



**BERWICK TENNIS CLUB
MID WEEK LADIES COMMITTEE
CHARTER**

Adopted: October 2018

PART 1 — PRELIMINARY

1 Introduction

The Mid Week Ladies Committee (“MWL 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 MWL Committee.

Meetings and proceedings of the MWL 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.

2 Power and Authority

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

The MWL 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 MWL Committee, and revoke any such delegation, in accordance with the Association’s Rules. The MWL 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 MWL Committee is to:

- (1) manage and run all mid week ladies (“MWL”) competitions;
- (2) undertake grading and selection of all MWL competition members/teams in accordance with Schedule 11 of the Association’s Code of Conduct (a copy of which is annexed to this Charter) and otherwise comply with the Association’s obligations listed in that Schedule;
- (3) appoint MWL competition team managers/captains, promote the role of the team managers/captains as:
 - a) setting their team members competition playing schedule and co-ordinating any necessary member fill ins/emergencies;
 - b) (where relevant and after consultation with their team members) selecting members for competition finals;
 - c) administering applicable competition process/rules relevant to their team;
 - d) ensuring their team has all necessary balls to compete; and
 - e) ensuring their team competition results are submitted correctly and in a timely fashion, and
 - f) provide all such team managers/captains with all necessary information/materials (including balls) to perform their role;
- (4) help resolve any member/team dispute or grievance and if necessary elevate any such dispute or grievance to the Committee for resolution/action;
- (5) collect contact details to assist:
 - a) with managing and running MWL competitions; and
 - b) the Committee maintain a current register of all MWL competition members (including forwarding such contact details to the Member Co-Ordinator);
- (6) ensure appropriate member protection policies (including codes of conduct) are disseminated to all MWL competition members;
- (7) represent the Association in all dealings with MWL competition associations and liaise with all such competition associations in connection with all Association matters including fees/fines and charges, court/Clubroom facilities issues, MWL member/team issues and all other matters;
- (8) manage and run all MWL competition members/teams awards ceremonies/ presentations and social activities;
- (9) (if required from by the Committee) prepare/present a MWL Committee report at the Association’s Annual General Meeting in accordance with rule 30(4)(c) of the Association’s Rules; and
- (10) assist the Committee with all other matters relating to MWL competitions and MWL members/teams.

4 Membership

The MWL Committee shall consist of at least two participants:

- (A) the MWL Co-ordinator; and
- (B) the Assistant MWL Co-ordinator.

The MWL Co-ordinator and the Assistant MWL Co-ordinator must each be appointed by the other MWL Committee participants (or if no current/standing MWL Committee participants, appointed by the Committee). Each 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 MWL Co-ordinator in relation to the MWL 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 MWL Co-ordinator in relation to the MWL Committee and its meetings is to act as the MWL co-ordinator in the absence of the MWL Co-ordinator.

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

- (1) compliance with this Charter and the Association's Rules; and
- (2) the MWL 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 MWL Committee Meetings

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

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

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

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

6 Reporting to the Committee

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

Code of Conduct

Schedule 11

(Open Grades (District Competition) - Selection Policy)

Our Club supports an open and fair process for the selection of district competition teams. Selection will be based on clear criteria that are communicated with all players prior to the district competition season commencing. This Schedule does not apply to intra-Club competition (i.e. it does not apply to Tuesday or Thursday night intra Club social competition).

What we will do:

Criteria

Selection decisions will be based mainly on performance; however they will also consider:

- attendance at competition, training and Club / team events (commitment)
- good sportsmanship (values)
- abiding by our Club's Code of Conduct on and off the field (behaviour).

In addition, players or athletes:

- must be financial members of the Club
- will be selected on their performance, commitment, values and behaviour, not their personal characteristics or attributes (e.g. race, sexuality, religion)
- may be precluded from selection if there is a concern about their ability to compete safely or if their participation poses a risk to others.

Process

- Players will be informed via email or the Notice Board posted in the Club room of the dates, location and criteria for team selection.
- Selectors will be appointed by the Club Committee (or relevant subcommittee) and be responsible for pre-season selection decisions.
- Where possible, there will be more than one selector.
- When requested, players will be provided with reasons for selection grading.
- Selection criteria will be reiterated during the season so that players are clear about the how teams competing in the finals will be chosen.
- Concerns about team selection should be discussed with selectors in the first instance. A formal written complaint to the Club Committee should be made if these concerns cannot be resolved and the player believes s/he has not been treated in accordance with the selection policy.

What we ask you to do:

Selection subcommittees

- Ensure players are informed about and understand the selection criteria and processes.
- Make fair and unbiased decisions based on the selection criteria.

Players

- Make yourself familiar with the selection criteria and clarify any concerns with the Club prior to trials/selection.
- Talk with your coach/previous team manager about any concerns and seek feedback about how to improve your performance.
- Respect the selection decisions of the selectors/your team manager and Club Committee.