

## **Constitution**

**of the**

### **North East of Scotland Lawn Tennis Association**

#### **Constitution of the North East of Scotland Lawn Tennis Association**

1. The Association shall be called North East of Scotland Lawn Tennis Association ('the Association').
  - 1.1 For the purposes of affiliation to Tennis Scotland and the North of Scotland County Lawn Tennis Association the Association may be referred to as a 'District Association'
  - 1.2 This Constitution and any rules of the Association shall be called the Regulations.

#### **2. GEOGRAPHICAL BOUNDARY**

The district boundary of the Association shall comprise the areas served by Aberdeenshire Council and Aberdeen City Council ('the District').

#### **3. MEMBERSHIP**

- 3.1 The Association shall consist of the tennis clubs or other tennis organisations within the District that are affiliated to the Association in accordance with Regulation 9.
- 3.2 Any club applying to affiliate to the Association that does not lie within the District may do so with the consent of both the district association in which it is situated and the Board of Tennis Scotland.

#### **4. OBJECTIVES**

The objectives of the Association shall be to -

- 4.1 encourage, promote and develop the game of tennis in the District
- 4.2 uphold the rules of Lawn Tennis that are in force
- 4.3 regulate, arrange and manage Inter-County and Inter-Association matches

4.4 regulate, arrange and manage Inter-club matches, league matches, competitions, championships and tournaments

## **5. GENERAL MEETINGS**

5.1 An Annual General Meeting ('AGM') of the Association shall be held not later than 30 November in each year for the purpose of electing Office Bearers for the ensuing year and for transacting any other business connected with the Association. Intimation of any resolution or other business which any affiliated club may wish to propose for the AGM should be sent to Secretary by letter or email arriving not later than 20 November each year.

5.2 An Extraordinary General Meeting ('EGM') of the Association may be called at any time by the Executive Committee. In addition, an EGM shall be called within twenty-one days if the Secretary receives a request in writing from at least three affiliated clubs. The notice must state the purpose for which the EGM is to be held. The notice convening the EGM shall be sent out within one week after receipt of a valid request.

5.3 The notice to convene an AGM and EGM ('the General Meetings') shall be sent by the Secretary to the Nominated Representative of each affiliated club, members of the Executive Committee and the secretary of each affiliated club. This notice shall give fourteen days clear notice and state the purpose for which the meeting is required and any resolutions proposed.

5.4 The Office Bearers, Executive Committee and all adult members of affiliated clubs are entitled to attend the General Meetings subject to the voting rules set out in Appendix 1 below.

5.5 The quorum of General Meetings shall be that at least one third of affiliated clubs are represented.

## **6. OFFICE BEARERS**

6.1 The Office Bearers are a President, Vice President, Honorary Secretary, Honorary Treasurer and Fixtures Secretary and such other positions as may be decided both by the Executive Committee and/or at any General Meeting.

6.2 The Office Bearers may cease to represent clubs while holding such office provided they are a bona fide member of an affiliated Club.

6.3 Any of the positions may be combined or divided as decided by the Executive Committee or at any General Meeting.

6.4 The Office Bearers shall hold office for one year and shall be eligible for re-election.

## **7. EXECUTIVE COMMITTEE**

7.1 The Association shall be managed between successive AGMs by a committee ('the Executive Committee') which shall consist of the Office Bearers and members of affiliated clubs and such other persons appointed at a General Meeting or by the Executive Committee.

7.2 Each affiliated club shall nominate at least one person to be a member of the Executive Committee ('Nominated Representative'). This person must not be an Office Bearer. The Nominated Representative may attend the Executive Committee Meetings and General Meetings or they can arrange for a substitute.

7.3 The Executive Committee shall have the power to co-opt a member of an affiliated club to fill any vacancy occurring throughout the year.

7.4 At all meetings each member of the Executive Committee shall have one vote while the President presiding as chairman shall have a casting vote as well as a deliberative vote.

7.5 Meetings shall be held as often as the Executive Committee considers appropriate and the quorum of such meetings shall be four.

7.6 The Executive Committee may appoint sub-committees as they deem are appropriate for the management of the Association.

## **8. MINUTES**

Minutes of the proceedings at any Executive Committee Meeting as well as General Meetings shall be prepared and presented at the subsequent meeting for approval and shall be circulated to all clubs by email

## **9. CLUB AFFILIATION**

9.1 Applications for affiliation to the Association shall be made in writing to the Secretary of the Association and shall be considered and may be disposed of at the first available meeting of the Executive Committee.

9.2 Any club wishing to withdraw from the Association shall give notice in writing to the Secretary before the Annual General Meeting in any year, the club fails to give timely notice then they are liable to pay the subscription fee for year ahead.

- 9.3 To affiliate to the Association the club must-
- 9.3.1 Be registered on the Places to Play section on the website of the Lawn Tennis Association.
  - 9.3.2 Pay the registration fee of Tennis Scotland.
  - 9.3.3 Pay the Association the annual affiliation fee on or before 31 March each year such fee being calculated on the number of courts that the club has and the rate per court shall be fixed at the AGM. Failure to pay within 14 days of the above date may result in a club's teams being removed from the league
  - 9.3.4 The League and Competition entry fees fixed annually by the Executive Committee shall also be payable no later than 31 May of each year.
  - 9.3.5 Any other charges or fees shall be payable within 14 days of the club receiving a written or email request from the Association.
  - 9.3.6 On request the club must send to the Hon. Secretary the name and address of the club's secretary, treasurer and Nominated Representative.

## **10. FINANCE**

- 10.1 All funds of the Association shall be deposited in a bank account or bank accounts in the name of the Association. There shall be one authorised signatory, who shall be the Treasurer with the President as an alternative in the absence of the Treasurer.
- 10.2 The Executive Committee shall have power to authorise the payment of expenses to any of the Office Bearers for validly incurred expenses.
- 10.3 The financial transactions and affairs of the Association shall be fully recorded and kept up to date. Full accounts of the financial affairs of the Association shall be prepared each year ending 30 September and shall be duly audited by an Auditor appointed annually. The accounts must be made available to all the Office Bearers and each affiliated club, as well as being presented at the AGM.
- 10.4 Any deficiency in the accounts of the Association shall be borne by the affiliated clubs in proportion to the number of courts they have as a percentage of the total number of courts and any Office Bearer shall be indemnified out of whatever assets of the Association are available against any losses or liabilities which may be sustained or incurred in or about the execution of duties carried out in good faith on behalf of the

Association. An EGM shall be called if the committee proposes expenditure over the sum of £5,000, such expenditure only being agreed by majority vote of the meeting.

## **11. AFFILIATION OF THE ASSOCIATION**

11.1 The Association shall directly affiliate to Tennis Scotland.

11.2 The Association shall undertake to comply with the requirements of the Memorandum and Articles of Association, bye-laws and regulations of Tennis Scotland.

11.3. The Association shall directly affiliate to the North of Scotland County Lawn Tennis Association as one of the four member District Associations of which the County Association comprises.

## **12. RULES FOR INTER-CLUB COMPETITION**

In addition to the Regulations of the Association there shall be rules for Inter-Club Competitions ('the League Rules') to govern all official inter-club competitions and the Executive Committee shall be responsible for the management of all such inter-club competitions in any year. The League Rules are set out in Appendix 2.

## **13. ALTERATION OF REGULATIONS AND LEAGUE RULES**

13.1 The Regulations and the League Rules of the Association may be altered by resolution at General Meetings provided the resolution is passed and carried by a simple majority of those present and entitled to vote as set out Appendix 1.

## **14. DISSOLUTION**

A resolution to dissolve the Association can only be proposed at an Extraordinary General Meeting and can only be passed if carried by a majority of at least two thirds of those present and such persons are entitled to vote as set out Appendix 1. The dissolution shall take effect from the date of the resolution and the Executive Committee shall be responsible for winding-up the affairs of the Association. Any assets remaining after the discharge of any debts and liabilities of the Association shall be distributed equally among the affiliated clubs at the date of dissolution or alternatively transferred in whole to Tennis Scotland

## **15. LTA ASSOCIATES' RULES**

### **Defined Terms**

Unless the context requires otherwise 'LTA' means LTA CLG (being the name for the Lawn Tennis Association company that is limited by guarantee) and its subsidiaries or such successor entity or entities as become(s) the governing body of the game of lawn tennis from time to time.

## **15. Conditions of Membership**

15.1 Each affiliated club agrees as a condition of membership:

15.1.1 To be bound by and subject to the Regulations and the League Rules of the Association 15.1.2 To be bound by and subject to the LTA's Rules and Disciplinary Code.

15.2 Rule 15.1 confers a benefit on the LTA and subject to the remaining provisions of this rule is intended to provide third party rights to and to be enforceable by the LTA at its option and in its sole discretion. No amendment, variation, or revocation may be made to the terms of 15.1 without the prior written consent of the LTA.

15.3 The identity of each affiliated club shall be notified to the LTA by the Association in accordance with the LTA's directions from time to time.

15.4 All affiliated clubs and members of the Executive Committee and are subject to the LTA's rights to enforce the third-party rights.

15.5 The Executive Committee may terminate the affiliation of any club, or impose any other sanction they determine to be appropriate, in connection with the breach of any condition of affiliation set out in the Regulations or the League Rules of the Association.

## **Appendix 1**

### **Voting Rules of the Association**

- A. At General Meetings each properly affiliated club shall have one vote per two courts (or part thereof) provided that
  - A1. At General Meeting and when voting on a resolution to alter the League Rules then each properly affiliated club shall have one vote per two valid competing teams or part thereof, such to be decided by the chairman provided that when a resolution only affects either men's or ladies teams the voting shall be restricted to affiliated clubs with teams in those leagues.
  
- B. At General Meetings along with the President, Vice President, Secretary, Treasurer and Fixtures Secretary who shall each have one vote and in the event of an equality of votes the chairman shall have a casting vote as well as a deliberative vote.
  - B1. With the exception of a resolution to dissolve the Association as provided for in Regulation 14 above , all resolutions shall be passed by a simple majority of those present and entitled to vote at General Meetings.
  - B2. There shall be no right for a vote by proxy; all persons must be present at the time of the vote.
  - B3. the President or if absent, the Vice President shall preside at all meetings, and in the absence of both the President and Vice President, the Meeting shall elect a chairman.
  - B4. The President and the Vice-President may elect not to chair a meeting and may nominate a chairman.

## Appendix 2

### League Rules

# NESTLA Rules of the Association, 2017 Season

## 1. SCOPE & APPLICATION

- 1.1. These Rules govern Senior Leagues Competitions under the auspices of the North East of Scotland Lawn Tennis Association (NESLTA).
- 1.2. Competitions will be open only to Clubs which have a current British Tennis 'place to play' registration and which have a current NESLTA affiliation. Clubs will not be eligible to enter if either of these has lapsed due to non-payment of any subscriptions or fees required to maintain them.
- 1.3. A Club wishing to compete in a NESLTA Competition is to give notice in writing of its intention, to the NESTLA Secretary and Fixtures Secretary, on or before the end of February in each year, or such other date as decided by the NESLTA Executive Committee.
- 1.4. All matches within NESLTA Competitions will be played in accordance with the Rules of Tennis and the Rules and Regulations of the Lawn Tennis Association, as adopted by Tennis Scotland.
- 1.5. All questions of interpretation of these Rules shall be referred initially to the Fixtures Secretary. Final interpretation of the Rules and any decisions resulting from this interpretation will rest with the NESLTA Executive Committee. Both Clubs must be allowed to present their arguments for any decision to be made by the Executive Committee.
- 1.6. The Executive Committee shall have the power to alter or add to these Rules as it may from time to time deem expedient in the overall interest of the Clubs in the Leagues or for practical administrative reasons.

## 2. GENERAL ARRANGEMENTS AND SCORING

- 2.1. For the purposes of NESLTA League Competitions, the Club Teams entering may be divided into Divisions. The Executive Committee shall determine the Clubs for each Division.
- 2.2. Four Eligible Players are required to make each Club Team.
- 2.3. Each Club Team will have a named Captain to be advised to the Fixtures Secretary. The Captain is responsible, on behalf of the Club, for complying with the Rules. Captaincy may be delegated to a named player, advised to opponents and as required, Fixtures Secretary.
- 2.4. The home Club Team will provide a minimum of three new tennis balls of an approved LTA standard for each home team pair.



- 2.5. In the First and Second Division of the Men's League competitions, for each Fixture there will be four one tie break set singles matches and two, best of three tie break sets, doubles matches. The order of playing these matches will be agreed by the Team Captains on the day.
- 2.6. In the Men's Division Three and below and all the Ladies Divisions, for each fixture there will be two doubles matches played by each pair, who will play one match against each pair of the opposing team. Each match will consist of the best of two tie break sets, and the third set to be a 'championship' tie break i.e. the first to 10 points and two two clear points ahead e.g. 10-6 or 13-11.
- 2.7. One point will be awarded to a Club for each set won. League positions will be determined by total number of points from sets won in the league, and if equal then by the percentage of sets won of the total played in the league and if still equal by the percentage of games won of the total played in the league.
- 2.8. At the conclusion of the Leagues, for Divisions of five or more Teams, the top two teams will be promoted to the next Division up and the bottom two Teams will be relegated to the Division below. For Divisions of four or fewer teams, this will only apply to the top and bottom team. Promotions and relegations will be effected before any re-structuring of the numbers or sizes of Divisions in the Leagues for the follow season.

### **3. PLAYERS ELIGIBILITY**

- 3.1. Eligible Players must be full playing members of their Club.
- 3.2. Eligible Players must have a current British Tennis Membership (BTM) and have their Club as a 'place to play' in their BTM on line profile.
- 3.3. If an ineligible player is fielded in a Fixture by a team, they may be made eligible with 6 days of the Fixture through applying Rules 3.1 and 3.2. Otherwise Rule 3.5 takes effect for that and any further Fixtures they may play in until they become an Eligible Player.
- 3.4. No person may play for more than one competing Club in a NESLTA League competition, or can play in two different teams within a Club any one week. For the avoidance of doubt, a player who played in the original week cannot play for another team from the same team in any other Fixture which was originally scheduled for that week, even if the Fixture was re-scheduled.
- 3.5. Any infringement of Rules 3.1, 3.2 or 3.4 will result in Forfeiting the affected matches by two sets (6-0) to the opposition.

### **4. PLAYERS NOMINATIONS**

- 4.1. Clubs must nominate Eligible Players in singles 'current playing strength order' for all teams entered in the Leagues with the Fixtures Secretary at least one week prior to the date of the first Fixture in the League. The nominated playing orders will be advised to all Teams Captains before the date of the first League Fixture.

- 4.2. The nominated playing orders will remain in force until the 'mid-point' of the League, other than changes made under Rule 4.6. The Fixtures Secretary, will advise, with a fortnight's notice, the date by when any mid-season nomination changes may be made and when these will take effect.
- 4.3. Nominated players for a Team may not play any matches for a lower team in that Club. Nominated Players may play for higher Teams in the Club when required, but they may not play ahead of a player from a higher ranked Team within the Club eg a nominated C Team player cannot play for the A Team whilst a nominated B team player is available but remains in the B team. Players must move up in nominated order and a non-nominated player may not play above a nominated player. Any infringement of this rule will result in Forfeiting the matches affected two sets (6-0) to the opposition.
- 4.4. Team Captains must exchange nominated playing orders prior to the start of playing any matches within the Fixture. The pairing of opponents for singles matches will be determined by the nominated player order, with the highest 'current playing strength order' players playing against other, the second strength players against each other and so on. For doubles matches, pairings will be determined using the nominated playing order used in the singles matches i.e. the pairing containing the two highest ranked singles players shall play the opposite pairing that contains their two highest ranked players.
- 4.5. When at the beginning of the season a Club has a player that would normally be a nominated player in a team (based on the strength of the 'current playing strength order') but that player is known not to be available for a period during the season, that player is to be given the appropriate nomination for a team at the start of the season under Rule 4.1. Once available, that player may only play as per their nominated position as per Rules 4.3 & 4.4. In the absence of the player, the remaining lower nominated players in the Club will in effect rise by one position and the Club must nominate at the beginning of the season an additional nominated player to complete their Fixtures with absent player.
- 4.6. When an Eligible Player joins a Club after the start of the Leagues, and is selected to play for a team, the player will be nominated consistent with their playing strength under Rules 4.1/4.2. The new player's name nominated position must be recorded with the Fixtures Secretary prior to playing League Fixture. The original team player nominated in this position will be moved down one position in the 'current playing strength order', as will all lower nominated players. The revised nominated playing order will remain in force for the remainder of the season, other than changes made under Rule 4.2.

## **5. FIXTURES SCHEDULING AND COMPLETION**

- 5.1. The Fixtures Secretary will schedule all NESLTA Leagues Fixtures. The Schedule of fixtures will be provided to all participating Clubs at least fourteen days before the date of the first Fixture.
- 5.2. All matches shall start at 6.30pm on weekdays and at 2.30pm on Saturdays and Sundays, unless mutually agreed by the Clubs concerned or, exceptionally, the Fixtures Secretary has fixed a different starting time.

- 5.3. Unless Fixture has been postponed due to unfavourable conditions (under Rule 5.6 or by mutual agreement for other reasons, a Team failing to appear on the courts ready for play within fifteen minutes of the fixed start time will forfeit the first round of matches by two sets (6-0). Failure to appear within one hour of the fixed start time will result in the forfeiture of all scheduled matches by two sets (6-0) and in addition eight sets (6-0) may also be deducted from the Team's score at the discretion of the Fixtures Secretary.
- 5.4. If a Team appears on time but lacks a full complement of players, it will forfeit two sets (6-0) for each un-played match. However if a full complement of players becomes available at the conclusion of a round, the subsequent round(s) will proceed in accordance with the initial pairings under Rule 4.4.
- 5.5. In the event of a club not having enough Players available in a given week to complete all its scheduled Fixtures in the leagues, it must fulfil fixtures in order of Club Teams (A, first then B and so on) and leave the Fixtures of its lowest Teams in the Leagues unfulfilled.
- 5.6. Un-favourable weather and/or unplayable conditions of the courts are satisfactory reasons for non-fulfillment and postponement of a Fixture. A visual inspection of the condition of the courts must take place to determine this, unless the conditions are sufficiently extreme to render this unnecessary. The Captain of the home Team will communicate in a timely manner with the Captain of the away Team in the event of un-favourable weather and/or unplayable conditions, with a view to reaching an agreement on whether to postpone the Fixture.
- 5.7. In the event of a disagreement of whether a Fixture cannot go ahead due to un-favourable weather and/or unplayable conditions, the Captain of the away team, will reserve the right to visit the Courts to assess the situation and to make a joint decision with the Captain of the home Team. If there is still disagreement, the match will be declared postponed.

## **6. RE-ARRANGED OR INCOMPLETE FIXTURES**

- 6.1. If a Fixture is postponed under Rules 5.5, 5.6 or 5.7 the Fixtures Secretary must be informed within 24 hours. In this instance the home Team will offer the away Team three reasonable alternative dates for completing the Fixture. Once a new date and time is agreed, the home Team will notify the Fixtures Secretary of this within one week. In the absence of such agreement The Fixtures Secretary will determine a new Fixture date.
- 6.2. For a re-arranged Fixture under Rules 5.5, 5.6 or 5.7 the players for the teams should be the same as those originally selected. If this proves impractical due to players absences, the selected teams must comply with Rules 3.4 and 4.3, using the original week of the Fixture to assess eligibility of players for the rearranged Fixture. Only un-nominated Eligible Player(s) may be substituted in lieu of the players originally selected for the Fixture.

- 6.3. In the event of a Fixture being interrupted through unforeseen circumstances, notification of this and the state of the match must be made to the Fixtures Secretary within 24 hours. A new date to complete the Fixture will then be fixed as provided in Rule 6.1 The Fixture shall be resumed at the point (i.e. at exactly the same score) as to when the interruption occurred. In the case of a replayed Fixture again being interrupted, its result will be determined by the score of completed matches, with one set will be awarded to each side for each incomplete match. Rule 6.2 applies for determining the composition of the Teams for a re-arranged Fixture.
- 6.4. In the event of a Club failing to play a Fixture on the date required by the Fixtures Secretary, or mutually arranged, without being able to furnish a reasonable and just explanation, the offending club shall forfeit all the matches within the Fixture by two sets (6-0).
- 6.5. Any Club not intending or able to complete a Fixture is to advise in writing of its intention to do so to the both the opposing Club and to the Fixtures Secretary before the Fixture date. Failure to do this will be reported to the Executive Committee, which has the power to take action as it may deem expedient to penalise the offending Club.
- 6.6. All Fixtures in the League Competitions are to be played not later than September 30th of the current year. Failure to complete the Fixtures by this time will result in a deduction of eight sets (6-0) from the scores of both teams in the Fixture, unless this is agreed in advance with the Fixtures Secretary.

## **7. RECORDING RESULTS AND PROMOTION/RELEGATION**

- 7.1. Responsibility for recording the results of Fixtures is for the winning Team, or in the event of a tie, by the home Team. Fixtures results must be recorded via the on line League Planner within 72 hours of completing of the Fixture. If this is not possible, the results of the Fixture including the scorer and players must be sent in writing to the Fixtures Secretary within the same time period. Responsible Teams failing to comply with this rule will be liable to forfeit all the matches within the Fixture by two sets (6-0).
- 7.2. Fixtures which have not been played on the original or re-scheduled date must be advised, including the reason for not playing, using the on line planner Fixture comments box.
- 7.3. Partially completed fixtures (under Rule 6.3) should have the scores at the point the Fixture was suspended entered into the On Line Planner within 72 hours of its suspension. Full scores of the Fixture are to be entered within 72 hours of its subsequent completion.

## **8. DEFINED TERMS**

- 8.1. British Tennis – a working name for the Lawn Tennis Association
- 8.2. Captain – a named person co-ordinate a Club Team or Teams and responsible for compliance with the Rules (the Captain’s responsibilities may be delegated to another named player in the absence of the Captain)
- 8.3. Clubs – tennis clubs with an up to date NESLTA affiliation and eligible to participate in Competitions
- 8.4. Competitions – a series of Fixtures arranged for Clubs affiliated to NESLTA and run under NESLTA Rules
- 8.5. Divisions – groupings of clubs for the purposes of Competitions
- 8.6. Eligible Players – players who have a valid British Tennis Membership and membership a Club affiliated to NESLTA (both required to able to play matches in NESLTA Competitions)
- 8.7. Executive Committee – the elected committee (under the NESLTA Constitution) with ultimate accountability for running Competitions
- 8.8. Fixtures – a series of matches between two clubs on a particular date and location
- 8.9. Fixtures Secretary – NESLTA Committee member responsible for administering the NESLTA leagues and resolving disputes
- 8.10. Leagues – a series of men’s and ladies Divisions
- 8.11. Lawn Tennis Association (LTA) – the governing body for the game of tennis in Great Britain
- 8.12. North East Scotland Lawn Tennis Association (NESLTA) – the organisation, affiliated to Tennis Scotland, constituted to administer tennis Competitions (and other matters) in the NE of Scotland
- 8.13. Teams – a group of players representing their Club in a Fixture
- 8.14. Tennis Scotland – the governing body for tennis in Scotland