

TOURNAMENTS COMMITTEE – TERMS OF REFERENCE

Approved February 2016

Strategic Plan Goal:	<ul style="list-style-type: none"> • Key result areas pertaining to: <ol style="list-style-type: none"> 1. Promoting frequent play 2. Promoting/facilitating and delivering organized events 3. Support to member/partner organizations
Purpose:	<ul style="list-style-type: none"> • Establish an equitable and transparent process for approving the schedule of Tennis Alberta sanctioned events • Establish a sanctioned event contract between Tennis Alberta and its host clubs. • Review, develop and/or revise any tournament policies NOT included in Tennis Alberta's Junior Competitive Structure Document.
Composition:	<ul style="list-style-type: none"> • The committee will be comprised of a Tennis Alberta staff member, and members of the tennis community at large (as outlined below). Individuals with experience in each of the following areas will be sought: <ul style="list-style-type: none"> ○ Tournament administration (scheduling, tournament desk functions, etc.) ○ Senior tennis ○ Officiating ○ Adult tennis ○ TDC (Tennis Development Centre/indoor club) operations ○ Seasonal (outdoor club) operations <p>Representatives must be Tennis Alberta members in good standing and may not currently hold a position on Tennis Alberta's Board or other committees.</p>
Appointment of Committee Members:	<ul style="list-style-type: none"> • Initially, committee members will be approved by Tennis Alberta's Board of Directors. • Committee members will be appointed for an indefinite term, and will be removed or replaced at the discretion of the Chair and existing committee.
Accountability	<ul style="list-style-type: none"> • Committee members and any sub-committees are accountable to the Chair. • Chair will report to the Board of Tennis Alberta
Objectives:	<ol style="list-style-type: none"> 1. To develop a process by which the seasonal tournament/event schedule is reviewed and approved. 2. Carry out the process above in preparation for each competitive season (indoor and outdoor). 3. Development and review of the process used to assign/distribute hosting rights for provincially sanctioned events 4. To facilitate the bidding process if appropriate 5. To liaise with JDC and JPAC to ensure that the schedules are robust and reflect the interests of the TA membership as well as the association's strategic objectives 6. Review and revise a Tournament Director manual and other resources to be utilized by host clubs 7. To review and make recommendations on club hosting agreements or sanction contracts with Tennis Alberta 8. Investigate the use of incentives, materials or tools to stimulate more hosting and increased compliance to standards

	<p>9. Review and revise the current set of general tournament policies and standards in effort to improve the tournament environment</p> <p>10. Clarify roles and responsibilities with respect to tournament administration</p>
Scope	<ul style="list-style-type: none"> • Review of the Tennis Alberta Indoor and Outdoor Tournament Schedules so that all events are balanced and coordinated as best as possible • Policies and procedures for adult and senior tournaments and other sanctioned events
Out of Scope	<ul style="list-style-type: none"> • Any content or policies contained in Tennis Alberta's Junior Competitive Structure document
Chair	<ul style="list-style-type: none"> • The Chair will be chosen from among the committee members • The Chair will be responsible to: ensure that each meeting is planned effectively, ensure that minutes are kept (which record decisions made, actions to be taken and/or recommendations for consideration), monitor the committee's performance and to generally manage and drive the functions of the committee • The Chair will act as a liaison with Tennis Alberta as requested • The Chair of the committee will be appointed for a term of one year, for an unlimited number of terms
Reporting and Authority	<ul style="list-style-type: none"> • The committee will report back to the Tennis Alberta Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration regarding anything outside the scope of this committee. • The Chair will provide an annual or semi-annual report to the Tennis Alberta Board as requested. • The committee may only make decisions falling within the scope outlined in this document. • The Board reserves the right to disband this committee at its discretion.
Meetings	<ul style="list-style-type: none"> • Meetings will be at the call of the Chair of the Committee.
Quorum	<ul style="list-style-type: none"> • A quorum of 50% is required to conduct the business of the committee including the Tennis Alberta representative