

Tennis Ireland Competition's Committee Terms of Reference:

Approved by Tennis Ireland Board 13th October 2018



Terms of Reference

Tennis Ireland Competition's Committee

This document describes how the Tennis Ireland Competition's 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.

Tennis Ireland, Dublin City University, Glasnevin, Dublin 9

+353 (0)1 884 4010

info@tennisireland.ie

Terms of Reference

Tennis Ireland Competitions Committee

1. Composition of the Committee

There shall be a maximum of 7 persons on the Committee.

The Board will appoint the Chair and will appoint up to 2 additional board members to the Committee

Each Branch shall be entitled to nominate one current council member to the Committee. The nominated Council Member should, ideally, have competitions experience.

The Competitions Manager and the National Performance Officer will also sit on the committee but will not have voting rights.

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

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 7 appointed persons the quorum is four.

3. Communication & Authority Structure

The Committee is 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.

The Committee for Tennis Ireland Competitions shall support the organisation of TI approved competitions.

This can include, but is not limited to, the calendar of events, sanctioning events, discussion of regulations and competition procedures at Tennis Ireland competitions and Tennis Ireland sanctioned competitions.

The Committee will play an important role in advising and assisting the Board of Tennis Ireland in all matters in this regard.

In conjunction with the Tennis Ireland Competitions Manager, the Committee shall;

- Consider applications for Competition Permits / Licenses in accordance with agreed procedures and review as required
- Review and evaluate post event procedures and follow up as appropriate
- Recommend to the Board appropriate changes to the competition rules
- Ensuring that the Tennis Ireland Competitions Requirements are fairly applied at all Tennis Ireland sanctioned events
- Evaluating competition bids received and making recommendations to the Board regarding the awarding of a sanctioned event
- Discuss any other competition matters deemed appropriate by the Board
- Representing Tennis Ireland enthusiastically and professionally at all times

4. Operational Matters

The Committee shall meet as often as required to fulfil 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 Chair of the Committee, with agreement of the CEO, can form sub groups of the Committee which can obtain co-opted members to support the work of the Competitions Committee.

5. Resources

The Committee members 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.