

GOVERNANCE SUPPORT

Enquiry Form



GOVERNANCE SUPPORT ENQUIRY FORM

Governance support & advice

Good governance practices are vital to the effective and efficient operations of any organisation, including tennis clubs, centres and associations.

Sport Australia (formally the Australian Sports Commission) defines governance as *“the system by which organisations are directed and managed.”* It directly impacts:

- How an organisation develops strategic goals and direction
- How the board/committee of management of an organisation monitors its performance to ensure it achieves these strategic goals, has effective systems in place and complies with its legal and regulatory obligations
- Ensures that the board/committee of management acts in the best interests of the members.

Tennis Victoria is committed to strengthening governance practices within its affiliate clubs, venues and associations and has engaged the services of two independent Consultants to assist with governance issues such as: Constitutional matters, meeting procedures, role of the board/committee, risk management and compliance issues.

Who is eligible?

This service is limited only to those clubs incorporated under the Associations Incorporation Reform Act 2012 and currently affiliated with Tennis Victoria.

Please note that the following are unable to be addressed by the Consultants:

- Matters related to Tennis Australia National Policies (e.g. Member Protection Policy matters such as harassment and Code of Behaviour matters related to competition activities)
- Commercial disputes between clubs and coaches.

How does it work?

1. Firstly, has your Club consulted your **Club Development Officer**?
2. Secondly, have you consulted the following resources designed to assist community clubs:
 - a. **Consumer Affairs Victoria**
 - b. **VicSport**
 - c. **Tennis Australia's Bounce**
 - d. **Tennis Victoria's Club Resources**
 - e. **Justice Connect**
3. If the service sought is determined to fit within the scope described above, Tennis Victoria may offer the services of a Tennis Victoria preferred Consultant – at no charge to the affiliate
4. If the service sought is determined to be outside of the above scope, the Consultant will provide the affiliate with a quote for service. The affiliate may then decide to accept or reject the quote.

How to apply

To apply for governance assistance services through Tennis Victoria please **complete the following enquiry template on the next page**, providing as much detail as possible:

- Please reference but do NOT attach any relevant information such as Constitution, strategic plan, policies and pertinent correspondence
- Note and sign the conditions of the enquiry template
Submit signed template to Tennis Victoria

The Consultant will then contact the applicant directly.



Club/Centre/Association Information

Club	
Mailing Address	
Contact person name	
Contact person role	
Contact person email	
Contact phone number	

Issue Information

Please provide a brief description of the issue	
What steps (if any) have been undertaken to resolve the issue to date?	

Conditions and sign off

- The applicant has the option to accept or reject the proposed service supplied by the Tennis Victoria preferred Consultant.
- By signing below, I agree that completion of this form does not guarantee a contribution from Tennis Victoria.

Club Signature

Date

Please return completed enquiry form to Tennis Victoria at tennisvicinfo@tennis.com.au.

For all enquiries, please call **8420 8420**.

