

VICE PRESIDENT RESPONSIBILITIES

March 2023

POLICY STATEMENT

1. The role of the Vice President is to provide continuity and guidance to the President.
2. The Vice President is a full voting position of the Executive Committee.
3. It is held by the elected member from the annual General Meeting
4. It is expected that this role could lead into the position of President in the upcoming year, but the position is an elected position from the floor at the Annual General Meeting.

RELATIONSHIPS

1. Reports to Executive Committee.
2. Works closely with the President
3. Works closely with the President in communication with the Park Manager on Daily tennis court issues.
4. Active participant on the Tennis Court Improvement Committee.

RESPONSIBILITY

- a) Scheduling of all court activities that will ensure the most efficient and fairest use for all players.
 - b) Equipment and supplies – arrange for the upkeep, repair, replacement and purchase of the necessary equipment and supplies required for the smooth and safe operation of the tennis courts and surrounding areas.
 - c) Organizes and oversees instruction programs including Pro tennis lessons, ball machine, mentoring programs and all other player training and development
 - d) Participates as an active member of the Tennis Improvement Committee and provides monthly updates at the Executive Meetings
 - d) Rules, Regulations and Bylaws – ensures Tennis Club rules, regulations and bylaws are current and adhered to.
 - e) Other functions - performing other functions required by the President.
 - f) Reviews and revises this document yearly. Revises as necessary, dates the document, and submits it to the secretary for archiving. This document must always have the current year date attached.

AUTHORIZATION OF DISBURSEMENTS

As per Article VII, item #5, of the Maple Leaf Tennis Club Bylaws, the Treasurer, President or the Vice President, may authorize disbursements for budgeted items, approved major projects and non-budgeted items less than \$500.00 during the season.

EXPERIENCE PREFERRED

1. Must be an active member in good standing.

REFERENCE POLICIES

A. Maple Leaf Tennis Court Scheduling Guidelines

1. The Vice President will designate one person to act as the Tennis Scheduler
2. The scheduler will:
 - Prepare and post weekly the schedule for each court by a designated time each week consisting of any Tennis Club Sanctioned activities highlighted and color coded for that week.
 - Schedule any requests for delayed make up league games. Requests should be done by e mail.
 - refer any other requests to the Vice President
3. All concerns or conflicts either during posting or on a weekly basis will be referred to the Vice President for resolution.
4. Court Scheduling will be done in accordance with the Tennis Court Scheduling Process dated Jan 2019 and posted on Court Reserve.

Additional Court Scheduling Information

1. Yearly Time slots for Club Sanctioned events will be carried on each year as posted the previous year unless request changes are submitted by the coordinator of such events.
2. League time for both lessons and practices must be turned in each year by the League liaisons to the VP who will coordinate them through the scheduler. A weekly league schedule must be turned in each year by the League Liaisons to the scheduler, to show all open times on regularly scheduled Thursday and Friday league games. It is suggested that the men's lesson rotation schedule be changed every month. It is also suggested that on the Fridays when the ladies do not have a 12-noon game scheduled, the schedule shows the noon hour men at the 1 o'clock time otherwise they are scheduled at 2 PM.

3. Each League team is allowed to request one extra practice beyond the weekly lesson and practice schedule. This must be in non prime time (1pm to 6pm weekdays and 1pm to 6pm weekends that tournaments are not scheduled) and will be scheduled each week for the year. Due to the changes in teams, these must be requested each year on a first come basis. Once they are scheduled any weekly changes must be done by the normal weekly sign-up system.
4. On any weekly scheduled league games that are not played because of Holidays (Thanksgiving, Christmas, etc), this time slot will be open for anyone to sign up on a first come first serve basis.

B. Equipment and Supplies

A current list of equipment purchases and suppliers as well as an overview and diagram of windscreen layouts (attachment 1 & 2) and other on-court equipment is to be maintained in the Vice President handbook for future reference.

Windscreen diagrams and on-court equipment information will also be kept in a small 3 ring binder in the Tennis storage shed to assist with setup and shut down operations.

C. Windscreens and Nets

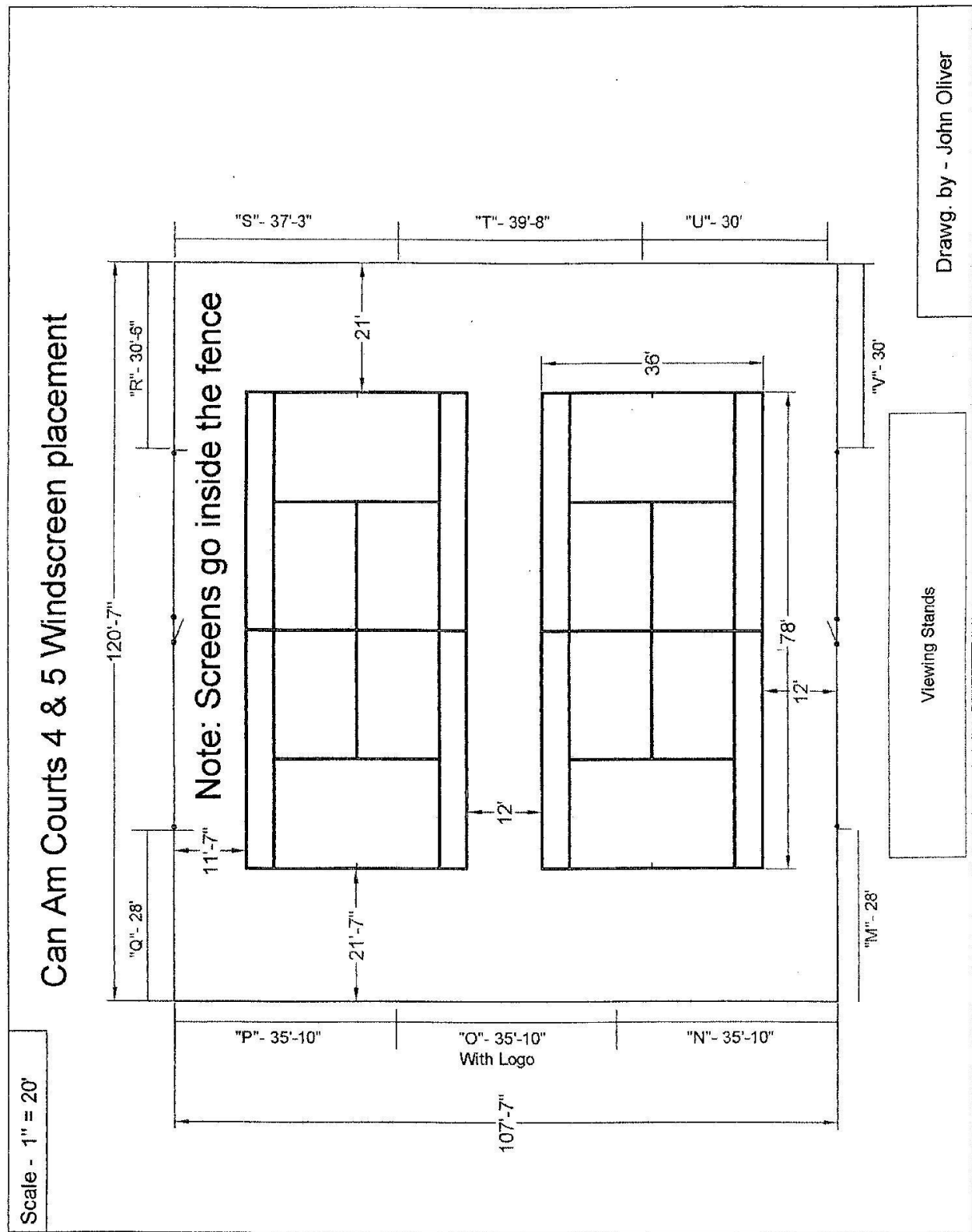
Windscreens are usually installed the last week in October and removed the middle of April each year. Tie wraps to secure the windscreens are bought locally.

D. Summer Storage

1. The newest Ball Machine to be stored by the Park from the end of April to the first of November. The old ball machine is to be left available for summer members.
2. Nets are to be taken down at the end of April at Can Am only
3. New scoreboards are to be taken down on all courts and the old scoreboards are to be installed at the Charlotte courts. The new scoreboards must be stored in a very horizontal position to avoid warp age. It is recommended that they be stored in someone's home due to temperature control.

ATTACHMENTS

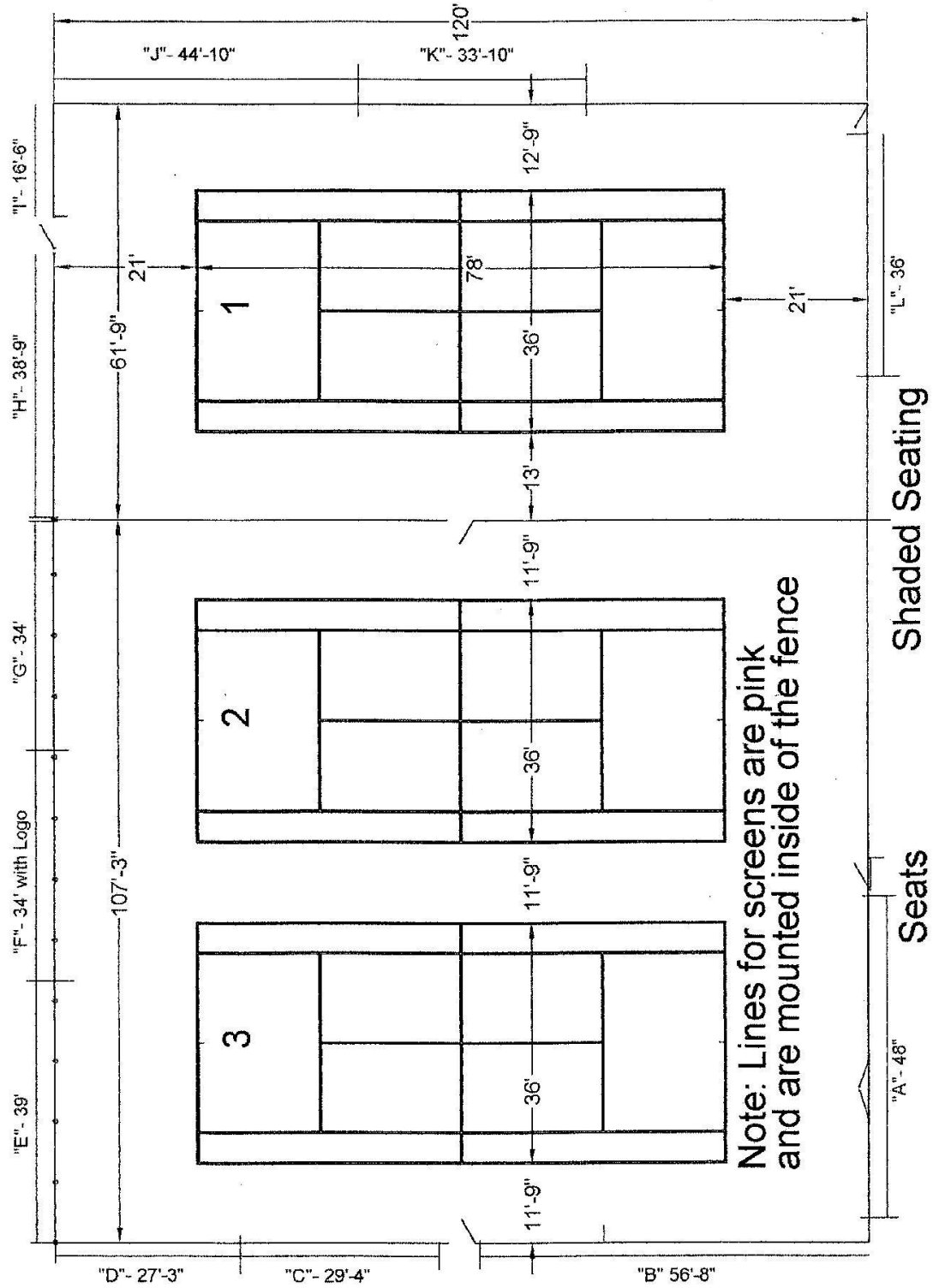
Windscreen Placement



Windscreen Placment

Charlotte Courts Windscreens

Scale - 1" = 20'



Note: Lines for screens are pink and are mounted inside of the fence

Drwg. by - John Oliver

Windscreen Replacement Program

March 2023 Update

<u>Charlotte Courts</u>	<u>Date</u>	<u>Msmnts</u>	<u>Status</u>
-			
A. Replace with new 48'	Nov 2019	48'	Complete
B. OK	2017	56'8"	Complete
C. OK	Future	29'4"	TBD
D. Replace with new 27'3"	Nov 2019	27'3"	Complete
E. Replace with new 39'	Nov 2019	39'	Complete
F. OK w/imprinting	Jan 2019	34'	Complete
G. OK	Jan 2019	34'	Complete
H. OK	Future	38'9"	TBD
I. OK	Dec 2019	16'6"	Complete
J. Replaced April 2022	April 2022	44'10"	
K. OK	Future	33'10"	TBD
L. Replaced April 2022	April 2022	36'	

<u>CanAM</u>	<u>Date</u>	<u>Msmnts</u>	<u>Status</u>
M. Replace with new 28'	Nov 2019	28'	Complete
N. OK	Jan 2019	35'10"	Complete
O. OK w/imprinting	Jan 2019	35'10"	Complete
P. OK	Jan 2019	35'10"	Complete
Q. OK	Future	28'	TBD
R. Replace with new 30'6"	Nov 2019	30'6"	Complete
S. OK	2018	37'3"	Complete
T. OK	2018	39'8"	Complete
U. Replace with new 30'	Nov 2019	30'	Complete
V. Replace with new 30'	Nov 2019	30'	Complete

Forecasted Costs

<u>Year</u>	<u>Quantity</u>	<u>Imprinting</u>	<u>Tax</u>	<u>Shipping</u>	<u>Total Cost</u>
Jan 2019	175'6" X \$4.39 = \$770.00	\$970.00	\$120.36	\$98.59	\$1938.37
Nov 2019	232'9" X \$4.39 =	\$1021.77	\$71.52	\$98.59	\$1191.88
Dec 2019	16'6" X \$4.39 =	\$74.09	\$5.19	\$7.59	\$86.87
Future	TBD				
Total					<u>\$3217.12</u>

Total Windscreen Footage - approximately 770'

