and to maintain records of the whereabouts of the Traveling Trophies.
 - g. The Scheduling Chairman responsibilities shall be to draw up and distribute schedules for the various Leagues to the appropriate League Chairmen. The following format for scheduling shall be based on the League size as follows:
 - (1). If a League has four teams, each team will play the other teams three times for a total of nine meets in nine weeks.
 - (2). If a League has five teams, each team will play the others teams twice (home and home) and have two byes for a total of eight meets in ten weeks.
 - (3). If a League has six teams, each team will play the other teams twice (home and home) for a total of ten meets in ten weeks.
 - (4). If a League has seven or eight teams, each team will play the other teams once for a total of six or seven weeks. The last three or four weeks will be a tournament format determined by each League Chairman. By prior League agreement, either the regular season or tournament results will determine which Club gets the "winning" trophy.
 - (5). If a League has nine teams, each team will play every other team once and have one bye for a total of eight meets in nine weeks.
 - (6). If a League has ten teams, each team will play every other team once and for a total of nine meets in nine weeks.
 - h. The responsibilities of the League Chairman and Team Captains may be found in Section IV. and V. of these By-Laws.
- D. Any By-Law or Playing Rule may be changed at any regularly scheduled Board meeting by a two-thirds vote of the Board Members present, provided that a quorum is on hand. For the purpose of this or any other vote, any one Club has only one vote, regardless of how many Board Members that Club may have.

III. MEMBERSHIP

- A. Any Club and Park District that were members of the North Suburban Tennis Federation the past season are therefore automatically members for the next season.
- B. When a new Club wishes to join the Federation, it should follow these procedures:
 - 1. An officer of the prospective new Club should write a letter to the President of the Federation formally applying for membership. This letter should spell out the applicant's ability to meet the membership criteria of the Federation as enumerated:
 - a. Have five outdoor courts available for all meets. These courts do not have to be at the Club site, but may be at any North Suburban location such as a college, high schools, park district, some other private club, etc. The suitability of any site other than the Club itself shall be ruled on by the Board of Directors.
 - b. The five outdoor courts must be available for the entire season so that all home meets will be played at the same site and at the same time.
 - c. All five courts should have a uniform surface (i.e. cement, asphalt, clay or Har-Tru).

- d. Sufficient court time, at least two hours, must be available on all five courts to allow completion of a three set match. This rule also pertains to existing Clubs. If a match goes over two hours

and additional court time is not available, the visiting team may be declared the winner of the match at the discretion of the League Chairman.

- e. Have a plan for indoor courts facilities in the case of rain. Because of the difficulty of obtaining indoor facilities, two indoor sites may be used, and starting times staggered.
2. The North Suburban Tennis Federation Board will rule on any membership application in a timely fashion, and well before the beginning of the next League season following the receipt of the application. The Board will also determine the League in which the new member Club will participate. Normally this will be in the bottom League, but the Board has the right to place the new team in whichever League it feels will result in balanced competition.
- C. All members of the North Suburban Tennis Federation must be paid up members of the Chicago District Tennis Association.

IV. **RESPONSIBILITIES OF LEAGUE CHAIRMEN**

- A. Confirm participation of each Club team assigned to his League. This is to be done prior to the start of the season so an accurate schedule may be prepared.
- B. Work with the Scheduling Chairman to develop and implement the League schedule.
- C. Collect League dues (\$30 per team per season) from each team Captain if not already collected by the Club's representative on the Federation Board and transfer moneys to the Federation Treasurer.
- D. Hold a pre-season meeting with the team Captains in their League. **This meeting is probably the most important single responsibility of any League Chairman.** This meeting will set the standards by which the entire season will operate and is the only time the League Chairman can actually communicate with his team Captains on the following important subjects:
 1. Scheduling.
 2. The Playing Rules must be gone over carefully with each Team Captain so there is mutual understanding by all concerned.
 3. These By-Laws and particularly Section V. - Responsibilities of the Team Captains.
 4. Distribute a list with instructions on how to get to each club in their League and phone numbers of those clubs.
- E. Receive the meet results each week, calculate the League standings, and communicate them to all team Captains in your League promptly each week. At the end of the season, send the "Final Standings" to the Federation President.
- F. Collect rosters from each team Captain by the first match and distribute a copy of every team's roster to each Captain in your League, keeping a copy for yourself. Any changes in the rosters received during the season should also be sent to each Captain in your League when the weekly standings are sent out.
- G. Compile and send a list of all teams and their Captains to the Federation President as soon as possible.
- H. Arbitrate any and all disputes with his League, calling on the President or the entire Board for assistance in dire circumstances.
- I. See to it that the trophies (both Traveling and Permanent) are delivered to the proper Club in a timely fashion at the conclusion of each season. Communicate to the Awards Chairman the name of the actual person who will receive the trophies and the date on which they were received.

V. RESPONSIBILITIES OF TEAM CAPTAINS

- A. Be sure that the dues are turned into your Club's Federation representative if available and if not, remit to the League Chairman.
- B. Turn in rosters to the League Chairman before the first scheduled match and keep the Chairman advised (in writing) as to any additions or deletions as the season progresses.
- C. When your Club is the Home/Host Team supply the balls and liquid refreshments. The refreshment supply must be large enough to assure availability for all meet participants, including those whose match may run an unusually long time. These refreshments should be stored and served "court-side" and if the Captain is not actually present to serve them, he must alert his team members so that they can serve as co-hosts in his absence.
- D. Must prepare and exchange pre-written lineups with his opposing counterpart before each meet.
- E. It is the responsibility of the home Team Captain to arrange for indoor facilities in the case of inclement weather. Please refer to Playing Rules, Section I.A.2.a.
- F. The winning Team Captain must call or fax the results of that meet in to the League Chairman within the time limit set (normally 24 hours), so the Chairman can mail or fax out the weekly results promptly.
- G. Make certain that his Club is a paid up member of the Chicago Park District Tennis Association for the current year.
- H. It is the responsibility of the Captain of the preceding year's championship team to transfer the Traveling Trophy to the Awards Chairman at the end of the season for engraving and delivery to the current season's winner. Also, it is the current season's winning team Captain's responsibility to accept the Traveling and Permanent Trophies and see that both trophies are displayed and cared for in the proper manner.
- I. It is suggested that the VISITING CAPTAIN contact the Home Team Captain at least eight days prior to their meet to confirm starting time, location of the meet, determine the "rain out" site if necessary, and verify who will be the Acting Captain for the meet (with appropriate phone numbers) if normal Captain will not be present.