Township Youth Tennis Bylaws – 2022

Article I.

Name of Organization:
Washington Township Youth Tennis (WTYT)

Article II.

Objective:
The goal of the organization of WTYT will be to teach and promote the sport of Tennis to the youth of Washington Township.

Article III.

Governing Body:

1. The Tennis Advisory Board (TAB) shall consist of six (6) elected members.
    a. President (1 Vote)
    b. Vice President (1 Vote)
    c. Others will be assist with league responsibilities:
        i. Treasurer (1 Vote)
        ii. Court Manager (1 Vote)
        iii. Equipment Manager (1 Vote)
        iv. Fundraising Coordinator (1 Vote)

2. A quorum shall consist of three (3) elected members.
3. Vacancies or openings which are unexpected will be appointed by the TAB. An email advising of the openings will be published. The appointment(s) will require a majority of members left to meet and vote on the new board member(s). This selection will then be submitted to the Sports Advisory Board (SAB) for approval.
4. Any TAB member may be removed by the SAB or by the TAB with the approval of the SAB. Reason for dismissal could include but not be limited to:

    a. Neglect of duty, including non-appearance at a majority of all regularly scheduled TAB meetings;
    b. Dishonesty;
    c. Misuse of funds or assets;
    d. Any action that tends to discredit WTYT;
    e. Physical or verbal abuse of a player or parent;
    f. Willful dissemination of rumors or any other information to others with the intent to discredit or undermine the TAB or its policies;

g. Placing the interest of any one team before other teams or the organization, which would injure or weaken the organization as a whole.

Any TAB member who fails to perform their duties as outlined in these Bylaws, or who conducts themselves in a manner inconsistent with these Bylaws, will be subject to a review by the Board. If a majority agrees, this may result in the removal from their current position. Any infraction outlined in the Township's Code of Conduct Ordinance will be subject to those associated rules and procedures and supersede any disciplinary actions outlined in these Bylaws.

5. The TAB shall maintain a volunteer list of adults who have worked in the organization. This group will assist in providing assistance in programs throughout the season. This group will not have any voting rights.
6. Coaches and persons associated with WTYT should address all concerns with the TAB. League and game rules can be addressed with the TAB.

Article IV.

Tennis Coaches:

1. Coaches shall be appointed by the TAB. All coaches must have attended the Rutgers Certification Course. All coaches must submit to a background check in accordance with Washington TWP Parks and Recreation rules, procedures and Ordinance. All coaches must submit a Resume to the TAB in order to be considered for a coaching position. A Coaches List must be submitted to the SAB for approval.
2. Head Coaches shall be appointed by the TAB in accordance with the Washington TWP Parks and Recreation volunteer policy; they must be 18 years of age and must be approved by a majority of the voting members. Head Coaches shall be fully accountable to the TAB for not only their actions, but the actions and conduct of his or her coaching staff and players.
3. Assistant Coaches shall assume the duties and responsibilities of the Head Coach in their absence. They shall abide by all rules of the organization and follow all rules set forth by the Head Coach. Not following these rules or any rules set forth by the organization may result in suspension or termination.

Article V.

Player Eligibility, Registration and Fees:

1. Participants of WTYT shall be comprised of players from the Township of Washington with the only exceptions coming from need or special circumstances. Exceptions must be presented to the TAB for approval.
2. All children 5 years old to 18 years old as of January 1st are eligible to participate.
3. Registration will occur during the first yearly calendar quarter. Exact dates will be determined by convenience of other events and availability of venue. Late sign-ups will be accepted at the Washington Township Parks and Recreation building. A $10.00 late fee

will be applied to those late sign ups. Out of town registrants are subject to wait list status dependent on the number of in-town registrants. All registrants are subject to wait list status if registrations occur after the registration close date.

4. Fees shall be determined by the TAB and submitted to the SAB for approval. Fees shall be paid prior to participation. No child shall be denied participation because of financial hardship with respect to sign up fees. Hardship cases are defined by WTPR. Contact the current league President to discuss privately. WTYT cannot provide equipment for a hardship case. Refunds will be available until two (2) weeks after the first official practice, minus the cost of uniforms (which participant will be provided). The uniform price would be the exact price paid by the organization.
5. The first practice will be determined by the TAB.

Article VI.

WTYT Advisory Board:
OFFICERS: President, Vice President, Court Manager, Treasurer, Equipment Manager, and Fundraising Coordinator

President – Two year term, EVEN year Elections:

1. Shall preside over all meetings and act as a liaison between the TAB and SAB.
2. Shall coordinate special TAB meetings when necessary.
3. Bring rules and Bylaws' changes to the attention of the SAB.
4. Attend or provide substitute at SAB meetings.
5. Oversee all program activities.
6. Uphold all TAB disciplinary actions in accordance with Bylaws.
7. Provide club budget when requested.
8. President is not a voting member unless there is a tie and the President shall have the deciding vote.

Vice President- Two year term, EVEN year Elections:

1. Assist in all areas listed above.
2. Shall make themselves generally available to facilitate tennis functions.
3. Shall perform those duties as deemed necessary by the TAB.
4. Available to assume the role of President in the event that position becomes available prior to an election term.
5. Maintain all TAB correspondence and records.
6. Keep minutes of all TAB meetings.
7. Compile and maintain the adult volunteer list
8. Notify all members of the terms and their expirations.

Court Manager- Two-year term, ODD year Elections:

1. Coordinate court availability.
2. Work with the TAB to schedule matches and practices.

Treasurer – Two year term, EVEN year Elections:

There shall be one (1) checking account for the TAB. Treasurer and President shall have signatory powers.

1. Coordinate all financial activities of the TAB.
2. Deposit received funds in the name of the WTYT.
3. Log and pay bills as received by the WTYT.
4. Report the status of funding at each TAB meeting. The report will include a minimum of the following:

    a. The beginning balance of funds held.
    b. A detailed listing of all cash inflows.
    c. A detailed listing of all cash out-flow.
    d. The ending balance of funds held.
    e. Copy of bank statement to support ending balance of funds held. Reconciliation will be provided if the bank statement does not equal the ending balance of funds held.
    f. Annual report presented at the TAB September meeting.
    g. The annual report shall contain the same reports as are required in the monthly meetings except it will be for the period of July 1st through June 30th of the previous year. It will also include a Report of Income and Expenditures summarized by categories.
    h. The annual treasurer's report will be reported when requested at the SAB Meeting.

Equipment Manager – Two year term, EVEN year Elections:

1. Keep records and inventory of all equipment owned and purchased by TAB
2. Order all equipment for season with the approval of TAB and distribute to players
3. Prepare quarterly reports as to status of equipment owned, needed and/or purchased.

Fundraising Coordinator – Two-year term, ODD year Elections:

1. Coordinate fundraisers throughout the year to raise money for equipment, tournaments, education, player activities and maintenance for the program.
2. All fundraisers shall first be approved by TAB and then by the SAB.

Article VII.

Elections:
The TAB Officers as set forth in Article VI shall be duly elected by the general voting membership of the TAB. To be eligible to vote, you must have attended at least 50% of all organizational meetings. All elected officers shall be submitted to the SAB for approval. The TAB Vice President shall be responsible for notifying the board of terms and their expiration. Newly elected officials will assume their duties immediately. Notice of available positions will be posted June

1st. Elections will take place at July TAB meeting – this will be a closed meeting unless specifically noted. Newly elected officials will assume their duties August 1st.

Article VIII.

Financial:
All monies taken from the Parks and Recreation account will be withdrawn to pay for organizational costs, including but not limited to referees fees, uniforms, equipment costs above and beyond the original equipment order, and field operation costs. A WTYT Money Balance Sheet shall be presented to the SAB when requested. Any fines incurred as a result of facility conditions shall be paid from the Parks and Recreation account.

All fundraisers shall be organization wide. Any individual team must first get approval from the TAB before initiating any individual fundraising. This includes but is not limited to the sale of any items at individual games.

All club proposed/potential purchases greater than $250.00 shall be presented to and voted upon by the TAB, including but not limited to participant gifts, coach gifts, equipment needs, tournament registration fees, and facility use.

No parent/guardian shall be asked for additional funds from any persons other than the TAB without consent of the TAB, including but not limited to coach gift collections, optional equipment, and snacks, etc. Club participation costs shall be clearly noted and specified in registration propaganda. Personal equipment costs are not covered by WTYT.

Article IX.

Publicity:
All publicity concerning sign-ups and Township related information shall be accomplished through Parks and Recreation, as approved by the SAB. Recruiting flyers shall be drafted and turned into Parks and Recreation for distribution to the schools, discussing time required with the Parks and Recreation staff. Any organization-related information must be approved by the TAB before being made available for the general public.

Article X.

Bylaw Changes:
The TAB shall review Bylaws each year at the August meeting, noting areas that may require attention or modification. The TAB shall approve or disapprove any changes at the September meeting or as soon as practicable. The revised Bylaws will be submitted to the SAB for approval

at the October SAB meeting. All changes or revisions mandated by Township Council or the SAB shall automatically be incorporated in full within these Bylaws without immediate revisions.

Article XI.

Code of Conduct:
Washington Township Tennis adheres to the "Youth Sports Code of Conduct", as approved by Township Council on October 3, 2002. The TAB shall appoint a representative to sit on the Code of Conduct Committee. A copy of this Ordinance shall be distributed at player sign-ups. All members shall abide by the rules of conduct as set forth by the TAB. Failure to do so will result in penalty of suspension and/or expulsion from the league and board. Any coach, parent, or player who violates the Washington Township Tennis Code of Conduct will be asked and/or removed from the field by authorities.

Article XII.

Head Coach Selection:
The selection of coaches will be in accordance with the following criteria, all weighted in accordance to the benefit gained by TAB. Any coach who violates the coaching guidelines will be disciplined, up to and including removable from their position.

1. Involvement/volunteerism – How much involvement has the individual had with the organization? What amount of time has been devoted to various activities such as pre-season meetings and clinics?
2. A Head Coach can be removed for neglecting coaching duties, not getting approval from the President or the TAB, to be absent from team events can also lead to disciplinary action up to and including removal from being the Head Coach.
3. Game attendance and support – Has the individual been supportive of the organization when games are being played? Has the candidate been around and ready to help when teams other than the one they are involved with is playing?
4. Year-end activities – Has the candidate been a part of post season activities, including tournament events?
5. Parent relations – Based on observation, experience and interview, will the candidate be able to "politic" problem parents when the situation arises?
6. Time commitment – Based on interview, does the candidate have the enormous amount of time required to be a Head Coach? A coach must submit a Resume to be reviewed before the interview.
7. Coaches will be reevaluated yearly by the TAB before given the Head Coaching position for the following season.

Article XIII.

Player Disciplinary Action:
Players involved in fighting or other unsportsmanlike activity (i.e. spitting on another opponent or teammate, using profanity, throwing equipment) will be subject to the following penalties and/or expulsion from the league:

1. Fighting which results in an ejection from a game, will be a two game suspension, plus any additional disciplinary action by the league. If the TAB reviews the actions/circumstances, it could rule to dismiss the player(s) from the team and league. NO APPEALS.
2. Unsportsmanlike conduct, which results in an ejection from a game, will be a one game suspension, plus any additional disciplinary action by the league. Appeals may be presented to the TAB. Appeals may extend or decrease the length of suspension.
3. Any fighting or unsportsmanlike conduct that occurs during practice will be presented by the coaching staff to the TAB. All determinations regarding suspension or disqualification of play, up to and including removal from the program, will be final.

Article XIV.

Grievance Procedure:
The following procedures are established to ensure all participants, parents and volunteers are aware of the steps necessary to resolve or appeal any dispute.

1. The team coach (or coaches) will be given the first opportunity to resolve any team problems.
2. If the coach or coaches cannot resolve the problem, the problem will be forwarded to the TAB.
3. Any problems not resolved by the TAB, or which require interpretation of Bylaws or league rules, will be submitted to the SAB in writing by the person with the grievance for the following procedure:

    a. An TAB member shall request that the matter be brought before the SAB.
    b. The President will determine if a special meeting should be convened, or if the matter can be brought up at the next scheduled meeting.
    c. All parties involved will be notified of the meeting date and location and their right to be present and to prepare a written statement.

4. At the SAB meeting, the following procedures will be observed:

    a. An TAB member shall make a statement of the circumstances.
    b. Each party involved will have the opportunity to state pertinent facts in person and/or by written statement.
    c. Additional comments will be accepted if presented.
    d. The SAB will deliberate a reach a recommended solution.