



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

**Terms of Reference (ToR) for Tennis
Ireland Facilities 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
FSC2025.03.06	None	RR: Chair	None as yet	No	Establishment of Facilities Sub Committee	A	Yes

1. Purpose

Tennis Ireland (TI) is the National Governing Body (NGB) of tennis in Ireland. As the NGB, TI constructs, revamps or advises upon Tennis Facilities in Ireland. 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. The additional role of the Committee is to ensure, together with the Audit Committee that all proposed capital expenditure is within the financial capacity of the organisation. 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.

2. Objectives

The Committee will ensure the following:

- a. To recommend and provide advice re preferred suppliers and types of Facilities including court surfaces, Dome structures, floodlights and permanent structures as well as insurance thereto for clubs and provinces.
- b. To review proposals to build or to upgrade any TI owned or leased facilities or where TI make any financial commitment in line with Appendix I and report on this to the Audit/Finance Committee and to the Board.
- c. To review the reinstatement valuation used in regard of all TI insured facilities to ensure the amount insured is reasonable as outlined in Appendix I
- d. To review and if appropriate approve alignment of the Health and Safety policies of the Board and review the Health and Safety logs of TI such that H&S matters have been adequately addressed
- 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
- f. To review both annual budget proposals and/or forward capital expenditure proposals from the Executive in regard of the funding of the foregoing to ensure that the Finance function can determine that there is adequate budgetary amounts and/or reserve cash to fund the build and operation of proposed and current facilities.

3. 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. A member of the Audit/ Finance Committee.
- c. An external Adviser or advisers providing expert advice with recognised credentials appointed by the Chair as required.

- d. A person or persons nominated by the Inter Branch Forum (IBF) to provide feedback to and from the IBF

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

- i. The Facilities Manager of TI
- ii. The National Performance Director or National Coach in regard of relevant surfaces or facilities suitability.

Optional Attendees 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. A member of the Fundraising Committee 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.

4. Quorum

- a. A quorum shall be 3 members of the Committee excluding Attendees and Optional Attendees.
- b. Where the Chair is not available the Chair shall appoint another director of TI as Chair on a temporary basis notifying the Chair of the Board.
- c. The Chair shall determine the Attendees required to progress a meeting.

5. Meetings And Reporting

- a. The meetings may take place in person or via Teams.
- b. Any proposal regarding a proposed facility will be prepared by the Executive in line with the headings in Appendix I and dependent upon the stage of approval
- c. All 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.
- d. The sub-committee will meet at least 3 times a year or on such frequency as the Chair determines.
- e. Voting shall be a majority of the Members and Optional Attendees correctly appointed and entitled to vote save in regard of clause (f)
- f. Any Members or optional Attendees of the Committee may not vote in regard of any proposal where they may derive any income or benefit from the proposals.
- g. The Minutes of each meeting will be recorded by the Executive responsible for Facilities 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 (h) or (i)
- h. Any project requiring a new or altered financial commitment by TI or where the prescribed benefit to TI of the facility is materially changed.
- i. 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.

6. 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.

7. 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.

8. Approval

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

Operating Centres																	
	TI Dev : Y/N	No Courts	No Indoor	Proposed Surface	Spectator Seating/ Viewing Available	TI/ Province Agreed Court Access % of Reasonable available hours	Original Investment	Insured by TI: Y/N	Insured Amount	Estimated Replacement Cost	Balance Sheet Value	Annual Operating Costs	Expected Annual Income	If TI :Any Agreed 3rd Party Access Agreed/ Required?	Structure/ Ownership or Lease	Date Lease/ License Executed	Expiry Date of Any Lease
NTC																	
Comment																	

In Construction																	
	TI Dev : Y/N	No of Courts	No of Indoor	Proposed Surface	Spectator Seating/ Viewing Available: Y/N	TI Court Access % of Reasonable available hours	Budget Cost Approved by Board	Current Estimated Costs	Non TI Funding Approved Incl Grants	Board Approved Investment by TI	Original Approved Completion Date	Current Est Completion Date	Expected Annual Operating Costs	Expected Annual Income	Structure/ Ownership or Lease	Board Lease Approved?	Expiry Date of Any Lease
Dundalk																	
Comment																	

Proposed Developments/ Capital Expenditure																		
	TI Dev : Y/N	No Courts	No Indoor	Proposed Surface	Spectator Seating/ Viewing Available: Y/N	TI Court Access % of Reasonable available hours	Min Cost Proposed	Total Cost Including All Options	Non TI Funding Approved Incl Grants	Maximum Expected TI Contribution	Status of Board Approval	Likely Date of Confirmation of External Funding	Current Est Start Date	Current Est Completion Date	Expected Annual Operating Costs	Expected Annual Income	Structure/ Ownership or Lease:	
NTC Refurb																		
TUS																		
Beckett Park																		
Sport Ireland Campus																		
UCD																		
Comment																		