



Tennis Country

~ SOUTH EAST REGION Regulations~



PART 1 – PRELIMINARY

1. Status

- 1.1 This Region is one of six regions in that part of NSW administered by the Tennis Country (TC). Its boundaries are as outlined on the map accompanying the regulations of the TC.
- 1.2 The Region is an integral part of Tennis NSW (TNSW), and is responsible to TC for the effective administration and organisation of all aspects of tennis within the Region.
- 1.3 The Region is not an independent entity. Therefore, it does not have its own constitution. The Region must act in accordance with these regulations and within the Constitution of TNSW. These regulations may be amended at a general meeting of the Region.
- 1.4 Authority is granted to the Region for autonomy of decision-making in relation to the conduct of its affairs, subject to the following:
 - i) Decisions must conform with TNSW policy. The Region is bound by the decisions of TNSW and any of its constituted boards/committees.
 - ii) This autonomy applies to regional activities only, and does not extend to directing or having input into an affiliate's conduct of its local activities.
- 1.5 These regulations have been approved by the Board of Directors of TNSW.

2. Objects

- 2.1 To promote the game of tennis within the Region for and between its Members at inter-affiliate and inter-regional level.
- 2.2 To provide a communication link between the Region's Members and TC.
- 2.3 To support and assist with the implementation of strategic plans promulgated by TNSW and to develop key initiatives to grow the game at all levels of the sport within the Region.
- 2.4 To represent the interests of all tennis players and supporters of the Region.

3. Membership

The members of the Regional Committee shall be:

- 3.1 Two members to represent the Region as one Regional Delegate and one Country delegate and as members of the Management Committee of TC.
- 3.2 All TNSW officers appointed by the Region e.g. Participation Leader
- 3.3 All financial country Members within the Region (as approved by TNSW as the result of application) are described as those for which their affiliation fees have been paid to TNSW for the current year.
- 3.4 All persons attending Regional meetings and participating in Regional programs shall be registered members of TNSW.

PART 11 – GENERAL MEETINGS

4. Attendance

- 4.1 All regional meetings shall consist of the following personnel:
- i) One Country Delegate and one Regional Delegate
 - ii) All TNSW officers appointed to the Region e.g. Participation Leader
 - iii) Two representatives nominated by each of the Region's Members
 - iv) Representatives of TC and/or TNSW have rights of attendance at all regional meetings of the Region on an ex-officio basis.

5. Voting

- 5.1 Upon any question arising at a regional meeting:
- i) Country and Regional Delegates, regionally appointed TNSW officers can exercise one vote only.
 - ii) Financial affiliated Members can exercise two votes.
- 5.2 All voting rights shall be given personally. All persons representing a Member shall be financial members of that Member. A person can only represent one Member position at any meeting.
- 5.3 In the case of an equality of votes on any questions, the Chairperson is entitled to exercise a second or casting vote.

6. Regional Meetings

- 6.1 The first annual regional meeting of the Region shall be held in February annually for the purpose of electing office bearers and committees, adopting the financial report and transacting any other business for which due notice has been given.
- 6.2 At the first annual regional meeting, **a Disciplinary Committee** comprising no more than 4 persons shall be elected to deal with disciplinary matters arising from events held under its direct jurisdiction.
- 6.3 At the first annual regional meeting, **an Appeals Committee** comprising no more than 4 persons not elected to the Regional Disciplinary Committee shall be elected to deal with appeals arising from events held under its direct jurisdiction.
- 6.4 These committees will act in accordance with the provisions as outlined in the TNSW document "Regional Disciplinary Guidelines" which has been issued to the region under separate cover.
- 6.5 At the first annual regional meeting, a Junior Development Committee comprising the Junior Development Manager (Chairperson) and three (3) other persons (one from the Upper Region (W'gong, Bulli, Camden, Picton), one from the mid region (Kiama, Wingecarribee, Shoalhaven, Ulladulla), one from the Lower region (B'Bay, Bega, Merimbula, Monaro) shall be elected to administer the Region's junior training and representative program, and act as the Region's selection panel for:

- (i) State Teams – 10's, 12's and 14's
- (ii) As required.

7. Office Bearers

- 7.1 The officer bearers of the Region shall be:
- i) The Country Delegate and the Regional Delegate one of whom shall be the Chairperson, who shall be ex-officio members of all committees.
 - ii) Regional Secretary; or
 - iii) Junior Development Manager; and
 - iv) Any other position as determined at regional meetings.

8. Executive Committee

- 8.1 The Executive Committee shall comprise:
- i) The Country Delegate and Regional Delegate
 - ii) Regional Secretary; and
 - iii) Junior Development Manager.
- 8.2 The Executive shall have the power to decide any matter, which in its opinion is one of urgency, and shall report and minute its decision and any action taken to the next ~~general~~ meeting of the Region.

9. Committees

- 9.1 A ~~general~~ meeting may, by instrument in writing, delegate to one or more committees (consisting of such member/s of the Region as the meeting thinks fit) the exercise of such of the functions of the Region as are specified in the instrument.
- 9.2 The term of office of the committee member/s shall not exceed 12 months, but such member/s may submit themselves for re-election.
- 9.3 All such committees shall report and minute their decisions and any action taken to the next meeting of the Region.
- 9.4 A meeting may, by instrument in writing, revoke wholly or in part any delegation under this rule.

10. Meetings

- 10.1 The Regional Secretary shall, in consultation with the Chairperson, have the power to call meetings from time to time consistent with demand.
- 10.2 The Regional Secretary, in consultation with the Chairperson, shall prepare and distribute meeting notices, agendas and minutes to all members of the Region and to TC and relevant TNSW personnel.
- 10.3 A quorum of any meeting shall be 50% of all persons entitled to attend.

- 10.4 Matters of pecuniary interest to any member shall be discussed and determined in his/her absence.
- 10.5 A meeting may create, rescind or amend Regulations to deal with matters covered by these rules.
- 10.6 All regional positions for which the persons holding such positions receive payment (as distinct from an honorarium/reimbursement of expenses) shall be the subject of appointment by TNSW, whose decisions in this connection shall be binding on the region.

11. Finance

- 11.1 Bank accounts may be established and operated for the Region. The Regional account shall be operated by the Regional Treasurer and Regional Secretary.
- 11.2 The Management Committee shall have the power to raise and employ its own funds in pursuit of its objectives provided always that it is consistent with the objectives of TC and TNSW.
- 11.3 Under no circumstances shall any accumulated funds be distributed amongst its members without the approval of both TNSW and TC.
- 11.4 The Regional Treasurer shall:
- Maintain our region's bank account which shall have two signatories from four authorised nominees, the four appointed by the management committee
 - Ensure all receivables are collected and deposited into regional bank accounts.
 - Maintain proper books of account recording details of all transactions in conjunction with TNSW
 - Present a financial report to each meeting of the Management Committee
 - Present all financial records to TNSW for annual internal audit as required.

12. Amendments

- 12.1 These By-Laws may be altered rescinded or added to only by resolution at a regional meeting, subject to due notice having been given.
- 12.2 Such resolved amendments must be submitted as a recommendation to TC for approval prior to implementation.

ANNEXURES

The roles of the Office Bearers of the Region shall be:

- (i) The Country Delegate and Regional Delegate –shall be ex-officio members of all committees.
- (ii) Regional Secretary –
 - Central communications point for correspondence between the region's members and TNSW and TC
 - Secretarial duties at regional meetings including preparation and dispatch of notices, agenda, taking of minutes
 - Publishing and distribution of regional tournament/event calendar at the beginning of each year
 - General correspondence between members and TNSW including organisation of regional response/s when required
 - Maintain a database of affiliate contacts, coach contacts and player contacts
 - Responsible for coordinating the Region's Junior Development Series including preparing calendar for following year, liaising with tournament directors, ensuring players are TNSW registered, receipt of results, tournament reports and affiliate payments, maintenance of player database and point score, invitation letters to Champion of Champions and liaison with TNSW for State Final.
- (iii) Regional Treasurer
 - Receipt of invoices and obtaining necessary authorisation for payment and forward to TNSW
 - Receive payments for the region, record on deposit slip and deposit into bank account
 - Arrange finance reports for Regional meetings
- (iv) Junior Development Manager
 - a) Ensure the effective functioning of the Junior Development Committee and its duties
 - b) Liaison with regional Selection Committee members re regional team/player selections
- (v) Inter-Association Competition Coordinator
 - a) Organisation of the annual competition including review and distribution of rules, team nomination forms, preparing draw, receiving and collating results, organisation of finals

(vi) Webb/Wilton Shield Event Coordinator

- a) Coordinate with host associations of both events annually, these being held in September/October school holidays

(vii) Regional Website Controller

- a) Maintain and upload information to the Regional website on a regular basis
- b) Liaison with Community Tennis Officer and Country Delegates regarding news and information for website update
- c) Liaison with TNSW IT Officer when website difficulties are encountered.

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