

Approved February 2022

Munster Tennis Junior Development Committee - Terms of Reference
For Approval by Munster Tennis



Terms of Reference
Munster Tennis Junior Development Committee

This document describes how the Munster Tennis Junior Development Committee is constituted within Munster Tennis and the roles and responsibilities of the Committee.

It also details some operational procedures as to how the Committee should conduct its business.

Munster Branch of Tennis Ireland:

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Terms of Reference

Munster Tennis Junior Development Committee

1. Purpose of the Committee

The Role and Responsibilities of the Junior Development Committee will be:

- (i) *To facilitate, manage and organise all Munster Tennis Junior Development within the province at all ability levels excluding specific high performance areas.*
- (ii) *Assisting and providing advice to the Branch Council in relation to all Junior Development related matters. This includes all Junior Competitions.*
- (iii) *Ensuring ongoing coordination with Tennis Ireland and the TI Strategy and the Munster Branch Performance Development Committee and other stakeholders;*
- (iv) *To provide support to the Branch Council in Developing New Junior Development initiatives as appropriate ensuring ongoing developments within the Province.*
- (v) *To encourage and grow junior participation within the province from the ground up. To ensure that participation in our sport is accessible to all and the setting of appropriate targets to all the sport to develop.*

2. Membership of the Committee

2.1 The members, including the Chairperson (Convener) of the Committee, shall be appointed by the Branch Council which will as appropriate appoint members on the recommendation of the Chairperson (Convener) of the Committee. Potential conflicts of interest must be considered by the Convener & Branch Council when forming the committee.

2.2 The Committee will consist of not less than 5 members including up to four (4) members of the Branch Council, one representative of TICA (Tennis Ireland Coaches Association) plus such other independent persons (not exceeding three (2) in number, on the recommendation of the Chairperson (Convener) of the Committee, who he/she believes have the requisite experience to contribute to the deliberations of the Committee.

2.3 Appointments to the Committee shall be for a period of three (3) years, which may be extended by no more than one (1) additional period of up to two (2) further years, provided in the case of any Branch Council Member he/she still meets the criteria for membership of the Committee and subject to the Munster Tennis Constitution.

2.4 The Branch Council shall, from time to time, appoint each such person to the Committee and may, on the recommendation of the Chairperson (Convener) of the Committee, remove any such person at any time or indeed reform the committee if it is not fulfilling its duties.

3. Quorum and meeting procedures

3.1 The quorum for the transaction of the business of the Committee shall be three (3).

3.2 In the absence of the Committee Chairperson (Convener), the remaining members present shall elect one of themselves to chair the meeting.

3.3 The Committee Chairperson (Convener) or his/her nominee, shall be the secretary of the Committee.

3.4 Members may attend a Committee meeting in person or through the use of video or conference telephone or other electronic means whereby all persons participating in the meeting may hear each other speak.

3.5 Meetings shall be conducted in accordance with the Munster Tennis Constitution, the Tennis Ireland Committee Member Hand Book and the Sport Ireland Code.

4. Attendance at meetings

4.1 Only Committee members have the right to attend Committee meetings. The President of the Branch, the Munster Tennis Development Officer and the Munster Tennis Performance Officer may be invited to attend Committee meetings, as considered necessary or desirable by the Committee.

4.2 Members of the general Munster Tennis Management Team and any advisers appointed by the Committee may attend any meeting of the Committee, by invitation of the Committee.

5. Frequency of Meetings

5.1 Meetings shall be held not less than six (6) times each year and at such other times as is required.

5.2 The President of the Branch Council, the Vice President of the Branch Council, the Committee Chairperson (Convener) or two members of the Committee may request a meeting of the Committee, if they consider that one is necessary.

6. Notice of Meetings

6.1 Meetings of the Committee shall be called by the secretary of the Committee at the request of the Committee Chairperson. (Convener)

6.2 Unless otherwise agreed, notice of each Committee meeting confirming the venue, time and date together with an agenda of items to be discussed, shall be forwarded to each member of the Committee (and any other person required to attend the meeting) no later than three (3) days before the meeting. Any supporting papers shall be sent to Committee members and to other attendees as appropriate, at the same time.

7. Minutes of Meetings

7.1 The Secretary of the Committee shall ensure that a formal record of Committee proceedings and resolutions is maintained.

7.2 Following approval of the minutes of each Committee meeting by the Chairperson (Convener) of the Committee, the minutes shall be circulated to all members of the Committee.

Minutes of meetings are to be retained by the Branch Council for future reference.

8. Authority of the Committee

The Committee is authorised by the Branch Council to:

8.1 Action or cause to be actioned any activity within its terms of reference;

8.2 Seek any information that it requires from any employee of Munster Tennis in order to perform its duties and require all employees to co-operate with any request made by the Committee; and

8.3 Conduct its business, adjourn and otherwise regulate its meetings as it shall see fit.

9. Duties of the Committee

The duties of the Committee are :

9.1 Ensure the efficient application and organisation of Munster Tennis Junior Development in the Province of Munster including Development of appropriate junior competitions for all ages and abilities.

9.2 Consider and recommend to the Branch Council a set of best practice principles for the Development of all Munster Tennis Junior Development and to continually review the rules of existing Junior competitions, events and camps etc.

9.3 Supporting and facilitating the Development of new and enhanced junior programmes run by the Branch and also within clubs and in conjunction with other stakeholders such as local authorities etc.

9.4 Report to the Branch Council the progress of Munster Tennis Junior Development Initiatives and Development of Munster Tennis Junior Competitions in the Province of Munster.

9.5 Responding to and answering queries by Clubs, Coaches, Parents and other stakeholders in the area of Junior Development and ensuring there is a transparent protocol developed and in place in relation to same.

9.6 Maintaining and developing good Communication with Clubs, Coaches, Parents and other stakeholders.

9.7 To carry out such other Munster Tennis Junior Development related functions as the Branch Council may require from time to time.

10. Reporting Procedures

10.1 The chairperson of the Committee shall report to the Branch Council at regular intervals on the matters the Committee has reviewed, making recommendations when requested or when the Chairperson (Convener) of the Committee considers appropriate. (minimum Bi-monthly in writing)

10.2 The Committee members shall undertake an annual review of the Committee's performance and these Terms of Reference and, if necessary, make recommendations to the Branch Council for approval.

10.3 The Committee shall produce an annual report of the Committee's activities during the year, which will form part of the Branch Councils Annual Report and Accounts.

10.4 The Chairperson of the Committee shall attend the Branch Council's Annual General Meeting and shall answer questions, through the President of the Branch Council, on the Committee's activities and responsibilities.

10.5 The Chairperson (Convener) of the Committee shall ensure material conduct/risks and events are reported to the Branch Council, making recommendations when requested or when the Chairperson (Convener) of the Committee considers appropriate.

11. Resources

11.1 The Munster Tennis Administrator will assist the Committee in its work.

11.2 The Committee members will be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Munster Tennis Council Policy on expenses.

Appendix 1: Committee Members Declaration

I, _____

_____ serving in my personal capacity on the **Munster Tennis Junior Development Sub-Committee** declare and confirm that I have read and understand this Tennis Ireland Committee Handbook and Code of Conduct, and that I agree to abide at all times by its terms.

Signature _____

Position _____

Date _____