

Terms of Reference: TENNIS Sub-Committee

1. Appointment, membership and authority

The TENNIS Sub-Committee is appointed by the Committee and consists of:

- The Ladies' Captain
- The Men's Captain
- A minimum of 5 and a maximum of 10 members

The members will be announced and published on the Club website and Club noticeboard:

2. Frequency of meetings

Meetings may be held 'virtually' or 'in person' so long as a meeting in person is held within one month of the date of the AGM to elect a Chair and agree priorities and responsibilities of individual members.

3. The Sub-Committee's Responsibilities

The responsibilities of TENNIScom shall be to organise and administer all aspects of the playing of tennis and use of courts at the Club, including but not limited to:

- The organisation of social sessions, American tournaments and box leagues;
- Team Tennis including the booking of courts for matches and coaching;
- The annual club tournament;
- Court etiquette (and dress code);
- Rules for waiting and guests at busy times including oversight of the guest book and payment of guest fees;
- Maintaining court equipment (e.g. nets, umpires chairs and scoreboards)**;
- The purchase of, and ensuring an adequate supply of, tennis balls**;
- Welcoming new members and prospective new members (coordinating with the Entertainments Sub-Committee as necessary);
- Managing any complaints from members about any aspect of the above responsibilities.

** Any purchases or delegated authority to be agreed with the Treasurer in writing.

4. Reporting procedures

The Tennis Sub-Committee may take minutes of its meetings or may summarise its decisions via the club's newsletter or website. At least 10 days before any meeting of the Committee a summary of key decisions or requests for support will be sent to the Committee via the Honorary Secretary. The Chair (or their delegate) shall summarise its work at each AGM.