

FINANCE & RESOURCES COMMITTEE - CAMBRIDGESHIRE TENNIS

Introduction

Cambridgeshire Lawn Tennis Association is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The Association is generally known as Cambridgeshire Tennis and is currently unincorporated. Voting members are clubs within the County that are registered with the LTA. Schools, other educational establishments, and parks registered with the LTA and located within Cambridgeshire are also supported by the County but are not voting members. The management of Cambridgeshire Tennis is overseen by a volunteer Management Committee elected annually by its Members. The Management Committee in turn oversees several committees responsible for specific aspects of County Tennis as well as all remunerated roles required to support the work of the Association.

The vision and mission of Cambridgeshire Tennis are aligned with those of the LTA: tennis opened up; to grow tennis by ensuring it is relevant, accessible, welcoming and enjoyable. The Association works closely with the LTA to promote and deliver agreed strategies and carry out specific responsibilities at County level. We value diversity and inclusion, and encourage people from all backgrounds and experiences to apply to join Cambridgeshire Tennis, to help broaden our perspectives in everything we do. We want our members to be advocates for equality in the role they hold and to embed equality, diversity and inclusion into all work and functions.

F&R Committee Structure

- The F&R Committee will be chaired by the Treasurer of Cambridgeshire Tennis.
- The Chair of the F&R Committee will sit on the Management Committee and is elected for a one-year period by the voting membership of the County at each Annual General Meeting. The voting membership currently comprises tennis clubs located within Cambridgeshire that are registered with the LTA
- Members of the F&R Committee will be
 - The treasurer (who chairs the F&R committee)
 - The County chair (who may chair the F&R committee in the absence of the treasurer)
 - The sponsorship lead(s)
- Others may be appointed to assist with the responsibilities or invited to attend to discuss specific issues, e.g., in connection with setting budgets

There is a maximum term limit of nine years for all members of Cambridgeshire Tennis Committees. Should any Committee member subsequently serve on the Management Committee, their prior time on other Committees is not taken into account and an additional term of up to nine years is permitted. Any person serving on a Committee by reason of their role shall remain in place for the duration of them holding the role unless the terms of reference of the Committee changes. Any exception to term limits must be agreed by the Management Committee for a specified additional period of time.



F&R Committee Terms of Reference

- The F&R Committee is responsible for the financial wellbeing of Cambridgeshire Tennis. This will be achieved through prudent budgeting and considered deployment of the financial resources available to open tennis up in the County.
- The schedule to this document lists the current responsibilities of the F&R Committee.

The Committee may agree with the Treasurer an annual budget that it can use to support the discharge of its responsibilities without further consultation. Should any action (or series of cumulative actions) be likely to exceed the budget, prior approval should be obtained from the Management Committee. Furthermore, if any proposed action of the Committee will bind the County for more than the current year, prior authority shall be obtained from the Management Committee.

Core Responsibilities of the Cambridgeshire Tennis Finance & Resources Committee

Responsibility	Time of Year (if specific)
Governance: Responsible for the policies and approach adopted by the County concerning Finance and Resources	
Governance (Finance and Risk): Responsible for producing and monitoring a risk register	Review high risks at each meeting
Governance (Finance and Risk): Responsible for producing an annual budget and managing County finances	
Governance: Finance and Risk: Responsible for producing and monitoring a reserves policy	Annual review
Partnerships: Responsible for securing partnerships in line with LTA policies	
Partnerships: Responsible for managing relationships with partners	Annual

Document Revision History

Version	Date	Review Date	Revision	Completed by
1.0	27/05/23	01/01/26	First version, no revisions	Mark Sanders & Julie Wych

Ownership of this document belongs to the Chair of the Finance & Resources Committee of Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.