



TENNIS NORTHERN REGION **INTERCLUB COMMITTEE**

INTERCLUB COMMITTEE TERMS OF REFERENCE

Interclub Committee Terms of Reference

These are the Terms of Reference for the Interclub Committee (“the Committee”) of Tennis Northern Region (TNR). The Committee was established by the Board of Tennis Northern in terms of its constitution dated 19 August 2009.

The Committee now operates under Rule 24.2 of the new constitution adopted in March 2025. This Rule states, “...The Tennis Northern Board may also establish sub-committees to assist in fulfilling its responsibilities and may delegate specific powers or tasks to those sub-committees as it deems appropriate.....”

Duration of Committee

The Committee is ratified by the Board each year. Existing members may be nominated for membership each year with no time limit.

Membership of Committee

The membership of the Committee comprises of:

- Up to eight committee appointments. Applications shall be called for by 31 August each year, citing preferential experience required in Interclub knowledge and rules.
- The Committee Chairperson (Chair) will be elected by the Committee. The role of the Chair is to chair the meetings and to act as a single conduit with the Chief Executive Officer (CEO). The role of Chair must rotate after three consecutive years, unless the Committee chooses (at its complete discretion) to extend the appointment on a 12-month rolling basis.

In addition, the following people may attend meetings:

- TNR CEO.
- TNR Tennis Operations Manager or any other TNR employee as requested.
- Board Chairperson or their nominee.

Reporting

The committee will report through its Chair to the TNR CEO.

Scope and Purpose of Committee

The overarching objective of the Committee is to enhance club relationships and to help TNR to grow and promote tennis in line with the TNR Strategic and Annual Plans, with regard also to Tennis New Zealand’s current strategic plan.

The purpose of the Committee is to provide advice to the TNR Interclub Manager and CEO in relation to senior and junior interclub (including Chelsea Cup), interclub rules and regulations, policies, and club feedback, and to produce the outputs described below.

Any other projects and responsibilities as agreed to with the CEO/ Board.

The Committee supports the operational arm of TNR, but there is also the opportunity to contribute to the Board's strategic function through the Chairperson and CEO.

Outputs and Accountabilities Required

The Committee will be responsible for producing the following outputs/ accountabilities within the agreed timeframes (these may be added to from time to time):

- Develop an interclub review process and timeline.
- Undertake an annual interclub review using the approved process.
- Provide the TNR management team with ongoing interclub advice.
- Review, as required, any interclub disputes and queries tabled by TNR staff. TNR staff will attempt to provide a solution before it refers matters to either the Interclub Panel, or the Executive Committee.
- Determine, through due and recorded process, interclub disputes referred to the Committee by the Interclub Panel.
- Provide an ongoing communication link between clubs and players and the TNR management team.
- Deal with any club correspondence (including emails) addressed to the Committee or referred by the management team- ongoing.
- Review the final draft of the Interclub Rules handbook and interclub entry forms prior to distribution.

Delegated Authority

The Committee has the following delegated authority:

- Achieving the above designated outputs.
- Co-opting members, as/ when necessary.
- Recommending changes to TNR operations, through a defined feedback process from clubs.
- Recommending changes to interclub rules and/or formats.
- Resolving senior and junior interclub complaints and appeals in accordance with the Interclub Rules.

Interclub Complaints and Appeals

Complaints and appeals are made in accordance with the Interclub Rules, currently Rule 24. Enquiries, complaints and appeals must be made by clubs to the TNR office. The office will attempt to resolve these in the first instance. If the office requires assistance or doesn't feel it can make a decision, the complaint/communication should be referred to the Interclub Panel. The Interclub Panel shall be three Committee members as decided by the committee and TNR CEO. They shall rule, by majority decision, on all enquiries and complaints. If there is a split vote, the Committee Chair shall have the casting vote.

Appeals against rulings made by the Interclub Panel shall be heard by the Committee, excluding those members who are part of the Interclub Panel. The Committee shall also include the CEO.

Clubs have a right of appeal against Committee rulings under Rule 51 of the TNR Constitution.

Communications

The Committee must keep records of its meetings in the approved TNR meeting format. Conflicts of interest must be declared and recorded in the minutes.

The Committee Chair will have regular and unhindered access to the CEO.

Any club or player communications will come from the TNR office as will all correspondence on behalf of the Committee.

All internal discussions and papers considered in meetings are confidential and not for general circulation unless otherwise stated.

Meetings

The Committee will meet when required and as agreed by the Chair.

All appointed members of the Committee, including relevant staff, have voting authority. In the event of a vote a simple majority of those attending is required. In the event of a split deliberative vote, the Chair has the casting vote.

- **Date ToR approved by Board: August 2025**
- **Date for next review by Board: August 2027**