

PERFORMANCE 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.

Performance Committee Structure

- The Chair of the Performance 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
- The following members of the Performance Committee are appointed by reason of their role in County tennis:
 - The Junior Teams Manager
 - The Captain of the open men's team
 - The Captain of the open ladies' team
 - The Seniors County Organiser (SCO)
- Other members of the Performance Committee are appointed by the Chair subject to a maximum of 12 in total
- Every effort is made to ensure the composition of the Performance Committee reflects the diversity of the County
- There is a recommended term limit of nine years for all members of the Committee other than those that are appointed by reason of their role. Their position on the Committee lapses upon resignation or termination of the role

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.



Performance Committee Terms of Reference

The Performance Committee is responsible for the oversight of the training, competition, and performance elements of Cambridgeshire Tennis. The schedule for this document lists the current responsibilities of the Performance 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 Performance Committee

Responsibility	Time of Year (if specific)
Governance: Responsible for the policies and approach adopted by the County concerning performance, competition & training	
Governance (Finance): Establish and work to a budget for competition and training for each year. Monitor budget	Annual in September
Governance: Set objectives (KPIs) for Junior Teams Manager and open team managers and SCO	Annual
Governance: Arrange meetings to discuss aspects of performance- junior/open and senior competition and junior training	
Governance: Report committee updates to Management Committee.	
Governance (People): Review performance of Junior Teams Manager and coaches undertaking County coaching or team captain roles	Annual
Governance (People): Review any disciplinary cases or serious parental complaints. Agree a course of action	
Governance (Safeguarding): Ensure appropriate policies and processes are in place. Review and issues arising and take appropriate remedial action	All meetings
Competition: Establish transparent policy concerning selection for County competitions and monitor it is applied. For open and senior competitions, this heavily involves team captains.	
Competition: Establish policies for travel and accommodation including safeguarding and expense payment. Ensure these are adhered to.	
Competition (County Cup): Responsible for ensuring team captains are appointed for junior, open and senior teams	September - November
Competition: National League (junior & open): Appoint a paid league organiser	December

Competition (Play your Way to Wimbledon): Responsible for appointing a County level competition organiser	January
Competition (County Championships): Responsible for booking venues, officials and equipment	February

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