

## Competitions Committee Charter

### 1. Purpose

- a) The Competitions Committee (the "Committee") is a Committee of the Management of Tennis West. It has no decision making authority in its own right, and makes recommendations to the Management on matters within its area of responsibility, as described in this Charter and on matters delegated to it by the Management from time to time.

The Tennis West Competitions Committee, has oversight responsibilities relating to:

- a) Delivering the strategic direction of Tennis West competitions, including both Tennis League and sanctioned AR tournaments;
- b) Reviewing and, as required, making recommendations to League/Tournament Operations for inclusion in the Rules of Tennis League and sanctioned tournaments;
- c) Effective consultation with Member clubs and competition players, and
- d) Specific powers and responsibilities as agreed with Tennis West Management.

Effective corporate governance relies on the active and collaborative participation of the Competitions Committee, Board of Directors and Management, and all parties should endeavour to act accordingly.

### 2. Authority and Reporting

Tennis West Management authorises the Committee, within the scope of their roles and responsibilities set out in this Charter to:

- a) Perform the activities required to address its responsibilities and make recommendations to the League/Tournament Operations;
- b) Require the attendance of any Association manager or staff member at meetings as appropriate, and
- c) Have unrestricted access to Management, employees and information it considers relevant to its responsibilities under this Charter

### 3. Membership

- a) Tennis West Management ("Management") may appoint, remove or replace the members of the Committee.
- b) The membership of the Committee consists of:
  - i. Three Tennis West Competitions staff;
  - ii. Three others who must be a member of an affiliated club, possessing an in-depth experience of Tennis West or other sporting competitions.
- c) For its initial appointment and the filling of any Committee vacancy (or at any time Management desires), Management will call for Expressions of Interest (EOI) from affiliated clubs, for nominations of affiliated club members. Management will make appointments for two (2) year terms from the nominees.
- d) The Committee Chair will be the Tournaments and Competitions Manager.
- e) Should the Committee Chair be absent from a meeting, the Committee Members present shall appoint a Chair for that particular meeting.
- f) The Chair will appoint the Secretary.

- g) After its initial appointment, Management will confirm the composition of the Competitions Committee each December or when required upon any vacancy.

#### 4. Meetings

- a) The Committee will meet at least four times per year and participants may attend by teleconference, with the calling of meetings and agendas determined by the Chair/secretariat.
- b) A quorum consists of the smallest number greater than half the members.
- c) The Committee Chair shall have a second or casting vote.
- d) Committee members shall be invited to disclose conflicts of interest at the commencement of each meeting.

#### 5. Specific Functions of the Committee

Interpreting "Purpose" as outlines above

- 5.1 Delivering the strategic direction of Tennis West competitions.
  - a) Understanding the Strategic Plan for Tennis West competitions and Tournaments
  - b) Ensuring that all decisions are in line with the Strategic Plan for Competitions.
  - c) Considering matters relating to the composition, structure and operation of Competitions
  - d) Allowing for the major risks facing Tennis West competitions and how they can be minimized
  
- 5.2 Reviewing and making recommendations to League/Tournament operations for inclusion in the Rules of Tennis League and the Tennis West sanctioned tournament calendar.
  - a) Strategic decisions made by the Board may have implications for the Rules of Tennis League.
  - b) Proposals for rule changes may come from Tennis West Competitions staff, clubs or any other source, and must be directed to the Committee.
  - c) Updates to the rules regarding day-to-day administration of the League and interpretation of the Rules, are implemented by League Operations.
  - d) The League rules shall be reviewed by the Competitions Committee prior to summer and winter league commencing and appropriate notice period given on rule changes.
  - e) From time to time, the Committee may also be required to determine the interpretation and application of Tennis League Rules on matters requested by the Tennis West Competitions Manager.
  
- 5.3 Effective consultation with Member clubs and competition players.
  - a) From time to time, The Competitions Committee may convene a consultative group of representative stakeholders to advise on competitions matters.
  - b) Communication from the Competitions Committee must be authorised by the Committee Chairperson.
  
- 5.4 Specific powers and responsibilities as agreed with Tennis West Management.
  - a) The Committee's primary role is strategic not operational.
  - b) The Committee should, however, be prepared to assist Tennis West Competitions staff in the execution of their duties and responsibilities.

- 5.5 The Committee's role is not to engage in operational matters, unless:
- a) Requested to do so by Tennis West Competitions staff, subject to the agreement of the Committee or individuals on the Committee.
  - b) Required or given the scope to do so by Tennis West Management.
- 5.6 The Committee's role is to advise on some operational areas, which may include but are not limited to the following areas:
- a) Penalties for contravention of the Rules of Tennis League, other than where the TA Code of Behaviour applies.
  - b) The structure of State League
  - c) Determinations on play format and finals arrangements
  - d) Forfeit fines and determinations
  - e) Facilitate co-operation and communication with the tennis community
  - f) Interpretation of the ITF Laws of the Game
  - g) Members of the Committee shall not report publicly the deliberations, decisions or actions of the Competitions Committee.

## 6 *Review of Performance*

- a) To determine whether it is functioning effectively, the Committee will evaluate its own performance on an annual basis. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Charter. The results of this review will be reported to Management.
- b) In conjunction with Management, the Committee will review its Terms of Reference every two years, or otherwise as it considers necessary.

## 7 *Policies*

The Committee and its individual members will at all times abide with Tennis West's National Policies (as current online), including, but not limited to:

- a) Member Protection Policy
- b) Tennis Australia Anti-Doping Policy
- c) Code of Behaviour
- d) Extreme Weather Policy
- e) Disciplinary Policy
- f) Tennis Anti-Corruption Program
- g) Social Media Policy
- h) Privacy Policy
- i) Participation and Online Systems Terms and Conditions

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