



# Junior Development Committee

## TERMS OF REFERENCE

<b>1.1 Committee Type:</b>	Advisory Committee The Board reserves the right to disband this committee at its discretion.
<b>1.2 Strategic Plan Goals:</b>	<ul style="list-style-type: none"> <li>• Key result areas pertaining to:             <ol style="list-style-type: none"> <li>1. Recreational player development</li> <li>2. Competitive player development</li> <li>3. Player retention (transition into Tennis for Life stream)</li> </ol> </li> </ul>
<b>1.3 Vision:</b>	<ul style="list-style-type: none"> <li>• To develop an effective and integrated system of competitive opportunities for Alberta Junior tennis players to:             <ol style="list-style-type: none"> <li>1. Be active, healthy and engaged in physical activity for life; and</li> <li>2. Achieve personal best performances at all levels of competition;</li> <li>3. Achieve LTAD recommendations for the number of competitive opportunities which are developmentally relevant.</li> </ol> </li> </ul>
<b>1.4 Purpose:</b>	<ul style="list-style-type: none"> <li>• To provide unbiased guidance and assistance intended to:             <ol style="list-style-type: none"> <li>1. best develop a system which includes a route for those who wish to excel, and options that promote “tennis for life” for enjoyment, health, participation and achievement;</li> <li>2. assist staff to effectively communicate the purpose, structure, policies and procedures of this system to all players, stakeholders and partners;</li> <li>3. identify and advise Alberta’s best players for Jr. Champs Provincials and Jr. Nationals;</li> <li>4. protect the interests of the Tennis Alberta, as well as current and future players.</li> </ol> </li> <li>• To act as ambassadors of Alberta’s competitive structure and a source of information for others.</li> <li>• To support and act as advisors to Tennis Alberta staff who are responsible to design and implement Jr. High Performance programs and opportunities.</li> <li>• To provide support and mentorship to Tennis Alberta’s Provincial Coaches.</li> </ul>
<b>1.5 Scope</b>	<ul style="list-style-type: none"> <li>• To provide recommendations for the development, implementation and review the Junior Competitive Structure (sanctioned tournaments, qualification process for Jr. Champs Provincials and Jr. Nationals)</li> <li>• To provide recommendations within specified and approved timelines for Special Exemptions and Wild Cards</li> </ul>
<b>1.6 Out of Scope:</b>	<ul style="list-style-type: none"> <li>• Coach selection for Jr. Nationals and for any previously unassigned opportunities.</li> <li>• HP Program design and player selections (U10/U12 Provincial Teams, CSG/WCSG teams, other ad-hoc opportunities)</li> <li>• Provincial Coach duties, assignments and responsibilities</li> <li>• Operational decisions- that is any type of short-term decision in lieu of long-term strategies. These involve the day-to-day operations of the association, contractor or staff conduct/responsibilities, or events</li> <li>• Approval of selection criteria for HP Programs or other opportunities which would be proposed by TA staff (developed in consultation with Provincial coaches).</li> <li>• Selection of Provincial Coaches (in consultation with Tennis Alberta’s Executive Director- see Reporting and Authority section for details).</li> </ul>



<b>1.7 Composition and Appointment:</b>	<ul style="list-style-type: none"><li>• Committee members must be in good standing with the association and may be removed at the discretion of the Board for reasons such as inappropriate conduct or actions which are detrimental to the interests of the association.</li><li>• The committee will be comprised of one representative from each of the TDC's in Alberta (appointed by the Club Manager, Head Tennis Professional or President of the club) and the Technical Director of High Performance and Junior Player Development and the Executive Director of Tennis Alberta.</li><li>• Each club may have a maximum of two representatives attend face-to-face meetings and conference calls at the discretion of the Committee, although each club will have only one vote</li><li>• Committee members will be appointed for a 2-year term, and will be removed or replaced at the discretion of his or her Club Manager, Head Tennis Professional or President</li><li>• Individuals may not be voting members of the JDC if they are a parent or guardian of a child actively competing in Tennis Alberta's competitive tennis stream.</li></ul>
<b>1.8 Disclosure of Conflicts of Interest</b>	<ul style="list-style-type: none"><li>• The Committee Chair must request that Committee members disclose any conflicts of interest.</li><li>• A Committee member must, immediately upon becoming aware of a potential conflict of interest, disclose the conflict to the Committee Chair or Tennis Alberta Executive Director.</li><li>• If a Committee member is uncertain whether a situation involves a conflict, the member must immediately seek the advice of the Committee Chair or Tennis Alberta Executive Director.</li><li>• If a Committee member believes that another Committee member is in a conflict of interest situation, the Committee member must immediately identify the conflict to the other committee member and request that the conflict be declared. If the other committee member refuses to declare the conflict, the concerned committee member must immediately notify the Tennis Alberta Committee Chair.</li><li>• If the situation involves a conflict of interest by the Committee Chair, the issue must be referred to the Tennis Alberta Executive Director.</li><li>• A Committee member must disclose the nature and extent of any conflict after which the facts leading to the conflict have come to that Committee member's attention. The disclosure must be recorded in the minutes of the meeting. After disclosing the conflict, the Committee member:<ol style="list-style-type: none"><li>1. may take part in the discussion of the matter but cannot vote on any respect of the matter (although the member may be counted in the quorum present at the meeting);</li><li>2. must not attempt, in any way or at any time, to influence the discussion or the voting of the Committee, Tennis Alberta Executive Director or Tennis Alberta Board of Directors on any question relating to the matter giving rise to the conflict.</li><li>3. where a conflict of interest is discovered after consideration of a matter, the conflict must be disclosed to the Tennis Alberta Board President and appropriately recorded at first opportunity. If the Board determines that member in conflict influenced the decision of the matter, the Board shall re-examine the matter and may rescind, vary, or confirm its decision.</li></ol></li></ul>



<p><b>1.9 Chair:</b></p>	<ul style="list-style-type: none"> <li>• The Chair will be a member of Tennis Alberta’s Board of Directors or a member of the tennis community at large</li> <li>• The Chair will be appointed by the Junior Development Committee and approved by Tennis Alberta’s Board of Directors</li> <li>• Previous experience in and knowledge of the competitive junior environment in Alberta is preferred</li> <li>• 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</li> <li>• The Chair will act as a liaison with the Board as requested</li> <li>• The Chair of the committee will be appointed for a term of one year, for an unlimited number of terms</li> </ul>
<p><b>1.10 Accountability:</b></p>	<ul style="list-style-type: none"> <li>• Committee members and any sub-committees report to the Chair</li> <li>• Chair will act as the liaison to the Committee and as the liaison with the Board</li> <li>• Members are expected to publicly support the decisions of the Committee</li> <li>• Members are expected to be familiar with the activities and decisions of the Committee</li> <li>• Committee members must avoid situations of actual, potential or perceived conflict of interest.</li> </ul>
<p><b>1.11 Reporting and Authority:</b></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• The Chair will provide an annual or semi-annual report to the Board, as requested.</li> <li>• The committee may only make decisions falling within the scope outlined in this document.</li> <li>• Only the club representatives shall have voting privileges in providing recommendations. The ED will retain the right to refuse the appointment of any individual to this position at his or her sole discretion, he or she will not have the authority to appoint a Provincial Coach without the support and recommendation of the HP Committee (which is separate from the JDC, in which consists of Tennis Alberta's Executive Director &amp; Technical Director, the Chair of the JDC, Tennis Canada's Director of HP Clubs &amp; the Head National Coach of Alberta National Junior Training Program).</li> </ul>
<p><b>1.12 Meetings</b></p>	<ul style="list-style-type: none"> <li>• The Committee will hold a minimum of one face-to-face meeting per year.</li> <li>• Additional meetings and conference calls will be at the call of the Chair of the Committee.</li> </ul>
<p><b>1.13 Quorum</b></p>	<ul style="list-style-type: none"> <li>• A quorum of 50% plus one (of voting members) is required to conduct the business of the committee</li> <li>• Note that some decisions may have a supermajority requirement (such as a two-thirds majority). These cases will be outlined in the Junior Competitive Structure document.</li> </ul>