



2023

CLUB MANUAL

(Revised January 2023)

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HOW WAS THE ASSOCIATION FORMED?

The NYTA was founded in 1972 replacing the former North York Tennis League Committee. Each club had representation on the former league committee, but it was not equipped to deal with the City, as evidenced by discussion in City Council on the future of community clubs. The League submitted a brief to Council emphasizing the value of the club system which resulted in clubs being allowed to continue. Following this the League proposed the formation of an Association and the clubs agreed that was the way to go.

WHO DEVELOPED THE CITY REGULATIONS GOVERNING CONDUCT OF CLUBS?

The Tennis Liaison Committee made up of NYTA, Scarborough Tennis Federation, Toronto Tennis, Independent Clubs and the City revised the operating regulations and guidelines for community clubs. The clubs are bound by these as they are approved by City Council. These regulations are reviewed regularly by the Tennis Liaison Committee regularly.

WHO APPROVES THE ISSUANCE OF PERMITS?

AS of 2010 the Parks and Recreation Department issues approves the issuance of permits to community clubs. The NYTA no longer helps the City in this matter but the NYTA is always willing to help clubs understand and get any information needed.

WHO RUNS THE NYTA?

The Association has a Board of Directors elected annually at a general meeting. These volunteer Directors are usually people who have served community tennis over the years, first as an official of their own club.

The Association has a staff, in the form of an Administrator and Assistant, both people serving the NYTA Winter Tennis Club also as Manager and Assistant respectively.

WHO DEVELOPED COMMUNITY WINTER TENNIS?

The low-cost Winter Tennis Club was founded by the NYTA in 1976. Many thousands of people have enjoyed the low-cost option since that time. We believe the concept of a non-profit community club is likely unique in Canada.

THE 2020 NYTA BOARD OF DIRECTORS.

President:	Howard Sahuvar
Vice President:	Jocqueline Holmes
Past President:	Diane Kriksciunas
Treasurer:	Jean Poon
Secretary:	Tania Tang
Director:	Elena Pezzutti
Director:	Robert Laham

NORTH YORK TENNIS ASSOCIATION

BY-LAW NUMBER 1

Revised Feb 7, 2022

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NORTH YORK TENNIS ASSOCIATION BY-LAW NUMBER ONE

A by-law relating generally to the transaction of the affairs of the NORTH YORK TENNIS ASSOCIATION.

BE IT ENACTED as a by-law of the North York Tennis Association as follows:

SECTION ONE - INTERPRETATION

1.01 DEFINITIONS.

In this by-law and all other by-laws and special resolutions of the North York Tennis Association, unless the context otherwise requires:

ASSOCIATION means the North York Tennis Association, a corporation incorporated under the laws of Ontario;

BOARD means the Board of Directors of the Association;

NORTH YORK COMMUNITY TENNIS CLUBS are clubs authorized to operate in city parks with the approval of the City of Toronto;

DIRECTOR means a duly elected member of the Board whether elected or appointed ex officio;

DUES mean the dues payable annually by Members of the Association as provided for in the by-laws of the Association from time to time in force;

ADMINISTRATOR is a staff member, appointed by the Board;

1.02 VARIATIONS IN NUMBER AND GENDER.

Words indicating the singular include the plural and vice versa; words indicating the masculine gender include the female and neuter genders; and words indicating persons include individuals, bodies corporate and unincorporated organizations.

SECTION TWO - BUSINESS OF THE ASSOCIATION

2.01 PURPOSE.

The Association is the governing body for community tennis clubs in the City of Toronto, North York Division, in accordance with North York Community Tennis Club Operating Regulations as amended from time to time and shall provide services to promote the growth of tennis.

2.02 HEAD OFFICE.

The Head Office of the Association shall be located within the City of Toronto, North York Division, in the Province of Ontario, as determined by the Board.

2.03 SEAL.

The corporate seal of the Association shall be in the form impressed on this by-law.

2.04 FINANCIAL YEAR.

The financial year of the Association shall end on the 30th day of September in each year or as determined by the Board.

2.05 BANKING ARRANGEMENTS.

The banking business of the Association shall be transacted with such chartered bank and/or other financial institution as may from time to time be designated by or under the authority of the Board. Such banking business or any part thereof shall be transacted under such agreements, instructions, and delegations of power as the Board may from time to time prescribe or authorize.

2.06 EXECUTION OF INSTRUMENTS.

Assignments, certificates, contracts, deeds, obligations, transfers, and other instruments shall be signed on behalf of the Association by any two officers or any one officer and the Administrator, or by such Directors as the Board may designate, direct, or authorize from time to time by resolution and the corporate seal shall be affixed to such instruments as required by same.

Cheques may be signed by any two of the following persons; an Officer, the Administrator and a staff person as authorized annually by the Board by resolution.

2.07 BORROWING AND SECURITIES.

The Board on behalf of the Association may from time to time:

- (a) borrow money on the credit of the Association;
- (b) issue, sell or pledge debt obligations of the Association;
- (c) charge, mortgage, hypothecate or pledge all or any currently owned or subsequently acquired real or personal, movable, or immovable property of the Association, including book debts, rights, powers, franchises and undertaking, to secure any debt or liability of the Association.

SECTION THREE - MEMBERSHIP OF THE ASSOCIATION

3.01 MEMBERS.

The members shall consist of the applicants for the incorporation of the Association, North York Community Tennis Clubs, private, commercial, and other tennis clubs and such other individuals and tennis clubs as are admitted as members by the Board.

There shall be three classes of membership, as follows:

- (i) **FULL MEMBERS** being North York Community Tennis Clubs, which shall be entitled to one vote each at all meetings of members of the Association;
- (ii) **ASSOCIATE MEMBERS** being private, commercial, and other tennis clubs which shall be entitled to notice of, and to attend at all meetings of members. Associate Members shall not be

entitled to vote on any matter other than those affecting league or tournament play.

- (iii) **INDIVIDUAL MEMBERS**, being persons over the age of eighteen while holding the position of a Director of the Association, who shall not be entitled to vote at, but shall be entitled to notice of, and to attend all meetings of members.

Each member shall promptly be informed by the Association of his, or its admission as a member of the applicable class, and of the dues payable by such member from time to time.

3.02 SUSPENSION OF MEMBERSHIP.

Membership may be suspended or cancelled by a majority vote of the Board (subject to the prior approval of the City of Toronto in respect of North York Community Tennis Clubs) for non-compliance to this by-law or any other rules and regulations. The Association shall notify in writing such member of the reason for suspension or cancellation. A member may appeal such a decision of the Board at a meeting of the Board.

3.03 DUES.

Dues payable by members shall be set by the Board from time to time and will become effective when approved at an annual or general meeting by simple majority. *The NYTA membership shall be the same for all Members and all NYTA Clubs must be members of the Ontario Tennis Association.*

Dues are payable as billed. A member shall be in default if these are not paid when due and shall automatically cease to be a member if unpaid thirty days after notification of default. Any member in default may be re-instated as a member on full payment of all unpaid dues or fees.

SECTION FOUR - MEETINGS OF MEMBERS

4.01 ANNUAL MEETINGS.

The annual meeting of members shall be held before the end of each calendar year in the City of Toronto at a time, place and date determined by the Board.

The agenda of an annual meeting shall include;

- (a) Report of the President
- (b) Report of the Treasurer and Auditor's Financial Statements
- (c) Appointment of Auditor
- (d) Administrator's Report
- (e) Election of Directors

4.02 GENERAL MEETING.

The Board may at any time call a general meeting of members for the transaction of any business, the general nature of which is specified in the notice calling the meeting.

A general meeting of members may also be called by one tenth or more of the Full Members as provided in the Corporations Act.

4.03 NOTICES.

No public notices nor advertisement of annual or general meetings shall be required but notice of time, place, agenda (and proposed changes in letters patent or by-laws) of every such meeting shall be sent to each member by prepaid mail not less than 21 days before the time fixed for the holding of such meeting.

4.04 PERSONS ENTITLED TO BE PRESENT.

The persons entitled to be present shall be the members, two delegates for each Full or Associate Member, the Auditor, the Administrator, and any other person so invited with the consent of the Board of the Association or with the consent of the meeting.

4.05 QUORUM.

For the transaction of business at any meeting of members, the quorum shall be a simple majority of Full Members.

4.06 RIGHT TO VOTE.

At any annual or general meetings of members the President of each voting member in good standing in attendance or his duly appointed delegate by proxy shall be entitled to one vote per club, with Full Members allowed one vote on any issue and Associate Members one vote per club only on issues affecting league and tournament play as defined in section 3.01. Proxy forms must be deposited with the Administrator prior to the meeting.

4.07 VOTING PROCEDURE.

At all meetings of members, the Chair shall determine which members as defined in Section 3.01 may vote on matters in question. Every question shall be decided by a majority of the voting members on the matter before the meeting. In order to vote, the member will be present or represented by proxy unless otherwise required by the by-law of the Association or any law. Every question shall be decided in the first instance by a show of hands unless a poll be demanded by a voting member. Upon a show of hands, and unless a poll be demanded, a declaration by the Chair that a resolution has been carried or not carried and an entry to that effect in the minutes of the Association shall be admissible in evidence as prima facie proof of the fact without proof of the number or proportion of the votes accorded in favour of or against such resolution.

If a poll is demanded and not withdrawn, the question shall be decided by a majority of votes given by the voting members present in person or by proxy, and such poll shall be taken in such manner as the Chair shall direct and the result of such poll shall be deemed the decision of the Association in general meeting upon the matter in question. In case of an equality of votes at any general meeting, whether upon a show of hands or at a poll, the Chair shall be entitled to a casting vote.

4.08 SCRUTINEERS

At each meeting of members, scrutineers may be appointed by a resolution of the meeting or by the Chair with the consent of the meeting.

4.09 ADJOURNMENTS.

Any meeting of the Association or of the Directors may be adjourned at any time, and from time to time and business may be transacted at an adjourned meeting as might have been transacted at the

original meeting from which such adjournment took place. No notice shall be required of any adjournment. Adjournment may be made notwithstanding that no quorum is present.

SECTION FIVE - BOARD OF DIRECTORS

5.01 BOARD OF DIRECTORS.

5.01 Board of Directors 5.01 Board of Directors the Board shall consist of between five and nine Directors. A person is qualified to be a director provided he or she is a resident of the City of Toronto or, if not; up to two Directors may serve if they are a resident of a municipality within the Greater Toronto Area. Each member must be in good standing of a North York Tennis Association Summer club. No more than two directors shall be from the same member club.

Each Director, with the exception of the President of the North York Winter Tennis Club and the immediate Past- President of the North York Tennis Association who are ex-officio Directors, shall be elected to hold office until the first annual meeting after he shall have been elected or until his successor has been duly elected and qualified. The North York Winter Tennis Club President will serve only in a non-voting capacity.

Each Director excluding the two ex-officio Directors, shall be retired at each annual meeting, but shall be eligible for re-election if otherwise qualified. The election may be by a show of hands unless a ballot be demanded by any full member. The full members of the Association may by resolution passed by at least two thirds of the votes cast at a general meeting of which notice specifying the intention to pass such resolution has been given, remove any Director before the expiration of his term of office, and may, by a majority of the votes cast at that meeting, elect any qualified person in his stead for the remainder of his term.

5.02 INDEMNIFICATION.

The Association hereby consents that every Director, Officer or Staff Person in his capacity as Director, Officer or staff person and their heirs, executors, administrators and estate and effects, respectively, from time to time and at all times be indemnified and saved harmless out of the funds of the Association from and against all costs, charges and expenses whatsoever which such person may sustain or incur in or about any action, suit or proceeding that is brought, commenced or prosecuted against him, for or in respect of any act, deed, matter or thing whatever, made, done or permitted by him in or about the execution of the duties of his office, except such costs, charges and expenses as are occasioned by his own wilful neglect or default.

The Association shall purchase and maintain insurance for the benefit of any Director, Officer, or staff person, in his capacity as Director, Officer or staff person referred to herein against the liabilities referred to in this section.

5.03 VACATION OF OFFICE.

The office of a Director shall be vacated upon the occurrence of any of the following events:

- (a) A receiving order is made against him, or he makes an assignment under the Bankruptcy and Insolvency Act.
- (b) An order is made declaring him to be a mentally incompetent person or incapable of managing his affairs;

- (c) He is removed from office by a resolution of the full members as provided in section 5.01.
- (d) He resigns his office by notice in writing to the Association, and such resignation, if not effective immediately, becomes effective in accordance with its terms.

5.04 VACANCIES, BOARD OF DIRECTORS.

Vacancies on the Board may so long as a quorum of Directors remain in office, be filled by the Board from qualified members of a member club in accordance with Section 5.01 if the Board shall see fit to do so, otherwise such vacancy shall be filled at the next annual meeting of the members at which the Directors for the ensuing year are elected. If there is not a quorum of Directors remaining in office at the time, the remaining Directors shall forthwith call a meeting of the members to fill the vacancy.

5.05 QUORUM AND MEETINGS, BOARD OF DIRECTORS.

A simple majority of the Directors shall form a quorum for the transaction of business. Except as otherwise required by law, the Board may hold its meetings at such place or places as it may from time to time determine. No formal notice of any such meeting shall be necessary if all the Directors are present.

Board meetings may be formally called by the President or any Vice-President, or by the Secretary on direction in writing of two Directors. Notice of the time and place of every meeting so called shall be given to each Director not less than 48 hours before the time when the meeting is to be held, in accordance with Section 8.01.

The statutory declaration of the Secretary or President that notice has been given pursuant to this by-law shall be sufficient and conclusive evidence of the giving of such notice.

The Board may appoint in advance a day or days in any month or months for regular meetings at an hour to be named and of such regular meetings no notice need be sent. A Board meeting may also be held, without notice, immediately following the annual meeting of the Association.

The Directors may consider or transact any business either special or general at any meeting of the Board.

5.06 POWERS AND RESPONSIBILITIES OF THE BOARD.

The Board shall direct the affairs of the Association. It is not, however, the intention that the Board shall manage the day- to- day operations of the Association but that these shall be managed by the Administrator.

The Board may make or cause to be made for the Association, in its name, any kind of contract which the Association may lawfully enter into and, save as hereinafter provided, generally, may exercise all such other powers and do all such other acts as the Association is by its charter or otherwise authorized to exercise and do.

5.07 AGENDA OF BUSINESS AT BOARD MEETINGS.

At each meeting of the Board, the Board shall receive and review the minutes of the last meeting of the Board, and in addition shall receive reports from the President and Treasurer, and from such other Officer or staff person of the Association as the Board shall determine and shall transact such other

business as may properly come before the meeting.

5.08 THE CHAIR.

At each meeting of the Board, the President shall act as the Chair. If the President is unable to attend the meeting, he shall appoint a Vice-President to act as the Chair and advise the Administrator of such an appointment.

If no Vice-President has been appointed, then the Directors present at the meeting shall choose one of their number to be the Chair.

5.09 ERRORS IN NOTICE, BOARD OF DIRECTORS.

No error or omission in giving the required notice for a meeting of the Board shall invalidate such meeting or invalidate or make void any proceedings taken or had at such meeting.

5.10 VOTING, BOARD OF DIRECTORS.

Matters arising at any meeting of the Board shall be decided by a majority of votes cast, excluding the Chair. In case of an equality of votes, the Chair shall have a casting vote. All votes at any such meeting shall be taken by ballot if so, demanded by any Director present, but if no such demand be made, the vote shall be taken in the usual way by assent or dissent. A declaration by the Chair that a resolution has been carried and an entry to that effect in the minutes shall be admissible in evidence as prima facie proof of the fact, without further proof thereof and without proof of the number or proportion of the votes recorded in favour of or against such resolution.

5.11 REMUNERATION OF DIRECTORS.

The Directors shall not be entitled to any remuneration for acting as such. The Directors shall, however, be entitled to be reimbursed for travelling and other expenses properly incurred in connection with such office. Nothing herein contained shall, however, preclude any Director from serving the Corporation in any other capacity and receiving remuneration, therefore.

5.12 PROXIES.

A Director may not be represented by proxy at meetings of the Board of Directors but his views, if submitted in writing, shall be presented at the meeting.

5.13 HONORARY DIRECTORS.

The Board may from time to time appoint one or more Honorary Directors for such term as the Board shall determine. Honorary Directors shall be entitled to notice of and to attend all meetings of the Board but shall not be entitled to vote thereat. Honorary Directors shall not be Directors of the Association and shall therefore have none of the liabilities or duties of a Director.

5.14 CONFLICT OF INTEREST.

A Director must declare a conflict of interest on any matter or discussion with which he has an actual or perceived conflict. A Director who is on a club executive must not present to the Board any matter pertaining to his club for consideration by the Board except with the permission of the Board.

If in a situation the Chair decides that such a conflict exists, the Chair shall request the Director to leave the meeting for the duration of the discussion of the issue.

SECTION SIX - NOMINATIONS OF OFFICERS AND DIRECTORS

6.01 NOMINATING COMMITTEE.

There shall be at all times a nominating committee consisting of a Chair, appointed by the Board (the immediate Past-President if available) and two other members of the Board appointed by the Chair in consultation with the President. The nominating committee shall meet as often as required or at the call of any one of its members to consider persons for election to the Board of the Association. The names of persons nominated for election and their member clubs shall be presented to the Board for approval prior to the general meeting at which the election of Directors shall take place.

The Board may, from time to time, elect up to two additional persons as it sees fit, and such additional persons shall be members of the committee at the pleasure of the Board.

6.02 OTHER COMMITTEES.

The Board may at any time and from time to time establish committees to advise and report to the Board on specific matters. Members of a committee so established may be Board members or other persons designated at the pleasure of the Board.

6.03 QUORUM OF COMMITTEES.

Each committee shall adhere to the quorum requirements and voting procedures as set out in this by-law for the Board of Directors.

SECTION SEVEN OFFICERS AND EMPLOYEES OF THE ASSOCIATION

7.01 OFFICERS.

The following persons shall be the Officers of the Association; the President, two Vice-Presidents, the Treasurer and the Secretary and such other Officers as the Board may from time to time determine.

The officers shall be elected by the Board from its members at the first Board meeting after the annual election of such Board, provided that in default of such election the then incumbents, being members of the Board, shall hold office until their successors are elected.

In the election of officers, the President and two Vice-Presidents shall, at the time of their election, be members in good standing of a North York Community Tennis Club.

Any officer other than the President may hold more than one office.

7.02 VACANCIES.

If one of the offices of the Association becomes vacant, however caused, such vacancy shall be filled by the Board.

7.03 TERM OF OFFICE.

The President and Treasurer shall hold office at the pleasure of the Board, subject to a maximum of five consecutive years in those positions. All other Officers elected by the Board shall hold office at the pleasure of the Board.

7.04 BOOKS AND RECORDS.

The Directors shall see that all necessary books and records of the Association required by the by-laws of the Association or by any applicable statute or law are regularly and properly kept.

7.05 EMPLOYEES.

The Board shall appoint as an employee of the Association an Administrator, who is charged with the day-to-day operation of the Association, subject to the supervision of the President. The hiring of other full or part-time employees shall be the responsibility of the Administrator, subject to approval of the Board at its pleasure.

7.06 TERM OF EMPLOYMENT.

The Board may remove at its pleasure any employee of the Association without prejudice to such employee's rights under any employment contract.

7.07 PRESIDENT.

The President shall, when present, preside at all meetings of member clubs, or of the Board and shall appoint committees on behalf of the Board not otherwise provided for in this by-law. The President shall be charged with the general supervision of the operations of the Association and is an ex-officio member of all committees except the nominating committee of the Association. The President shall represent the Association in all matters dealing with city and provincial relations.

In the absence of the President, the duties of the President will be taken by a Vice-President who shall be designated by the President and failing such designation the Board shall make the election.

7.08 VICE-PRESIDENTS.

A Vice-President shall perform such duties and exercise such powers as the President may from time-to-time delegate to him or as the Board may designate. During the absence or inability of the President his duties may be performed, and these powers may be exercised by one of the Vice-Presidents, as determined by the Board. If a Vice-President exercises any duties or powers of the President, the absence or inability of the President shall be presumed with reference thereto.

7.09 TREASURER.

The Treasurer shall oversee all financial operations of the Association; shall ensure that full and accurate books of accounts are kept; shall present a budget and financial statements to the Board as required from time to time; shall ensure the audit of the books by an Auditor appointed at the last annual general meeting of the Association and shall perform such other duties as may from time to time be prescribed by the Board.

7.10 SECRETARY.

The Secretary shall attend all meetings of the Board and record all facts and minutes of all proceedings; and shall give all notices and directions required to be given to members and perform such other duties as may from time to time be determined by the Board.

SECTION EIGHT - NOTICES

8.01 METHOD OF GIVING.

Any notice, communication or other document to be given by the Association to a Member, Director, Officer, or Auditor of the Association under any provision of the letters patent or by-laws shall be sufficiently given if delivered personally to the person to whom it is to be given, or if mailed by prepaid post in a sealed envelope addressed to him at his last address shown on the records of the Association, or if sent by fax, telegraph or e-mail. Notices, communications, or other documents to members shall be delivered, mailed, telegraphed, e-mailed, and faxed to the club President or other person named by the member club.

The Administrator may change the address on the records of the Association of any member in accordance with any information believed by him to be reliable. A notice, communication or document shall be deemed to have been given when it is delivered personally or at such changed address. Any notice, communication or document so mailed shall be deemed to have been given after four working days of being deposited in a post office or public letter box; notice by other communication, electronic or otherwise, shall be deemed to have been given the day following the sending of such notice.

Any notice, communication, or other document to be given to the Association shall be sufficiently given if delivered by mail, after four working days of being deposited in a post-office or public letter box or if by other communication, electronic or otherwise, the day following the sending of such notice.

8.02 COMPUTATION OF TIME.

In computing the date when notice must be given under any provision of the letters patent or by-laws requiring a specified number of days' notice of any meeting or other event, the date of giving the notice shall, unless otherwise provided, be included.

8.03 OMISSIONS AND ERRORS.

The accidental omission to give any notice to any Member, Director, Officer or Auditor, or the non-receipt of any notice by any Member, Director, Officer, or Auditor or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

8.04 ENACTMENT OF AND AMENDMENT TO BY-LAWS.

A by-law and a repeal, amendment or enactment thereof shall not be effective until it is passed by the Board at a meeting of the Board and confirmed, with or without variation, by a majority of the votes cast at a general meeting of Members.

8.05 REPEAL OF PRIOR BY-LAWS.

All prior by-laws and other enactments of the Association heretofore enacted or made are repealed, provided that such repeal shall not impair in any way the validity of any act or thing done pursuant to any such repealed by-law or other enactment.

ENACTED this 7th day of February 2022.

WITNESS the corporate seal of the Association.

(Corporate Seal)

Signatures:

Howard Sahuvar
President

Tania Tang
Secretary

Version Number:	2.1
Document ID:	
Approved by:	City Council
Date Approved:	March 31, 2016

Purpose: The Parks, Forestry and Recreation Division supports Community Tennis Clubs as partners in the delivery of tennis programming across the City.

The Policy for Outdoor Community Tennis Club Operations governs the establishment, operations and dissolution of Community Tennis Clubs using City of Toronto outdoor tennis courts.

Policy Statement: Community Tennis Clubs are positive influences in our communities; they promote an active and healthy lifestyle for all ages and encourage the growth of the sport of tennis through tennis instruction, organized play and social events.

Community Tennis Clubs are our partners in the protection and animation of our parks and City assets.

Scope: This policy applies to outdoor Community Tennis Clubs operating on City of Toronto tennis courts.

The Parks, Forestry and Recreation Division will endeavour to ensure the intended outcome of this policy is achieved as this policy and the accompanying procedures and guidelines do not and cannot, cover all situations.

Definitions:

Community Tennis Club
Community Tennis Clubs are not-for-profit organizations managed by volunteers. They obtain permits to operate on facilities owned by the City.

Division
Defined as the City of Toronto, Parks Forestry and Recreation Division.

Independent Tennis Club
Existing Community Tennis Clubs that do not belong to the associated Regional Tennis Organization are considered “independent” clubs.

Regional Tennis Organizations
Regional Tennis Organizations represent their region at the Ontario Tennis Association (OTA) and regional chairs sit on the OTA board. The three (3)

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Regional Tennis Organizations representing the Toronto area are: North York Tennis Association, Scarborough Tennis Federation and Toronto Tennis.

Tennis Liaison Committee

A committee composed of designated staff of the Division, a maximum of two (2) representatives from each of the Regional Tennis Organizations, and one (1) representative from a group to be formed from existing independent clubs from across the City of Toronto.

Not-For-Profit Organization

For the purpose of this policy a not-for-profit organization provides services, programs and opportunities for residents which support the principle of community building.

Volunteer trustees or a board of directors governs the organization and there is no personal financial gain for members, trustees or directors. Any excess of revenues over expenditures are turned back into the organization and funds can only be used for promoting its organizational purpose.

Prime Time Hours

For the purpose of this policy, Prime Time hours are:

For lighted courts:

4:00 p.m. - 11:00 p.m. on Monday to Friday

8:00 a.m. - 11:00 p.m. on Saturday/Sunday/Holidays

For unlighted courts:

4:00 p.m. - Dark on Monday to Friday

8:00 a.m. - Dark on Saturday/Sunday/Holidays

Resident

Residents are people who live in, own property in or own or operate a business in the City of Toronto.

Conditions:

General Mandate

Community Tennis Clubs offer tennis programming to meet the identified needs of their members, as well as a junior program. Community Tennis

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Clubs hire tennis professionals and other staff as necessary to delivery programming and operate the club. All Community Tennis Clubs must have a membership accessibility policy and program to address both financial and physical accommodations.

New Club Formation

1. Where a new Community Tennis Club is being formed at an available public court site, the responsibility to assist the new club, if required, will be shared by the Tennis Liaison Committee and the Division. The new Community Tennis Club will operate under the same rules and regulations as all other Community Tennis Clubs as outlined in this policy.
2. Evidence of interest from a minimum of 30 adult residents per court, and the formation of an executive, must be submitted to the Division in writing. Evidence of interest to be submitted to the Division should include the name, postal code, email address and phone number for each adult listed.
3. Community Tennis Club membership fees for the first season must be paid and held in trust by the Community Tennis Club before the Division will issue a new permit.
4. The Division must consult with the local community to ensure Councillor and local support before issuing new permit.

Proof of Not-for-Profit Status

Community Tennis Clubs must demonstrate not-for-profit status to be eligible to permit tennis courts under this policy.

1. Where the organization's annual budget is less than \$5000.00, the group must submit an application form, provided by the Division's permit office, verifying not-for-profit status.
2. Where the organization's annual budget exceeds \$5000.00, the group must have:
 - a. A volunteer executive elected at an Annual General Meeting;
 - b. A constitution, by-laws and/or letters patent; and
 - c. Financial statements.

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The City reserves the right to request an audited financial statement, at any time and for any reason, at the Community Tennis Club's expense.

Governance

Community Tennis Clubs are volunteer run organizations. The Community Tennis Clubs must be a member in good standing of the appropriate Regional Tennis Organization or an existing Independent Tennis Club. Community Tennis Clubs hold an annual general meeting, in accordance with its constitution and must have a formal complaint resolution process. Community Tennis Clubs must have an identified Community Liaison representative. This can be an additional executive position or it can be served by an existing member of the executive.

Capital Reserve Funds

Community Tennis Clubs that have capital obligations and new capital projects for their courts (e.g. colour/top coat or club house enhancements) will establish a capital reserve appropriate to the life-cycle of the assets they are required to repair and/or maintain. Capital repairs and improvements shall comply with all relevant City policies relating to the work including Fair Wage Policy and labour trade union contracts where applicable.

Club Dissolution

Clubs must notify the Division and the Tennis Liaison Committee when they intend to dissolve and again upon dissolution.

Upon dissolution of a Community Tennis Club, any remaining funds and equipment, after provision has been made for any outstanding liabilities, should be addressed in accordance with the policies of the existing executive or the Community Tennis Club constitution.

Cancellation or Denial of Permit

The General Manager of Parks, Forestry and Recreation may deny or cancel a permit where:

- The Community Tennis Club is not operating in accordance with the policy,
- The Community Tennis Club breaches any permit requirements, or
- The Community Tennis Clubs are in not in compliance with the City of Toronto Municipal Code.

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The decision of the General Manager is final.

Process:

Club Occupancy of Public Tennis Courts

1. The Division will grant permits to Community Tennis Clubs in accordance with relevant permit policies including this policy and accompanying procedures and guidelines.
2. The length of the Community Tennis Club playing season shall be jointly determined by the Division and Community Tennis Club. The season is normally April to October and depends on the weather, court conditions and resources for seasonal operations and maintenance requirements.
3. The Community Tennis Club recognizes that any repairs considered necessary by the City, either to the courts or other municipal assets, might necessitate temporary closing of the courts. Every effort will be made by the Division to temporarily relocate the club to other courts until the repairs have been completed and the Division reopens the courts.

Permits

The Divisions' Permit Allocation Policy applies to the issuance of permits to Community Tennis Clubs. Permits are granted seasonally and are not guaranteed for future years. Additionally:

1. Community Tennis Clubs must annually submit the following with their permit application:
 - a) Membership list,
 - b) Financial statements including evidence of capital reserve fund,
 - c) Copy of the current constitution, and
 - d) Sustainability plan when requested by the City.
2. Community Tennis Clubs are required to maintain a minimum of 30 adult members per court including an executive. Community Tennis Clubs with fewer than 30 adult members per court will be reviewed by the Division for sustainability before being issued a permit.
3. Community Tennis Clubs may not use the courts or enter the club house outside of permitted dates and times without express permission from the Division. Tampering with City property including; plumbing,

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electrical or mechanical systems or lighting may result in the immediate revocation of Community Tennis Club permits or charge-backs to the Community Tennis Club for damages incurred.

Permit Fees

1. Permit fees will be charged in accordance with the Council approved permit rates, for each full season of operation by any Community Tennis Club operating on City of Toronto courts. The Division reserves the right to increase permit fees according to inflationary costs.
2. Fees are to be paid in full by May 31 of each year. Failure to pay permit fees in full may result in the cancellation of the Community Tennis Club permit.
3. Any special event must comply with the City of Toronto Non-Profit / Charitable Special Event Guidelines for City Parklands. An event involving noise amplification, installation of a tent/stage or where liquor will be served is considered a special event and requires an additional permit.

Categories for Community Tennis Club Membership

Community Tennis Clubs should have a minimum of two categories of membership:

1. Adult membership for those aged 18 and over as of January 1st of the current year, and
2. Junior membership for those aged under 18 as of January 1st of the current year.

Community Tennis Club Membership Fees

Community Tennis Clubs will charge annual membership fees to sustain Community Tennis Club operations. Membership fees shall be sufficient only to provide such funds as the members and the executive deem necessary for annual Community Tennis Club expenses and the capital reserve fund. An administrative fee may be charged for processing new members but the combined membership fee and administration fee cannot exceed the Division-approved maximum fees for annual membership. Maximum membership fee rates will be reviewed annually by the Division and the Tennis Liaison Committee and communicated to all clubs.

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Community Tennis Club Membership and Waiting Lists

1. A Community Tennis Club shall receive applications for membership from any Resident provided that the applicant complies with the rules and regulations as established by the Community Tennis Club.
2. Existing Community Tennis Clubs are required to offer membership renewal to previous year's members in good standing in the subsequent year, prior to accepting new members. In the case of new memberships, applications from Residents must be given priority over any applications from non-residents.
3. A Community Tennis Club shall accept applications for membership until the membership has been closed. At such a time, a waiting list will be established.
4. A waiting list can only be established when a Community Tennis Club has a minimum of 75 adult members per court. Community Tennis Clubs may determine their own membership court standard providing it meets the minimum.
5. When a waiting list has been established, Residents will get priority to join the Community Tennis Club over non-residents. A non-resident cannot be removed from a wait list to join the Community Tennis Club until the list of Residents has been exhausted.
6. When a Community Tennis Club has started a waiting list, it shall be kept in strict sequence by the date the membership application is received and shall be available to the Division upon request.
7. Waiting list and/or transitional fees are expressly prohibited. Community Tennis Clubs may charge an administrative fee for new members but the combined administrative fee and membership fee cannot exceed the Division-approved maximum fee for annual memberships.
8. Waiting lists are to be generated annually once membership is closed.
9. Returning members shall be given a deadline to register for the following year. If membership is still open after the deadline has passed, interested participants on the wait list should be considered in

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order (i.e. spots should not be "held" for potential members or team players who have not yet joined to prevent wait-listed participants from joining.)

10. Junior membership must be in addition to the above minimums. Community Tennis Clubs may elect to keep junior membership open to encourage participation.
11. Each Community Tennis Club shall have a guest policy, which allows members' guests to play at a rate not to exceed the annual rate established by the Division. Annual rates will be amended and distributed to Community Tennis Clubs each year.
12. In the event a member is deemed not to be in good standing, the Community Tennis Club must inform the member as soon as possible and prior to the end of the season.

Community Tennis Club Programs

Each Community Tennis Club shall provide equitable tennis programming, including a junior program, to meet the identified needs of its members and community.

Facility Changes and Additions

Any Community Tennis Club that wishes to make any capital improvements to the building or court surface, other than colour coat, shall submit a written request for approval to the Director of Parks Development and Capital Projects with a copy to the Tennis Liaison Committee, before obtaining quotations from City-approved contractors. The Community Tennis Club must provide satisfactory evidence that they have funds to complete the major improvements to the building or court surface. A reply in writing from the Director of Parks Development and Capital Projects (or designate) must be received prior to proceeding. Once approval has been given, all the costs, scheduling and supervision by a qualified professional associated with the project shall be the sole responsibility of the Community Tennis Club. The City will inspect the progress of the project at appropriate milestones for compliance with the Ontario Building Code, standard building practices and the agreed-upon scope of work.

Any Community Tennis Club that wishes to colour coat courts, exclusive of

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a major capital re-build, shall submit a written request for approval to the Director of Parks (or designate) with a copy to the Tennis Liaison Committee. If approved, Community Tennis Clubs will work with Divisional staff to have the work completed in accordance with applicable policies and procedures at the Community Tennis Club's expense. Colour coating must be acrylic-based. All maintenance costs to be covered by Community Tennis Clubs.

Repairs and improvements to courts, clubhouses and court assets (beyond the minimum to be maintained by City) shall comply with all relevant City policies including but not limited to the Parks Development and Capital Projects process, Fair Wage Policy and labour trade union contracts where applicable. The Parks, Development and Capital Projects process is summarized in the Outdoor Community Tennis Club Procedures and Guidelines.

Public Use of Tennis Courts

1. Non-members shall be entitled to use the courts and practice courts for six (6) prime-time hours per week, two (2) of the six (6) hours must be made available on weekends and holidays, as outlined in the Outdoor Community Tennis Club Procedures and Guidelines document.
2. The Division will provide the initial public hours sign. New signage required as a result of Community Tennis Club schedule changes must be paid by the Community Tennis Club.
3. Community Tennis Clubs are required to post public hours at the tennis courts, on the Community Tennis Club website and provide Division staff with annual public hours to be posted on the City's website.

Communication/Complaint Handling

1. Whenever an item directly affecting community tennis in the City is on the agenda of a committee of Council, the Division will advise the Tennis Liaison Committee who will be invited to have an official representative in attendance.
2. The Community Tennis Clubs will communicate directly with the Tennis Liaison Committee and the Division on matters regarding operations, major maintenance and development of its programs and facilities.

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3. Repairs requiring Division involvement should be communicated from the Community Tennis Club directly to the Division (refer to the Outdoor Community Tennis Club Procedures and Guidelines.)
4. Where a member of a Community Tennis Club has a complaint or dispute they shall consult their executive for resolution. Community Tennis Clubs must have a formal complaint resolution process.
5. Suspending or banning an individual (member or non-member) from a Community Tennis Club must be done in accordance with the Divisions Suspension and Ban Policy. If a suspension of longer than three (3) days is required, the Division must be consulted and appropriate documentation completed in accordance with the policy.

Roles and Responsibilities:

The Division requires that all facilities be maintained to acceptable City standards and legislative requirements. The standard level of tennis court service provided by the Division is outlined in the Outdoor Community Tennis Club Procedures and Guidelines.

Tennis Club Responsibilities

1. Be a member in good standing of the appropriate Regional Tennis Organization or an existing Independent Tennis Club.
All new Community Tennis Clubs must become members of the existing Regional Tennis Organization.
2. Hold an annual general meeting, in accordance with its constitution.
3. Report any vandalism or theft to the Division.
4. Nets and Posts:
 - a. Nets must be provided on all courts during normal Community Tennis Club playing hours and all public hours.
 - b. All costs relating to installation, removal, repair, replacement or storage of nets and posts are the Community Tennis Club's responsibility.
5. Maintain any existing clubhouse in good state of repair, satisfactory to the General Manager of Parks, Forestry and Recreation, and to safe

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operational standards.

6. Daily maintenance of the notice boards and general appearance and cleanliness of the courts and surrounding area (including picking up litter/recycling generated by the club), plus weekly inspection of benches, picnic tables, windscreens and signs inside court area. Additional amenities such as buildings, furnishings, improved surfaces, additional lighting, windscreens, notice and player boards, etc., shall be supplied and maintained by the Community Tennis Club at its own expense.
7. Provide the Division notice of what repairs (broken and damaged amenities) and changes are required to benches, picnic tables and/or waste/recycling totes at the end of the season.
8. Post public access hours at the tennis court, on the Community Tennis Clubs website and provide the Division staff with public hours to be posted on the Division's website for the duration of the season.
9. Where Community Tennis Clubs have capital responsibilities to maintain or upgrade facilities (e.g. colour coating or clubhouse upgrades) they shall establish a capital reserve fund appropriate to the life-cycle of the asset. The reserve shall be held separately from the Community Tennis Club's general funds and shall be reflected in the Community Tennis Club's financial records as a capital improvement reserve. All improvements and upgrades made by Community Tennis Clubs shall belong to the City.
10. Community Tennis Clubs are responsible for the maintenance and replacement of all improvements, and for all costs associated with the tennis courts and clubhouse that are not the City's responsibility as set out in the Divisional responsibilities below and in the Outdoor Community Tennis Club Procedures and Guidelines.
11. When the rekeying of locks is requested by a Community Tennis Club, the cost of rekeying is the responsibility of the Community Tennis Club.
12. Community Tennis Clubs may install wind screening on City owned tennis courts. Any damage caused by or to windscreens is the

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responsibility of the Community Tennis Club.

13. Where the use of a propane tank is required, Community Tennis Clubs must follow provincial propane storage and handling regulations. Storage of propane tanks on City property is strictly prohibited.
14. Storage of items is prohibited in electrical and mechanical areas/rooms in accordance with legislative requirements including the Ontario Building Code and the Ontario Electric Safety Code.

Divisional Responsibilities

The Division shall be responsible for the basic recreation level of services of all tennis courts, as outlined in the Outdoor Community Tennis Procedures and Guidelines.

Additional Responsibilities of the Division as below and highlighted in the procedures:

- a. Existing lighting – supply and installation of new bulbs, aiming and cleaning, setting and maintenance/replacement of timing devices.
- b. Existing fencing – including repairing holes in the fence, leaning or falling fences, gaps between fence and ground, gates and locks unless damage is caused by windscreens.
- c. Building or re-building of tennis courts and fencing of facilities to basic recreation standards as outlined in the Outdoor Community Tennis Club Procedures and Guidelines.
- d. Supplying waste/recycling totes as deemed required by the Division.
- e. Supplying benches and one picnic table each year for the Community Tennis Club's use. Delivery of such items will be completed by May 1 of the tennis season.

Information Management:

Corporate Access and Privacy guidelines must be adhered to. All related reports, forms and personal information are to be maintained in a secure location at all times and made available only to executive members/staff who require access to the information. Please refer to the following link for more details:

- [Municipal Freedom of Information and Protection of Privacy Act](#)

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Authority:

- City Council, Item [CD10.2](#)

Related Policies:

- [City of Toronto Advertising Policy](#)
- [City of Toronto Non-Profit/Charitable Special Event Guidelines for City Parklands](#)
- [Donations to the City of Toronto for Community Benefits Policy](#)
- [Fair Wage Policy](#)
- [City of Toronto Human Rights and Anti-Harassment Policy](#)
- [City of Toronto Municipal Alcohol Policy](#)
- [City of Toronto Sponsorship Policy](#)
- [City of Toronto Security Video Surveillance Policy](#)

Related Information:

- [Ontario Tennis Association](#)
- Outdoor Community Tennis Club Procedures and Guidelines
- [Parks Plan](#)
- [Recreation Service Plan](#)
- [Tennis Canada](#)

Forms:

- [Application for a Special Event in a City Park or Facility](#)
- [Permit Application Form](#)
- [Step-by-Step Fundraising Guide](#)

Contact: Questions about this policy can be directed to:

Director, Policy and Strategic Planning
Parks, Forestry and Recreation
City Hall
100 Queen Street West, 4th Floor West Tower
Toronto, Ontario, M5H 2N2

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Purpose: The *Outdoor Community Tennis Club Procedures and Guidelines* support the *Policy for Outdoor Community Tennis Club Operations* and the establishment, operations and dissolution of Community Tennis Clubs using City of Toronto outdoor tennis courts.

The *Outdoor Community Tennis Club Procedures and Guidelines* document will be reviewed every five (5) years or as deemed required by the Division.

Scope: These procedures and guidelines apply to outdoor Community Tennis Clubs operating on City of Toronto tennis courts.

The Parks, Forestry and Recreation Division will endeavour to ensure that the intended outcome of these procedures and guidelines is achieved as this document and the related policy do not and cannot cover all situations.

Definitions:

Commercial Activities

For the purpose of these procedures, any activity in which a person, group, or organization charges fees to clients to conduct organized recreation activities or services on a City tennis court including a Community Tennis Club location.

Community Tennis Club

A Community Tennis Club is a not-for-profit organization managed by volunteers. A Club obtains permits to operate on facilities owned by the City.

Court Hours

Court hours are categorized as "non-prime time" or "prime time" and defined as follows:

1. Non-Prime Time:

7:00 a.m. – 4:00 p.m. Monday to Friday

2. Prime Time

For lighted courts:

4:00 p.m. - 11:00 p.m. on Monday to Friday

8:00 a.m. - 11:00 p.m. on Saturday/Sunday/Holidays

For unlighted courts:

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4:00 p.m. - Dark on Monday to Friday
8:00 a.m. - Dark on Saturday/Sunday/Holidays

Division

Defined as the City of Toronto, Parks Forestry and Recreation Division.

Guest

A Guest is an individual accessing a court during Community Tennis Club permitted hours who is accompanied by a current Community Tennis Club member.

Non-member

A Non-member is an individual accessing a court during Community Tennis Club permitted hours and is not accompanied by a current Tennis Club member.

Special Event

A special event includes any activity involving sound amplification, installation of a tent/stage or where liquor will be served. Refer to *City of Toronto Special Event Policies and Procedures for City Parklands* for full special event requirements.

Tennis Liaison Committee

The Tennis Liaison Committee is comprised of designated Division staff, a maximum of two (2) representatives from each of the Regional Tennis Organizations, and one (1) representative from a group formed from existing Independent Tennis Clubs from across the City of Toronto.

Criteria & Conditions:

In addition to the conditions and processes set out in the *Policy for Outdoor Community Tennis Club Operations*, the following criteria and conditions also apply to outdoor community tennis club operations:

Permit Conditions

- Community Tennis Clubs may operate between April 1st and October 31st, weather permitting.
- Community Tennis Clubs will have water and hydro services available from the beginning of April to October 31st, pending weather conditions.

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- The permit fee allows Community Tennis Clubs to operate during prime-time hours.
- The Division will have the first right of refusal for non-prime time hours. Community Tennis Clubs may permit available non-prime time hours at no additional fee.
- Community Tennis Clubs will pay the relevant permit fees to the City of Toronto. The Division reserves the right to increase permit fees due to inflationary costs.
- The Division reserves the right to modify permit times based on community needs including proximity to residential frontage.
- There is absolutely no subletting of City facilities. Community Tennis Clubs who sublet a City of Toronto facility may risk their permit being cancelled immediately and may jeopardize future permitted time with the City of Toronto.
- Additional permits may be required, and Council-approved permit fees may apply, for social gatherings and special events as per the *City of Toronto Non-Profit / Charitable Special Event Guidelines for City Parklands*.

Special Events

- Special events require a separate permit application form to be completed.
- Where alcohol will be served Community Tennis Clubs must complete and apply for a liquor licence from the Alcohol and Gaming Commission of Ontario.
- Any Community Tennis Club interested in operating a special event must follow the *City of Toronto Special Event Policies and Procedures for City Parklands*.
- Sale or Service of Food and Non-Alcoholic Beverages
 - If a Community Tennis Club plans to sell or serve food or non-alcoholic beverages at a special event, the Division will send

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notification to the Toronto Public Health Division (TPH) on the Club's behalf.

- Clubs will be required to contact TPH to gain the necessary approval. Please be advised that TPH requires a minimum of 15 days' notice to process all requests.

- **Waste Management**

- Community Tennis Clubs are responsible to remove waste / recycling (e.g. piles of pizza boxes, tennis ball canisters, garbage) associated with special events at their expense. Arrangements can be made through the Solid Waste Management Division.

Social Gatherings

- Outside the criteria for special events identified in the Definitions section, where a Community Tennis Club offers social gatherings for Community Tennis Club members within the court enclosures and/or clubhouse, this is deemed regular Community Tennis Club operation and does not require a separate special event permit.
- As with special events, Community Tennis Clubs are responsible to remove waste / recycling (e.g. piles of pizza boxes, tennis ball canisters, garbage) associated with social gatherings at their expense. Arrangements can be made through the Solid Waste Management Division.

Community Tennis Club Fees & Rates

- Permit rates are included in the Division's user fees submission to City Council for approval annually. Division staff will produce a fee chart, reflecting the approved fees and rates for permits, membership rates and daily maximum rates for Guests and Non-members.
- **Guests:**
 - Where guest fees are collected, rates shall be established by the Community Tennis Club and cannot exceed the daily rate in the fee chart.
 - Guests are required to pay any applicable guest fees, where collected, outside public hours.
 - Fees do not apply during public hours.

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- Non-members:
 - Where non-member fees are collected, rates shall be established by the Community Tennis Club and cannot exceed the daily rate in the fee chart.
 - Non-members are required to pay non-member fees, where collected, outside public hours (e.g. accessing a vacant court during Community Tennis Club permitted hours).
 - Fees do not apply during public hours.

Public Use of Tennis Courts

- Public hours apply to all courts at a Community Tennis Club location (excluding clay courts).
- Access to public hours shall be on a first-come, first-served basis in accordance with the Club's posted sign-up procedures.
- Community Tennis Club programming and commercial activities are prohibited during public hours.
- Public hours may be jointly reviewed as necessary by the Tennis Liaison Committee and Division.
- Clubs must provide public access to use courts and practice courts (excluding clay courts) as follows:
 1. For a minimum of six (6) regularly scheduled prime-time hours per week, two (2) of the six (6) hours must be made available on weekends and holidays. Public hours must be scheduled in time blocks of (at least) two (2) hours at a time. For the purpose of scheduling holiday hours, "holiday" shall refer to actual holiday dates (e.g. Canada Day – July 1st). A list of holiday dates within the tennis season will be circulated to Clubs by the Division at the start of the season, annually.
 2. At approved court times outlined in this document not covered by Community Tennis Club permits.
 3. On vacant courts during Community Tennis Club permitted hours provided the non-member:
 - a. Pays the agreed upon non-member club fee, according to City established maximums.

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- b. Tags/signs up according to club procedures.
- c. Abides by the rules of the club.

- Guests and non-members must abide by the posted rules and regulations of the Community Tennis Club.

General:

- City of Toronto tennis courts and associated fencing will be built and maintained according to the standards set out in the City of Toronto Tennis Court and Fencing Standards section below.
- The Division will provide the standard level of service set out in the City of Toronto Standard Level of Community Tennis Club Court Service section below
- Video and surveillance equipment including web cameras are governed by the Security Video Surveillance Policy and Corporate Security Policy. Requests to install surveillance equipment by Community Tennis Clubs on any City of Toronto property or issues around safety/vandalism should be referred to the local Parks Supervisor.

Procedures:

Permit Applications

1. To receive a permit, each Community Tennis Club must submit the following to the Division no later than March 1st of each year:
 - a. A completed permit application form requesting hours needed for Community Tennis Club programming.
 - b. A copy of the previous annual general meeting notices and minutes where applicable.
 - c. A total count of all members divided by category. The Division reserves the right to require the permit holder attest to membership residency and membership totals in a signed affidavit.
 - d. Complete list of its current executive; contact information for the Community Tennis Club including general contact information for the permit representative and contact information for the

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Community Liaison representative.

- e. Financial statement covering the previous year's operation. The Division reserves the right to request an Audited Statement at the Community Tennis Club's expense.
 - f. A current copy of the Community Tennis Club constitution and/or bylaws, along with a copy of its rules and regulations and public times. Community Tennis Clubs shall advise the Tennis Liaison Committee and Division of any changes thereto.
 - g. Proof of insurance that meets minimum City of Toronto requirements.
2. Provided that the Community Tennis Club has no outstanding liabilities to the City of Toronto or Tennis Liaison Committee (e.g. permit fees, group insurance fee) and the preceding is complied with, the Community Tennis Club permit will be issued by the Division no later than March 31st.
 3. Once a Community Tennis Club has received its permit, public court hours will be posted at the Club location and on Parks, Forestry and Recreation's tennis webpage for the public to view.

Permit Extensions

1. Community Tennis Clubs can request an extension to use the courts beyond the standard season dates noted under Permit Conditions in the Criteria & Conditions section.
2. A formal request must be submitted to the Division at least two weeks prior to the end of the season through the Club's designated Permit Officer.
3. The Division will review the request considering:
 - Staffing levels
 - Weather and forecast
 - Risk factors (frost, leaf fall, etc.)
 - Additional factors affecting courts use (e.g. access route to courts)
4. Division staff will inform Club representatives of the final decision. If approved, the designated Permit Officer will amend the club permit.

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Community Tennis Club Capital Repairs

Where the Community Tennis Club repairs, augments or upgrades tennis courts and/or clubhouses and the work does not exceed \$50,000, the Community Tennis Club will ensure it follows the City's Fair Wage and labour trade union contracts as applicable.

Any upgrades to tennis courts, clubhouses or facilities undertaken by the Community Tennis Club must meet applicable Accessibility for Ontarians with Disabilities Act (AODA) standards and requirements.

Community Tennis Clubs must comply with the User Improvements for Community Tennis Club Building and Surrounding Area (Parks Development and Capital Projects process) requirements including, but not limited to the following:

- Prior to the commencement of any renovations and/or modifications to a city-owned facility to be carried out by a Community Tennis Club, a Letter of Intent must be provided by the Club to the City that will identify all relevant details regarding the proposed renovations and/or modifications.
- All proposed renovations to city-owned facilities by Community Tennis Clubs require review and approval by City staff.
- All approved renovations and/or modifications become the property of the City of Toronto.
- Work carried out on a City facility without prior written approval may be removed by the City and the facility brought back to its original condition at the expense of the Community Tennis Club.
- The Community Tennis Club and the City are required to execute a User Improvements Letter prior to the start of construction.
- The Community Tennis Club will provide the City a letter from a recognized financial institution stating that the Community Tennis Club has the funds to cover all costs of the proposed construction.
- The Community Tennis Club will submit a certified cheque payable to the City of Toronto in the amount of 25% of the value of the construction costs. The cheque will be returned when the project is completed, the 45 day lien period has expired and project accepted by the City.
- In the event that the work is not completed, the Community Tennis Club will be held accountable for the completion of the agreed-upon improvements. In the event that the approved contractor defaults, the Community Tennis Club will be responsible to complete the

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renovations at the Club’s expense and clear any liens or claims registered by a sub-contractor.

- In the event that the Club does not complete the project as agreed, the certified cheque will be cashed and the funding will be used by the City to complete the project. The City shall charge a 10% project management fee based on the value of construction. The City will provide a full cost summary to the Community Tennis Club. In the event that there are surplus funds remaining from the Letter of Credit, the surplus funds will be returned to the Club.
- If at any time in the future the Community Tennis Club were to cease operations, it shall have no recourse to receive compensation for the improvements they have made to the City facility.

Tennis Liaison Committee

1. The Tennis Liaison Committee will review the Community Tennis Club policy; facilitate communication with Community Tennis Clubs; support the review and approval of new Community Tennis Club formation; and support the development of tennis in the City of Toronto.
2. The Committee will meet quarterly or as deemed necessary by the Division and Tennis Liaison Committee.

Waiting Lists

1. Waiting lists are to be generated annually once membership is closed. Clubs may generate their waitlist by confirming interest of all waitlisted members annually and maintaining the list in strict sequence by the date the membership application is received. The waitlist shall be made available to the Division upon request.
2. Clubs are encouraged to post their waitlist including position number online, in a privacy-compliant manner.

City of Toronto Tennis Court and Fencing Standards

- Parks, Forestry and Recreation maintains all courts through their state-of-good repair program.
- Courts are inspected and conditions assessed on an approximate five year cycle to identify major repairs and maintenance issues.
- The Parks, Forestry and Recreation Tennis Court Design Guidelines for all tennis courts calls for a standard black top asphalt surface with white lines.
- For complete reconstruction projects the design will be as per the Design Guidelines and based on site-specific geotechnical reports to

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determine the appropriate construction methodology and asphalt thickness.

- Perimeter tennis court fencing is to be commercial grade 10' or 12' high galvanized woven chain-link #6 gauge fence fabric complete with terminal post, line post, welded mid rail, top and bottom rails with fitting and welded pedestrian and service gate openings.

City of Toronto Standard Level of Community Tennis Club Court Service

The following list represents the standard level of service to be provided to Community Tennis Clubs by the Division for their operating season. Services not listed below will be provided on a full cost recovery fee basis. Community Tennis Clubs are responsible to provide the Division notice of repairs that are requested or required prior to the end of the season.

Clubhouse

- Ensure water and hydro to the clubhouse
- Ensure structural integrity of the clubhouse
- Exterior painting as required
- Repair of broken windows
- Repair of exterior locks as required
- Plumbing and electrical repairs
- Repair/replace exterior lights
- Roof repairs as required

Parks/Grounds

- Painting/replacing benches as required
- General cleanup and disposal of litter (not associated with special events or social gatherings) from ground outside the courts, as done with regular park maintenance
- Standard waste/recycling totes are provided in Parks. The removal of waste/recycling from these totes is the responsibility of the Solid Waste Management Division.

Tennis Courts/Fencing/Lighting

- Seasonal inspection of fence, light posts and court surfaces
- Provide and install new court bulbs; aim and clean fixtures (as required). Light bulbs are changed when the lights are below the approved standards of foot candle illumination and coverage.
- Repair fence gates and latches (as required)
- Minor repair to fences (as required), repair gapping between fence and

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- surface where possible
- Replacement and erection of Divisional approved signage (Clubs are responsible for posting their rules and regulations.)
- Re-setting and repair of light timers
- Provide a basic black top with white line playing surface

General Repairs

- Community Tennis Clubs are responsible to provide the Division notice of what repairs (broken and damaged amenities) and changes are required to benches, picnic tables and / or waste / recycling totes at the end of the season.

Waste Services

- Additional waste / recycling totes will be at the Club's expense.
- Requests for additional waste / recycling totes or reports of damaged waste / recycling totes must be made to the Solid Waste Division by calling 311.

Information Management:	Corporate Access and Privacy guidelines must be adhered to. Ensuring all related reports, forms and personal information are maintained in a secure location at all times and made available only to board members/staff who require access to the information. Please refer to the following links for more details: <ul style="list-style-type: none">• Municipal Freedom of Information and Protection of Privacy Act
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Related Policies:	<ul style="list-style-type: none">• City of Toronto Special Event Policies and Procedures for City Parklands• Fair Wage Policy• Municipal Alcohol Policy• Permit Allocation Policy• Policy for Outdoor Community Tennis Club Operations• User Improvements for Tennis Club Building and Surrounding Area• Security Video Surveillance Policy• City of Toronto City-wide Corporate Security Policy
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Related Information:	<ul style="list-style-type: none">• Ontario Tennis Association• Parks Plan• Recreation Service Plan
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- [Solid Waste Management](#)
- [Tennis Canada](#)
- [Step-by-Step Fundraising Guide](#)

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- Forms:**
- [Application for a Special Event in a City Park or Facility](#)
 - [Permit Account Application Form](#)
 - User Improvements for Tennis Club Building and Surrounding Area

Contact: Questions about this policy can be directed to:

Director of Policy and Strategic Planning, Parks, Forestry and Recreation,
City Hall, 100 Queen Street West, 4th Floor West Tower, Toronto, Ontario,
M5H 2N2

The Ontario Tennis Association

OTA BY-LAW MODEL FOR A COMMUNITY TENNIS CLUB

Original by Michel Lecavalier, OTA Past President

Updated by the NYTA Feb 2020

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Article 1 - Bylaws

- 1.1 The purpose of these bylaws is to provide guidelines for the operation and conduct of the _____ Tennis Club.
- 1.2 This Bylaw replaces all past bylaws.
- 1.3 A copy of the By-Laws of the Club shall be available within the clubhouse at all times for the inspection of members.

Article 2 – Name and Location

- 2.1 The organization shall be known as the _____ Tennis Club hereinafter referred to as “the Club” and shall carry on as a not-for-profit community tennis club.
- 2.2 The location of the organization shall be at (street address) _____ in the city / town of _____, in the province of Ontario.

Article 3 – Purpose and Objectives

- 3.1 To encourage and promote the game of tennis at all age levels regardless of ability.
- 3.2 To respect and observe the regulations of the City / Town of _____ in relation to tennis.
- 3.3 To develop rules and regulations for the Club which support the enjoyment of the game of tennis by all members.
- 3.4 Liaise and co-operate with other tennis organizations as required for the enhancement of the Club’s objectives.
- 3.5 Develop and implement a feasible and affordable Capital Expenditure Program for the upkeep and improvement of the existing facilities and the inclusion of new projects in response to the needs of the membership.

Article 4 – Affiliation

4. The Club shall have the following affiliations:
 - 4.1 The Club shall be a member of the Ontario Tennis Association (OTA).
 - 4.2 The Club shall be affiliated to Tennis Canada through the OTA.

Article 5 – Membership

- 5.1 Membership will be open to all, regardless of race, colour or creed.
- 5.2 All members must agree to abide by the Bylaws, Rules and Regulations of the Club.
- 5.3 The membership year will be from (month / year) to (month / year).
- 5.4 There shall be (four) _____ categories of membership: Adult; Family; Students (full time students from 18 to 24 years of age); and Juniors (up to 18 years of age).
- 5.5 Memberships are non-transferable.
- 5.6 The Club reserves the right to restrict the maximum number of members eligible to join the Club.
- 5.7 At its discretion, the Board of Directors may offer additional membership types from year-to-year.
- 5.8 A member in good standing is one who has paid any membership dues or other fees owing to the Club and who is not the subject of a disciplinary investigation or sanction by the Club.

Article 6 – Disciplinary Action

- 6.1 Any allegations of improper conduct and behavior by Club members shall be investigated by the Board of Directors or by an ad hoc Conduct and Behavior Committee, composed of at least two adult members.
- 6.2 Membership may be suspended or cancelled by the Board of Directors for conduct considered prejudicial or harmful to the Club and/or its members.
- 6.3 The member in question shall be advised by email or registered post of such recommendation in care of the member's email or residence as indicated on the books of the Club.
- 6.4 The member shall also be advised of the date, time and place of the meeting of the Board of Directors which will consider this recommendation and shall be told that she or he has the opportunity to attend the meeting in order to show cause as to why the recommendation should not be implemented.
- 6.5 Where the member is a Junior Member, registered notice shall be sent to the member's parent(s) or guardian(s), where possible, with an invitation to attend the said meeting.
- 6.6 Suspension or Cancellation of membership shall occur upon resolution of the Board of Directors at a duly constituted meeting. Disciplinary decisions will require a majority vote by a quorum of the attending Directors.

Article 7 - Fiscal year

7. The fiscal year of the Club shall begin on _____ of one year and end on _____ of the following year.

Article 8 - Fees

- 8.1 The Board of Directors shall set membership fees before the start of each playing season.
- 8.2 There will be separate fees for each category of membership:
- Adults
 - Family
 - Students (Full time students from 18 to 24 years of age)
 - Juniors (Up to 18 years of age)
- 8.3 The Club will respect each member's right to privacy. Members have the right to request that the Club will not release or publish personal information.
- 8.4 Any member in good standing may introduce a visitor to the Club. Guest fees are to be decided by the Board of Directors. The Board may restrict the number of times the visitor can come to the Club.
- 8.5 Members are responsible for the conduct of their guests.
- 8.6 Requests for membership refunds must be approved by the Board of Directors and are generally given only for medical reasons as certified by a doctor's note.
- 8.7 Failure of members to pay their fees by a date set by the Board of Directors will result in the loss of playing privileges.
- 8.8 Fees are deemed to include both annual dues and any initiation fee applicable to new members. Special levies for particular projects may only be applied after having been put to a vote of the club membership.

Article 9 – Rules and Regulations

- 9.1 The rules and regulations of the Club governing such items as access to premises, court booking, allocation of courts for leagues, tournaments, special events, dress code and the closing of courts for maintenance purposes shall be as determined by the Board of Directors.
- 9.2 Club rules and regulations shall be published and made available to all members as soon as practicable in the playing season and must be observed by all members and guests.

Article 10 – Board of Directors

10.1 The property and business of the Club shall be managed by a Board of Directors.

10.2 The Board of Directors of the Club shall consist of any or all the following:

President	Membership Director
Vice President	Facilities Director
Past President	Junior Development Director
Secretary	Social Director
Treasurer	Director(s)-at-Large

10.3 The Board of Directors shall endeavor to carry out its duties in a manner consistent with the purpose of the organization and in keeping with the best interests of the Club.

10.4 A Director shall be a minimum age of eighteen (18) years.

10.5 No member of the Board of Directors shall be compensated for the provision of services associated with their duties.

10.6 No board member shall be permitted to hold any salaried position with the Club during his / her term of office.

10.7 No paid employee or contractor of the Club shall be a member of the Board of Directors.

10.8 The office of director shall be automatically vacated:

If at a special general meeting of members, a resolution is passed by members present at the meeting that the director be removed from office;

If a director has resigned office by delivering a written resignation to the secretary;

If a director is found by a court to be of unsound mind.

10.9 If a vacancy occurs for any reason contained in paragraph 10.8, the Board of Directors may, by majority vote, appoint a member of the Club to complete the term of the previous director.

Article 11 – Powers of Directors

11.1 The Board of Directors shall administer the affairs of the Club in all things, authorize expenditures, investments of Club funds, borrow money upon the credit of the Club and enter into lawful contracts with suppliers, contractors and individuals to a maximum of _____ dollars (\$).

11.2 Any expenditures, loans or contracts exceeding this maximum amount must be approved by a majority vote of members at a general meeting.

11.3 The Board of Directors will develop, implement and monitor a long-term capital expenditure plan to ensure the maintenance and improvement of tennis court facilities and inclusion of new projects to respond to membership needs.

Article 12 – Duties of Executive Members

12.1 The President, in absentia, the Vice-President, shall have overall responsibility and authority for all aspects of the operation of the Club.

The President shall:

Be the official representative and designated spokesperson for the Club

Preside at and chair all meetings of members and of the Board of Directors.

Perform such functions as the Board of Directors shall assign.

Be the Chief Executive Officer of the Association and be responsible for the functions of the Board of Directors.

Be a signing authority

Be an ex-officio member of all committees and sub-committees

Be responsible for the promotion and maintenance of a positive club profile in the community

Ensure that the Club is represented at all external meetings and meetings of significance.

Appoint from time to time such special committees as deemed necessary.

Suspend any member or director from the privileges of The Club or the duties of this office, until the next meeting of the Board of Directors, but not in any case more than _____ (__) days, from when the offense for which such suspension was made shall be dealt with by the said Board.

The Vice-President shall:

Carry out the duties of the President in his or her absence

Be a signing authority

Assist the President in overseeing the day-to-day operation of the Club

Be responsible for the promotion and maintenance of a positive club profile in the community.

Perform any other duties as assigned by the President or the Board of Directors.

The Secretary shall:

Keep all records of the Club, except the accounting records

Keep all legal documents of the Club in a permanent file in a secure location.

Serve notice of meetings and record all minutes of duly constituted meetings of the Club, including Board of Directors meetings

Publish and post agendas and approved minutes of all duly constituted meetings of the Club, including Board of Directors meetings

Maintain copies of all significant correspondence related to the Club

Keep a record of the membership and the addresses of members.

File information returns as required.

Perform any other duties as assigned by the President or the Board of Directors.

The Treasurer shall:

Be responsible for all monies of the Club and for their deposit in the name of and to the credit of the Club in a chartered bank.

Be a signing authority

Dispense funds with the approval of the Board of Directors

Recommend a policy for the investment of club funds to the Board of Directors.

Ensure that the signing officers are any two of the designated members of the Board of Directors

Be responsible for reconciling and reporting to the Board of Directors the financial accounts of the Club at each board meeting

Prepare an annual budget with regard to the current and future financial obligations of the Club and track expenditure against the budget

Prepare an annual report and make the financial records available for audit as required.

Evaluate, review and recommend financial policy to the Board of Directors.

Perform any other duties as assigned by the President or the Board of Directors.

The Immediate Past President shall:

Serve as Nominations Chairperson for Board of Director elections

Chair the Volunteer Recognition Committee

Chair Board of Directors meetings in the absence of the President and Vice-President

Maintain and update Bylaws and Policies and present recommended changes to the Board of Directors

Perform any other duties as assigned by the President or the Board of Directors.

Article 13 - Term of Office

13.1 The elected term for the Board of Directors shall be two (2) years for the President and one (1) year for all other Directors. The election shall be conducted at the Annual General Meeting.

13.2 Following election for two (2) consecutive two year terms of office for the position of President and three (3) consecutive one year terms of office for any other board position, no Director may stand for election to the Board.

13.3 A Director who has served the maximum terms of office as set out in the previous paragraph, shall not be eligible to stand for election to the Board of Directors for the next year, but may stand for election the following year, or at any future time.

13.4 Terms of office may be extended by Resolution of the Board of Directors in the event there are insufficient candidates available to fill the position by election.

13.5 In the event of a vacancy occurring after the Annual General Meeting, a successor may be appointed by the Board of Directors and such appointment, if any, shall be from within the membership and for the remainder of the term for that position.

Article 14 – Election to the Board of Directors

14.1 Twenty-one days (21) prior to the Annual General Meeting the Past President shall post a list of the Board positions up for election in the coming year.

14.2 Board members currently holding those positions may choose to stand for re-election provided they have not reached their maximum term on the Board as outlined in Article 13.

14.3 Club members may also sign the list in order to indicate their willingness to serve in a particular position.

14.4 Seven (7) days prior to the Annual General Meeting, the Past President will remove the sign-up sheet and post the names of the candidates standing for election so that club members have an opportunity to make an informed decision as to their choice of candidate(s) prior to the election.

14.5 At the Annual General Meeting members will first approve positions where only one candidate has indicated a willingness to serve in a particular position.

14.6 Members will vote on positions contested by two (2) or more candidates. Voting shall be by secret ballot. Scrutinizers will comprise two (2) directors, neither of whom is nominated in the voting being undertaken.

14.7 Nominations from the floor will be considered for positions not filled.

Article 15 – Directors’ Meetings

- 15.1 Meetings of the Board of Directors may be held at any time provided that a minimum of 48 hours written notice be given.
- 15.2 Each Director is authorized to exercise one vote.
- 15.3 The Chair will only vote to decide the outcome of a tie.
- 15.4 A majority of Directors shall constitute a quorum for meetings of the Board of Directors.
- 15.5 Should the number of Directors attending a meeting fall below a quorum, motions presented at that meeting must be ratified at a subsequent meeting with a quorum present.

Article 16 – Indemnities to Directors

16.1 Every Director shall be indemnified through the provision by the Club of Commercial General Liability Insurance and Directors and Officers Insurance with respect to any matter related to the duties of his office, except those occasioned by willful neglect or default.

16.2 A Director is always liable for:

A breach of the director's fiduciary duty to the corporation for failing to act in the best interests of the Club / corporation

Failing to exercise the requisite standard of care in discharging his duties on behalf of the Club / corporation.

Authorizing or participating in a civil or criminal offence, regardless of the timing of his resignation.

Article 17 – Meetings of Members

17.1 The annual or any other general meeting of the members shall be held at a location and date as determined by the Board of Directors.

17.2 At every annual meeting, in addition to any other business that may be transacted, the President's report and the report of any other Director, the financial statement and the report of the auditors shall be presented. In addition, auditors shall be appointed for the following year.

17.3 The Board of Directors or the President shall have the power to call, at any time, a general meeting of members.

17.4 The Board of Directors shall also call a special general meeting of members on written requisition of a minimum of _____ members. The requisition shall set forth the object of the meeting and shall be delivered to the President or Secretary.

17.5 _____ days notice shall be posted, e-mailed and communicated to each member of any annual or special general meeting.

- 17.6 Notice of any meeting where special business will be transacted shall contain sufficient information to permit members to form a reasoned judgment on the decision to be made.
- 17.7 A quorum of any general meeting shall be _____ (____) members of the club in person.
- 17.8 Each voting member present shall be 18 years of age or older and shall have the right to exercise one vote.
- 17.9 A majority of votes cast by members present shall determine the question. OR Decision is by majority vote, excluding the Chair. The Chair will cast the deciding vote in the event of a tied vote.
- 17.10 At all meetings, members must vote in person. No proxies are allowed.

Article 18 – Committees

- 18.1 The Board of Directors shall have supervision and jurisdiction over all committees.
- 18.2 All committees shall report to the Board of Directors, and no committee shall make any expenditure or incur any expenses or pledge the credit of the Club in any way without the authority of the Board of Directors.
- 18.3 The Board of Directors may from time to time appoint other committees for general or special purpose as they may from time to time deem expedient, and notwithstanding anything in these by-laws to the contrary, may add to any or all committees such member or members as they deem advisable.

Article 19 - Amendment of By-Laws

- 19.1 Directors may recommend amending or repealing any part or parts of this by-law by presenting a motion at an Annual or General Meeting of the members.
- 19.2 Such a motion must be confirmed by a majority vote at an Annual or General Meeting where a quorum of members is present.

Article 20 – Definitions

“AGM” the Annual General Meeting of the _____ Tennis Club.

“Board” refers to the Board of Directors (elected or appointed). “Board Members” may also be referred to as “Directors”

“By-laws” refers to this by-law and all other bylaws of the Club that may be enacted from time to time hereafter.

“Club” refers to the _____ Tennis Club.

“Director” individual who has been elected or appointed to the Board of Directors.

“Executive Members” refers to the President, Vice-President, Secretary, Treasurer and Past President.

“In good standing” shall refer to a member who has paid any membership dues or other fees owing to the Club and who is not the subject of a disciplinary investigation or sanction by the Club.

"Letters Patent" refers to the letters patent incorporating the Club as from time to time amended by supplementary letters patent.

“Meeting of members” includes an AGM and a general meeting of members.

“Member in good standing” as defined in Article 5.8.

“Members” all classes of membership in the Club as provided for in Article 5.

"OTA" shall refer to the Ontario Tennis Association.

“Policies” are written statements governing issues which have been considered and approved by the Board of Directors.

“Quorum” refers to the minimum number of members required to give authority to a Board of Directors meeting, the AGM or any general meeting of members.

“Term of Office” the length of time that a Director may serve on the Board without having his position renewed.

Name of your Club _____ TENNIS CLUB BY-LAWS ENACTED BY THE Board of Directors this
____ day of _____, 2020.

Confirmed by a majority of members the ____ day of _____ 2020,

SIGNED BY:

President

Secretary

Secretary

Certification Levels

The following table summarizes the skills obtained by an individual at each level of certification.

In order **to be trained** at any level of certification, individuals must attend a certification course.

In order **to be certified** at any level of certification, individuals must successfully complete on and off court evaluation requirements.

Certification Level	What type of position are they trained for	What are they certified to do	What are they <i>not</i> certified to do
Instructor	<ul style="list-style-type: none"> ◆ Park / Recreation Dept. or seasonal club pro for group lessons from 1.0 – 2.5 ◆ “Fundamental” Stage of the LTAD 	<ul style="list-style-type: none"> ◆ Implement preplanned content for the 1.0 – 2.5 level player ◆ Run cooperative drills on 1-3 courts ◆ Coach in a manner consistent with the Code of Ethics ◆ Note: This individual has basic info on rules, equipment, strategy & tactics, health & psychological considerations, how people learn, wheelchair tennis and info pertaining to the profession of tennis. 	<ul style="list-style-type: none"> ◆ Administer private lessons ◆ Provide group training that involves basket feeding ◆ Work with players stronger than a 2.5 level
Club Professional 1 (formerly Coach 1)	<ul style="list-style-type: none"> ◆ Entry level Assistant Pro at a large club ◆ Assistant Pro at a summer camp or club ◆ “Fundamental” and “Active for Life” Stage of LTAD 	<ul style="list-style-type: none"> ◆ Provide private & group lessons from 1.0-3.5 ◆ Design basic lesson content ◆ Run introductory club programming ◆ Coach in a manner consistent with the Code of Ethics 	<ul style="list-style-type: none"> ◆ Train or develop high performance juniors ◆ Plan and run a full slate of club programming ◆ Work with players stronger than a 3.5 level ◆ Design/plan yearly training plans
Club Professional 2	<ul style="list-style-type: none"> ◆ Club Pro at a seasonal or year round club ◆ Camp coordinator or camp supervisor ◆ “Active for Life” Stage of LTAD 	<ul style="list-style-type: none"> ◆ Plan, market, promote and run full slate of club programming, including: <ul style="list-style-type: none"> - Round robins - Leagues - Social events - Tournaments - Ladders - New member activities - Instructional programs ◆ Teach and train technique and tactics in private, semi private, small group and large group situations for players of all ages and levels (up to 4.5) ◆ Organize & run team practices with doubles tactics and strategies ◆ Prepare budgets for club programs & events ◆ Coach in a manner consistent with the Code of Ethics ◆ Note: This individual has a clear understanding of the business of clubs, including customer service both on and off court 	<ul style="list-style-type: none"> ◆ Train or develop high performance juniors ◆ Work with players stronger than a 5.0 level ◆ Oversee large indoor tennis club or multi-sport club tennis department

Certification Level	What type of position are they trained for	What are they certified to do	What are they not certified to do
Club Professional 3	<ul style="list-style-type: none"> ◆ Director of Tennis or Head Professional at a large yearly club ◆ Camp Director overseeing a staff of Pro's ◆ "Active for Life" Stage of LTAD 	<ul style="list-style-type: none"> ◆ Oversee all administrative duties ◆ Supervise a staff of assistants ◆ Oversee all pro-run programs ◆ Design club programs & events for profit ◆ Create, oversee & implement a complete club "Marketing & Promotion" program ◆ Provide on court training for club pros ◆ Design/plan and manage a large summer camp program ◆ Manage & operate a pro shop Coach in a manner consistent with the Code of Ethics ◆ Note: This individual is proficient at organizing & running any type of lesson or program 	<ul style="list-style-type: none"> ◆ Train or develop high performance juniors ◆ Work with players stronger than a 5.5 level ◆ Design/plan yearly training plans for high performance players
Coach 2	<ul style="list-style-type: none"> ◆ Trained as a Coach to work with competitive juniors in the "Fundamental" and "Developing" Stages of LTAD (Girls 5 – 11; Boys 5 – 12) and/or adults up to 5.5 	<ul style="list-style-type: none"> ◆ Plan a practice and coach during practice ◆ Design a training program respecting the requirements of the LTAD stage of the athlete ◆ Coach and provide support during competition ◆ Analyze performance ◆ Design a training program ◆ Manage a junior development program ◆ Coach in a manner consistent with the Code of Ethics 	<ul style="list-style-type: none"> ◆ Role of a club professional with an orientation towards recreational club members or the organization and implementation of off-court club programming ◆ Oversee member-based operations at a tennis club
Coach 3	<ul style="list-style-type: none"> ◆ Trained as a Coach to work with competitive juniors in the "Consolidating" Stage of LTAD (Girls 12 – 14; Boys 13- 15) and/or adults up to 5.5 	<ul style="list-style-type: none"> ◆ Plan a practice and coach during a practice ◆ Design a training program respecting the requirements of the LTAD stage of the athlete ◆ Manage a junior development program ◆ Coach and provide support during competition ◆ Analyze performance ◆ Coach in a manner consistent with the Code of Ethics 	<ul style="list-style-type: none"> ◆ Role of a club professional with an orientation towards recreational club members or the organization and implementation of off-court club programming ◆ Oversee member-based operations at a tennis club
Coach 4	<ul style="list-style-type: none"> ◆ Trained as a Coach to work with competitive juniors in the "Learning to Perform" and "Learning to be a Pro" Stages of LTAD (Female 15 – 21; Male 16 – 23) 	<ul style="list-style-type: none"> ◆ Train National Level junior and senior athletes 	
Coach 5	<ul style="list-style-type: none"> ◆ Experienced Coach with Pros in the "Living as a Pro" Stage of LTAD 	<ul style="list-style-type: none"> ◆ Train and manage internationally competitive athletes 	

NYTA

Complaint Resolution

Process Template

The NYTA acknowledges the work and Development of this document by the Scarborough Tennis Federation.

Complaint Resolution Procedure

1. The Executive Committee (as defined in the Club's By-Laws) shall establish a discipline committee to receive Complaints from Complainants. Such discipline committee shall be comprised of the President, Vice President and Secretary of the Club elected by the membership at a General Meeting of the membership for a one year term. Quorum for the committee is three members and the committee total is three with the noted exceptions:
 - a. In the event that one or more of the Executive Committee positions are not filled, the committee will be constituted by the three most senior members of the Executive Committee where those Executive Committee positions are filled; and/or
 - b. Where the complainant or respondent is the President, Vice President, and/or Secretary, such person(s) will be replaced by the next most senior member of the Executive Committee on the discipline committee.
2. In the event that a Member or Guest participating at a Club Activity feels that another Member or Guest participating at or during a Club Activity, has violated the rules or code of conduct:
 - a. File a formal written complaint with the discipline committee providing a record of incident(s) including if possible date, times, locations, possible witnesses, what happened, your response
3. Once a complaint is received, it will be kept strictly confidential. An investigation will be undertaken immediately and all necessary steps taken to resolve the problem. For clarity, the discipline committee may conduct such investigation in writing and/or in person.
4. Both the Complainant and the Respondent will be interviewed (either in writing or personally), as will any individuals who may be able to provide relevant information. All information will be kept in confidence.
5. If the investigation reveals evidence to support the Complaint, the discipline committee will make a recommendation to the Executive Committee that the Respondent be disciplined and recommend the form of such discipline, having regard to the nature and seriousness of the infraction. Recommendations for minor infractions may include warnings or 1 or 2-day suspensions. Recommendations for a major infraction may include a > 2 day suspension or a life time membership ban from the Club. The Executive Committee will then impose whatever discipline it feels is warranted in the incident and advise both the Complainant and Respondent of same in writing.
6. Where there is evidence that a Complaint is filed in a vexatious manner and not in good faith, the discipline committee may recommend that the Complainant be disciplined. For clarity there will be no repercussions against a Complainant where the Complaint is filed in good faith, whether the Complaint is upheld or not.
7. Either the Complainant or Respondent may appeal, to the Executive Committee, the upholding or not of a Complaint or the discipline imposed to by the Executive Committee, provided that a request for such appeal is made in writing within 5 days of the Respondent and/or Complaint receiving notice of the discipline committee's decision and any discipline imposed by the Executive Committee. In the event the Executive Committee receives such a request, it shall as soon as practical schedule a meeting of the Executive Committee to hear such appeal and notify the Complainant and Respondent of the date, time and location of such appeal. For greater certainty, the filing of an appeal does not suspend, or in any way stay, the discipline previously imposed by the Executive Committee. Both the Complainant, Respondent and a member of the discipline committee shall be entitled to make submissions to the Executive Committee regarding the incident, findings and recommended discipline. The Executive Committee shall then determine whether the upholding or not of a Complaint was warranted and in the event a Complaint is upheld the appropriate discipline.
8. Either the Complainant or Respondent may appeal, to the North York Tennis Association.

CLUB MODEL

CLUB MODEL THE MODEL COMMUNITY CLUB
--

FEATURES:

1. A friendly place to play regardless of level.
2. Special attention to new members to get them “belonging”. The welcome mat is always open
3. Fair share court time for all, not just the same league players or the ‘old guard’. Everyone pays the same fee to join.
4. Provides something for everyone, casual/competitive play and social events. Good programs a must.
5. An executive led by a president who brings it all together. Each executive member is responsible for a part of the action. A team approach.
6. A proper constitution in place (see sample constitution IN SECTION 3) describing the working mechanics for the conduct of club business. A must feature of any organized club.
7. A structured junior program. They are the future.
8. A certified instructor/coach with a contract spelling out what you expect and what they will get in return.
9. An active social director for mix and meet events. The name of the is game fun.
10. A treasurer who can keep books, follow a budget and watch over club finances in a competent way.
11. A grounds director providing the best playing conditions possible.
12. A tournament director who communicates information on internal (the club) and external (NYTA\OTA) competitive events.
13. A catchy club newsletter.
14. A first class membership application.
15. Clear concise club rules posted for all to see and obey.
16. Good minutes taken at all meetings.
17. Close liaison with NYTA/OTA

QUESTION: COULD YOUR CLUB BE THE MODEL? IF NOT, WHY NOT? WORK ON IT.

SAMPLE FOR MINUTES OF CLUB MEETINGS

The Secretary should take the minutes of all club meetings with copies to all members of the Executive.

These minutes should be retained for the life of the club and handed over the years to each new executive.

An example of the components of minutes follows. Your Secretary may use this as a guide.

**REMEMBER TO PASS YOUR MINUTES FROM ONE EXECUTIVE TO THE NEXT.
THEY ARE THE HISTORY OF YOUR CLUB.**

Components of Minutes

The minutes of meetings are intended for the information and guidance of the executive or the membership. They should contain:

1. Name of the club.
2. The date, time and place of the meeting.
3. The kind of meeting. (Executive, Sub-Committee, or Annual).
4. The purpose of the meeting, if the meeting was called for a specific purpose.
5. The name of the chairperson.
6. The name of the secretary.
7. The names of members present and absent.
8. Approval of minutes of the last meeting followed by business arising.
9. Brief details of key points of verbal reports. Attachments to the minutes of written reports, with brief reference of their nature or substance.
10. Each motion made and the outcome of the vote should be in a separate paragraph: all motions that were made and not withdrawn and whether they were carried or lost, referred to a committee or postponed. The motion should be in the exact words of the persons who made them, and the motion moved by and seconded by names recorded. The minutes should not record what was said in the discussion of the motion.
11. The number of affirmative or negative votes when voting by yeas or nays. The names of people against should be recorded.
12. If no formal action of any kind is taken on an issue, state the fact and mention there was discussion on the item.
13. The manner and exact time of adjournment.
14. The secretary's signature. When the minutes are published, the President's signature should follow that of the secretary.
15. The minutes should not be written as an essay or newspaper article.
16. They should not contain the opinion or personal comments of the secretary.

SAMPLE OF MEMBER RETENTION QUESTIONNAIRE

To : _____ Former member (s)

From: _____ Community Tennis Club

You were a member and we want YOU back!

To help us find out what some people want at our club please take just a few moments, answer some questions and return this piece in the enclosed envelope. If you are coming back please enclose application and cheque.

What's your level? Beginner ____ Intermediate ____ Advanced ____

Your present phone number. _____

Are you still playing tennis! Circle one Yes No

Why did you not join again?

Is our club a friendly place?

What did you enjoy?

Is there anything you did not like?

What can we do to have you come back?

I am joining and return my application and cheque.

MARKETING YOUR TENNIS CLUB

Which clubs can benefit from a marketing program?

- Clubs which did not maximize their membership potential last year
- Clubs with several years of declining membership
- Clubs which, historically, have had substantial waiting lists and now have little or none

When to start?

- Marketing your club, particularly membership retention/recruitment, must be part of the annual planning process
- Begin shortly after membership renewals have gone out
- Waiting until the season is under way may be "too little too late" as potential members may already have joined other clubs.

Ways to "Get the Message Out"

- On-site signs clearly providing telephone number and address for membership information
- Advertisements/articles in local neighborhood publications — accompanying photos can catch attention
- Notices in nearby schools, libraries, community centers, supermarket bulletin boards, etc
- Brochures outlining various club activities, programs and benefits distributed throughout the neighborhood and to interested people
- O.T.A. website — Member Clubs page, and the provincial map page
- Mail an extra copy of your membership form to last year's members, for them to pass along

Ways to get new and returning members to "Sign the bottom line"

- Early bird discounts
- Prizes/incentives to returning members who manage to bring (sign up) a first time member (i.e. T-shirt, membership discount, free tennis clinic, can of balls etc)
- New member bonus (i.e. luck draw, discounted tennis clinics, gift certificate, draw for a tennis related prize, etc.)

Membership Follow-up

If previous members have not rejoined, call to find out why not Look for membership feedback on the programs your club offers

PLANNING YOUR SEASON

Overview

- Start early — hold "handover" meeting shortly after the AGM and election of the new Board
- Schedule all Board meetings for the year
- Review previous year — what worked, what didn't? What needs to be changed?
- Generate new ideas
- Produce detailed plan for the season including objectives which are specific and measurable
- Consider long term (1-5 years) as well as current season and plan for major capital expenditures (resurfacing, new lights, clubhouse improvements)
- Hold mid-season review and amend plan if necessary
- Hold end-of-season review and prepare recommendations for next year's Board

Membership/Marketing

Review Membership trends over last 2 — 3 years, set this year's target, and market accordingly

Know your usual retention rate and monitor this year's results phone those who don't renew (shortfalls in renewals can impact budget)

Make new members feel welcome (buddy system/events specifically for new members)

Communications

- Two-way (put a survey on the membership renewal form or new member application; have a suggestion box in clubhouse)
- Newsletters (keep members informed and entertained)
- Club calendars (with dates teams play at home, social events, tournaments, etc)
- Telephone calls (to encourage participation in social events, house leagues, tournaments, etc.)
- Club directory
- Website

Finance

Early in the year, prepare budget or review budget prepared by previous Board and amend as desired

- Monitor renewals and new member numbers
- Be prepared to adjust expenses in accordance with income

Approach sponsors early, keep them informed, and report results



NYTA Director Application

(revised January 2023)

Director Application

North York Tennis Association

TO: All Community Club Presidents

FROM: Chair, NYTA Nominating Committee

DATE: January 2023

SUBJECT: Future Candidates for the NYTA Board of Directors

The NYTA is being proactive and seeking future qualified and experienced individuals to serve on the Board of the NYTA. We are looking for individuals who have served at their club in a leadership role and who are generally interested and enthusiastic about the development of tennis.

With the changes made to the administration of community tennis following amalgamation, it is important that NYTA has a strong Board of Directors to provide input to the city and to manage the affairs of the Association.

This email contains two documents. Firstly, there are the Roles and Responsibilities of the NYTA Board of Directors which describes the duties of the Board the type of individual that would best suit the culture of the organization. The second document is the application form for nomination of candidates to the Board. This application must be completed by the candidate and supported by the signature of 10 community club members including a club president. This application will be forwarded to the NYTA Nominating Committee who will review and consider the application.

We very much appreciate your interest and will give your application careful consideration for future nomination to the Board.

Please advise that applications to serve on the NYTA Board must be submitted to the NYTA office by August 31st.

With your help and co-operation, we can help our community tennis club system to thrive and continue to be a strong voice for the development of tennis in the city.

Sincerely,

Chair of the NYTA Nominating Committee
encl.

Roles and Responsibilities of the NYTA Board of Directors

1. The NYTA is a not-for-profit organization founded in 1972 to represent the interests of the organized Tennis Clubs within the former City of North York.
2. All community clubs operating in the City of Toronto (North York District) under a permit issued by the City's Parks and Recreation Department must be members of the NYTA as required by the City Operating Regulations and are required to pay annual dues to support the work of the NYTA.
3. The day-to-day affairs of the NYTA (leagues, tournaments, training seminars, junior programs etc.) are administered by paid staff that report to the NYTA Board.
4. The NYTA is responsible for the organization of the member community tennis clubs and is the liaison between these clubs and the City of Toronto.
5. The NYTA is responsible to provide input and to negotiate operating regulations and conditions for permits for the community clubs with the City of Toronto.
6. The Board of Directors is responsible to make decisions and manage the affairs and programs run by the NYTA.
7. The NYTA is responsible for the organization of approximately several leagues and is involved with the development of junior players through training programs.
8. The Board is responsible to approval and control of expenditures of the NYTA budget.
9. The NYTA Board of Directors consists of up to 7 members that are elected annually for a one-year term at the NYTA Annual General Meeting.
10. NYTA Board members should possess the following skills and attributes:
 - a) collaborative and cooperative attitude- able to work in a team setting
 - b) practical and reasonable approach
 - c) committed to the development of tennis on a region-wide basis
 - d) excellent listening and communication skills
 - e) have been a member of a NYTA community club for at least the previous five years
 - f) have serviced in the past in a leadership position at a NYTA community club

(e.g. Board member, Inter-county Captain, etc.)

11. Although a Director may be an officer or committee member of a North York community tennis club in the same period covering his/her tenure as a NYTA Director, it must be understood that no Director is a representative of his/her own club and must promote the interests of tennis from a broad region-wide perspective.
12. A Director may raise matters affecting their own club at NYTA Board meetings only with the prior approval of the President of the NYTA. The Director may not cast a vote on any business related to their own club that there may be a real or perceived conflict of interest.
13. A Director occupying a position on a club executive shall develop immediately an arm's length relationship with the club executive committee on any matters affecting the club where the NYTA is involved and shall abstain from any discussion at club level and take no part whatever on any matter involving action or participation by the Association. In effect, the Director concerned would declare a conflict of interest, advising the President of the Association that he/she had so declared his/her position to the club executive committee.
14. In the event that the NYTA is involved in matters affecting a Director's own club and the Director, to the knowledge of the President or the Board of the Association, continues to be involved at his/her own club in the matter, the President shall have the right to request and obtain the resignation of the Director involved from the NYTA Board.
15. In addition, a Director shall have no contact with the City of Toronto on any matter affecting any club including his/her own club or contact with any club unless such contact is first approved or requested by the NYTA or its President and the Director is thereby acting on behalf of the Association.
16. Applications for nomination of candidates to the NYTA Board must be supported by the signature of 10 community club members including the President of a NYTA community club. Current Directors of the NYTA board cannot be solicited for their signature in the application process.

(Attach an additional page if needed)

B) Contribution potential (Skills, Experiences, Initiatives, Interests, etc.)

C) Background in other community-related activities

Please consider me for a position on the Board of Directors of the North York Tennis Association.

Signature of Candidate

Date

Supporting Signatures:

No.	Print Name	Signature	Date	NYTA Community Club
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

****PLEASE NOTE THAT CURRENT DIRECTORS OF THE NYTA BOARD ***
CANNOT SIGN THIS DOCUMENT.**

Mail this form by deadline of August 31st

NYTA,
P.O. Box 896, Station B,
Willowdale, Ont. M2K 2R1
Attention: Chair, Nominating Committee

Or email to

Dave@nyta.org

2023 NYTA

Summer League Application and Contact Update

The NYTA assumes the teams are reentering from last year, but need confirmation. No additional teams will be accepted unless there is a bye in the schedule.

League	Day and Time	Projected Start Date	We wish to enter the following leagues.
Ladies A	Monday 9:30am	May 8th	
40+ Mixed	Saturday 9:15am	May 6th	
40+ Men's	Saturday 9:15am	May 6th	

The leagues are comprised of the following components.

LADIES LEAGUE Divisions 1 & 2 - Three Ladies Doubles

40+ MIXED LEAGUE (40 & over Born 1983) - One Men's, One Ladies & One Mixed Doubles

40+ MEN'S LEAGUE (40 & over Born in 1983) - Two Men's Doubles, One Men's Singles

Please complete the Contact information and return with a club cheque for \$50 per team entered. Make cheque payable to the NYTA.

If you do not intend to put a team in a league, please contact Dave Duguay ASAP to let him know. 416-496-0225 or Dave@nyta.org

Mail with a Club Cheque to NYTA, P.O. Box 898 Station B, Willowdale, Ontario M2K 2R1. or Drop off to NYTA Office 2975 Don Mills Road Tennis Building between 7am and 11pm.

Due to the demands of the summer clubs on weekdays, the Ladies League will end as close as possible to June 30th.

DEADLINE FOR ENTRY IS MARCH 1st

Ladies A → Monday's 9:30AM 1st Team

Contact #1

Contact Name:
Cell Phone:
Email Address:

Contact #2

Contact Name:
Cell Phone:
Email Address:

Ladies A → Monday's 9:30AM 2nd Team

Contact #1

Contact Name:
Cell Phone:
Email Address:

Contact #2

Contact Name:
Cell Phone:
Email Address:

40+ Mixed → Saturday 9:15am

Contact #1

Contact Name:
Cell Phone:
Email Address:

Contact #2

Contact Name:
Cell Phone:
Email Address:

40+ Men's → Saturday 9:15am

Contact #1

Contact Name:
Cell Phone:
Email Address:

Contact #2

Contact Name:
Cell Phone:
Email Address: