

APPENDIX 4: TENNIS COUNTRY CHARTER

PURPOSE

The primary role of the Tennis Country (“TC”) committee is to develop and implement strategies that promote and grow Tennis in all six (6) country regions within NSW. These strategies will ensure Tennis NSW has the strongest country Member organisation in Australia.

- Develop a strategic direction for tennis in NSW country that supports the Tennis NSW strategic plan;
- Establish clear procedures for communicating with country regions, clubs, associations and tennis coaches;
- Recommend membership of Tennis NSW to the Board for all new clubs and/or associations in the country;
- Develop and monitor an annual country budget as part of the annual Tennis NSW budget including the oversight of financial responsibilities delegated to country regions;
- Develop and apply procedures for the selection of country teams as required;
- Arrange and manage tennis tournaments and closed competitions for country players;
- Develop an annual calendar of events;
- Benchmark TC against rural tennis organisations in other states;
- Advise the Board on the development of tennis in country regions.

AUTHORITY

The Board authorises the TC committee to:

- perform the necessary activities required to address its responsibilities and make recommendations to the Board;
- select, engage and approve fees for any professional advisers that TC may require to carry out its duties. Any such fees are to be approved in advance by the President TNSW;
- require the attendance of any Tennis NSW manager or staff member at meetings as appropriate;
- have unrestricted access to management, employees and information it considers relevant to its responsibilities.

TC is authorised to assist in the administration of country tennis across six(6) defined regions in country NSW as allocated by Tennis NSW and detailed on a map held on file with Tennis NSW:

1. Central West
2. Northumberland
3. North East
4. North West
5. South East and
6. South West

COMPOSITION

- TC shall be comprised of one independent Chairman, one delegate from each of the six (6) country regions and one regional delegates from each of the six (6) country regions and one staff liaison officer.
- The Board appoints these delegates taking into consideration the recommendation of the two country Board directors elected at the Annual General Meeting.
- Where there are two or more nominees for appointment as a delegate, the country directors will make a recommendation to the Board on the most suitable candidates after discussions with the country region(s) concerning the merits of each nominee.
- The Board will appoint the Chairman after taking into account the recommendation from the TC committee.
- Should the TC Chairman be absent from any meeting, the TC members present must appoint a Chairman for that particular meeting.
- The CEO of Tennis NSW is responsible to TC and will appoint a staff liaison to provide logistical and support services to TC.
- The Chairman of TC, without reference to the Board, may invite any person(s) to join a meeting(s) of TC to assist in any matter. Such invitees will have no voting rights.

MEMBERSHIP

- Committee member appointments are for two (2) years and the appointment may be reviewed earlier if circumstances dictate.
- In the event of a casual vacancy, TC will recommend a person to be a country delegate or regional delegate for the balance of the remaining term to the TNSW board.
- TC may resolve not to fill the casual vacancy.
- Any country delegate or regional delegate appointed to fill a casual vacancy will hold office only until the end of the term of the vacating country delegate or regional delegate but will be eligible to stand for re-election.
- Committee member rotation is encouraged.
- The Board may appoint, remove or replace any members of TC at any time.

MEETINGS

- Meetings will be determined by the TC Chairman in consultation with the CEO or designated senior member of staff. The frequency of meetings will be decided by the work schedule of TC.
- Meetings will be conducted and resolutions passed using the same principles as those applying to the Tennis NSW Board.
- Participants may attend meetings by teleconference or videoconference.

QUORUM AND VOTING

- A quorum must consist of a majority of members of TC.
- The TC Chairman shall not have a second or casting vote.

MINUTES, REPORTING AND COMMUNICATION

- The minutes should accurately record the resolutions of the committee, key reasons for those decisions (where appropriate) and actions with accountabilities and timings noted.

- The secretary or delegate must prepare the minutes of the TC meeting within seven (7) working days of the meeting. After the TC Chairman has given preliminary approval, the draft minutes are circulated to all TC members and the other directors of the Board.
- The minutes of the meetings must be confirmed and signed at the next subsequent TC meeting.
- The committee will ensure the Board is aware of matters before TC that may materially impact the affairs of Tennis NSW.

REVIEWS

To ensure that TC is fulfilling its stewardship duties to the Board and Members, the TC committee will:

- Review at least annually the TC Charter and recommend to the Board for approval any appropriate amendments;
- Review the annual agenda incorporating any changes in the Charter;
- Conduct an annual assessment of its performance against its Charter duties and responsibilities and provide a report of the findings to the Board;
- Address any other reporting responsibility of TC.

ROLE OF MANAGEMENT

TC members are entitled to rely on management on matters within their responsibility. TC committee members may rely on the accuracy of information provided by management, unless members are aware of any reasonable grounds on which such reliance or assumption may not be appropriate.