



**BERWICK TENNIS CLUB  
JUNIOR COMMITTEE  
CHARTER**

**Adopted: October 2018**

## PART 1 — PRELIMINARY

### 1 Introduction

The Junior Committee is a subcommittee of the Committee of the Berwick Tennis Club Incorporated (the “Association”) established under rules 42 and 43 of the Association’s Rules. This charter sets out the powers, role, composition, authority, responsibilities and operation of the Junior Committee.

Meetings and proceedings of the Junior Committee will be governed by the provisions of the Association’s Rules relating to meetings and proceedings of the Committee provided that they are applicable and not inconsistent with this Charter.

In this Charter the term:

- “associate member(junior)” is as defined in rule 14(1)(a) of the Association’s Rules as any member of the Association under the age of 18 years; and
- “honorary member” has the meaning given to it in rule 14C(1) of the Association’s Rules and includes the parents and/or guardians of an associate member (junior).

### 2 Power and Authority

The Junior Committee has the power to perform all such acts and things as the Junior Committee considers to be essential to fulfil its role.

The Junior Committee has the authority necessary to enable it to discharge its duties and responsibilities, without seeking approval of the Committee.

The Committee may delegate any of its powers to the Junior Committee, and revoke any such delegation, in accordance with the Association’s Rules. The Junior Committee will in the exercise of the powers so delegated conform to any directions or regulations that may be imposed by the Committee.

### 3 Role

The role of the Junior Committee is to:

- (1) manage and run all associate member (junior) competitions;
- (2) undertake grading and selection of all associate members (juniors) in accordance with Schedule 10 of the Association’s Code of Conduct (a copy of which is annexed to this Charter) and otherwise comply with the Junior Committee’s obligations listed in that Schedule;
- (3) appoint Junior competition team managers, promote the role of the team manager as:
  - a) settling their team members competition playing schedule and co-ordinating any necessary member fill ins/emergencies;
  - b) administering applicable competition process/rules relevant to their team;
  - c) ensuring their team has all necessary balls to compete; and
  - d) ensuring their team competition results are submitted correctly and in a timely fashion, and
  - e) provide all such team managers with all necessary information/materials (including balls) to perform their role;
- (4) (where relevant) select associate members (juniors)/teams for competition finals;
- (5) help resolve any associate member (junior)/team dispute or grievance and if necessary elevate any such dispute or grievance to the Committee for resolution/action;
- (6) collect contact details to assist:
  - a) with managing and running associate member (junior) competitions; and
  - b) the Committee maintain a current register of all associate members (juniors) and their honorary members (including forwarding such contact details to the Member Co-ordinator);
- (7) liaise with honorary members in relation to their respective associate members (juniors);
- (8) liaise with the Association’s coaches to assist with development programs for associate members (juniors);
- (9) ensure appropriate member protection policies (including codes of conduct) are disseminated to all associate members (juniors) and their honorary members;
- (10) represent the Association in all dealings with associate members (juniors) competition associations and liaise with all such competition associations in connection with all Association matters including fees/fines and charges, court/Clubroom facilities issues, participant/team issues and all other matters;

- (11) manage and run all associate member (juniors) awards ceremonies/presentations and social activities;
- (12) prepare/present a Junior Committee report at the Association's Annual General Meeting in accordance with rule 30(4)(c) of the Association's Rules; and
- (13) assist the Committee with all other matters relating to associate members (juniors) and honorary members (juniors).

#### **4 Membership**

The Junior Committee shall consist of at least two participants:

- (A) a Junior Co-ordinator; and
- (B) an Assistant Junior Co-ordinator.

The Junior Co-ordinator and Assistant Junior Co-ordinator must each be appointed by the other Junior Committee participants (or if no current/standing Junior Committee participants, appointed by the Committee). Each such appointment is for a period of one year and must be ratified by the Committee. Any disagreement regarding the appointment of any such appointment must be determined by the Committee.

The role of the Junior Co-ordinator in relation to the Junior Committee and its meetings is consistent with the role of the President in relation to the Committee and its meetings, unless the Committee determines otherwise. The role of the Assistant Junior Co-ordinator in relation to the Junior Committee and its meetings is to act as the junior co-ordinator in the absence of the Junior Co-ordinator.

The Junior Co-ordinator shall nominate the other Junior Committee participants to the Junior Committee having regard to such factors as:

- (1) compliance with this Charter and the Association's Rules;
- (2) whether the proposed participant has a current (mandatory) Working With Children Check; and
- (3) the Junior Committee's size, independence and expertise to discharge its mandate effectively, and each such participant's appointment shall also be for a period of one year.

#### **5 Junior Committee Meetings**

The Junior Committee shall meet as often as is required to perform its functions. The quorum for meetings of the Junior Committee is two Junior Committee participant's (one of which present must be the Junior Co-ordinator, or in the Junior Co-ordinator's absence, the Assistant Junior Co-ordinator). Any Committee member who is not a Junior Committee participant may attend meetings of the Junior Committee.

The Junior Co-ordinator shall determine, in consultation with the other Junior Committee participants, the agenda for each meeting of the Junior Committee. Any Committee member may require a matter to be put on the agenda for a Junior Committee meeting for consideration.

Resolutions of the Junior Committee may be made at a meeting of the Junior Committee, or where it is impractical to convene a meeting, by circular resolution signed by all Junior Committee participants.

The Junior Committee must keep minute books in which it records the proceedings and resolutions of its meetings.

#### **6 Reporting to the Committee**

The Junior Committee must report to the Committee in relation to all matters relevant to the Junior Committee's role and responsibilities. The minutes of a Junior Committee meeting must be circulated to the Secretary of the Committee for distribution to Committee members in a timely manner.

# **Code of Conduct**

## **Schedule 10**

### **Junior Grades Selection Policy**

We believe that junior tennis should be safe, enjoyable, inclusive and maximise individual participation. Our Club acknowledges that positive experiences in junior competition will contribute to children developing a lifelong love of tennis.

#### What we will do:

Our Club's Junior Committee will:

- Emphasise to coaches and parents/guardians that junior tennis is about participation, not competition.
- Provide a sign-up sheet for junior players at the Club for each season.
- Modify rules and equipment where possible to include juniors of all abilities and encourage their participation.
- Try to match junior players with others of their own ability (e.g. standard, ages and gender).
- Consider how teams and players performed in the previous season/s, taking into account singles and doubles results.
- Aim to ensure that all team members play in at least one final.

#### What we ask you to do:

##### *Coaches*

- Encourage coaching students to play competition for the Club.
- Assist with the selection of junior teams for competition.
- Teach and educate players and parents on tennis etiquette.
- Focus on promoting participation, not winning and losing.

##### *Parents/Guardians*

- Make sure your child is committed to playing every week before registering for the season.
- Respect and support the selection decisions of the Club's Junior Committee.
- Encourage your child, other team members and opposition players.
- Focus on your child's effort and performance, not the score.
- Assist the Club's Junior Committee and your child's team manager during the season.
- Ensure membership fees are paid when due as all players must be financial members of the Club.