

Tennis Ireland Enjoy Tennis Committee Terms of Reference

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



## **Terms of Reference**

### **Tennis Ireland Enjoy Tennis Committee**

This document describes how the Tennis Ireland Enjoy Tennis 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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## Terms of Reference

### Tennis Ireland Enjoy Tennis Committee

#### Overview

The Enjoy Tennis Committee is a National Committee of Tennis Ireland. The purpose of the Committee is to represent the interests of all persons with a disability who wish to participate in Tennis in Ireland.

The Committee will work with the Board of Tennis Ireland (“**the Board**”) and Tennis Ireland staff on the development and implementation of strategies, plans, policies and projects concerned with increasing inclusion of people with a disability in all aspects of Tennis

The Committee will also address and suggest action on how the Tennis Community can support participation by people with a disability.

The Committee will undertake this task by:

- Providing advice to the Board, Branches of Tennis Ireland and Tennis Clubs on how Tennis facilities and services can be inclusive of people with a disability.
- Working in conjunction with the Tennis Ireland Head Office, to secure adequate funding for the Programme and its activities
- Advising the Board on the strategic direction of the Enjoy Tennis Programme.
- Ensuring that best practice safeguarding, governance and financial systems are in place.
- Ensuring that the programme succeeds in its ambition to be sustainable and that it continues into the long term.
- Supporting the integration of players into their local clubs and other Tennis Ireland structures.
- Identifying and supporting the implementation of review and feedback mechanisms which will enable Tennis Ireland to continually innovate and improve the programmes on offer for people with disabilities
- Ensuring the quality of training provided to Tennis Ireland coaches to enable them to coach within the Enjoy Tennis Programme.
- Providing advice to the Board on any disability related issues that are deemed appropriate
- Assisting in the development of partnerships and communication networks to ensure that people with disabilities have an opportunity to participate in Tennis.

- Assisting in the development and implementation of programs, activities, events, and initiatives in line with identified disability community needs and aspirations.
- Contributing to research and investigation into strategic disability issues impacting on participation in Tennis in Ireland
- Staying abreast of sector policy changes and reforms and providing support for successful implementation.

### **Composition of the Committee**

There shall be a maximum of 12 persons on the Committee.

The Board will appoint the Chairman annually and up to 2 additional Board members to the Committee.

Each Branch of Tennis Ireland will be entitled to nominate one current Branch member to the Committee.

Up to 5 places on the Committee will be reserved for external experts in the disability sector. The Chair shall nominate those experts who shall be subject to approval by the Board.

The Finance Officer of Tennis Ireland can attend meetings of the Committee, ex officio, but will not have voting rights.

Members of the Committee shall hold office until the conclusion of the Tennis Ireland AGM next following their appointment and may be re-elected subject to the provisions set out above.

If a vacancy occurs on the Committee, the Chairman, subject to prior approval of the Tennis Ireland CEO (**"the CEO"**), can nominate a representative, who may be external to Tennis Ireland, to fill the vacancy.

### **Quorum**

The quorum for the transaction of the business of the Committee shall be that number of members present in person, and entitled to vote, which is greater than 50% of the total number of appointed Committee members.

At least one Board member must be present for a quorum.

Accordingly, if the Committee has 12 voting members, the quorum is seven.

### **Communication and Authority Structure**

The Committee is a committee of Tennis Ireland.

The Committee will report to the Board through the CEO's office.

The Committee shall provide any reports or information requested by the Board.

The Committee Chairman is required submit quarterly reports to the Board, via the CEO, including an update on goals and objectives set and on the level of progress that has been made on those goals and objectives.

#### **4. Operational Matters**

The Committee shall meet as often as required to fulfil its objectives but should aim to meet at least 4 times per annum

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.

Members unable to attend may nominate a deputy to attend in their place.

The Chairman of the Committee may form sub groups of the Committee.

#### **5. Resources**

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