

Tennis Ireland Safeguarding Children Committee - Draft Terms of Reference

Approved by Tennis Ireland Board

08 September 2018



Terms of Reference

Tennis Ireland Safeguarding Children Committee

This document describes how the Tennis Ireland Safeguarding Children Committee is constituted within Tennis Ireland and the role of the Committee.

It also details some operational procedures as to how the Committee should conduct its business.

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Terms of Reference

Tennis Ireland Safeguarding Children Committee

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Tennis Ireland Board (“**the Board**”).

1. Status of the Committee

Under **Article 32** of the Articles of Association of Tennis Ireland (“**the Articles**”), it is provided as follows: “Without prejudice to the provisions of Article 34, the Board may delegate any of their powers to any committee consisting of one or more members of the Board. Any such delegation may be made subject to any conditions the Board may impose either collaterally with or to the exclusion of their own powers and may be revoked. Subject to any such conditions, the proceedings of a committee with two or more members shall be governed by the provisions of these Articles regulating the proceedings of the Board so far as they are capable of applying.”

Article 34 of the Articles (to which reference is made in Article 32) provides as follows: “The Board may establish any committees, local boards or agencies for managing any of the affairs of the Company, either in Ireland or elsewhere, and may appoint any persons to be members of such committees, local boards or agencies and may fix their remuneration and may delegate to any committee, local board or agent any of the powers, authorities and discretions vested in the Board with power to sub-delegate and any such appointment or delegation may be made upon such terms and subject to such conditions as the Board may think fit, and the Board may remove any person so appointed, and may annul or vary any such delegation, but no person dealing in good faith without notice of any such annulment or variation shall be affected thereby.”

Article 26 (g) of the Articles provides that one of the specific portfolio Directors shall be for the purposes of “Safeguarding Children”.

By Resolution of the Board passed on • 2018, the Board resolved to delegate certain of the powers of the Board concerning safeguarding children to the Tennis Ireland Safeguarding Children Committee on the basis of these Terms of Reference.

2. Composition of the Committee

The Committee shall comprise of 3 or more Tennis Ireland Directors (who shall include the Director appointed with the specific portfolio of “Safeguarding Children”).

Members of the Committee shall be appointed annually by the Board.

Should a vacancy arise on the Committee, the Board is entitled to appoint a Tennis Ireland Director to fill the vacancy.

The Committee shall be entitled to invite non-Committee members to attend meetings of the Committee, as the Committee shall decide from time to time. In addition, it is expected by the Board, to the extent feasible, that the Committee shall invite the National Children’s Officer of

Tennis Ireland and a representative of each of the 4 Branches of Tennis Ireland to attend Committee meetings.

3. Quorum

The quorum for meetings of the Committee, present in person or by teleconference, is a minimum of three or such greater number as shall comprise at least one-third of all the Committee members.

The Committee shall act on a simple majority vote.

4. Communications

The Committee will report in writing directly to the Board within ten days of Committee meetings.

5. Role of the Committee

The Committee's role will be as follows:

- To provide advice and assistance to Tennis Clubs, affiliated to Tennis Ireland, in matters relating to safeguarding children.
- To ensure all Tennis Ireland events are compliant with best practice on safeguarding children.
- To provide advice and assistance to coaches, affiliated to Tennis Ireland, in matters relating to safeguarding children.
- To ensure all Tennis Ireland employees are familiar with best practice on safeguarding children.
- To assist in resolving issues arising from the Tennis Ireland vetting procedures.
- To advise the Board, as may be required by the Board, as to the imposition of sanctions.
- To deal with any safeguarding children related complaints that may be brought before the Committee and to advise the Board on any such complaints that may be brought before the Board.
- To develop a safeguarding children complaint management process.
- To carry out such further functions as shall be delegated to it, from time to time, by the Board.

6. Resources

The Committee members including shall be entitled to claim mileage and subsistence expenses from their respective branch during their time in office pursuant to standard Tennis Ireland Board policy on expenses.

Accommodation expenses must be approved in advance through the Tennis Ireland office who will handle all bookings

