

APPENDIX 4: TENNIS COUNTRY CHARTER

PURPOSE

The primary role of the Tennis Country (“TC”) committee is to develop and promote strategies to 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, particularly through the establishment of Tennis Country Committees;
- Develop and monitor an annual country budget as part of the annual Tennis NSW budget
- Develop and apply procedures for the selection of country teams as required;
- In collaboration with Tennis NSW, arrange and manage tennis tournaments and closed competitions for country players;
- Develop an annual calendar of events, competitions and tournaments;
- Advise the Board of Tennis NSW (“Board”) on the state of play 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;
- 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

- The TC committee shall be comprised of one independent Chairperson (“TC Chairperson”), one delegate from each of the six (6) country regions (“TC Delegates”) and one appointed Tennis NSW senior management representative (“Tennis NSW Representative”).
- The Tennis NSW Representative will be appointed by the Board from time to time.

- The appointment of the Tennis NSW Representative will be a standing appointment until terminated by resolution of the Board, at which time the Board will appoint a new Tennis NSW Representative to the TC committee.
- The Board will appoint the six (6) TC Delegates and the TC Chairperson, subject to the provisions of this Charter and the Tennis NSW Constitution.
- Each of the TC Delegates from each of the six country regions will serve as the Chair of the Tennis Country Regional Committee for their respective region of Country NSW, unless the Regional Committee decides otherwise. For example, the TC Delegate on the Tennis Country Committee for Central West will serve as the Chair of the Tennis Country Committee for Central West.
- The Board will provide clear guidelines on the roles, responsibilities and desired skillset and experience required to serve as a TC Delegate.

TC CHAIRPERSON

- Appointment of the TC Chairperson is for three (3) calendar years, subject to earlier review if circumstances dictate.
- A person may serve no more than three (3) consecutive terms as TC Chairperson.
- Where the position of TC Chairperson is due for appointment for the next calendar year, the current TC committee will call for nominations for TC Chairperson by 30 September.
- The TC committee will review the nominations received for TC Chairperson at its last meeting for that calendar year, and in any event by no later than 30 October.
- The review process must include consultation with the two (2) elected Country nominated Board Directors (unless an elected Country nominated Board Director is himself or herself a nominee for TC Chairperson, in which case he or she must not participate in the review process) and a representative of the Management of Tennis NSW.
- Following the review, the TC committee must provide a recommendation to the Board by 30 November.
- If a majority of the members of the TC committee are unable to agree on a recommendation, the Management of Tennis NSW must provide a recommendation to the Board by 30 November or as soon as practicable thereafter.
- If the Board decides not to accept the recommendation from the TC committee, it may engage in further consultation with the TC committee in respect of the nominations for TC Chairperson.
- The Board will appoint the TC Chairperson after taking into account the recommendation from the TC committee or the Management of Tennis NSW (as the case may be). The TC Chairperson is not required to be a current Tennis NSW Board Director, but must maintain strong lines of communication with the two (2) elected Country nominated Board Directors.
- Where the Board appoints a person as TC Chairperson who is not the person recommended by the TC committee, it will endeavour to provide feedback for the appointment to the TC committee.
- Should the TC Chairperson be absent from any meeting, the TC members present must appoint a Chairperson for that particular meeting.
- The CEO of Tennis NSW is responsible for the TC committee and will appoint a staff liaison to provide logistical and support services to the TC committee.

- The TC Chairperson, 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 AND APPOINTMENT OF TC DELEGATES

Term of appointments and rotation of TC Delegates

- TC Delegate appointments are for two (2) years and the appointment may be reviewed earlier if circumstances dictate.
- The period of service will be staggered with a maximum of three (3) TC Delegate positions eligible for renomination at any one time
- In order to give effect to staggering the rotations of TC Delegates, for appointments in 2019, three (3) TC Delegates will be appointed for a period of two (2) years and three (3) TC Delegates will be appointed for a period one (1) year. The length of term will be determined by ballot observed by the TC Committee. For 2020 and beyond, the length of appointment will revert back to a two (2) year term.

Appointment

- For the three (3) TC Delegate positions due for appointment for the next calendar year, the TC committee will call for nominations for appointment by 30 November.
- Nominations will be reviewed by the TC Chairperson and the three (3) current sitting TC committee members whose terms are not expiring at the end of that calendar year (“Country Nomination Committee”).
- Any person may nominate for appointment as TC Delegate for one of the six (6) country regions by providing written notification to the Country Nomination Committee.
- In addition, each of the Regional Committees will nominate a single representative for their region to be considered for appointment as TC Delegate.
- If, for any reason, a majority of the members of a Regional Committee are unable to agree on the nominated representative for its region, the Regional Committee will refer all of the nominees to the Country Nomination Committee.
- The Country Nomination Committee must:
 - Review all nominations received for each TC Delegate position due for appointment, including the nomination from each Regional Committee;
 - Consult with the Regional Committees, the Tennis NSW Representative and the two (2) elected Country nominated Board Directors with respect to all nominees for each TC Delegate position;
 - Following the review process, provide a recommendation to the Board in respect of each TC Delegate position due for appointment; and
 - Where the Country Nomination Committee recommends a person to the Board for a TC Delegate appointment who is not the person nominated by the relevant Regional Committee, provide feedback for the recommendation to the Regional Committee.
- The Board will appoint the TC Delegates after taking into consideration the recommendations of the Country Nomination Committee.
- Where the Board appoints a person as TC Delegate who is not the person recommended by the Country Nomination Committee, it will endeavour to provide feedback for the appointment to the Country Nomination Committee.

Casual vacancies

- In the event of a casual vacancy:
 - The TC committee will recommend a person to be a country delegate or regional delegate for the balance of the remaining term to the Board;
 - The Board will appoint a person to fill the casual vacancy after taking into consideration the recommendation of the TC committee; and
 - For the avoidance of doubt, the Board is not required to appoint the person recommended to it by the TC committee.
- The TC committee may resolve not to provide a recommendation to fill the casual vacancy and/or to recommend that the casual vacancy not be filled.
- 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.
- TC committee member rotation is encouraged.
- The Board may appoint, remove or replace any members of the TC committee at any time.

MEETINGS

- Meetings will be determined by the TC Chairperson in consultation with the CEO or designated senior member of staff. The frequency of meetings will be decided by the work schedule of the TC committee.
- 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.
- Any of the six (6) TC Delegates may request the attendance of a regional Tennis NSW staff member for a workshop or teleconference, where relevant.

QUORUM AND VOTING

- A quorum must consist of a majority of members of the TC committee.
- The TC Chairperson 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 TC Delegate must prepare the minutes of the TC meeting within twenty-one (21) working days of the meeting. After the TC Chairperson 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 TC Chairperson will provide a report to the Board for each Board meeting to ensure that the Board is aware of matters before TC that may materially impact the affairs of Tennis NSW.

- The TC Chairperson will be responsible for providing effective leadership to the TC committee, helping align the TC charter with the vision and objectives of Tennis NSW, to provide clear and consistent communication back to Tennis NSW Management and the Board on the activities of TC and ultimately be responsible for the effective delivery of the Charter across Regional 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 Tennis NSW Strategic Plan and ensures that the annual workplan and strategy for TC is fully aligned with Tennis NSW
- 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 committee 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.