

PLAYING RULES

1. TEAMS

1.1 Teams shall comprise:

- i. In the *Open League* two pairs of players who may be members of either sex;
- ii. In the *Ladies League* two pairs of ladies;
- iii. In the *Mixed League* two pairs of mixed couples;

1.2 A team must consist of four players.

1.3 Any Club with more than one team in a League that subsequently withdraws a team from that League must withdraw the lowest ranked team.

2. FIXTURES

2.1 Open League fixtures will be scheduled for Saturdays.

2.2 In the *Ladies and Mixed Leagues*, Clubs can stipulate a day and a time to commence their home fixtures (except that *Ladies League* matches should commence as described under 'Commencement of Matches').

2.3 In drawing up the fixture list in conjunction with the Website Manager, the Website Co-ordinator shall ensure:

- (i) that if any Club has two or more teams in the same division, they shall be scheduled to play each other within the first three matches of a season and within the first three matches of the reversed fixtures, where applicable.
- (ii) that the fixtures be scheduled so that where more than one Division operates in the Open League, the final League matches in the Divisions each take place on the same day.

2.4 In all Leagues, all matches shall be played as specified in fixture list, with the following exceptions:

- (i) *Open League* matches may be played one evening in the week prior to the Saturday stipulated by agreement of **both** team captains. Midweek matches will commence by 6.30 p.m. Such matches may **not** be continued or re-arranged for a later date if the match is abandoned due to either bad light or inclement weather once the agreement is made.
- (ii) The League Committee be authorised to make such alterations to the League fixtures as are necessary to permit the playing of the Tennis Lancashire Inter-Club Knockout Competitions on the dates fixed by the association (usually semi-finals and finals).

Note that there is no facility for rearrangement of Open or Mixed League matches, except as provided for in (i) and (ii) above. Should inclement weather preclude the completion of a match in either League, the points shall be shared as described in Section 4.

2.5 All teams shall turn up at the venue specified **on** the League **Website**. Should the home team need to change the venue for a match, they must speak to the captain of the respective opponents or the opponents' League Representative to inform them of the change of venue; text or email is not acceptable for this purpose. In the event of any team failing to turn up at the venue specified **on** the League **Website** (or confirmed alternative venue), their opponents shall be awarded the match (and all the rubbers and points available in League matches); should a match not take place due to the failure of the home team to correctly notify the opponents of a change of venue, the match shall be awarded to the away team.

2.6 Any Club wishing to concede a match should inform the opposing team captain (or their League Representative if contact with the opposing team captain is not possible) and Divisional Results Secretary; this should normally be done at least 24 hours before a scheduled fixture and communication with the opposing team captain (or League Representative) must be verbal (not by leaving a voicemail message, by text message nor by email). Moreover, if a Club cannot raise its full complement of teams

for a particular week's fixtures, it must concede the match(es) of the lowest ranked team(s). Any team conceding a match Club will be penalized two points for each concession (in addition to being awarded no points for the match).

3. MATCHES

3.1 For each match, at least two courts shall be made available for play by the Home Team at the time stipulated.

3.2 **New HEAD ATP official tennis balls must be used for all matches. Not less than three balls shall be provided for use in each first round rubber in each match.**

3.3 In *Open League* and *Knockout* fixtures, play shall commence at 2 p.m. prompt (or by 6.30 p.m. in the case of evening matches) and this will be strictly adhered to unless a Club approaches the League Committee, which can use discretion to allow for an earlier start. Should a Club not be able to make sufficient courts available to start all matches at 2 pm, the Club's lower team(s) shall commence its match(es) at 10 a.m.

3.4 In *Ladies* (and evening *Mixed*) matches play will commence by 6.30 p.m.; in early and late-season fixtures, matches may start earlier with the agreement of both captains.

3.5 In all Leagues, a match shall comprise four rubbers.

3.6 In the *Open League*, each pair shall play a rubber comprising the best of three sets. Sets 1 and 2 shall take the format of tie-break sets but the third set, if required, shall be a champions tie break.

3.7 In the *Ladies* and *Mixed Leagues* each pair shall play a rubber comprising two tie-break sets against each of the opposing two pairs.

3.8 If 20 minutes after the scheduled start of play, any player is not ready to play, then the opposition may claim the first set of the rubber/s 6-0. If after 45 minutes any player is not ready to play, the opposition may claim the corresponding first rubber/s 6-0, 6-0. After 1 hour, the match is considered forfeited due to non-arrival and any previously played rubbers will be conceded. The same penalties shall apply should the home team not make a court available for the start of a match due to other commitments on that court, including other League fixtures.

3.9 The penalties detailed in Rule 3.8 shall also apply if a Club is unable to make the requisite number of courts available for the start of a match (for reasons other than inclement weather – such reasons include an earlier match not having finished by the scheduled start time of the later match). If 20 minutes after the scheduled start of play, any court is not available for play then the opposition may claim the corresponding first set of the rubber/s 6-0. If after 45 minutes any court is not ready, the opponents may claim the corresponding first rubber/s 6-0, 6-0. After 1 hour the match is considered forfeited due to court non-availability and any previously played rubbers will be conceded.

3.10 If play has not started due to bad weather one hour after the match was due to commence (or by 7 p.m. in the case of *Ladies* and *Mixed* evening matches), the match shall be abandoned. Unless mutually agreed by the captains, a match will be abandoned one hour after cessation of play. In case of *Ladies* evening matches, the two captains can also mutually agree, on the day of the match, to re-arrange the fixture due to inclement weather and/or poor forecast.

In the *Ladies League*, if no result is obtained (see 4.3), the match shall be re-arranged between the two Clubs concerned. The home team must, within three days, offer three dates to the away team. The away team must accept one of those dates within three days of notification. Failure to do either within these time limits the match will be deemed conceded. The Divisional Results Secretary must be notified of any rearranged fixture date and outcome.

3.11 In all League and Knockout Competitions, the home team shall provide squash for all players on completion of the first round of rubbers. In the Mixed Leagues and Knockout Competition, the home team shall also provide drinks and a light meal for all players on completion of the match. In the Ladies Leagues and Knockout Competition, the home team shall also provide a hot drink and biscuits for all players on completion of the match.

3.12 Any player who concedes a rubber during a match will not be allowed to play in the remainder of the match.

3.13 Suitable tennis attire shall be worn for all matches in the **HEAD** East Lancashire Tennis League. Appropriate footwear must be worn at all times.

4. RESULTS

4.1 The result of a completed match shall be based firstly on a rubber count, then on sets and finally on games.

4.2 Any rubber in which an ineligible player (see 5.1, 5.2, 5.4, 5.7, 5.8, 5.9 and 5.11) plays shall be forfeited by a score of 6-0, 6.0.

4.3 If a match is abandoned after completion of one round of rubbers the **result** shall be based solely on the completed round, firstly on a rubber count, then on sets and finally on games. If these are equal the match shall be declared a draw. In order to obtain a result, the captain of either team may concede rubbers, sets or games to the opposing team. In the *Ladies League*, if no result can be obtained in this manner, the match shall be re-arranged as agreed between the two Clubs concerned.

4.4 In the *Open League*: One point is awarded for each rubber won and one point is awarded for winning the match.

4.5 In the *Ladies* and *Mixed Leagues*: One point is awarded for each set won and one point is awarded for winning the match.

4.6 In **all** Leagues the point for winning the match shall be halved in the event of the match being a draw.

4.7 Points for matches abandoned *without a result* shall be shared equally.

4.8 Points for abandoned rubbers (or sets in the *Ladies* and *Mixed Leagues*) shall be shared equally.

4.9 Should a Club fail to comply with rule 2.6 by completing a match having conceded a match due to be played by a higher-ranked team, no points shall be awarded to any of its lower-ranked teams with all points from such matches being awarded to the opponents. The only exception to this shall be in the case where fewer than the requisite four players attend a match for a specific team and their Club can demonstrate to the League Committee that the failure of the other player to attend was due entirely to a genuine error or problem (e.g. car breakdown or accident).

4.10 The home team Captain will be responsible for accessing the Website and completing the match card online within 48 hours of the match being played. The Away Captain should then access the Website and verify that the details that the Home Captain has entered are correct. In the case of matches abandoned without a result (see 4.7), matches in which fewer than the requisite four players attended the match for a specific team but the failure of one or more players to attend was due entirely to a genuine error or problem (see 4.9) or conceded matches (see 2.6), each team must have a full complement of four players entered on the match card, with the exception of a team having conceded a match to their opponents. Any contravention of this rule will lead to players of that team, and the Club's lower teams in that League,

being declared ineligible for that round of matches and the corresponding teams will be penalised in accordance with rule 4.2.

Note: The League strongly recommends that the scores on completion of each set of rubbers are agreed and written down immediately on completion so that there is no retrospective dispute regarding rubber and match scores.

4.11 If there is a disagreement between the respective Team Captains regarding details entered in the online match card, then initially the two Team Captains should try to resolve the matter. In the event that this is unresolved, then the Away Team Captain (or their League Representative) must make a complaint (appeal) against the match result within seven days of the fixture (see League Management Constitution and Rules 8.1). The notification is to include the following information:

1. Fixture division, teams and scheduled date;
2. Rubber scores (as currently entered on the Website);
3. Names of all four participating players for each of the home and away teams (as currently entered on the Website);
4. The nature of the dispute and any disputed match or rubber scores or match details.

Once the League Management Committee's decision is made, the Divisional Results Secretary will be informed by the Honorary Secretary and the then Divisional Results Secretary will then enter the confirmed result on the Website.

4.12 If there are problems accessing the Website then the result must be e-mailed/texted by the Home Team Captain, to include the information to be included in the match card, to the appropriate Divisional Results Secretary within 48 hours to avoid a fine and ensure that the website is accessed within 7 days (or as soon as possible in the case of persistent problems).

4.13 For any match, failure of the home team to adhere to the above rules (4.10 or 4.12) shall result in the offending club being fined £5.00.

4.14 If a team withdraws from the League, any previous fixtures shall be void and all points previously awarded shall be deducted from the corresponding teams unless the withdrawn team has three or less fixtures remaining, in which case the previous matches will not be voided and full points from the remaining scheduled matches awarded to the opposing team.

5. ELIGIBILITY, TRANSFERS AND STARRED PLAYERS

Eligibility

5.1 Any player that represents any Club in the League or Knockout Competitions must be a member of that Club.

5.2 In any of the Leagues, no player shall play for more than one **HEAD** East Lancashire Tennis League Club during one season without the written permission of the League Committee.

5.3 Players may, however, be permitted to play for different Clubs in different Leagues (e.g. a man or lady may play for one Club in the Open/Ladies League and another Club in the Mixed League).

5.4

(i) In all of the Leagues, with the exception of the Ladies, no player shall play for more than one team:

- during the same round of League matches;
- during the same set of Knockout Competition fixtures;

irrespective of when these fixtures are played (including rearranged fixtures).

(ii) In Clubs which have more than one Team entered in the Ladies League, players will be permitted to play for more than one Ladies team (excluding Knockout fixtures) during the same round of League Matches (including rearranged fixtures), provided:

- they do not play up or down more than one Team (for example, playing in a B and C Team is permitted, or an A and B Team is permitted, but not playing in an A and C Team).

Transfers

5.5 Applications for transfer of any player between Clubs during the season must be made in writing (by letter or e-mail) by the prospective Club to the League Committee (via the Honorary Secretary). The player concerned shall not be permitted to play for a new Club until the League Committee has given its written permission. The Honorary Secretary will circulate the proposed change (to Club Representatives) within three days; any Club Representative objecting to the transfer should forward their objection, and the reason for the objection, within seven days. If any objection is received, a vote will be held (by e-mail) over the following seven days; however, the Club Representatives of the Clubs directly involved in players transferring shall not be permitted to vote on the issue. The Honorary Secretary will inform in writing (letter or e-mail) the player and both Clubs directly involved of the outcome of the application within three days of closure of the consultation or voting process, as applicable. If the transfer is approved and the player involved is started for one or more teams for their original Club, that Club will also be required to nominate a replacement (or replacements) to the Honorary Secretary within seven days of the date of notification.

Listing of players (for the Open League and Knockout Competitions Only)

5.6 In the event of Clubs entering two or more teams in the Open League, the Club must indicate, in writing to the Honorary Secretary, at least one week before the first scheduled League or Knockout fixtures, a complete list of players who may play for that Club in the forthcoming season in ranked order, i.e. Players A, B, C, D etc. ...listed as 1, 2, 3, 4 etc... Each Club must list, as a minimum, the number of players equal to the number of teams entered in the Open League multiplied by six. Thus, by way of example, a Club with three teams in the Open League must list at least 18 players. If a Club fails to provide its list at least one week before the first scheduled League or Knockout fixtures it shall be deducted two points for each Open League match of each of its teams, and any of its teams with a match scheduled in an Open Knockout Competition will be disqualified, until it has provided its list to the Honorary Secretary.

5.7 No player (P2) on any given match day or in any given round of matches may play in a higher team than any player (P1), playing that day or in that round, who is more than two places in the list above P2. Conversely, no player (P1) on any given match day or in any given round of matches may play in a lower team than any player (P2), playing on that day or in that round of matches, who is more than two places in the list below P1. The effect of this rule is that players have to be selected by a Club for their A, B and C teams etc... in the order of the rankings in the list provided by that Club, subject to the ability to select players no more than two places out of their place in that list. Any player who plays for a team in contravention of this rule will be deemed to have been ineligible for that match and the team will be penalised in accordance with rule 4.2. The ability to vary by two places only allows players to be selected two places differently from their order in the published list and not two places above their place in a list of players available on a particular date or round of matches. Thus, for example, player 6 can be selected above player 4 but cannot be selected above player 3 even if player 4 and/or 5 are not available and are not playing for any team on that date or in that round of matches.

5.8 Where a Club wishes to select a player who does not currently appear on the list it may do so but must amend the Club's list by inserting the player in the list at a place which would mean that the player's selection would have been legal if he or she had been included in the list from the outset. No player's place in the list can otherwise be altered, whether or not he or she was in the list from the start of the season or was inserted part way through. Where a player is only inserted part way through the season, the League Committee shall have the power, where the point of insertion is clearly much lower (or higher) than the ability of the player in question, to order that the player be placed higher (or lower) in the list for the remainder the season. Exceptionally the League Committee may rule the player (or players) retrospectively ineligible, or deduct and/or reallocate points from any of the Club's matches that day which have been materially affected, where the player (or players) appear to have been deliberately

inserted to give the selecting Club an unfair advantage in a match or matches directly affecting promotion or relegation.

5.9 The list for each Club will be published on the League website before the first scheduled League or Knockout fixtures and it is the duty of the Club in question to ensure that any insertions into the list are entered there no later than 72 hours after the inserted player has played for the Club in an Open League or Knockout Competition match. Failure to comply with this duty will mean that the inserted player is regarded as having been ineligible with the penalties as prescribed in rule 4.2.

Starred Players (Leagues other than the Open League)

5.10 In the event of Clubs entering two or more teams in any League other than the Open League, they must indicate, in writing to the Honorary Secretary before the commencement of the season, a complete list of starred players. Two starred players must be nominated for all teams except the lowest ranked of the multiple teams in each League, and in the Mixed League shall consist of one man and one lady.

5.11 All starred players shall be restricted to playing for the team for which they were nominated or a higher ranked team and are therefore ineligible for any lower ranked team. Any team disregarding this rule shall be penalised according to rule 4.2.

5.12 The list of starred players may be amended by Clubs via the Honorary Secretary providing no more than four matches have been completed by the team whose starred player is being changed.

5.13 Any application for amendment of starred players after the first four matches of the season must be made in writing (by letter or e-mail) by the Club to the League Committee (via the Honorary Secretary). Any such application for amendment of starred players must be accompanied by a reason for the proposed change. No applications for change will be considered after the mid-point of the season. The Honorary Secretary will circulate the proposed change of starred player (to Club Representatives) within three days; any Club Representative objecting to the change should forward their objection, including the reason for the objection, within seven days. If an objection is received, a vote will be held (by e-mail) over the following seven days; the Club Representatives of the Club making the application shall be permitted to vote on the issue. The Honorary Secretary will inform the Club of the result of the application within three days of closure of the consultation or voting process, as applicable. The starring shall, in all cases, remain unless or until the League Committee has given its written permission.

5.14 Starred players must play in at least half the matches of the team for which they have been starred during the first half of the season. The League Committee will review the participation of the starred players for each team at the mid-point of the season. Clubs whose players have not represented the team(s) for which they were nominated in at least half the matches by the mid-point of the season will be required to formally amend their starred players within seven days of notification by the League.

5.15 Clubs not having submitted a complete list of starred players in writing to the Honorary Secretary before the start of the season shall be fined £10.00 for each week or part-week that passes before the listing is received. Similarly, any Club required to amend one or more of their starred players by the League following the mid-season review shall be fined £5.00 for each starred player requiring amendment any each week or part-week that passes following the seven-day deadline for submitting the amendment(s) to the League Secretary (see 5.14).

6. LEAGUE PLACINGS, PROMOTION AND RELEGATION

6.1 League placings shall be determined firstly on points and secondly, if necessary, on matches won, with drawn matches being counted as half. In the Open League Division 1, the bottom team shall be relegated and replaced by the top team from Open Division 2 (subject to rule 6.2). Promotion and relegation in all other Divisions and Leagues shall consist of two up and two down (subject to rule 6.2).

Should there be a tie for a Championship or a promotion/relegation place, a play-off shall decide; the venue will be decided on the toss of a coin.

6.2 The final composition of all divisions shall be at the discretion of the members present at the League A.G.M. (or Committee meeting at which the League composition is determined). No division shall comprise less than six Clubs.

6.3 Should a League restructure be proposed which necessitates reformation of Leagues, divisions shall be split based on the relative positions achieved by all teams entering the League following the application of rule 6.1.

7. KNOCKOUT COMPETITIONS

7.1 All League teams will be entered in the Knockout Competitions unless notification is given in writing to the Website Co-ordinator before compilation of the fixtures.

7.2 In the Open 1 Competition, only the first division teams are eligible to enter. A separate Knockout, the Open 2/3, will provide the competition for all remaining teams.

In both Competitions, a match shall consist of two singles rubbers and one doubles rubber. Each rubber shall comprise the best of three sets; sets 1 and 2 shall take the format of tie-break sets but the third set, if required, shall be a champions tie break. Two players shall play one singles rubber each, with the 3rd and 4th players **playing** the doubles rubber. **The team captains shall exchange written lists of their players indicating their number 1 and 2 singles players and their doubles pairing before the start of play. All three matches will normally be played simultaneously except where the home Club only has two available courts in which case the doubles rubber shall be played first alongside the number 1 singles rubber. In such cases the second singles rubber shall be regarded as scheduled to start once the doubles or first singles rubber is completed. In either case, the three rubbers will constitute a single round of rubbers for the purpose of obtaining a result in abandoned matches (see 4.3).**

7.3 The draw shall be on the basis that, in the first round, the team higher in the draw shall be the home team. In later rounds prior to the final, the team that has played more away matches than their opponents will be the home team, byes being considered as home matches for this purpose. If both teams have had an equal number of home or away matches, the team placed higher in the draw shall be at home. If the same teams are drawn to meet each other in the semi-final of the same competition in successive seasons, the venue shall alternate. Venues for finals will be decided by the League Management Committee prior to the start of the season.

7.4 The *Open* Competitions will be played on the dates stipulated in the fixture list or earlier when agreed by **both** captains.

7.5 The *Ladies* and *Mixed* Competitions will be played during fixed weeks as stipulated in the fixture list. For **all** matches in the *Ladies* and *Mixed* Competitions, the day and time for commencement of play shall be that designated prior to the season by the home team for their League and Knockout Fixtures, unless agreed otherwise by both team captains.

7.6 Any player representing a team in a Knockout Competition may not also represent a lower team *at any subsequent stage* of that Knockout Competition (for the purpose of this rule, and rules 5.4 and 7.7, the Open 1 cCompetitionompetition and lower Open 2/3 Competition shall be regarded as a single competition). Additionally, for the Open 1 and lower Open 2/3 Competitions, players shall be eligible for matches according to the ranked player list (see 5.6, 5.8-5.9) from which players ranked 1-4 shall be eligible only for the Club's A team, players ranked 5-8 shall be eligible only for the Club's B team or higher, players ranked 9-12 shall be eligible only for the Club's C team or higher, and so on.

7.7 No player shall play for more than one **HEAD** East Lancashire Tennis League Club in one season without the written permission of the League Committee, in any of the Knockout Competitions. Players

may, however, be permitted to play for different Clubs in different Knockout Competitions (e.g. a man or lady may play for one Club in the Open/Ladies Knockout and another Club in the Mixed Knockout).

7.8 If a Knockout match is abandoned **without a result** the match shall be restarted at the same venue on a date to be mutually agreed by the captains.

7.9 Should a completed Knockout Match be drawn, a Champions Tie-Break shall be played between the nominated first pairs of the respective teams to decide the result of the match; in the case of the **Open Competitions**, this shall be between the nominated first singles players of respective teams.

8. INDIVIDUAL KNOCKOUT COMPETITIONS

8.1 The Honorary Referee will be a person (or persons) nominated by the League Committee. Any issues regarding forfeit of matches or 'scratching' of competitors will be taken by a number of Committee members with their decision being final.

8.2 Winners of individual matches are required to telephone the result to the Honorary Referee immediately after completing the match.

8.3 Any player who enters the League's Individual Competitions must be a member of one of the Clubs participating in the League.

8.4 Players higher in the draw are to contact their opponents to arrange fixtures and they have choice of venue in the first or preliminary round and shall be called the 'Home' player(s), their opponents being called the 'Away' player(s). In succeeding rounds, the player(s) who has played more away matches than their opponents shall earn the right to play at home. Players having byes or walkovers in the earlier rounds shall be deemed to have won at home. If both players/pairs have played an equal number of away matches, the player/pair higher in the draw shall be the 'Home' player(s). The 'Home' player(s) should offer three alternative dates to their opponent(s). (Please arrange matches as early as possible as your opponent(s) may be going on holiday.)

8.5 Each player must take a minimum of **three** new **HEAD ATP** official tennis balls to each match. Winner(s) take the new balls; losers keep the used match balls.

8.6 All matches are the best of three tie-break sets.

8.7 Suitable tennis attire shall be worn for all matches; this includes appropriate footwear.

8.8 All players must be available to play on Finals Day. Any player who reaches a final and then cannot play will be scratched from the event.

8.9 Any decision of the Honorary Referee is final.

9. FINES

9.1 All fines will be levied at the end of the season by the Honorary Treasurer.

SUBJECT TO THE ABOVE RULES, MATCHES SHALL BE PLAYED IN ACCORDANCE WITH THE RULES LAID DOWN BY THE LAWN TENNIS ASSOCIATION

*Revised **March 2019***

HEAD East Lancashire Tennis League

League Management Constitution and Rules

1. The HEAD East Lancashire Tennis League

1.1 Name

The Organisation shall be called “HEAD East Lancashire Tennis League”.

1.2 Government

A Committee elected at the Annual General Meeting (AGM) shall govern the League.

1.3 Policy

The policy of the League shall be that agreed upon by the representatives at the AGM.

1.4 Mission Statement

The HEAD East Lancashire Tennis League exists to provide competitive tennis for club members throughout the year. Competitions are designed to be fully inclusive and great emphasis is placed on all players acting in the true spirit of the game and respecting their opponents. The success of the League will be measured not only by results and honours on court, but also by the enjoyment of all players.

2. Membership and Team Entries

2.1 Applications

All applications from Clubs for League Membership shall be subject to acceptance at the AGM.

2.2 Membership Bond

Each Club shall be required to deposit a bond of £20 with the Honorary Treasurer on admission to League Membership. This bond will be refunded should the Club resign from the League, subject to debit of any outstanding debts.

2.3 HEAD East Lancashire Tennis League team entries

Clubs shall make provisional team entries for the HEAD East Lancashire Tennis League at the AGM. These must be confirmed before or during the item confirming team entries at the first League Committee meeting following the AGM.

Each Club shall pay a fee of £10 per team entered in the HEAD East Lancashire Tennis League on receipt of the appropriate invoice from the League's Honorary Treasurer; no such fee shall be payable for entry into the Junior or Winter Leagues except for Clubs who have are not Members of the League (i.e. who have a Membership bond lodge with the League Treasurer, see 2.2) who shall pay a fee of £10 per team for entry into the Winter League.

All Clubs shall be required to have adequate insurance for their players and opposing teams' players prior to participating in the League.

A team shall be deemed to be a member of the HEAD East Lancashire Tennis League on receipt of all required subscriptions, fees etc. by the League's Honorary Treasurer and providing evidence, where required, of adequate insurance.

2.4 Junior and Winter Leagues

The Junior and Winter Leagues shall be managed by sub-committees of the HEAD East Lancashire Tennis League. Rules for these leagues shall be agreed by the sub-committees in advance of the respective league seasons. Each of these Leagues shall be represented on the HEAD East Lancashire Tennis League Committee; the representative shall report on matters arising from sub-committee meetings and shall ask for advice from the HEAD East Lancashire Tennis League Committee on the management of the respective league.

Each League shall be open to all HEAD East Lancashire Tennis League members and other Clubs by invitation. Clubs which are not members of HEAD East Lancashire Tennis League shall pay an agreed fee to participate in the Winter or Junior League (see 2.2), and shall be required to have adequate insurance in place to enter the Junior League.

3. League Committee

3.1 Composition

The League Committee shall consist of:

One member nominated by each Club as that Club's representative

and the following Officers:

President;

Chair;

Honorary Treasurer;

Honorary Secretary.

League Committee members should also either fulfil the following roles or co-opt additional (non-voting) members to fulfil these roles:

Lancashire LTA representative;

Junior Representative;

Winter League Representative.

Additional designated roles will support the League Committee with the management of the League, although role-holders will not be Committee members (unless also acting as an Officer, Club Representative or in one of the Committee roles listed above). These additional roles will include:

- Website Co-ordinator;
- Divisional Results Secretaries;
- Knockout Results Secretary (or Secretaries);
- Individual Tournament Manager;
- Rules Co-ordinator;

and can be supplemented as required without the need for approval at an AGM or EGM.

Note:

- 1) One or more of the Officers may also act as a Club's representative, but they shall have only a single vote at any meeting if they are acting in both capacities.
- 2) Clubs are expected to send a deputy should their nominated representative be unable to attend a League Committee Meeting, although it is the nominated representative's responsibility to pass on details of the meeting, agenda and any associated paperwork to their deputy. Should they so wish, a Club may send a deputy to vote at any League Committee Meeting should their representative also be an Officer of the League.

3.2 Elections

Chair and Honorary Secretary posts shall be decided by League Clubs based on a rota basis as determined by the League Committee (see Appendix 2), or by election at the AGM if agreed by a two-thirds majority at a League Committee Meeting prior to the AGM. Chair and Honorary Secretary roles shall have a one-year term of office, but shall be eligible for re-election.

Election of other Officers (President and Honorary Treasurer) shall take place at the AGM. These officers shall be eligible to stand for re-election after completion of each two-year term of office.

3.3 Duties

League Committee: The League Committee shall:

- (a) consider all matters referred to it and take expedient action;
- (b) be responsible for the administration of the League;
- (c) for submitting an Annual Report (via the Chair or Honorary Secretary) and League Account (via the Honorary Treasurer) to the AGM with any such further information that may be required.

The Junior Sub-committee shall:

- (a) oversee the junior leagues;
- (b) organise the junior individual competitions;

- (c) agree the rules and eligibility criteria for the junior leagues and individual competitions;
- (d) provide support for club junior organisers;
- (e) report on junior league, individual competition matters to the League Committee;
- (f) request advice from the League Committee, as appropriate, on the management of the junior league and individual competitions.

The Winter League Sub-committee shall:

- (a) oversee the Winter League competitions, including entries from non-members of the HEAD East Lancashire Tennis League;
- (b) agree the rules and eligibility criteria for the Winter league;
- (c) report on Winter League matters to the League Committee;
- (d) request advice from the League Committee, as appropriate, on the management of the Winter League.

The Chair shall preside over League Committee meetings and the AGM of the League and shall have the powers to summon meetings of the League Committee through the Honorary Secretary.

The Honorary Secretary shall:

- (a) with the Chair, be responsible for calling all meetings, preparing minutes and for maintaining the records of the League;
- (b) submit to the League Committee, all matters of league business;
- (c) be responsible for all correspondence received and sent;
- (d) liaise with other Officers and League Committee members with specific roles regarding completion of specific tasks;
- (e) liaise with the Website Co-ordinator (or, in the absence of the Website Co-ordinator, with the Website Manager) regarding:
 - Team entries;
 - potential League and Knockout Fixture dates;
 - Knockout Draws, Handbook, Playing Rules, League Management Constitution and Rules;
 - list of Starred Players, and updated lists of Starred Players;
 - and any other matters relating to provision of information for inclusion in the Website (or Handbook);
- (f) be provided with a deputy, on request.

The Honorary Treasurer shall:

- (a) collect all League members' bonds, fees and fines etc. and be responsible for all League monies;
- (b) pay all reasonable expenses incurred by the League;
- (c) prepare annually, an income and expenditure account made up to 31st October or such other date as shall from time to time be decided;
- (d) submit to the League Committee meetings, statements of funds, balances and where required, explain any variations.

The Lancashire LTA representative shall:

- (a) Represent the League and area on the Lancashire LTA Council and liaise with Lancashire LTA (Tennis Lancashire) on matters raised by the League Committee;
- (b) Report to the League Committee from Lancashire LTA Council on matters of potential relevance to the League Committee.

The Junior Representative: shall chair the Junior Sub-committee and represent club junior sections and the Junior Sub-committee at League Committee meetings.

The Winter League Representative shall chair the Winter League Sub-committee and Winter League teams and the Winter League Sub-committee at League Committee meetings.

Other non-committee roles shall be created and defined as required. These are detailed in Appendix 1 and both the roles and their descriptors can be amended as required by the League Committee; it is not necessary for such amendments to be approved via an AGM or EGM.

4. Subscriptions and Finance

The funds of the League are under the control of the League Committee and deposited in a bank/building society, approved by the League Committee, in the name of the League. The Honorary Treasurer will sign all cheques and drafts and the Chair or Honorary Secretary will countersign.

5. General Meetings

5.1 Annual General Meeting (AGM)

The AGM will be held in December each year.

Changes to the Playing Rules or Management Rules may be proposed by:

- (a) the League Committee;
- (b) any of the League's Member Clubs.

Such changes must be received by the Honorary Secretary at least 28 days before the scheduled date of the AGM.

The League's Honorary Secretary shall circulate details of any proposed changes to the Playing Rules or Management Rules to the nominated representative of each constituent Club at least 21 days before the scheduled date of the AGM.

At the AGM, each Club shall have (i) two votes on changes to the Playing or Management Rules (provided that they are represented by at least two representatives at the AGM), and (ii) one vote on other matters. No person can have two votes in different capacities.

For any proposed Playing Rule change, there must be a simple majority for the rule change to be approved. For any proposed Management Rule change, there must be a two-thirds majority for the rule change to be approved. For votes on other matters, the resolution shall be carried on a simple majority.

Except for Management Rule changes, the Chair will have the casting vote should the numbers for and against the proposal be equal. Other Officers shall not be entitled to vote, except as one of their Club's representatives.

5.2 Emergency General Meeting (EGM)

An EGM may be required in writing by the League Chair or at least two of the League's constituent Clubs through the Honorary Secretary. The Honorary Secretary shall arrange the EGM in consultation with the League Chair and notify each Club's representative, giving at least 21 days' notice of the date of such a meeting. Voting rights of Committee members and additional Club representation shall be as at an AGM.

6. League Committee meetings

6.1 Quorum

A committee meeting shall be quorate for voting matters when six club representatives are present.

6.2 Standard Order

- (a) There will be no discussion on the minutes except as to accuracy. Rescinding of resolutions cannot take place except by a proposal at a subsequent meeting with a two-thirds majority.
- (b) The following motions may be proposed and seconded without notice and the question put: (i) to suspend the meeting, (ii) to adjourn the meeting, (iii) to proceed to next business, (iv) that the vote takes place. Such motions require a two-thirds majority in favour.
- (c) Items for inclusion on the agenda for League Committee meetings must be with the Honorary Secretary at least 7 days before the meeting.
- (d) At League Committee meetings, 'Any Other Business' can include only urgent items.
- (e) Each Club Representative shall have one vote. Officers shall have one vote. However, no person can have two votes in different capacities. The Chair has the casting vote in the event of a tie.
- (f) Voting shall be on a show of hands.

7. Fines

Any League Club not represented at any League Committee meeting, EGM or AGM shall incur a fine of £5.

8. Complaints and Appeals

8.1 Complaints

All complaints, which shall be taken to include appeals against match results, shall be made in writing and posted (or e-mailed) to the League's Honorary Secretary within seven days of any incident. A copy of the complaint must also be sent to the League Representative of the Club which is the subject of the complaint (or whose player is the subject of the complaint).

The complaint will be considered by the League Committee within 21 days of its receipt. This may be by email or during a League Committee meeting. Decisions shall be made according to the standard voting in League Committee meetings; for a valid decision, at least six Club representatives must vote.

No more than seven days after the League's decision is made, the League Representatives of any Club directly involved will be notified in writing of the League Committee's decision.

8.2 Appeals

Any appeal against a League Committee decision shall be made in writing and posted (or e-mailed) to the League's Honorary Secretary within seven days of the League Committee's written notification of the decision. A personal hearing shall normally be heard by a Sub-committee, constituted by the League Committee, within 21 days of receipt of the appeal. The Sub-committee shall comprise a minimum of 3 members of the League Committee, chosen from Clubs other than those directly involved in the incident and/or complaint. All directly involved parties shall be invited to participate in the hearing.

No more than seven days after the hearing, the League Representatives of any Club directly involved will be notified in writing of the Sub-committee's decision, which shall be final.

Revised March 2019

Appendix 1

Non-committee roles

The Website Co-ordinator shall:

- Liaise with League Committee to obtain complete list of League team entries. Liaise with Club Representatives and League Committee to collate information on number of courts available at each club and, where necessary, playing days and times. Devise schedule (weeks) for each individual league, including appropriate free dates. Provide Website Manager (Simon Stockton) with all this information and request generation of League Fixtures.
- Liaise with League Committee to obtain Knockout Draws and provide Website Manager with these draws.
- Once notified of fixtures, check validity of fixtures and Knockout Draws against information provided, with the support of League Committee as necessary. Provide Website Manager with any necessary amendments and approve finalised version of fixtures.
- Liaise with Club Representatives to update list of Team Contacts in preparation for production of the Handbook and updates to the Website.
- Provide Website Manager with updated Management Rules and Constitution, Playing Rules and lists of League Officers, Club Representatives and Team Contacts.
- Review and amend layout of Handbook, as necessary, ensuring that all details are accurate, with support of League Committee.
- Approve final version of Handbook and email for printing.
- Liaise with League Secretary regarding collection and distribution of Handbook.
- Notify the Website manager (Simon Stockton) of League teams' starred players, following notification by the Honorary Secretary. Provide the Website Manager with updated list of Starred Players following mid-season review, and as necessary at other times, on receipt from the Honorary Secretary.

The Divisional and Knockout Results Secretaries shall:

- Support relevant team captains in the entry (and validation) of results on the website.
- Liaise with team captains regarding issues with completion of online match cards (e.g. on occasions when the website is not available) and the Honorary Secretary regarding late completion of match cards and the necessity for issuing of fines.
- In the case of the Ladies League or postponed Knockout Competition matches, liaise with the Website Co-ordinator and/or Website Manager to ensure that dates for rearranged fixtures are updated on the League Website.
- Monitor eligibility of players as far as practical, and report any issues to the Honorary Secretary.
- Monitor duplication of players within league team lists and take action to remove duplicates.
- Where appropriate, monitor the number of matches starred players in which have represented their nominated team during the first half of the season, and provide details to the League Committee, through the Honorary Secretary, of any starred players who have not achieved the minimum of 50% appearances as soon as possible thereafter (Knockout Results Secretary/Secretaries excepted).
- Co-ordinate the timing and location of Knockout matches in later rounds of Knockout Competitions, as necessary.

The Individual Tournament Manager (and its Honorary Referee) shall:

- Circulate a tournament entry form to Club Representatives, including an agreed deadline for receipt of entries and details of the finals day, through the Honorary Secretary, if necessary.
- Receive entries for the tournament.
- Co-ordinate the draw for each viable tournament, set deadlines for completion of each round of matches, and communicate details to competitors.
- Receive results of matches from competitors and provide details of 'next round' opponents and match locations.
- Make decisions, including those relating to disqualification and walkovers for non-completed matches.
- Liaise with the League Committee and host Club regarding finals day, including schedule of matches.
- Attend finals day and act as Referee, as necessary.
- Collect details of results of finals and communicate to League Committee.
- Liaise with League Committee regarding presentation of tournament trophies and prizes, normally at the Presentation Evening.

Appendix 2

Club Rota for Provision of Chair and Honorary Secretary

	Chair	Honorary Secretary
2019	Clitheroe	Darwen
2020	Whalley	Crosshill
2021	Accrington	Ribchester
2022	Withnell Fold	Parkwood
2023	Darwen	Feniscowles
2024	Crosshill	Blackburn Northern
2025	Ribchester	Burnley
2026	Parkwood	Clitheroe
2027	Feniscowles	Whalley
2028	Blackburn Northern	Withnell Fold
2029	Burnley	Accrington

Thereafter, the rota will repeat. Should other Clubs become Members of the League, the League Committee will reserve the right to amend the rota. However, a new Club will not be expected to provide a Chair or Honorary Secretary until it has been a Member of the League for at least two consecutive seasons.