



TERMS OF REFERENCE

TENNIS CENTRAL COMPETITIONS' COMMITTEE

A. ROLE

1. The Tennis Central Competitions' Committee ("the TCCC") is established by the Tennis Central Board, to:
 - (a) provide strategic direction and oversight for Tennis Central interclub competitions; and
 - (b) together with the individual competition committees, deliver the best possible competition for the players and to ensure that Senior Interclub provides an enjoyable experience to players, clubs, coaches and spectators.

B. RESPONSIBILITIES OF THE TCCC

2. The TCCC shall oversee all interclub competitions run by Tennis Central, including, but not limited to:
 - Premier Interclub ("the Premier Competition");
 - Tecnifibre Interclub;
 - Midweek Interclub;
 - Winter Doubles Interclub; and
 - Junior Interclub.

(collectively 'the Competitions').
3. In particular, the TCCC shall:
 - (a) approve the rules for the Competitions, including any proposed amendments recommended by individual competition Committees;
 - (b) in accordance with Section D below, determine any appeal brought by any team or Club against a decision made by:
 - (i) the Premier Committee, pursuant to the Premier Interclub Rules; or
 - (ii) the Tecnifibre Committee, pursuant to the Tecnifibre Interclub Rules.
 - (c) report to the Tennis Central Board, as set out in section E.
4. In carrying out its role, the TCCC will:
 - (a) act in accordance with procedures approved or mandated by the Tennis Central Board;
 - (b) maintain the confidentiality of confidential material submitted to it or obtained in carrying out its functions; and
 - (c) comply with legal requirements.

5. TCCC members must:

- (a) act in good faith, and show honesty, integrity, openness and accountability in their dealings with each other;
- (b) familiarise themselves with the TCCC's Conflicts of Interest Policy, declare any conflict of interest and abide by any decision the TCCC may make in relation to management of that conflict; and
- (c) maintain the confidentiality of confidential material submitted to the TCCC or obtained in carrying out its responsibilities.

C. APPOINTMENTS AND MEMBERSHIP OF THE TCCC

Appointments

- 6. The Tennis Central Board shall appoint a panel of at least 3 individuals to be members of the TCCC and shall appoint one of them as chair.
- 7. The Tennis Central Board shall consider all nominees for appointment to the TCCC against the Appointment Criteria set out in Appendix 1.
- 8. The TCCC Chair shall have the power, exercisable in his or her discretion, to co-opt, from time to time, additional persons to sit on the TCCC, provided they meet the Appointment Criteria set out in Appendix 1.
- 9. Members of the TCCC shall be appointed for a period of three years, following which they shall, unless re-appointed by the Tennis Central Board, automatically cease to be a member of the TCCC.
- 10. Members of the TCCC are not entitled to any payment for their services rendered on the TCCC

Resignation and removal

- 11. A member may, at any time, resign membership of the TCCC, by written notice to the Tennis Central Board.
- 12. The Tennis Central Board may, at its discretion, remove any member of the TCCC if that member:
 - (a) ceases to meet the Appointment Criteria; or
 - (b) has breached any Tennis Central policy, committed a criminal offence or acted in any manner that brings Tennis Central into disrepute.
- 13. A decision of the Tennis Central Board to remove a member of the TCCC shall be final and binding.

Role of the Chair

- 14. The Chair of the TCCC will:
 - (a) ensure the TCCC properly and effectively undertakes its role and responsibilities;
 - (b) manage any conflict of interest;

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- (c) liaise with the Tennis Central Board and the individual competition Committees as required;
- (d) act as spokesperson for the TCCC; and
- (e) have a casting vote if a consensus or majority vote cannot be obtained on a matter before the TCCC.

D. APPEALS

Notices of Appeal and Statements of Response

15. Appeals to the TCCC must be made in accordance with the Premier Interclub Rules and the Tecnifibre Competition Rules (collectively “the Competition Rules”). In particular, they must comply with:
- (a) the timeframes for an appeal to be lodged to the TCCC;
 - (b) the form in which a Notice of Appeal must be lodged to the TCCC and who it must be given to;
 - (c) the timeframe for Interested Parties to submit a Notice of Response;
 - (d) the form in which a Notice of Response must be lodged to the TCCC.

Nature of appeals

16. The TCCC shall, subject to clause 21, determine appeals based on the record of the previous decision-maker (e.g. the Premier Committee) and the evidence received and considered by the previous decision-maker.
17. The Appellant has the burden of proving that the decision being challenged should be overturned or varied.

TCCC Appeal Procedure

18. Subject to the following matters, the TCCC may regulate its own procedure:
- (a) The TCCC must, before considering an Appeal, be satisfied that:
 - (i) the Appellant has provided to the relevant Committee, and to all Interested Parties (as defined in the relevant Competition Rules), a copy of the Notice of Appeal and all relevant documents; and
 - (ii) an Interested Party has provided to the relevant Committee, and to any other Interested Party, a copy of the Notice of Response and all relevant documents.
 - (b) At all times, the TCCC must act in accordance with the principles of natural justice when it considers an Appeal.
19. The TCCC must consider the appeal as soon as practicable after a Notice of Appeal and any Statement of Response has been received.

Evidence

20. The TCCC may determine:
- (a) the manner in which the Appellant and any Interested Party are given the opportunity to be 'heard' including, but not limited to, requiring written email submissions, hearing oral submissions (whether by zoom or in-person).
 - (b) the manner in which its own members consider Appeals (e.g. by email exchanges, by zoom, by in-person meetings).
21. The TCCC may, before considering an appeal, require an Appellant, an Interested Party and/or the relevant Committee to provide it with:
- (a) copies of any documents or reports relied on in a Notice of Appeal;
 - (b) copies of any documents or reports relied on in a Statement of Response; and / or
 - (c) any other evidence which it considers necessary to determine the appeal.
22. The TCCC may attach such weight to the evidence as it considers appropriate. First-hand accounts from persons who were present at a matter in dispute in the appeal are generally to be preferred. Hearsay evidence may be accepted but the TCCC shall determine what weight should be attached to it.

TCCC Decisions

23. Decisions of the TCCC should generally be made by consensus. Where a consensus cannot be reached, rulings and decisions should be made by majority vote. Where a simple majority is not available, the Chair will have a casting vote.
24. The TCCC must give reasons for its decisions, which shall be in writing.
25. After determining the outcome of an Appeal, the TCCC will promptly:
- (a) provide a copy of its decision to:
 - (i) the Appellant;
 - (ii) any Interested Party; and
 - (iii) the relevant Committee.
 - (b) publish a summary of the decision on the Tennis Central Website, in terms which preserve any confidentiality / privacy requirements.

E. REPORTING

26. The TCCC will report twice per year to the Tennis Central Board, in the form set out at Appendix Two, on:
- (a) competition measures e.g. number / strength of entrants;
 - (b) end of Pre-Christmas Competition and Post-Christmas competition results by Grade;
 - (c) the number of:
 - (i) appeals heard by the TCCC;
 - (ii) decisions of previous decision maker the TCCC has overturned or changed;
 - (iii) decisions of previous decision maker the TCCC has confirmed;

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- (d) the minimum, maximum and average length of time taken by the TCCC to determine appeals;
- (e) recommendations for any changes which might be made to:
 - (i) the TCCC's terms of reference;
 - (ii) the individual competition Rules;
 - (iii) the terms of reference of the individual Competition Committees;
 - (iv) the way in which the relevant Interclub Committees operate
- (f) Any other matters which, in the opinion of the TCCC, the Tennis Central Board should be aware of including matters which may:
 - (i) positively or negatively impact on the Competitions;
 - (ii) bring Tennis Central into disrepute.

These Terms of Reference shall be reviewed annually.

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APPENDIX 1

CRITERIA FOR APPOINTMENT OF MEMBERS OF THE TCCC

Experience

1. Members of the TCCC:
 - (a) at least one will be a lawyer of at least five years standing, or a serving or retired judge;
 - (b) all members will have a substantial knowledge of tennis, of the operation of the relevant Competitions and of the relevant Competition Rules.

Key skills

2. Members of the TCCC shall have the following key skills and attributes:
 - (a) decisiveness;
 - (b) objectivity;
 - (c) work collaboratively and as part of a team with others;
 - (d) have appropriate standing in the tennis community;
 - (e) ability and availability to work under tight timeframes.

APPENDIX TWO

TEMPLATE FOR REPORTING TO THE TC BOARD

Item	End of Pre-Christmas Competition	End of Post-Christmas Competition
Competition measures e.g. number / strength of entrants		
Results for each Grade		
The number of appeals heard by the TCCC		
The number of decisions of previous decision maker the TCCC has overturned or changed		
The number of decisions of the previous decision maker the TCCC has confirmed		
The minimum, maximum and average length of time taken by the TCCC to determine Appeals		
Any Rule(s) which were frequently referred to in Appeals and/or any themes or common issues arising from Appeals		
Any issues which may: <ul style="list-style-type: none"> adversely impact on the Competitions; bring Tennis Central into disrepute 		
Any recommended changes to the Competitions' Rules		
Any recommended changes to the Terms of Reference of the TCCC or individual Competition Committees		
Any other matters which the TCCC thinks the Tennis Central Board should be aware of		