

APPENDIX 3 – KENT TENNIS CHARITABLE INCORPORATED

ORGANISATION RULE CHANGES

The background is that Kent Tennis has just completed its first full year as a charity, and the Board of Trustees have reviewed its rules. The rule changes do not have to be approved at the AGM but shared for members to view and comment.

The review of the rules has been carried out in conjunction with reviewing the Terms of Reference for each Committee to ensure each document mirrors each other where applicable.

Kent Tennis CIO Board of Trustees amend the Kent Tennis CIO Rules as follows:

EXISTING WORDING (any wording being amended is in red):

- 4.5 The Board may make loans to registered venues on terms it may, from time to time, decide taking into account any recommendation from the **Finance & Commercial Revenue** Committee.

NEW WORDING (wording amended is in red):

- 4.5 The Board may make loans to registered venues on terms it may, from time to time, decide taking into account any recommendation from the **Finance** Committee.

EXISTING WORDING (any wording being amended is in red):

- 5.5 The Committees should cover the following elements: **Communications and Marketing**, Competitions, **Finance and Commercial Revenue**, Governance, Performance and Venues, Coaches and Community.

NEW WORDING (wording amended is in red):

- 5.5 The Committees should cover the following elements: Competitions, **Finance**, Governance, Performance and Venues, Coaches and Community **and Equity, Diversity and Inclusion and Padel**.

EXISTING WORDING (any wording being amended is in red):

- 10.3 Employees should **report to a member of the Board or a Committee Chair**.
- 10.4 All employees should have an annual appraisal to discuss performance against their objectives, with any areas where further training is required identified and documented in a development plan. **At least one Board member or Committee Chair should be present at each appraisal**.

NEW WORDING (wording amended is in red):

- 10.3 Employees should report **to the Operations Manager. The Operations Manager and Performance Manager should report to a Trustee, or the Chair of the Board of Trustees as agreed**.
- 10.4 **All employees should have an annual appraisal to discuss performance against their objectives, with any areas where further training is required identified and documented in a development plan.**

EXISTING WORDING (any wording being amended is in red):

13.1 All Trustees and Committee members must complete an annual Conflicts of Interest declaration detailing any potential conflict that may arise in the volunteer work they carry out for the organisation. **The Board must review all declarations completed** and satisfy **itself** that the appropriate controls are in place to mitigate the potential conflict.

NEW WORDING (wording amended is in red):

13.1 All Trustees and Committee members must complete an annual Conflicts of Interest declaration detailing any potential conflict that may arise in the volunteer work they carry out for the organisation. **The Chair of the Board must review all declarations completed by Trustees whilst each Committee Chair must review all declarations completed by members of their committees** and satisfy **themselves** that the appropriate controls are in place to mitigate the potential conflict.

EXISTING WORDING (any wording being amended is in red):

16.4 For a committee meeting to be considered quorate, a minimum of 3, or one third of the members of the Committee, whichever is greater must be in attendance.

NEW WORDING (wording amended is in red):

16.4 For a committee meeting to be considered quorate, a minimum of 3, or one third of the members of the Committee, whichever is greater must be in attendance; attendance **includes joining online**.

EXISTING WORDING (any wording being amended is in red):

16.4 For a committee meeting to be considered quorate, a minimum of 3, or one third of the members of the Committee, whichever is greater must be in attendance.

NEW WORDING (wording amended is in red):

16.4 For a committee meeting to be consider

EXISTING WORDING (any wording being amended is in red):

18.2 At the **start** of each year, the Organisation **must send to its Members a calendar of events for that year**, including dates of the meetings of the Board and other key events such as the County Championships. A calendar of meetings for the Committees will be maintained on the website.

NEW WORDING (wording amended is in red):

18.2 At the **beginning** of each year, the Organisation **will publish a calendar of events for that year**, including dates of the meetings of the Board and other key events such as the County Championships. A calendar of meetings for the Committees will be maintained on the website.

EXISTING WORDING (any wording being amended is in red):

- 23.1 The Colours of the Organisation shall be awarded at the discretion of the Board but based on the criteria set out in these Rules. Representation for the Organisation does not necessarily have to be in consecutive years or events. In addition to Colours for players, Honorary Colours may be awarded by the Board to anyone who has rendered special service to the Organisation. A county tie or, in the case of **ladies**, a bracelet charm or any other award as may be decided by the Board may be worn by all who have been awarded Colours, including Honorary Colours.
- 23.2 Colours for Men and **Ladies** will be awarded to players who have represented the Organisation in at least 15 matches in the adult Summer and/or Winter County Cup, including at least one Summer County Cup.

NEW WORDING (wording amended is in red):

- 23.1 The Colours of the Organisation shall be awarded at the discretion of the Board but based on the criteria set out in these Rules. Representation for the Organisation does not necessarily have to be in consecutive years or events. In addition to Colours for players, Honorary Colours may be awarded by the Board to anyone who has rendered special service to the Organisation. A county tie or, in the case of **women**, a bracelet charm or any other award as may be decided by the Board may be worn by all who have been awarded Colours, including Honorary Colours.
- 23.2 Colours for Men and **Women** will be awarded to players who have represented the Organisation in at least 15 matches in the adult Summer and/or Winter County Cup, including at least one Summer County Cup.

There are a number of rules where any changes could directly/indirectly affect other rules so any proposed changes need to be made in conjunction with these other rules and a grouped together below:

EXISTING WORDING (any wording being amended is in red):

- 5.4 After every meeting of a **Committees** the Chair must advise the Board of its agenda, discussions and decisions taken, as well as reporting any matters where it needs guidance or a decision by the Board. A template to standardise this reporting is provided at **Appendix 9**.
- 17.4 **Each Committee will produce notes and actions from each meeting, which will be circulated to both the members of the Committee and the Board. The notes should be produced within 14 days of the Committee meeting taking place.**

NEW WORDING (wording amended is in red):

- 5.4 After every meeting of a **Committee** the Chair must advise the Board of its agenda, discussions and decisions taken, as well as reporting any matters where it needs guidance or a decision by the Board. A template to standardise this reporting is provided at **Appendix 9. These notes should be produced within 14 days of the meeting and will be circulated to the next meeting of the Board along with its meeting papers.**
- 17.4 **Each Committee must prepare a record of their meeting, and the Chair must act in accordance with para 5.4.**

EXISTING WORDING (any wording being amended is in red):

- 5.2 The Board will review the Committee structure **annually**. Each Committee is empowered to review their Terms of Reference and amend **them**, subject to the agreement of the Board
- 7.1 Committee Chairs shall be appointed (or re-appointed) by the Board at its first meeting after the AGM, and annually thereafter. **The Board will replace Committee Chairs after a maximum period of 9 years.**
- 8.1 Every three years the Board and Chairs of the Committee will review the roles and skills required on each Committee. All new members of the Committees shall be approved by the Chair of the relevant Committee **and the Board**. Committee members do not need to be approved at the AGM.
- 16.1 The Chair of each Committee will be appointed by the Board. **The Committee structure, including the membership of each Committee will be reviewed and approved by the Board annually.**

NEW WORDING (wording amended is in red):

- 5.2 The Board will review the Committee structure annually **prior to the AGM**. Each Committee is empowered to review their Terms of Reference **whenever necessary** and amend them, subject to the agreement of the Board.
- 7.1 Committee Chairs shall be appointed (or re-appointed) by the Board at its first meeting after the AGM, and annually thereafter. **Committee chairs may serve for a maximum of 9 years on any one Committee.**
- 8.1 Every three years the Board and Chairs of the Committee will review the roles and skills required on each Committee. All new members of the Committees shall be approved by the Chair of the relevant Committee. Committee members do not need to be approved at the AGM.
- 16.1 The Chair of each Committee will be appointed by the Board annually. **The Chair will determine the membership of their committee and advise the Board when requested to do so.**

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CHANGES TO RULES APPENDICES

APPENDIX 1 SCHEME OF DELEGATION

EXISTING WORDING (any wording being amended is in red):

Governance Framework

The CIO has 2 layers of governance; Board of Trustees and Committees that cover day-to-day management of specific areas of activity:

- Governance
- Finance & Commercial Revenue
- Venues, Coaches and Community
- Competition
- Performance
- Communications & Marketing

NEW WORDING (wording amended is in red):

- Governance
- Finance
- Venues, Coaches and Community
- Competition
- Performance
- Equity, Diversity and Inclusion (EDI)
- Padel

EXISTING WORDING (any wording being amended is in red):

All other day-to-day management and delivery of the activities of the Organisation are undertaken by the employees of the Organisation or delegated to volunteers serving on Committees in accordance with the Terms of Reference of each Committee – as documented in the appendices to the Rules of Kent Tennis CIO.

NEW WORDING (wording amended is in red):

All other day-to-day management and delivery of the activities of the Organisation are undertaken by the employees of the Organisation or delegated to volunteers serving on Committees in accordance with the Terms of Reference of each Committee.

TABLE 1 – DELEGATION OF DAY-TO-DAY MANAGEMENT OF DELIVERY OF THE CORE ROLE

EXISTING WORDING (any wording being amended is in red):

Volunteering	Secure and manage commercial partnerships and relationships in line with the partnership agreement	Finance & Commercial Revenue
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NEW WORDING (wording amended is in red):

Volunteering	Secure and manage commercial partnerships and relationships in line with the partnership agreement	Finance
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EXISTING WORDING (any wording being amended is in red):

Volunteering	<p>Manage and deliver the LTA Tennis Awards within the County or Island Association including appointing an LTA Awards representative, promoting the LTA Awards and encourage local nominations across all categories, judging the County nominations and determine the winners within each category, distributing County awards, putting forward County nominations to the Regional stage, putting forward a judge to take part in the Regional panel, organising County Award ceremonies or events.</p> <p>Manage the local aspect of volunteers week.</p>	Clubs, Venues & Coaches
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NEW WORDING (wording amended is in red):

Volunteering	<p>Manage and deliver the LTA Tennis Awards within the County or Island Association including appointing an LTA Awards representative, promoting the LTA Awards and encourage local nominations across all categories, judging the County nominations and determine the winners within each category, distributing County awards, putting forward County nominations to the National stage, organising County Award ceremonies or events.</p> <p>Manage the local aspect of volunteers week.</p>	Clubs, Venues & Coaches
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EXISTING WORDING (any wording being amended is in red):

Participation	Manage the local County or Island Association website and social channels (ClubSpark & external).	Communications & Marketing
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NEW WORDING (wording amended is in red):

Participation	Manage the local County or Island Association website and social channels (ClubSpark & external).	Office team
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EXISTING WORDING (any wording being amended is in red):

Participation	Manage a Disability Development programme to include appointing an Open Court Programme Lead to set up & co-ordinate Open Court Programme activity, signposting venues to LTA Learn to access Open Your Doors training and promoting and encouraging venues to complete the monitoring and evaluation framework.	Clubs, Venues & Coaches
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NEW WORDING (wording amended is in red):

Participation	Manage a Disability Development programme to include appointing an Open Court Programme Lead to set up & co-ordinate Open Court Programme activity, signposting venues to LTA Learn to access Open Your Doors training and promoting and encouraging venues to complete the monitoring and evaluation framework.	Equity, Diversity and Inclusion
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TABLE 2 – DELEGATION OF DAY-TO-DAY MANAGEMENT OF DELIVERY OF NON-CORE ACTIVITIES**EXISTING WORDING (any wording being amended is in red):**

Loan scheme	Decision to lend money to a registered venue to develop its facilities	Finance & Commercial Revenue – with a loan panel being established to review each application
Supporters Club	All arrangements for membership, subscriptions, and our offering to members	Finance & Commercial Revenue
County fees	Level of county annual registration fees	Finance & Commercial Revenue propose any changes to Board of Trustees

NEW WORDING (wording amended is in red):

Loan scheme	Decision to lend money to a registered venue to develop its facilities	Finance – with a loan panel being established to review each application
Supporters Club	All arrangements for membership, subscriptions, and our offering to members	Finance
County fees	Level of county annual registration fees	Finance propose any changes to Board of Trustees

APPENDIX 3 to APPENDIX 8

Terms of Reference for each Committee have previously been removed from the rules.