**PLAY IT FORWARD**

Terms of Reference

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**Purpose**

Play It Forward is a group of Tennis Victoria Youth Program participants who act in an advisory capacity to Tennis Victoria (TV). Play It Forward aims to create a pathway for youth involved in tennis both from and off-court and on-court capacity, along with creating the next wave of leaders within our sport in an industry and volunteer capacity. This group will provide TV with insights into the youth tennis community to help drive participation, promotion, and retention strategies. Play It Forward do not form a part of the TV governance structure and do not act as a decision-making body.

**Values**

Play It Forward will commit to the following specific values which are underpinned by the Tennis Victoria values of Imagination, Humility, Excellence and Collaboration –

* Respect
* Fairness
* Creativity & Innovation
* Determination
* Confidence

**Structure**

Play It Forward will comprise of youth aged 14-21 who have a background within tennis. At any given time the group will have a minimum of four (4) members and a maximum of ten (10). Once selected each member will be expected to serve at least a 1-year term with the member having the potential to renew annually for a maximum of three (3) years, if Tennis Victoria ascertain that the member is eligible in line with roles and responsibilities carried out.

Tennis Victoria will identify a lead ambassador for the group, this lead ambassador will be responsible for all activities that Play It Forward are involved in. This lead ambassador role can last for a maximum of two (2) years before Tennis Victoria will select a new ambassador based on the members ability to have high engagement in driving Play It Forward.

When Play It Forward has vacancies then youth who fit the criteria will have the ability to submit an expression of interest to become a member of the Play It Forward. New members will be selected at the discretion of designated staff at Tennis Victoria, with the ability to consult with the Play It Forward lead ambassador.

**Meetings**

Tennis Victoria will decide upon meeting dates for the upcoming financial year, prior to the commencement of that financial year. These dates will be made available as part of the Expression of Interest form. Meetings will be face to face, with the flexibility to offer virtual attendance for those that cannot attend in person. The group will be expected to meet a minimum of 4 times per year. A TV staff member involved with a youth program will be present at each meeting to help facilitate discussion and record any key themes or recommendations arising from the discussion.

The lead ambassador will be responsible for developing an agenda for these meetings, including collaborating with Tennis Victoria and group members on potential agenda topics. They will ensure that these agendas are sent out prior to the meeting to Tennis Victoria and all group members.

Group members are expected to RSVP to the meeting invites confirming their attendance or apologies.

**Communication**

Tennis Victoria will add all current group members to an official Play It Forward WhatsApp group. This will be an official group used to help all members connect, discuss any Play It Forward matters and share relevant information. This group will be coordinated and controlled by Tennis Victoria.

**Roles & Responsibilities**

The lead ambassador will have the following roles and responsibilities –

* Help drive high engagement from all group members to achieve our purpose
* Collaborate with Tennis Victoria and group members to set agenda items for meetings
* Develop meeting agendas and ensure these are sent out to Tennis Victoria and all group members
* Where required, help provide Tennis Victoria with support in coordinating Play It Forward

The Play It Forward group will have the following roles and responsibilities –

* Provide honest feedback and insights into TV initiatives around youth tennis participation on and off court
* Coordinate and deliver a major project for the financial year linked to achieving the purpose of Play It Forward
* Support a pathway for young people through Tennis Victoria youth initiatives including but not limited to Future Leaders, Tennis 4 Teens and SEDA
* Mentorship of young people involved in Tennis
* As required help support major events that Tennis Victoria deliver, including Summer of Tennis events

**Benefits**

Being involved in Play It Forward can provide you with some amazing benefits, some of which are listed below but not limited to –

* Networking
* Develop your skills
* New experiences
* At times major event invites
* Contribute to decision-making at Tennis Victoria

**Criteria**To be eligible to apply for Play it Forward, candidates must demonstrate the below minimum requirements –

* Be involved in tennis in an on or off court capacity
* Must be aged between 14-21 years as of January 1 when applying
* Must have a valid Working with Children Check (only for 18 years and over)
* Preferred leadership experience or desire to develop this experience
* Ability to have high engagement within the group across the financial year
* Live in Victoria

**Get Involved**

Please follow the [FORM](https://tennisvic.wufoo.com/forms/play-it-forward-expression-of-interest) to apply.  
  
Tennis Victoria personnel will review all applications received and advise successful applicants of their selection. If required this includes an interview process. Applicants are encouraged to review the criteria outlined in this document, as well as the values, prior to submitting their application.

At Tennis Victoria, we embrace differences in gender, age, ethnicity, race, cultural background, disability, religion, and sexual orientation. We value diversity and understand how it assists in attracting, recruiting, and retaining our talented tennis family. Tennis encourages all people to apply for this role.

**Questions**

For all inquiries regarding Play It Forward, please contact Peter Bertoncini on [peter.bertoncini@tennis.com.au](mailto:peter.bertoncini@tennis.com.au)