

Tennis Ireland Veteran's Committee

Terms of Reference

Approved by Tennis Ireland Board at its meeting on 10<sup>th</sup> November 2018



## **Terms of Reference**

### **Tennis Ireland Veterans Committee**

This document describes how the Tennis Ireland Veterans Committee is constituted within Tennis Ireland and the roles and responsibilities of the Committee.

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

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## **Tennis Ireland Veterans Committee**

### **1. Composition of the Committee**

There shall be a maximum of 10 persons on the Committee

The Board shall appoint a Chair and one other Board member to the Committee. Each Branch shall elect two representatives to the Committee (who shall be called selectors).

The Tennis Ireland Competitions Manager will also attend meetings in a non voting capacity.

These persons should ideally be active in Tennis Competition. It is not necessary to be a member of the Branch, what is important that they have a good standard of playing tennis and are familiar with the active tennis playing community.

Members of the Committee shall hold office from the Tennis Ireland AGM until the conclusion of the following AGM.

Of the two members from each branch, one should be able to represent the older players and one to represent the younger player i.e. age 35+ to 55+.

### **2. Quorum**

The quorum for the transaction of the business of the Committee shall be the number of members present in person and entitled to vote which equals 50% plus one of the total number of appointed Committee members. At least one Board member must be present for a quorum. Accordingly, for a Committee of 10 appointed persons the quorum is six.

### **3. Communication & Authority Structure**

The Committee shall be a committee of Tennis Ireland. The Committee reports directly to the Board of Tennis Ireland through the CEO Office.

The Committees work should align with the Tennis Ireland Strategy. The Committee must provide reports and / or information to the CEO within ten days of meetings and prior to the implementation of any decisions.

The CEO will review all reports received from Committees and will contact the Chair if she / he has any concerns arising from any report. The Board shall ultimately decide how to proceed in the event of concerns being raised.

The Committee shall provide any additional report / information requested by the Board through the CEO.

The Committee Chair must also submit quarterly reports to the Board including an update on goals and objectives set and on the level of progress that has been made with respect to same.

#### **4. Duties of Committee**

The Committee shall work closely with the Tennis Ireland Competitions Manager to make recommendations to the Board with respect to:

- (i) Selection Criteria for picking Veteran's Representative Teams
- (ii) Rules and Regulations relating to Veteran's Tennis Events
- (iii) Recommendation of venues for National Veteran's Competitions
- (iv) Rules and Regulations for the operation of Veteran's Interprovincial Competitions
- (v) Produce and Submit an Annual Report to the Board.
- (vi) Perform such other duties as may be delegated to it by the Board.

#### **5. Operational Matters**

The Committee shall meet when required to make selection or to discuss any changes that may be required to improve Veteran Tennis Or Selections or as required to fulfill its objectives.

Meetings may be conducted by means of conference telephone or other electronic means whereby all persons participating in the meeting may hear each other speak.

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