Tennis Ireland ("The Company" or "TI")

Terms of Reference (ToR) for Tennis Ireland Competitions Committee

("The Competitions Committee")

Approved by Tennis Ireland Board

9th September 2026

Current Version Number	Last Date Of Update	Person Responsible For Drafting	Review by Competitions Chair	Review By Governance Committee	Review By CEO	Reason for Update	Policy Type	Material Changes : Y/N
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Policy Type

A: Board Approval

B: Committee Approval- Board Notification

C: Executive Approval : Committee or Board Notification

1. Purpose

Tennis Ireland (TI) is the National Governing Body (NGB) of tennis in Ireland. As the NGB, TI has a Competitions Strategy to grow participation in competitive tournaments for all ages, persons and standards on the island of Ireland as well as to seek to run international sanctioned tournaments of a standard that complements the Tennis Ireland Performance Programme and encourages the public to support and play tennis.

These ToRs describe the role of the Competitions Committee as a sub-committee of the Board of TI (the Board) pursuant to clause 32 of the Constitution of Tennis Ireland. In this regard the Competitions Committee shall function with the same obligations of the Board observing among other items Confidentiality and the need for the Board to govern and the Executive to manage.

The Competitions Committee's predominant role is to provide advice, recommendations and visibility to the Board that the Executive has considered matters pertaining to the Objectives, that plans are well formulated and achievable and that TI is delivering on the Objectives outlined below. The Competitions Committee while a sub-committee of the Board does have executive decision-making authority as it pertains to the sanctioning and scheduling of tournaments.

The Chair of the Competitions Committee shall provide additional commentary to Executive reports to the Board reflecting the views of the Competitions Committee. Where any material differences arise with the Executive and the Competitions Committee, the Executive shall continue with the prevailing strategy but the Chair of the Competitions Committee and CEO shall raise with the Chair of the Board who shall discuss and agenda the matter for discussion at the next Board meeting.

1. Objectives And Roles

The Competitions Committee will consider and approve

a) The tournament schedule for the forthcoming year
b) Annually the continuation of or amendment to competition rules and eligibility for open tournaments or a national event such as the National Club Tournament or the Interprovincials as applicable noting internationally sanctioned tournaments have their own rules.
c) Annually the continuation of or amendment to competitor codes of conduct
d) The sanctioning of any new tournaments or types of tournaments
e) Pre event budgets for approval to the Board for any tournament that is a national event or will cost TI in excess of €2,000.
f) Post event reports for national events such as the Irish Open and The Irish Junior championships, National Club Tournament or the Interprovincials prepared by the Competitions Committee and supplied promptly to the Board.
g) The adequacy of the availability of Referees and officials for the running of tournaments.

The Competitions Committee will also consider requests from the Performance Director for specific tournaments to aid that program. The CEO should ensure the Chair and Competitions Committee are briefed fully on major events such as a Challenger, WTA 50's or 15k tournaments at all times and are involved on decisions as they pertain to this committee such as scheduling clashes or costs

2. Membership

A Tennis Ireland Director shall be the Chair of the Competitions Committee (the Chair) , and shall in consultation with the Tennis Ireland Competitions Executive, select and approach appropriate members for approval by the Board to the Competitions Committee and shall ensure gender diversity, a variety of perspectives and skillsets appropriate to the Competitions Committee.

The Competitions Committee shall have a minimum of 5 members, including the Chair and a maximum of 9 members excluding any members of the Executive. Each Province via their Director representative on the Board of TI may but do not have to nominate one volunteer member to the Competitions Committee. A Tennis Ireland provincial employee must also be a member of the Competitions Committee, where possible, along with the volunteer member, resulting in two representatives per province.

In addition to the Members of the Competitions Committee the CEO of TI may attend and vote at the CEO's discretion or pursuant to the Chair's request. All members are expected to uphold Tennis Ireland's values, behaviours and codes of conduct, respecting the confidentiality of the Competitions Committee.

Any Member of the Competitions Committee with a conflict arising from being a parent, mentor, fundraiser, adviser or coach to a performance player shall disclose same and the Chair shall decide if such a conflict exists and further the resulting mitigating action.

The Competitions Committee shall have the following permanent non- voting Attendees and as members of the Executive shall attend all meetings and prepare and present appropriate documents to the Competitions Committee for consideration

a. The Competitions Manager
b. The Competitions Administrator who shall act as secretary to the Competitions Committee.

Optional Non-Voting Attendees may include

a. The Executive in charge of Performance as co-ordination with the Performance program is critical to a successful Performance Strategy
b. The Executive in charge of Finance as the planned financial implications and cost of the programme needs to be considered by all.
c. 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.

3. Quorom

a. A quorum shall be 4 members of the Competitions Committee excluding Attendees and Optional Attendees.
b. Where the Chair of the Competitions Committee is not available that Chair shall appoint another director of TI as Chair of the Competitions Committee on a temporary basis notifying the Chair of the Board.
c. The Chair and the CEO shall determine the Attendees required to progress a meeting.

4. <u>Working Groups</u>

As there are a wide range of underlying age groups and competitions categories the Competitions Committee will need to establish working groups of the Competitions Committee

a. Each Working Group shall comprise no fewer than four and no more than twelve members, together with an independent Chair. The total membership of any Working Group shall not exceed thirteen persons.
b. Provincial bodies may nominate individuals, including candidates for the role of Chair, for consideration under the applicable selection process alongside nominations from the Chair of the Competitions Committee and the Tennis Irland Competitions Executive.
c. Appointments to the Masters, Seniors, and Juniors Working Groups shall be made solely on the basis of relevant tennis-related skills, qualifications, and experience. Relevant experience may include, but shall not be limited to, experience as a referee or service on club, provincial, or national tennis committees.
d. Each Working Group member shall serve for a maximum term of 3 years. Following expiry of that term, the member may be nominated for reappointment, for one further term of 3 years provided that the nomination is considered in accordance with the applicable selection process.
e. The Chair of each Working Group shall serve a fixed term of 3 years. Following expiry of that term, the position of Chair shall rotate in accordance with the agreed selection process.
   ~~f.~~ All decisions on appointments shall be approved by the Chair of the Competitions Committee and Tennis Ireland Competitions Executive and noted to the Competitions Committee annually.
   g. Each Working Group shall ensure the outcome of meetings are minuted promptly and reported to the Competitions Committee.

5. <u>Meetings And Reporting</u>

a. The meetings may take place in person or via Teams.
b. All reports and proposals to the Competitions 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 Competitions Committee will meet at least 6 times a year or on such frequency as the Chair determines.
d. Voting shall be a majority of the Members appointed and entitled to vote. The Chair of the Competitions Committee shall have a casting vote in the case of a tie. No Members may vote or attend discussions in regard of any proposal where they have a conflict and the Chair's decision is final in this regard.
e. The Minutes of each meeting will be recorded by the Administration Executive responsible for Competitions and shall be approved by the Chair and distributed no more than 10 working days post any meeting. Minutes will be distributed to all members of the Board and shall not be a matter for the Board agenda unless pursuant to the following clause (f).
f. The relevant member(s) of the Executive shall report to the Board, together with the Chair, at least every 4 months or more frequently as requested by the Chair of the Competitions Committee and agreed with the Chair of the Board.

6. **Term**

a. The Chair shall remain as Chair provided they remain a Director of TI.
b. The Chair of the Board may request the Chair to vacate the role of Chair provided the Chair of the Competitions Committee may present any reservations to the Board in regard of so relinquishing their role.
c. Members shall serve a term of 3 years which may be renewed for a maximum additional period of 2 years and their tenure is subject to the annual review by the Chair of TI on behalf of the Board of TI.

7. **Review**

a. The Chair of the Competitions Committee shall review the performance and composition of the Competitions Committee annually and shall report to the Chair of the Board and the Governance Portfolio in this regard.
b. The Chair of the Competitions Committee shall keep the Chair of the Board updated as to the effective governance and functioning of the Competitions Committee. The Chair of the Competitions Committee shall raise any material issue arising in regard of the functioning of the Competitions Committee or the delivery of the Competitions Program with the Chair of the Board.
c. 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