

## MANAGEMENT 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.

### Management Committee Structure

The principal committee overseeing Cambridgeshire Tennis is the Management Committee. This comprises a maximum of 12 members and is charged with overseeing the direction of tennis in the County of Cambridgeshire. The members of the Management Committee are elected for a one-year period by the voting membership of the County (currently tennis clubs located within Cambridgeshire that are registered with the LTA) at the Annual General Meeting.

The positions on the Management Committee will vary from time to time. As at December 2022 the composition is as follows:

**Chair:** An officer of the Association. Also chair of the Finance and Resources Committee

**Treasurer:** An officer of the Association. Sits on the Finance and Resources Committee

**Secretary:** An officer of the Association

**Performance:** Chair of the Performance Committee

**Junior Teams Manager:** The holder of this position is co-opted onto the Management Committee as they are responsible for junior team selection and management and setting up County training for all U18 age group teams

**Participation:** Chair of the Participation Committee

**Inclusion Officer:** This role is positioned within the Participation Committee because of its important links with venues. The role leads the County disability programmes as well as leading on our County Inclusion Action Plan

**Women & Girls Lead:** This position specifically looks at initiatives to build interest and involvement in tennis as players, coaches, officials or volunteers from women and girls

**County Safeguarding Officer:** Responsible for all aspects of safeguarding impacting on County tennis



**LTA Councillor:** The Councillor is appointed by the Management Committee. Their appointment can be withdrawn if the Committee is no longer satisfied with the performance of the Councillor. Because of their role as a link between the National Governing Body and County, it is vital that they sit on the Management Committee

- The members of the Management Committee are 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
- Every effort is made to ensure the composition of the Management Committee reflects the diversity of the County
- There is a term limit of nine years for Committee members
- Subject to not exceeding the maximum number of 12 members, the Committee can co-opt people with specific skills to assist with activities
- Chairs of other County committees sit on the Management Committee so that there is a constant update of activity

*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.*

### **Management Committee Terms of Reference**

- The Management Committee is charged with ensuring that all current elements of the core responsibilities of the County – produced by the LTA in conjunction with Counties – are carried out in a professional and efficient manner within an annual budget set by the County
- The schedule to this document lists the current responsibilities of the Management 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 Management Committee

Responsibility	Time of Year (if specific)
<b>Governance:</b> Main committee overseeing Cambridgeshire Tennis and bringing together all the elements of county tennis	
<b>Governance:</b> Ensure compliance with LTA conditions of membership	
<b>Governance:</b> Appoint LTA Councillor	As vacancy arises
<b>Governance:</b> Comply with County Governance Framework	Ongoing 100% by 2024
<b>Governance:</b> Members shall be prepared to chair sub-committees	4-6 meetings per annum
<b>Governance:</b> Meet to review reports from all committees and from Councillor to ensure all county responsibilities are being professionally and efficiently carried out within agreed budgets	4-6 meetings per year
<b>Purpose:</b> Be visible & approachable to all stakeholders	
<b>Purpose:</b> Ensure positive, respectful & inclusive behaviour	
<b>Safeguarding:</b> Responsible for nominating a County Safeguarding Officer	
<b>Clubs:</b> Responsible for promoting (to venues) volunteering opportunities within County Association	
<b>Inclusion Development:</b> Appoint Open Court programme lead	
<b>Competition:</b> Appoint Seniors County Organiser (SCO)	
<b>General:</b> Support major County events and functions	
<b>General:</b> Be an advocate for Cambridgeshire Tennis	

## 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 Cambridgeshire LTA. Please ensure revisions are documented in this table and the filename version and date are updated.

