

Tennis Leicestershire

Sub Committee Terms of Reference

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FINANCE COMMITTEE – TENNIS LEICESTERSHIRE

Introduction

Tennis Leicestershire Ltd is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The management of Tennis Leicestershire is overseen by a Board of Directors elected by its members who are the Tennis Clubs in Leicestershire registered with the LTA.

The Tennis Leicestershire Board and Committees are at the very heart of everything we do. They are a collection of dedicated volunteers and individuals who are extremely passionate about growing tennis across Leicestershire.

Finance Committee Structure

- The Finance Committee will be chaired by the Finance Director of Leicestershire Tennis.
- The Chair of the Finance Committee will sit on the Board and is elected for
- in accordance with the Articles of Association
- Members of the Finance Committee will be
 - The Finance Director (who chairs the Finance committee)
 - The County chair (who may chair the Finance committee in the absence of the Finance Director)
 - 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 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 Tennis Leicestershire Committees. Should any Committee member subsequently serve on the Board, 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 Board for a specified additional period of time

Finance Committee Terms of Reference

- The Finance Committee is responsible for the financial wellbeing of Tennis Leicestershire
- 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 Finance Committee
- The Committee may agree with the Finance Director an annual budget for submission to the Board for approval 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 Board. 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 Board.

Meeting arrangements

Frequency: Bi-monthly meetings (more often if required) on dates to be agreed at the first meeting.

Venue: Meetings to be in person at agreed location (e.g. Knighton Tennis Centre) or online via Zoom/Teams, as agreed with attendees.

Record of meetings: Actions and Decisions Logs to be maintained as a record.

Reporting: A brief update of the committee's key work, actions, and decisions will be provided to the Board in advance of each Board meeting, along with anything that the committee requires the Board to discuss or approve. Format of report to be standardised across all Committees reporting into the Board.

Core Responsibilities of the Tennis Leicestershire Finance Committee

Responsibility	Time of Year (if specific)
Governance: Responsible for the policies and approach adopted by the County concerning Finance and Resources	
Governance (Finance & Risk): Responsible for producing and monitoring a risk register	Full review annually in September Review high risks at each meeting
Governance: (Finance and Risk): Responsible for producing and monitoring a reserves policy	Annual review
Governance: Report committee updates to the Board.	All meetings
Partnerships: Responsible for securing partnerships in line with LTA policies	
Partnerships: Responsible for managing relationships with partners	January
LTA Funding: Liaison with the LTA on funding, including providing data and reports in line with the LTA's Funding Model	In accordance with LTA Grant reporting schedule
Reserves Policy: Establishment, maintenance and reporting of a Reserves Policy	

Document Revision History

Version	Date	Review Date	Revision	Completed by
1	14/11/24	14/11/2025		Eamonn Canavan

Ownership of this document belongs to the Chair of the Finance Committee of Tennis Leicestershire. Please ensure revisions are documented in this table and the filename version and date are updated

COMPETITIONS COMMITTEE – TENNIS LEICESTERSHIRE

Introduction

Tennis Leicestershire Ltd is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The management of Tennis Leicestershire is overseen by a volunteer Board of Directors elected annually by its members who are the Tennis Clubs in Leicestershire registered with the LTA.

The Tennis Leicestershire Board and Committees are at the very heart of everything we do. They are a collection of dedicated volunteers and individuals who are extremely passionate about growing tennis across Leicestershire.

Competitions Committee Structure

- The Chair of the Competitions 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 Leicestershire that are registered with the LTA
- The following members of the Competition Committee are appointed by reason of their role in County tennis:
 - The County Competition Organiser
 - The League Administrator
- Other members of the Competitions Committee are appointed by the Chair subject to a maximum of 12 in total
- Every effort is made to ensure the composition of the Competition 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 Tennis Leicestershire 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

Competitions Committee Terms of Reference

The Competitions Committee is responsible for the oversight of all county Leagues and competitions. The schedule below lists the current responsibilities of the Competition Committee.

Core Responsibilities of the Tennis Leicestershire Competitions Committee

Responsibility	Time of Year (if specific)
Governance: Responsible for the policies and rules concerning all County Leagues and competitions both Junior and Senior.	
Governance (Finance): Establish a budget for competition for each year. Agree the League/competition entry fees. Monitor budget	Annual in September All meetings
Governance: Report committee updates to Management Committee.	
Governance (People): Review any complaints regarding the rules and regulations of the leagues and agree a course of action and if they should be referred to the CSO or Chair of Tennis Leicestershire for action.	Ad hoc
Governance (Safeguarding): Ensure appropriate policies and processes are in place. Review and issues arising and take appropriate remedial action	All meetings
Communication Communicate regularly with Clubs via Match secretaries to make the aware of any changes to rules/leagues/ systems	
Competition (Play your Way to Wimbledon): Responsible for appointing a County level competition organiser	January
Competition (County Championships): Have a regular updates/ reports from the organising Committees of the Junior and Senior County Championships.	All meetings

Document Revision History

Version	Date	Review Date	Revision	Completed by
1	29/10/24	29/10/2025		Kate De Fraja

*Ownership of this document belongs to the Chair of the Competition Committee of Tennis Leicestershire.
Please ensure revisions are documented in this table and the filename version and date are updated.*

Tennis Leicestershire -Equality, Diversity and Inclusion Working Group

Introduction

Tennis Leicestershire Ltd is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The management of Tennis Leicestershire is overseen by a volunteer Board of Directors elected annually by its members who are the Tennis Clubs in Leicestershire registered with the LTA.

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Terms of Reference

Purpose

To inform Tennis Leicestershire's work in relation to equality, diversity and inclusion.

The Role of the group

- (a) Create Tennis Leicestershire's, Diversity and Inclusion Action Plan (DIAP) as per requirements of the Code for Sports Governance for Board's approval before publishing it on the Tennis Leicestershire website.
- (b) Review and evaluate the Diversity and Inclusion Action Plan on an annual basis before it is reviewed by the Board.
- (c) Create Tennis Leicestershire's Diversity and Inclusion statement and review it annually.
- (d) Contribute to any organisational work related to diversity, equality and inclusion as and when required.

Membership

The Equality, Diversity and Inclusion Working Group will include representation from people with valued lived experience and skillsets:

- a Board champion

- representatives from the wider team
- any others as appropriate depending on the agenda of the meeting as and when necessary

Reporting

The group will update Board and relevant investors as appropriate and submit any proposals requiring approval to Board before sharing with investors.

Meeting Schedule

Equality, Diversity and Inclusion Working Group will meet as appropriate, but will schedule at least two meetings a year.

Document Revision History

Version	Date	Review Date	Revision	Completed by
1	01/11/24	01/11/2025	Draft for Board approval	Jayant Mistry

Ownership of this document belongs to the Board Champion of the EDI Working Group of Tennis Leicestershire. Please ensure revisions are documented in this table and the filename version and date are updated.

MEDIA & EVENTS COMMITTEE – TENNIS LEICESTERSHIRE

Introduction

Tennis Leicestershire Ltd is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The management of Tennis Leicestershire is overseen by a volunteer Board of Directors elected annually by its members who are the Tennis Clubs in Leicestershire registered with the LTA.

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Media and Events Committee terms of reference

Purpose

- Agree and oversee the delivery of the County's Publicity/Media activity
- Manage the County's Events
 - Awards Evening
- Ensure accountability to the Main Board.
- To embed equality, diversity and inclusion into all publicity and functions.
- Scrutinise policies and procedures in relation to Media and Events.
 - Online safety and Communications Policy
 - Photography and Filming Policy
- Manage levels of risk and risk management processes for all Events

Membership

- Main Board Director responsible for Media and Events
- Media/Press Officer
- TL Administrator
- Other volunteers or members of the Board who may be responsible for organising events.

There is a maximum term limit of nine years for all members of Tennis Leicestershire 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

Core Responsibilities

- Meet as often as is necessary to agree Media and Publicity activity and organise events
- Scrutinise policies and procedures in relation to Media and Events.
 - Online safety and Communications Policy
 - Photography and Filming Policy
- Keep themselves informed about sector activities.
- Keep up to date with regulations, relevant sector developments and strategies.
- Attend key public events related to the successful running of tennis activity within the County.
- Provide an update report to each Board meetings on activities.

Document Revision History

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1	29/10/24	29/10/2025		Kate De Fraja

Ownership of this document belongs to the Chair of the Media & Events Committee of Tennis Leicestershire. Please ensure revisions are documented in this table and the filename version and date are updated.

LOANS COMMITTEE – TENNIS LEICESTERSHIRE (DRAFT)

Introduction

Tennis Leicestershire Ltd is a county tennis association which is a member of the LTA, the National Governing Body for Tennis in Great Britain. The management of Tennis Leicestershire is overseen by a volunteer Board of Directors elected annually by its members who are the Tennis Clubs in Leicestershire registered with the LTA.

The Tennis Leicestershire Board and Committees are at the very heart of everything we do. They are a collection of dedicated volunteers and individuals who are extremely passionate about growing tennis across Leicestershire.

Loans Committee Terms of Reference

Purpose

To make unsecured interest free loans to clubs to improve their facilities such as:

- Construction of extra courts
- Relocation of the club
- Installation/upgrade of floodlights
- Domes/indoor facilities
- Clubhouse projects – new build, extensions, changing room upgrades, kitchen area enhancements, furniture purchases.
- Car parking facilities
- General site improvements
- Equipment purchases

Membership

- Chair Tennis Leicestershire
- Finance Director
- Board member or volunteer with an interest in the committee

There is a maximum term limit of nine years for all members of Tennis Leicestershire 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

Core Responsibilities

- Meet as often as is necessary to agree to consider applications from Clubs.
- Evaluates the application based on the financial and other information provided by the Club to ensure it fits within the guidelines of the Loan scheme. (See appendix 1).
- Seeks clarification from the club and offers advice if further information is required.
- Recommends agreed Loan amount is to the TLL Board for approval.
- Prepares a Contract which includes re-payment details of the loan and sends it to the club for signing.
- Once signed by the club, arranges via the TLL Treasurer for 50% of the loan to be transferred to the club's bank account with the remaining 50% paid upon completions of the project.
- Monitor the repayment of loans and follow up if any payments missed.
- Provide an update report to each Board meetings on activities.

Appendix : Guidelines of the Tennis Leicestershire Club Loan Scheme

- Security of tenure required – freehold or a minimum of 10 years leasehold
- Planning permission in place (if needed)
- The club constitution must allow borrowing of funds
- The project will need to be viable in the long term
- The club will agree to remain affiliated to tll for a minimum of 5 years
- Generally, expect LTA & other funding applications to have been made
- £15,000 per application or 50% of total cost whichever is the lowest
- Re-payments over 1 to 5 years
- Sinking fund to be maintained in accordance with lta guidelines
- Must provide financial information – profit & loss account and balance sheet for the last 2 years and 5-year cash flow forecast
- Provide estimates and quotes for the project
- Provide forecast of KPIs improvement on membership growth, licensed coaches, juniors competing and school links etc.
- To work with TLL on junior development programme, child protection policy, open access policy, licensed and qualified coaches and additional key areas of tennis development

Document Revision History

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1	25/11/24	25/11/2025		Kate De Fraja

Ownership of this document belongs to the Chair of the Loans Committee of Tennis Leicestershire. Please ensure revisions are documented in this table and the filename version and date are updated.

PERFORMANCE COMMITTEE - TENNIS LEICESTERSHIRE(DRAFT)

Introduction

Tennis Leicestershire 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 Tennis Leicestershire 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 Tennis Leicestershire 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 Tennis Leicestershire 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 Tennis Leicestershire, 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)
 - A parent representative

- 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 Tennis Leicestershire 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 (Draft)

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

The Committee may agree with the Finance Director 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 Tennis Leicestershire 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

Document Revision History

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1.0	19/11/24	19/11/25	First version, no revisions	Kate De Fraja

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