

## PARTICIPATION 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.

### Participation Committee Structure

- The Chair of the Participation 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
- Every effort is made to ensure the composition of the Participation Committee reflects the diversity of the County
- There is a recommended term limit of nine years for all members of the committee.
- All members of the Participation Committee are appointed by the Chair subject to a maximum of 12 in total
- Appointments are based on the willingness of members to actively engage with the tennis community through liaison with clubs
- An important objective is to ensure a good geographical spread of members around the County so that responsibility for liaison with a number of local clubs can be spread amongst them
- Due to the importance of programmes in venue to support those with physical or mental impairments, an Inclusion Officer is embedded within the Participation Committee. This position also sits on the Management Committee

*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.*



## Participation Committee Terms of Reference

The Participation Committee is responsible for supporting and promoting the growth and development of tennis in all venues in the County. It aims to support tennis clubs and the network of volunteers and coaches that enable clubs to thrive. The schedule to this document lists the current responsibilities of the Participation 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 Participation Committee

Responsibility	Time of Year (if specific)
<b>Governance:</b> Attend meetings to discuss aspects of participation	4-6 times per year
<b>Governance:</b> Report committee updates to Management Committee	
<b>Volunteering:</b> LTA Awards: Responsible for appointing an LTA Awards Representative. Currently Participation Chair and County Chair carry this out jointly	
<b>Volunteering:</b> LTA Awards: Promote Awards through Club Liaison Officers	
<b>Volunteering:</b> LTA Awards: Judge County nominations with County Chair. Propose nominations for regional stage	
<b>Volunteering:</b> LTA Awards: Put forward a judge for Regional Panel (currently County Chair)	
<b>Volunteering:</b> LTA Awards: Lead organisation of County Awards process.	
<b>Participation:</b> Facilities Investment: Assess venues seeking funding for facilities and suggest best approach. Possible LTA or County loans are available.	
<b>Participation:</b> Provide club support: Via Venue Forums, coffee mornings and club liaison etc.	
<b>Participation:</b> Disability Development: Ensure Inclusion Officer is appointed	
<b>Participation:</b> Support Inclusion Officer to carry out their role	

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

