



## ICTA Member Club Agreement Responsibilities and Guidelines

- 1) Responsibilities. Member Clubs are expected to be informed of the Association By-laws, and rules for Leagues. Each Member Club is responsible for:
  - (1) Selecting one Club Representative to be the primary point of contact for the ICTA.
  - (2) Providing contact information for that Club Representative to the Association Secretary at, or prior to, the Spring Annual General Meeting (AGM). Contact: [secretary@intercountytennis.com](mailto:secretary@intercountytennis.com)
  - (3) *Club Fees*: Payment of club member dues, at or prior to, the Spring AGM. A Member Club will not have standing to vote at the Spring AGM unless dues have been paid. Online payment is available and instructions are on the main website. Contact: [treasurer@intercountytennis.com](mailto:treasurer@intercountytennis.com)
  - (4) *Team Fees*: Payment of individual team fees at, or prior to, the Spring AGM. Clubs will be refunded if they pay for teams that drop out prior to the schedule being published for the corresponding League. Clubs are responsible for payment for teams entered after the Spring AGM prior to schedules being published. Clubs who have not paid for teams cannot expect to be placed into a Division for competition. Online payment is available and instructions are on the main website. Contact: [treasurer@intercountytennis.com](mailto:treasurer@intercountytennis.com)
  - (5) *Determining Player Eligibility*: All individuals placed on an ICTA team roster must meet the eligibility rules for the League. The Member Club agrees to provide a member list to the Association if requested.
- 2) Club Representatives are expected to be informed of the Association By-laws, and rules for Leagues. Club Representatives hereby acknowledge they are to act as a member in good standing of the Association when interacting with the Association, other Club Representatives, captains and players.
- 3) Each Club Representative is responsible for:
  - a) Communicating with their Club Executive and membership regarding ICTA business, including AGM Agendas and motions submitted.
  - b) Attending a Spring and Fall AGM, or providing the name of a proxy to the Secretary in advance of the meetings.
  - c) Voting in accordance with the policies and directives of the Club.
  - d) Conducting themselves in a professional and courteous manner during any meeting.
  - e) Cross checking each league team roster with the Club Membership list prior to the start of the season, thereby confirming player eligibility.
  - f) Working with the team captains to provide eligibility information so captains can fill in designations within the Association scoring system. i.e.: junior or teaching professional



- 4) Club Representatives are the primary point of contact for the ICTA during the season for any disputes that arise, or grievances that may be filed against a captain or player on a team. A Club Representative is to work with the Association to resolve disputes in a timely and amenable manner. This may include:
- a) Stepping aside in case of a conflict of interest. i.e. the Club Representative is also the captain of a team that is part of a league grievance.
  - b) Confirmation of a player's membership status.
  - c) Assistance with resolution of a grievance.
  - d) Removal of a captain or player from a team.

---

**LETTER OF AGREEMENT TO BE SIGNED BY ALL CLUB REPRESENTATIVES OF THE INTERCOUNTY TENNIS ASSOCIATION**

I, \_\_\_\_\_, a Club Representative for \_\_\_\_\_ which is a Member Club in good standing of the InterCounty Tennis Association, have read and understand the above Responsibilities and Guidelines and hereby agree to the terms noted therein.

Signature: \_\_\_\_\_

Position at Club: \_\_\_\_\_

Date: \_\_\_\_\_