



**MIDWESTERN TENNIS
ASSOCIATION (MID-TAC)
POLICY & PROCEDURALS
MANUAL**

**OFFICIALLY ADOPTED – 10/1/11
[Amended 4/19/14]**

Prepared under supervision of MID-TAC Parliamentarian, Richard D. Brown of Detroit, MI

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The purpose of MID-TAC is to support the creation and viable operation of clubs and associations established to further the goals of MID-TAC and the ATA, as well as promote and conduct the MID-TAC Annual Championship Tournament.

I. MID-TAC MEMBER CLUB REQUIREMENTS/PRIVILEGES

Member Clubs shall develop and promote interest in the game of tennis primarily, but not exclusively in the city in which they exist and operate.

Member Clubs shall encourage the educational aspirations of young people, both academically and with regard to the sport of tennis.

Member Clubs shall consist of not less than five (5) members.

Member Clubs shall be entitled to two (2) votes, one vote per delegate; or one delegate may execute both votes if only one delegate is present at a MID-TAC meeting.

Member Club dues will be \$200.00 due on or before April 30th annually.

II. MID-TAC ASSOCIATE CLUB REQUIREMENTS/PRIVILEGES

Any tennis club, organization or association that is outside of the identified 10-state territorial boundaries of MID-TAC, which is approved by the Executive Board, may become an Associate Member.

Associate Member Clubs shall develop and promote interest in the game of tennis primarily, but not exclusively in the city in which they exist and operate.

Associate Member Clubs shall encourage the educational aspirations of young people, both academically and with regard to the sport of tennis.

Associate Member Clubs shall consist of not less than five (5) members.

Associate Member Club dues will be \$100.00 due on or before April 30th annually.

Associate Member Clubs shall **not** be entitled to vote for officers of MID-TAC or vote concerning MID-TAC operations* but may serve and/or chair MID-TAC Committees (with the exception of the Nominating Committee).

*MID-TAC operations are deemed to be items or issues in which MID-TAC will have fiduciary or contractual obligations.

III. DUTIES

The Executive Board of MID-TAC shall govern itself according to Article IX of the MID-TAC ByLaws Amended 10/2/10, Sections 1-6 (“MID-TAC ByLaws”).

MID-TAC OFFICERS:

President – Other than as stated in the MID-TAC ByLaws, it is also the President’s responsibility to insure the timely renewal of the MID-TAC Annual Report; USTA Annual Organization Membership; USTA CTA Annual Update; Eagle Risk Liability Insurance and timely filing of Annual 1099 Tax Returns, as well as the announcement and distribution of the Annual Tournament Applications.

Vice President – Other than as stated in the MID-TAC ByLaws, it is also the Vice President’s responsibility to assist in arrangements specifically required on behalf of the Annual Championship Tournament.

Secretary – Other than as stated in the MID-TAC ByLaws, it is also the Secretary’s responsibility to keep an on-going accurate and updated list of Member Clubs, their officers and contact information.

Treasurer – Other than as stated in the MID-TAC ByLaws, it is also the Treasurer’s responsibility to assist the President in timely handling of all business.

Immediate Past President – It is the requirement of the Immediate Past President to consult with the current President and weigh in on Board decisions, participate on Executive Board Conference Calls and attend annual Spring and Fall Meetings.

COMMITTEES (Standing and Special):

Sponsorship/Marketing -

It is the responsibility of this committee to seek out, create and develop business and civic relationships to support and sponsor the annual tournament, in particular, and the overall not-for profit status of MID-TAC within its 10-state territory.

Research & Development -

It is the responsibility of this committee to research and identify avenues for MID-TAC to expand its reach and assistance in the growth and exposure of tennis to underserved communities in its 10-state territory utilizing MID-TAC’s 501(c)3 status to apply for foundation/organization grants and awards.

Junior Development -

It is the responsibility of this committee to:

Develop goals and objectives to assist all MID-TAC Member Clubs in a succinct process that provides assistance in quality programming for juniors and continuous training for coaches, instructors and volunteers.

Be in charge of and develop junior activities during the annual tournament.

Set up and chaperone the Junior Party during the annual tournament, including refreshments and activities.

Junior Scholarship -

It is the responsibility of this committee to make the Junior Scholarship Application available on the MID-TAC website by February 15th annually and to solicit and collect completed Applications from junior players to be presented at the Annual Spring Meeting for selection of awardees.

Subcommittee: “Friends of MID-TAC Juniors”

It is the responsibility of this committee to conduct an Annual Holiday Raffle to ensure that funds are available for the Junior Scholarships which are to be presented during the Junior Party at the annual tournament.

Social Committee -

It is the responsibility of this committee to:

Assist with refreshments and activities during annual tournament Registration Night, i.e. set up viewing of Breaking the Barriers video, etc.

Assist with collection of items, assimilation and distribution of a goody bag.

Be in charge of adult social activities, adult party and conduct adult raffle during annual tournament weekend.

Assist, if needed, with Capitol City Tennis Club t-shirt distribution.

Once established, assist with Crispus Attucks Museum in Indianapolis tours for players during the annual tournament weekend.

MID-TAC Workforce –

It is the responsibility of this committee to represent MID-TAC Member Clubs' concerns as they relate to being involved with the USTA and the ATA.

Subcommittee: MID-TAC Coaches and Instructors Committee (MCIC)

It is the responsibility of this committee to supervise and conduct the Coaches Connection Tier 2 Junior Tennis Camps throughout the 10 state territory, pursuant to the Specifications covered in Section VIII below.

Website -

It is the responsibility of this committee to keep the MID-TAC website updated with current events, meetings and announcements on behalf of MID-TAC and all currently financial Member Clubs.

Parliamentarian -

Other than as stated in the MID-TAC ByLaws, it is also the responsibility of the Parliamentarian to oversee the proper interpretation and/or amendment of the MID-TAC ByLaws and Policy and Procedurals Manual.

Nominating Committee – Duties as stated in Article VII of MID-TAC ByLaws.

ATA Delegates -

It is the responsibility of these persons to represent MID-TAC on ATA National Conference Calls as well as attend the ATA National Annual Membership Meeting to provide reports on those events during the MID-TAC Spring and Fall Meetings. The Delegates shall also keep a current listing of all MID-TAC ATA Memberships as provided to them by the Tournament Administrator annually.

Tournament Committee -

The Tournament Committee is to be formed by the President by September 15th annually and shall consist of the Executive Board Members, Tournament Administrator, Tournament Director, and any number of volunteers specifically selected to be on the Committee for the next tournament year. That newly formed Committee will select a Chairperson. All unfinished business from previous tournament is to be concluded by August 31st of that tournament year.

It is the responsibility of this Committee to insure that all contractual arrangements, personnel, equipment and funding are in place for the successful running of the Annual Championship Tournament.

The Tournament Committee shall communicate via conference calls throughout the year and make reports during the Fall and Spring General Meetings.

Specific Duties include:

Insure that an appropriate hotel contract is in place with adequate accommodations for player lodging, registration night, staff meeting, adult and junior parties.

Insure that all necessary outdoor courts are reserved in advance for junior, adult and senior divisions, in addition to securing proper number and location of indoor rain courts.

Assist with the preparation and update of the Annual Tournament Applications and their timely mailing and posting on MID-TAC website.

Assist Tournament Administrator and Tournament Director with the proper completion of his/her duties, where appropriate, as described below.

Assist with the recruitment and training of adequate Site Directors and Site Director Assistants for each annual tournament, to adhere to their duties described in the MID-TAC Policy & Procedurals Manual.

Assist Vice President and Social Committee with preparation and administration of Registration Night, i.e. posting draws, manning registration tables, overseeing refreshment tables, providing driving directions, solicitation & distribution of goody bag items, separation and labeling of trophies, etc.

Insure that Tournament Director and two (2) other individuals are clearly identified to settle player/tournament disputes during Championship weekend, using Friend of Court and ATA Tournaments and Ranking Procedures Manual.

STANDING AND SPECIAL TOURNAMENT POSITIONS:

Tournament Director –

It is the responsibility of this person to:

1. Work with the Tournament Administrator in seeding, completing the draws and timing all event matches, in addition to identifying alternative scoring, round robins and 10 & under regulations. All draws are to be posted in a timely manner for observation by players during Registration.
2. Supervise the operations of all sites and help with selection of site directors, site director assistants, data entry volunteer and/or referees.
3. Confer with site directors on default times and time disputes, per occurrence.
4. Prepare and post all scores and next time of play at the end of each day.
5. Notify players of any change in their next match starting time.
6. Decide, together with Tournament Committee, any change in format of playing during tournament for whatever reasons that may occur.
7. Be available to answer player questions during Annual Championship Tournament Registration night and throughout the weekend.
8. Schedule and facilitate Staff Meeting at host hotel at the end of Registration, including disseminating all necessary instructions, including “Tournament Operations Sheet”, cases of balls, draws, scoring sheets, site director list, etc. in a binder for each Site Director and the President.
9. Have complete familiarization with, USTA TDM, Tennis Link, Friend of Court, ATA Tournaments & Ranking Procedures Manual and MID-TAC Policy & Procedurals Manual.
10. Prepare and/or present Tournament Report/Results at Spring and Fall Meetings.

Tournament Administrator –

Assist Tournament Committee and Tournament Director, specifically, with the proper completion of their duties, where appropriate, as described above.

It is also the responsibility of this person to:

1. Apply for appropriate ATA & USTA sanctions in a timely manner.

2. Post Tournament Schedule on USTA Tennis Link in ample time before Annual Tournament.
3. Collect and record Player Applications for all divisions.
4. Keep records of and submit tournament funds to Treasurer in appropriate increments.
5. Assist Tournament Director in seeding, completing draws and timing all event matches.
6. Oversee purchase of ample amount of tournament balls and trophies for each division.
7. Be available to answer player questions during Annual Championship Tournament Registration.
8. Have complete familiarization with, USTA TDM, Tennislink, Friend of Court, ATA Tournaments & Ranking Procedures Manual and MID-TAC Policy & Procedurals Manual.

Site Directors -

It is the responsibility of these persons to:

1. Be familiar with and knowledgeable of the rules governing tennis and tournament play, especially with Friend of Court, ATA Tournaments & Ranking Procedures Manual and MID-TAC Policy & Procedures Manual.
2. Have good people management and interpersonal skills. The ability to act and react calmly, respectfully, and according to the rules, without prejudice (even in adverse circumstances) is a must. We offer a service and the participants are our customers. Our actions affect the overall view and success of the tournament.
3. Attend mandatory Staff Meeting at end of Tournament Registration night.
4. Be familiar with sign-in process during Registration night and on-site to properly check-in and approve tournament players identity and payments.
5. Be familiar with assigned tournament site(s) and proper rain site(s).

6. Review draw sheets and match sheets, if available, prior to start of tournament play. Become familiar with events, number of matches and scheduled playing times. Know role of referee(s), if on-site.
7. Available for entire weekend and arrive on site early the morning of the tournament.
 - a. Allow enough time to attend to the courts (debris, rain, nets, add or remove singles sticks, score cards, etc.)
 - b. Set up check in area in a timely manner in order to manage default times and time disputes, to also be reported to Tournament Director.
 - c. Post draw sheets, information sheets (and sanction certificate).
 - d. Make sure water and ice, courtside refreshments and sufficient number and correct type of tennis balls are available.
 - e. Be prepared to stay in contact with Tournament Director for instructions in case of rain delays and/or return to playing site(s).
8. Monitor courts to insure match play is continuous and down time is minimal.
9. Manage round robins, alternative scoring and 10 and under regulations.
10. Record scores as matches are completed and timely provide Desk with scores for on-line updates.
11. Update posted draws at the playing site and assist with posting updated draws in host Registration Room after play has concluded, daily.
12. Present awards to winners and finalists at the conclusion of the final rounds of play for each event, when appropriate.
13. Submit assigned draw sheets and Daily Schedule Report, with all information properly entered, to the Tournament Director immediately after all events have been completed.

Site Director Assistants –

It is the responsibility of these persons to -

1. Be familiar with and knowledgeable of the rules governing tennis and tournament play, especially with Friend of Court, ATA Tournaments & Ranking Procedures Manual and MID-TAC Policy & Procedures Manual.
2. Have good people management and interpersonal skills. The ability to act and react calmly, respectfully, and according to the rules, without prejudice (even in adverse circumstances) is a must. We offer a service and the participants are our customers. Our actions affect the overall view and success of the tournament.
3. Be familiar with sign-in process during registration night and on-site.
4. Be familiar with assigned tournament site(s) and rain site(s).
5. Assist Site Director at assigned site as needed.
6. Help monitor courts to insure match play is continuous and down time is minimal.
7. Help manage round robins, alternative scoring and 10 and under regulations.
8. Assist with updating posted draws at the playing site and with posting updated draws in host Registration Room after play has concluded, daily.
9. Assist with presentation of awards to winners and finalists at the conclusion of the final rounds of play for each event, where appropriate.

Ranking Committee [when applicable] –

It is the responsibility of this Committee -

- (1) To have thorough knowledge of the ATA Tournaments and Ranking Procedures Manual for use in the proper seeding of players by the Tournament Director and Tournament Administrator.
- (2) Be on hand during the Annual Championship Tournament weekend for proper application of rulings included in the Manual.
- (3) Report any disputes or player penalties to the ATA National Ranking Committee immediately following the Tournament.

IV. COMPENSATIONS & ACCOMMODATIONS

CHAMPIONSHIP TOURNAMENT MEAL(S) COMPENSATION:

Full Time Compensation: Individual that works more than 6 hours per day of service *and does not participate in the tournament*. Meals include: Breakfast, Lunch (and dinner, if necessary).

Part Time Compensation: Individual that works no less than 6 hours per day of service. Meals include: Lunch.

* * * * *

CHAMPIONSHIP TOURNAMENT HOTEL ACCOMMODATIONS:

Hotel accommodations have been made available for additional time and/or effort of individuals. If the MID-TAC budget has adequate funds the following uniformed "Hotel Accommodations Outline" will be used and individuals will be informed on a "per incident" basis if said "Accommodations" will be available before they perform extra duties or incur expenses.

President – All overnight hotel room rates covering the duration of the tournament with the possibility of one day before and/or one day after the tournament being included in said stay. This individual is expected to oversee all operations for the entire Championship Tournament weekend, including pre-determined duties, as well as emergencies, and does not participate in the tournament.

Vice President – All overnight hotel room rates. This individual is expected to assist the President, Tournament Director and Tournament Administrator throughout the Championship Tournament weekend, including pre-determined duties, as well as emergencies, and does not participate in the tournament.

Treasurer – 1 overnight hotel room rate. This individual is expected to be available throughout the tournament to assist with any pre-determined duties, as well as emergencies.

Secretary – 1 overnight hotel room rate. This individual is expected to be available upon request to assist with various duties, as well as emergencies.

Immediate Past President - 1 overnight hotel room rate. This individual is expected to be available upon request to assist with various duties, as well as emergencies.

Tournament Director – All overnight hotel room rates covering the duration of the tournament with the possibility of one day before and/or one day after the tournament being included in said stay. This individual is expected to be in charge of all sites, site assignments, tournament draws, postings, equipment, etc. for the entire Championship Tournament weekend.

Tournament Administrator – 1-1/2 overnight hotel room rate stays. This individual is expected to assist the Tournament Director with preparation of the tournament draw, registration night, and as needed throughout the Championship Tournament weekend.

(1 or 2) Youth Site Directors – 1-1/2 overnight hotel room rate stays. These individuals will be expected to man their site and take care of other duties according to the pre-determined schedule assigned by the Tournament Director.

(1 or 2) Adult Site Directors – 1-1/2 overnight hotel room rate stays. These individuals will be expected to man their site and take care of other duties according to the pre-determined schedule assigned by the Tournament Director.

(1 or 2) Senior Site Directors – 1-1/2 overnight hotel room rate stays. These individuals will be expected to man their site and take care of other duties according to the pre-determined schedule assigned by the Tournament Director.

Junior Development Chairperson – Tournament Entry Fee. This individual will be expected to oversee junior activities throughout the Championship Tournament.

Social Chairperson – Tournament Entry Fee. This individual will be expected to oversee adult activities throughout the Championship Tournament.

Marketing Chairperson – Tournament Entry Fee. This individual will be expected to oversee sponsorship/civic activities throughout the Championship Tournament.

* * * * *

ATA NATIONAL TOURNAMENT ACCOMMODATIONS

President as Delegate – All reasonable expenses incurred to attend the ATA Nationals Annual Tournament, including transportation, lodging and meals, to be reimbursed upon submission of appropriate receipts with Expense Statement.

ATA Delegates (maximum 2 persons) – 2 hotel nights to attend the ATA Nationals Annual Membership General Meeting on behalf of MID-TAC, to be reimbursed upon submission of appropriate receipts with Expense Statement.

* * * * *

MID-TAC SPRING MEETING

No overnight accommodations will be provided as long as USTA Midwest Section sponsors MID-TAC Spring Meeting. The amount assessed by the Section to attend the Diversity & Inclusion Committee Coaches Workshop will be paid on behalf of each attending officer on the Executive Board by MID-TAC.

* * * * *

MID-TAC FALL MEETING

President – 1 overnight hotel room rate, if needed and pre-approved by Board.

Vice President – 1 overnight hotel room rate, if needed and pre-approved by Board.

Secretary – 1 overnight hotel room rate, if needed and pre-approved by Board.

Treasurer – 1 overnight hotel room rate, if needed and pre-approved by Board.

Immediate Past President – 1 overnight hotel room rate, if needed and pre-approved by Board.

* * * * *

ATA NATIONAL ‘CALL’ MEETINGS

If the President, any officer or Delegate is required to attend an ATA National Call Meeting, compensation will be made based on adequate available funds in the MID-TAC budget. Transportation, hotel room nights and meals will be compensated, if approved, to be reimbursed upon submission of appropriate receipts with Expense Statement.

* * * * *

OTHER COMPENSATIONS:

Tournament Director – Any cost necessary for the Tournament Director to set up the Annual Championship Tournament Draw, including transportation, hotel room nights and meals or other necessary expenses, upon submission of appropriate receipts with Expense Statement. The Tournament Director will also receive a stipend TBD annually.

Tournament Administrator – Any cost incurred by the Tournament Administrator to set up the Annual Championship Tournament Draw, including transportation, hotel room nights, meals or other necessary expenses, upon submission of appropriate receipts with Expense Statement. The Tournament Administrator will also receive a stipend TBD annually.

General: All reimbursements for expenses paid by any person on behalf of MID-TAC for official business shall be submitted on the Reimbursement Form and submitted to the Treasurer for payment after approval is received from the President and/or Board.

V. **REMOVAL FROM OFFICE/APPOINTMENT (AMENDED)**

[ARTICLE XII BELOW WAS REMOVED FROM MID-TAC BY LAWS DATED 10/7/95 IN OCTOBER, 2010 TO BE PLACED IN THIS POLICY AND PROCEDURALS MANUAL]

The Executive Board may recommend the removal of an officer from Office. At the next regular meeting, the officer may be removed by two-thirds (2/3) vote of the Membership present. The officer will be informed of the recommendation for removal and will be suspended from all duties until such vote is taken.

An appointed position can be removed by the appointing authority.

Causes for removal include:

- a. Continued gross or willful neglect of duties.
- b. Failure or refusal to disclose necessary information on matters of MID-TAC business.
- c. Misuse of MID-TAC funds including unauthorized expenditures and unauthorized signing of checks.
- d. Misrepresentation of MID-TAC to persons within the organization or outside of the organization.

Rights of the Accused Officer:

- a. Full knowledge of all charges.
- b. A hearing to discuss the charges with the Executive Board.
- c. The right to present facts to the Membership before vote is taken.

Procedure for Removal of an Officer:

- a. Charges and all available documents shall be presented to the Executive Board.
- b. The Executive Board shall present the individual with a written statement of the charge(s) and recommendations.

- c. At the next regular Membership meeting, the charge(s) with its documentation will be read into the minutes.
- d. The Membership shall hear the charges and, if applicable, the rebuttal of the accused. The Membership shall then concur or rescind, by two-thirds (2/3) vote, the recommendations as submitted by the Executive Board.
- e. The vote of the Membership shall be final and binding on all parties.
- f. The Executive Board shall assure that written notification is forwarded to the American Tennis Association.

VI. DISSOLUTION OF MID-TAC ORGANIZATION (AMENDED)

[ARTICLE XVI BELOW WAS REMOVED FROM MID-TAC BY LAWS DATED 10/7/95 IN OCTOBER, 2010 TO BE PLACED IN THIS POLICY AND PROCEDURALS MANUAL]

Upon the dissolution of the MID-TAC organization, all funds shall be properly disbursed to debtors and any bank accounts closed by the current Board of Directors who are in good standing. Any property in the possession of the Board of Directors or standing Committees shall be given to Member Clubs in good standing that may need such items. This process shall also be facilitated by the existing Board of Directors in good standing. All books and records shall be given to the American Tennis Association and all government paperwork shall be identified and immediately transferred to the ATA Executive Director.

VII ADOPTION AND AMENDMENT OF MID-TAC POLICY and PROCEDURALS MANUAL

The MID-TAC Policy and Procedurals Manual, distributed during the Spring 2011 Annual Meeting, will be voted upon at the Fall 2011 Annual Meeting for Adoption on behalf of MID-TAC by a majority vote of current Member Clubs in attendance.

The Executive Board will draft any recommended changes to the MID-TAC Policy and Procedurals Manual and send them in writing or via email to current Member Clubs at least twenty (20) days before the Meeting at which such recommended changes will be voted upon. A majority vote of the Member Clubs in attendance at that Meeting will be needed for such changes to be immediately adopted and incorporated into the then current MID-TAC Policy and Procedurals Manual.

VIII. MID-TAC COACHES CONNECTION JUNIOR CAMP SPECIFICATIONS

The following is an outline of the proposed requirements/guidelines for hosting a MID-TAC MCC junior player development camp.

THE MCC CAMP

The MCC camps will provide a Tier #2 training event tailored specifically to the tournament and high school level player. The camp shall combine both on court competition play along with off court training structured to increase tactical skills, heighten self confidence, increase ones knowledge of health, fitness and the importance of developing a USTA ranking.

The MCC camp is also a developmental opportunity for existing local tennis coaches who are afforded the opportunity to research a topic, present and lead a session on court or off court. This opportunity and exposure serves to build confidence in the coaches teaching abilities, presentation skills and increase their interest in detailed research on training topics of developmental interest to their players.

CAMP REQUIRED CONTENT AND STRUCTURE

Each MCC camp shall be structured and run to standards set forth in this document to ensure compliance with Mid-Tac standards for a Tier #2 training event. We ask that any deviation from this recommendation be first discussed with MCC. Each camp shall be structured and formatted to cover all or a majority of the following general topics:

- Health and Nutrition, fitness
- Court strategy, percentage tennis, zonal tennis by some, where to play it safe and where to attack.
- The mental game, self confidence and mental toughness
- Top spin and other tactical strategy shot.
- Understanding and the Importance of USTA Rankings and the NCAA.
- Singles and doubles competitive play.
- A formal camp summary, agenda in a workbook with a complete and detailed summary of each topic shall be professionally assembled and made available to each workshop participant.

HOSTING A MCC CAMP

The MCC camp can be hosted by any Mid-Tac Member Club. Local coaches are required to review and understand all topics. The clubs must provide qualified personnel to present and conduct the training. Areas where a host club is lacking qualified instructors Mid-Tac will provide coaching assistance.

MEMBER CLUB RESPONSIBILITIES

- Form a staff of parents and coaches sufficient to properly and successfully perform all areas of the camp's topics.
- Secure all funding to successfully execute all aspects of the camp's requirements.
- Secure courts (indoor or outdoor). If outdoor and backup indoor site shall be secured in the case of rain delay.
- Secure all refreshments, and other food items sufficient to feed all participants and accompanying parents.
- Secure event t-shirts for each participant and associated event workbook.
- Be prepared to provide photos and a written summary of the event.
- Schedule the event to accommodate at least three (3) other Mid-Tac member clubs, with all clubs contributing equally to the events success.
- Secure prizes and other rewards for play event winners.
- Assign one person to serve as event spokesmen and facilitator.

CAMP FUNDING SOURCES

Hosts are required to secure all funding required for the successful completion of all aspects of the camp. Some typical funding support sources are as follows:

- Local USTA CTA's often have funding available for Diversity.
- USTA District office also may have funding available for Diversity events.
- The USTA Midwest office may have funding available for Diversity and Inclusion.
- Mid-TAC funding, Contact Executive Board.
- Local host club funding, "three clubs" contributing 1/3 of the total expense each.

Typical expenses:

- Court rental fees
- Balls
- T-shirts
- Food, drinks, etc.
- Copies (Workbook, advertisements, communications, handouts)
- Prizes

IX. **SAMPLE: BALLOT FOR ELECTION OF MID-TAC OFFICERS**

MIDWESTERN TENNIS ASSOCIATION

ELECTION OF OFFICERS

BALLOT

_____ [Date]

PRESIDENT

_____	_____
_____	_____
_____	_____

VICE PRESIDENT

_____	_____
_____	_____
_____	_____

SECRETARY

_____	_____
_____	_____
_____	_____

TREASURER

_____	_____
_____	_____
_____	_____

Please place an "X" in front of your choice of the person to be elected for each office.

X. **SAMPLE: METHODS OF VOTING ON A MOTION**

(Depends on the situation and on the laws of your organization).

BY VOICE

The chairperson asks those in favor to say “aye” and those opposed to say “no”. [For majority votes only]. Member may move for exact count.

BY ROLL CALL

If a record of each person’s vote is needed, each member answers “yes”, “no” or “present” (indicating the choice not to vote) as his or her name is called.

BY SHOW OF HANDS

Members raise their hands as sight verification of or alternative to a voice vote. It does not require a count. Member may move for exact count.

BY BALLOT

Members write their vote on a slip of paper. Done when secrecy is desired.

BY GENERAL CONSENT

When a motion isn’t likely to be opposed, the chairperson says, “If there is no objection . . .” Members show agreement by their silence. If someone says, “I object”, the matter must be put to a vote.

BUT. . . How Do Members Get Their Say?

THEY MAKE MOTIONS!

A motion is a proposal that the assembly TAKE A STAND or TAKE ACTION on some issue.

MEMBERS CAN:

- #1- Present motions (make a proposal)
- #2 – Second motions (express support for discussion of another member’s motion).
- #3 – Debate motions (give opinions on the motion)
- #4 – Vote on motions (make a decision)

XI. **SAMPLE: CHECK REQUISITION OR REIMBURSEMENT FORM**

CHECK REQUISITION or REIMBURSEMENT

FROM: _____ DATE: _____

COMMITTEE: _____

CHAIRPERSON: _____



AMT. OF REQUISITION: \$ _____ or AMT. OF REIMBURSEMENT: \$ _____

PURPOSE:

(Specify) _____

Valid receipts **MUST** be provided within thirty (30) days of approval of a **Requisition** or attached hereto for **Reimbursement** of funds expended.



SELECT ONE: ___ *REQUISITION* **or** ___ *REIMBURSEMENT*

DATE RECEIVED: _____ / DATE APPROVED: _____

RECEIPT PROVIDED: YES ___ / PENDING ___ AMOUNT APPROVED: \$ _____

CHECK # _____ MADE PAYABLE TO: _____

Delivered to: _____

CHECK DISBURSED BY: _____

COMMENT:

SAMPLE: CHECK AND MONEY DEPOSIT FORM

CHECK & MONEY DEPOSIT

FROM: _____ DATE: _____

COMMITTEE: _____

GIVEN TO or DEPOSITED: _____



CREDIT DEPOSIT TO:

(Specify) _____

_____ CHECKS TOTALING \$ _____ Breakdown of checks: (1) _____

(2) _____

(3) _____

(4) _____

(5) _____

(6) _____

(7) _____

(8) _____

(9) _____

(10) _____

CASH TOTALING: \$ _____

Denominations of cash:

_____ Singles

_____ Fives

_____ Tens

_____ Twenties

_____ Fifties

_____ Hundreds

OTHER (i.e. money order)

\$ _____ Type: _____

\$ _____ Type: _____

\$ _____ Type: _____

\$ _____

GRAND TOTAL

COMMENTS: _____

**Midwestern Tennis Association is a 501(c)3 not-for-profit organization
Incorporated in the State of Illinois**

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