



Tennis Ireland (“The Company” or “TI”)

**Terms of Reference (ToR) for Tennis
Ireland Coaches Sub Committee
 (“The Committee”)**

Current Version Number	Last Date Of Update	Person Responsible For Drafting	Board Sub Committee Responsible	Review By Governance Committee	Reason for Update	Policy Type	Material Changes : Y/N
CSC2025.03.06	None	RR: Chair	None as yet	No	Integration / Development of Coaching	A	Yes

1. Purpose

Tennis Ireland (TI) is the National Governing Body (NGB) of tennis in Ireland. As the NGB, TI vets and licenses tennis coaches (Coaches) in Ireland. Equally for the development of the game at all levels it is important to establish a coach pathway to ensure a long-term career for coaches and a safe coaching environment.

These ToRs describe the role of the Sub Committee as a sub-committee of the Board of TI (The Board) pursuant to clause 32 of the Constitution of Tennis Ireland and further the expected deliverable of the Executive Function of Tennis Ireland (The Executive).

The Committee's predominant role is to provide visibility to the Board that the Executive has considered matters pertaining to the Objectives and is delivering on the Objectives outlined below. The Chair of the Committee shall provide additional commentary, as the Executive reports to the Board, reflecting the views of the members of the Committee. Where material differences arise with the Executive, the Executive shall continue with the prevailing strategy but the Chair and CEO shall agenda the matter for discussion at the next Board meeting.

Objectives

The Committee will ensure the following:

- a. To review and comment upon proposals from the Executive re the Licensing and Continuing Professional Development (CPD) requirements for Coaches in Ireland. This should include the expected standard of delivery of coaching by Coaches appropriate to the standard of tennis pupil, and propose suggestions for the ongoing review of coaching standards.
- b. To review and comment upon appropriate pathway documents for Coaches at all levels both generally in the sport and in regard of Performance Coaches, inclusive of proposals from the Executive for the remuneration and recognition of Coaches. This pathway should engage clubs so that they develop a pathway for coaches in their respective clubs and should involve consideration of a standard coach contract for differing levels of coaches.
- c. To review and comment upon annual budget proposals from the Executive in regard of the funding of the foregoing to ensure the Coaches function of TI is adequately resourced and to include proposed licensing costs for coaches.
- d. To review and, if appropriate, approve alignment of the licensing and monitoring of Coaches consistent with policies adopted by the Safeguarding Sub Committee.
- e. To review, amend or accept an initial proposed short set of Key Performance Indicators (KPIs) from the Executive in regard of delivery of the foregoing objectives.

2. Membership

The Chair of the Committee, in consultation with the Executive, shall select appropriate Members but shall ensure gender diversity, a variety of perspectives and skillsets appropriate to the Committee. The Committee shall consist of the following Members:

- a. A Chairperson being a member of the Board
- b. An external Adviser or Advisers providing expert advice with recognised credentials
- c. A person or persons nominated by the Inter Branch Forum (IBF) to provide feedback to and from the IBF

- d. Two coaching representatives approved by the Chair and TCI.

The following Attendees shall attend:

The following members of the Executive will attend all meetings and prepare and present appropriate documents to the Committee for consideration

- i. The National Performance Director or National Coach
- ii. The Members of the Executive responsible for Coaches
- iii. The relevant Executive responsible for development of the participation in the sport.

The following are Optional Attendees:

These may include

- i. The CEO of TI at the CEO's discretion or the Chair of the Sub-Committee's request and who will be entitled to vote
- ii. The Chair of the Safeguarding Committee if the matter pertains to SG policy/ implementation who will be entitled to vote
- iii. Any Chair of other approved Board Sub-committees, or director invited by the Chair, where the subject matter of discussion pertains to the remit of their Sub-committee or expertise. They shall be entitled to vote.

3. Quorum

- a. A quorum shall be four members of the Committee excluding Attendees and Optional Attendees.
- b. Where the Chair is not available, they shall appoint another director of TI as Chair on a temporary basis notifying the Chair of the Board.
- c. The Chair shall consult the CEO and determine the Attendees required to progress a meeting.

4. Meetings And Reporting

- a. The meetings may take place in person or via Teams.
- b. Executive reports and proposals to the Committee, together with an agenda and proposed Attendees and Optional Attendees will be delivered no later than 5 working days prior to a meeting. They shall be taken as read.
- c. The sub-committee will meet at least 3 times a year or on such frequency as the Chair determines.
- d. The Minutes of each meeting will be recorded by the Executive responsible for Coaches and approved by the Chair and distributed no more than 10 working days post any meeting. Minutes will be distributed to all members of the IBF and made available to all members of the Board and shall not be a matter for the Board agenda unless pursuant to the following clause (e)
- e. The relevant member(s) of the Executive, together with the Chair, shall report to the Board at least annually or more frequently as requested by the Chair of the Committee and agreed with the Chair of the Board.
- f. Voting shall be a majority of the Members and Optional Attendees correctly appointed and entitled to vote.

- g. The members of the Committee appointed by TCI and the Chair may not vote in regard of any proposal in regard of coaching remuneration or licensing fee where they earn the majority of their income from coaching tennis.

5. Term

- a. The Chair of the Committee shall be reviewed every three years.
- b. The Chair shall remain as Chair provided they remain as a director of TI.
- c. The Chair of the Board may request the Chair to vacate the role of Chair provided the Chair of the Committee may present any reservations to the Board in regard of so relinquishing their role.
- d. No member, other than the Chair of the Committee, may serve for more than 6 years and their tenure is subject to the annual review by the Chair.

6. Review

- a. The Chair of the Committee shall review the performance and composition of the Committee annually.
- b. These Terms of Reference will be reviewed annually by the Chair and may be amended as necessary, subject to approval by the Board of Directors of TI.

7. Approval

- a. These Terms of Reference were approved by the Board of Directors on [date] and are effective from [effective date].