



KENT
TENNIS

KENT TENNIS CHARITABLE INCORPORATED ORGANISATION

REGISTERED CHARITY NUMBER 1200980

Registered by the Charity Commission for England and Wales on 11 November 2022

RULES

| | |
|--------------------------|---|
| Document Owner | Charlotte Cornell, Hon. Secretary, Kent Tennis |
| Last reviewed on: | 23 April 2025 – Version 2.2 |
| Next review date: | January 2026 |



KENT
TENNIS

These are the Rules of Kent Tennis Charitable Incorporated Organisation.

These Rules have force and effect by virtue of, and in accordance with the terms of, clause 26 of the CIO Constitution.

These Rules are a governing document of the Organisation and supplement, but do not replace or vary, the CIO Constitution. Other than these Rules and the CIO Constitution, there is no other governing document of the Organisation.

PART A – GENERAL

1. Definitions

1.1 Subject to clause 1.2 of these Rules, the definitions set out in clause 30 of the CIO Constitution apply in these Rules and such definitions are deemed to be incorporated in their entirety into these Rules by reference.

1.2 In these Rules, each of the following terms has the meaning respectively given to it below:

“CIO Constitution” means the latest version of the Organisation’s constitution agreed from time to time by the Charity Commission of England & Wales

“Organisation” means Kent Tennis Charitable Incorporated Organisation – registered charity number 1200980

“the LTA” means Lawn Tennis Association Limited (registered company number 07459469);

“tennis” means lawn tennis and includes padel tennis

“Board” means the committee of trustees appointed in accordance with Clause 12 of the CIO Constitution

“Kent” and “county” shall, in accordance with the Rules of the LTA, mean the county of Kent and includes the London Boroughs of Bexley, Bromley, Greenwich, and Lewisham and the Medway Unitary Authority.

“the Kent Plan” means an annual plan created in accordance with clause 4.2 of these Rules

2. Interpretation

2.1 Subject to clause 2.2 of these Rules, the rules of interpretation set out in the CIO Constitution apply in these Rules and such rules of interpretation are deemed to be incorporated in their entirety into these Rules by reference.

2.2 Unless the context otherwise requires, any reference to a “clause” is to a clause (or, as applicable, sub-clause, sub-sub-clause or sub-sub-sub-clause) of these Rules.

3. Amendment of these Rules

These Rules may be amended from time to time by the Board in accordance with the provisions of clause 26 of the CIO Constitution. Members will be consulted in advance of any significant changes to these Rules and will have an opportunity to review, discuss and provide comment on proposed changes in advance of any amendment.



KENT
TENNIS

- 3.1 The formal title of the Organisation is Kent Tennis Charitable Incorporated Organisation which may be abbreviated informally to Kent Tennis, Kent Tennis CIO, Kent County LTA, Kent LTA., or KCLTA. In these rules it is referred to as “the Organisation”.
- 3.2 The Organisation adopts and shall be bound by the Rules and the Disciplinary Code of the LTA in force from time to time including amendments made subsequently insofar as the same are relevant to the activities of the Organisation.

PART B – BOARD OF TRUSTEES AND COMMITTEES

4. Organisation & Management – Board of Trustees & Committees

- 4.1 The name of the Charitable Incorporated Organisation is Kent Tennis Charitable Incorporated Organisation (“the Organisation”). It will be a member of the Lawn Tennis Association (“LTA”). The Organisation will be managed by a Board of Trustees (“Board”). The Charity Trustees (minimum 5 and maximum 10) will constitute a Board that manages the affairs of Kent Tennis.
- 4.2 The Board shall be responsible for setting an annual plan to achieve the charitable objectives of the Organisation, including the allocation of responsibility for each item to the appropriate Committee. The Board will be responsible for the monitoring of delivery against the plan.
- 4.3 The Board will retain responsibility for key areas including:
- Adherence to best practice and standards as advised by The Charity Commission
 - Achieving our charitable purposes
 - Reporting to The Charity Commission
 - Strategy and annual planning
 - Financial prioritisation and control including reporting expenditure of the annual LTA grant
 - Strategic risk management
 - Adherence to the requirements of the LTA – e.g. The County Governance Framework
 - Safeguarding
 - Succession planning
 - Disciplinary matters (See [Appendix 4](#) for the Organisation’s Disciplinary Rules)
 - The appointment or removal of any Trustees

These areas will be reviewed and approved by the Board on an annual basis.

- 4.4 All Trustees must have a Job Description, which should be reviewed at least every three years.
- 4.5 The Board may make loans to member venues on terms it may, from time to time, decide taking into account any recommendation from the Finance Committee.

5. Delegation of power to sub-Committees

- 5.1 In accordance with Clause 18 of the Constitution, the Board may delegate the responsibility for day-to-day oversight and management of certain activities to Committees, all of which will be sub-committees of the Board. The matters delegated are outlined in a Scheme of Delegation at [Appendix 1](#). The



KENT
TENNIS

powers to undertake financial transactions are also partially delegated to the Treasurer and paid staff as outlined in the Financial Scheme of Delegation at [Appendix 2](#).

- 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.
- 5.3 Any matters that any Committee, or member of that Committee becomes aware of that could adversely affect the reputation of the Organisation should be brought to the attention of the Board immediately. This should, in the first instance, be escalated to the Trustee who is a member of the Committee, and if they are unavailable then to the Chair of the Board.
- 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 3](#). 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.
- 5.5 The Committees should cover the following elements: Competitions, Finance, Governance, Performance, Venues Coaches and Community, Equity Diversity and Inclusion and Padel.
- 5.6 All Committee Chairs and other key volunteers must have a Job Description, which should be reviewed at least every three years.
- 5.7 The Organisation will ensure all members of its Committees and the wider body of volunteers are fully informed about all areas of its activities to ensure actions and decisions are aligned to its charitable purposes.

PART C – TRUSTEES AND COMMITTEE MEMBERS

6. Election of Trustees

- 6.1. In accordance with clause 13 of the Constitution, the Trustees will be elected for a period of up to 3 years at an Annual General Meeting. Each Trustee may be re-elected for 2 further 3-year periods. In line with the LTA County Governance, once they have completed 3 terms (i.e. 9 years) each Trustee must resign from the Board. After a gap of 4-years a Trustee can be re-elected as a Trustee and may potentially re-join the Board for up to a further 9 years.
- 6.2 The Board must identify on an annual basis the skills required to implement the strategy and annual plan. The Board must carry out a skills audit annually to identify any knowledge gaps. Any gaps must be rectified with the recruitment of additional Trustees, or training of existing Trustees.

7. Appointment of Committee chairs

- 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.



KENT
TENNIS

8. Appointment of Committee members

- 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.
- 8.2 There is no maximum period of tenure of Committee members.

9. Assessment of effectiveness of the Board and Committees

- 9.1 Every two years the Board and each Committee should formally review their effectiveness. The Board should agree the format of the effectiveness review. A member of the Board and of each Committee may be appointed to lead the effectiveness review, ensuring that any comments made remain anonymous. It is expected that the person leading the review of the Board and each Committee is somebody other than the Chair.
- 9.2 The Board shall consider the outcome of its own effectiveness review, as well as that for each Committee and agree any actions that need to be taken. That includes whether the Board and Committees have the appropriate skills and numbers of members.

PART D - EMPLOYEES

10. Appointment of employees

- 10.1 All employees of the Organisation shall be appointed by the Board using the approved recruitment process, including ensuring safer recruitment practices are followed.
- 10.2 All employees should be provided with a job description and annual objectives. These objectives should be aligned to the Kent Plan. The progress against these objectives should be reviewed on a regular basis and any issues identified reported to the Board.
- 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.
- 10.5 The Board shall ensure that the appropriate staff policies are in place to outline all the employment practices.

PART E - HONORARY POSITIONS

11. Appointment of Honorary Life Presidents and Life Vice-Presidents

- 11.1 The Organisation may appoint as Life Presidents or Life Vice-Presidents those individuals who have given outstanding service to the Organisation. Any honorary titles bestowed die with the individual. The Board must nominate Life Presidents and Vice-Presidents for approval at an Annual General



KENT
TENNIS

Meeting. Life Presidents and Life Vice-Presidents cannot be voting members of the Board and/or Committees.

PART F - EXPENSES

12. Expenses

- 12.1 Trustees and Committee members and other volunteers for the Organisation may claim reasonable expenses in respect of costs they have occurred in line with the Expenses Policy. All expenses must be claimed using the current form and will only be paid if evidenced with a receipt. The one exception will be mileage to attend events run by the Organisation which will be reimbursed without receipt.
- 12.2 The Expenses Policy should be regularly reviewed, and as a minimum every two years. The Board should regularly review the expenses claimed to confirm there have been no breaches of the Policy.

PART G – CONFLICTS OF INTEREST

13. Conflict of Interest Declarations

- 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.
- 13.2 A conflict of interest declaration item should be on the agenda for all Board and Committee meetings to ensure any potential conflicts are highlighted at the start of the meeting. Any person with a conflict in relation to a particular agenda item must absent themselves from that item.

PART H – BOARD MEETINGS

14. Attendance at Board Meetings

- 14.1 The Board may invite Committee members and other individuals to attend Board meetings. Such attendees should be agreed with the Chair of the Board prior to be invited. They are entitled to speak and give their views, however, are not permitted to take part in a vote on any matter that takes place at the meeting.
- 14.2 If a Trustee is not able to attend a Board meeting in person, or remotely, they are only permitted to send an alternate in line with paragraph 14.1.

15. Decision Making at Board Meetings

- 15.1 The Board may re-consider a decision previously taken; however, the review of the decision must not be taken by fewer Trustees that made the original decision. For any decision re-considered all Trustees must be given an opportunity to share their views with all other Trustees and vote electronically. It is not expected that a decision will be re-considered more than once in a short period of time other than in exceptional circumstances.



KENT
TENNIS

PART I – COMMITTEE MEETINGS

16. Attendance at Committee Meetings

- 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.
- 16.2 At least one Trustee will be a member of each Committee, although not necessarily the Chair. The Chair of each Committee may be asked to attend Board meetings to be part of discussions relevant to their Committee, however they will not be permitted to vote on any matter at such a meeting unless they are a Trustee.
- 16.3 The Chair of each Committee may invite other individuals to attend Board meetings. Such attendees are entitled to speak and give their views, however, are not permitted to take part in a vote on any matter that takes place at the meeting.
- 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**.

17. Committee Meetings

- 17.1 Committees should meet as often as necessary to discharge its responsibilities and deliver on the objectives for which it is responsible in the Kent Plan. In any event it should meet not less than 4 times a year.
- 17.2 Committee meetings can take place either face to face or electronically.
- 17.3 The Chair may decide to put to a vote decisions that are within their remit in accordance with the Organisation's Scheme of Delegation and Terms of Reference for the Committee. The outcome of any vote should be decided by a simple majority with each Committee member having one vote. If there is a tie then the Chair has the casting vote. All Committee members whether present or not at the meeting are eligible to vote.
- 17.4 Each Committee must prepare a record of their meeting, and the Chair must act in accordance with para 5.4.
- 17.5 A Committee may re-consider a decision previously taken, however, the review of the decision must not be taken by fewer Committee member than made the original decision. For any decision re-considered Committee members must be given an opportunity to share their views with all other Committee members and vote electronically. It is not expected that a decision will be re-considered more than once in a short period of time other than in exceptional circumstances.

PART J – COMMUNICATIONS

18. Communication to Members

- 18.1 From time to time the Organisation should issue communications to its members of relevant tennis related information. It must give the opportunity for members to opt out of the communications and ensure a process is in place to ensure those venues or individuals making such a choice do not receive future communications.



KENT
TENNIS

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 Committees and other key events such as the County Championships.

PART K –TEAMS AND COMPETITIONS

19. Kent Inter-Club Leagues

19.1 The Organisation will run an inter-club league which is open to all member venues. This league will be known as the Kent League and will be governed by the rules set out. The rules may be changed from time to time and must be agreed by approval of a resolution at a General Meeting.

20. Kent County Championships

20.1 The Organisation may organise an annual county championship for junior and adult players of all ages. The events for different age groups may take place at various times of the year. It may outsource the arrangements and delivery of some or all of the events. To be eligible to enter these events players must either live or have been born in Kent.

21. Kent County Teams

21.1 The Organisation may enter teams in all or some of the County Cup competitions. Selection should be based on merit. The eligibility for a player to represent Kent is outlined in Paragraph 66 of the LTA's Rules.

21.2 Before the start of any County Cup event, the Performance Committee shall approve or appoint annually the captain for each junior and adult team. If there are existing captains they propose should not be reappointed the matter should be escalated to the Board for a final decision, before communicating to the captains concerned.

PART L – SUPPORTERS

22. Supporters' Club

22.1 For as long as there is demand for it, the Organisation will maintain a supporters' club which will be known as the Kent Tennis Supporters Club.

22.2 Members of the Kent Tennis Supporters' Club will receive periodic communications about tennis in Kent, opportunities to support county teams and to watch tennis in the County. Other benefits may be provided from time to time as agreed by the Board.

22.3 Prospective members may need to apply for membership in a form decided by the Board of Trustees, and may be required to pay a fee, also determined by the Board

22.4 All members of the Kent Tennis Supporters' Club shall be entitled to attend and speak at General Meetings of the Organisation but have no power to propose or second a resolution or to vote.



KENT
TENNIS

PART M – COUNTY COLOURS

23. County Colours

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 on at least 15 occasions in the adult Summer and/or Winter County Cup, including at least one Summer County Cup.

23.3 Colours for Seniors (over 35s and above) will be awarded to players who have represented the Organisation on at least 25 occasions in the Seniors' County Cup.

23.4 Junior Colours will be awarded to junior players who have represented the Organisation in a junior inter-county championship at 11 & under and older age categories and either:

- a. won a national inter-county title, or,
- b. represented the Organisation over a minimum of 3 years

23.5 The design of Colours, ties, bracelet charms and badges shall be decided by the Board of Trustees, and any changes will be consulted on with members. Colours - ties, bracelet charms and badges - may be worn only as provided in this Rule.

24. APPENDICES

Appendix 1 - Scheme of Delegation for Decision Making

Appendix 2 - Scheme of Financial Delegation

Appendix 3 - Committee Feedback Report

Appendix 4 - Kent Tennis Disciplinary Rules



KENT
TENNIS

Appendix 1 – Scheme of Delegation for Decision Making

KENT TENNIS CHARITABLE INCORPORATED ORGANISATION

SCHEME OF DELEGATION

This scheme of delegation is part of the governance documentation, showing what authority the Board of Trustees has delegated to committees, other volunteers, or to its staff under the powers of its governing document. This document must be read in conjunction with the Constitution of Kent Tennis Charitable Incorporated Organisation (“the Organisation”).

There is a separate scheme of delegation relating to financial matters, such as committing to new expenditure.

Powers are set out in this scheme are delegated to the specific committees and any individuals unless otherwise directed or agreed by the Board of Trustees.

Delegations cannot be exercised other than by the designated committee or individuals unless otherwise directed or agreed by the Board of Trustees.

The Chair, or in their absence, one of the other 2 Officers, has power to carry out functions of the Board of Trustees in extreme circumstances where a delay in exercising a function is likely to be seriously detrimental to the interests of the Organisation, or a person who works for the Organisation. However, this power does not include matters relating to the alteration or approval of budget or disciplinary matters.

Version Control

| Version | Significant changes | Date approved |
|-------------------------------|----------------------------|----------------------|
| version 0.2 dated 22 May 2023 | Initial version | |
| v2.1 dated 8 May 2024 | No change – annual update | |
| V2.2 dated 23 April 2025 | Update of committee names | 23 April 2025 |



KENT
TENNIS

Governance Framework

In a charitable incorporated organisation (CIO) there is only one legal entity accountable for all the activity of that organisation. There is a constitution approved by The Charity Commission and that that governs the activities of the organisation. The detail of how those responsibilities are discharged is explained in the Rules of Kent Tennis CIO, but the Board of Trustees of the Organisation is ultimately responsible for everything the CIO does.

Trustees are appointed by the members at an Annual General Meeting in accordance with the CIO constitution. New trustees may be co-opted by the Board of Trustees to serve until the next Annual General Meeting.

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

Each Committee will include at least one member of the Board of Trustees, and that Trustee may or may not be the Chair.

Kent Tennis CIO has a Funding Agreement with Lawn Tennis Limited (“the LTA”) whereby the LTA provides funding (“the LTA grant”) to support the delivery of a range of activities collectively known as “the core role” which are set out in Schedule 2 to the Funding Agreement.

Kent Tennis CIO undertakes other activities beyond the core role in furtherance of its charitable objectives.

The Board of Trustees must ensure the CIO achieves its charitable objectives, sign off the financial accounts and financial reporting. The Board of Trustees is also responsible for ensuring delivery of the core role and for all expenditure, both of the LTA grant and other revenue. The Board of Trustees will develop and agree The Kent Plan each year, setting out its strategic priorities for the year; it will delegate responsibility to different Committees for leading and overseeing the day-to-day delivery of activity to achieve each of those outcomes. At the same time, it will agree a budget forecast for the same year taking account of expenditure needed to achieve its strategic aims and other desired outcomes as well as manage risk within its appetite.

The Board of Trustees has delegated responsibility for the day-to-day oversight of activity within the core role to various committees as shown by the table in Table 1. Responsibilities outside the core role delegated to committees are shown in Table 2.



KENT
TENNIS

Matters reserved to the Board are as follows:

- Adherence to best practice as advised by The Charity Commission
- Achieving our charitable purposes
- Reporting to The Charity Commission
- Strategic and annual planning
- Financial prioritisation and control
- Strategic risk management
- Adherence to the requirements of the LTA – e.g. The County Governance Framework
- Safeguarding
- Succession planning

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

| Core Role – Area of expenditure | Description of Activity | Kent Tennis Committee responsible day-to-day |
|---------------------------------|--|--|
| Volunteering | Comply with the conditions of membership of the LTA including the County & Island Governance Framework | Board of Trustees |
| Volunteering | Secure and manage commercial partnerships and relationships in line with the partnership agreement | Finance |
| Volunteering | Manage safeguarding within County & Island Association including appointing a County Safeguarding Officer, upholding the county safeguarding standards across all county activity, acting on key findings at a local level and reporting and safeguarding concerns to the LTA. | Board of Trustees will appoint a County Safeguarding Officer. That person will ensure there is a robust framework in place supported by appropriate procedures to: <ul style="list-style-type: none"> - Support clubs and venues to practice high standards of safeguarding. - Assure safeguarding procedures are in place at competitions run by Kent Tennis - Ensure the safety of our players when travelling to away fixtures |
| Volunteering | 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., organising County Award ceremonies or events. Manage the local aspect of volunteers week. | Clubs, Venues & Coaches |
| Participation | Manage general customer troubleshooting (linked to County or Island Association specific | Clubs, Venues & Coaches |

| | | |
|---------------|--|---------------------------------|
| | activity), processing County or Island Association specific complaints (sent direct or via the LTA Customer Support Team). | |
| Participation | Manage the local County or Island Association website and social channels (ClubSpark & external). | Office Team |
| Participation | Manage a support network for clubs in the county in conjunction with the LTA Regional Team. | Clubs, Venues & Coaches |
| Participation | Work with Coach Development Centres and LTA Workforce Development Partners to co-ordinate Qualifications & CPD locally, organise Coach Networking Events, ad hoc & local coach events/CPD, and support coaches locally as necessary. | Clubs, Venues & Coaches |
| 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 |
| Competition | County & District Leagues - Manage overall competition structure, rules and regulations (in house leagues only). | Competition |
| Competition | County Cup - Select and manage teams in 35+ 40+ and over, Open Summer and Winter, Juniors 8u, 9u, 10u, 11u, 12u, 14u, 18u in all cases ensuring transparent team selection & management, expenses policy, travel arrangements (including safeguarding). Manage the logistics around travel and accommodation booking and payments, alongside player and parent enquiries. | Performance |
| Competition | County Championships - Run Open, Senior and Junior County Championships complying with LTA guidelines. | Competition |

| | | |
|-------------|--|-------------|
| Competition | Senior National League - Responsible for ensuring a Seniors County Organiser (SCO) is appointed and promotes the events. | Competition |
| Competition | LTA National league - Promote and manage LTA National League complying with LTA Guidelines, including appointing a league organiser (local). | Competition |
| Competition | Play Your Way To Wimbledon - Promote and oversee events complying with LTA Guidelines, including appointing a competition organiser. | Competition |
| Competition | Padel County Championships - run an event linked to existing County Championships, to raise awareness of padel across the County and encourage tennis and padel players to take part. | Competition |
| Performance | County Training - Co-ordinate, manage and quality assure the 11+, 10U, 9U and 8U County Training programme including setting up and delivering 'county fun days/open days' as an entry point into County Training. Select and manage the coaches to deliver county training and county cup and select and manage the players for county training and county cup via an open and transparent process. Manage the logistics around court and coach bookings and payments, alongside player and parent enquiries. Undertake player/venue visits and attend competitions to ensure a full and clear understanding of the player base from ages 5 to 9 across the County or Island. | Performance |
| Performance | LTA Regional Camps - Identify and nominate players for LTA Regional Performance camps, and supporting the delivery of LTA Regional Camps. | Performance |
| Performance | 10U Performance programme network - Engage with the local 10U Performance Coaching Network and support and develop a network of | Performance |

| | | |
|--|---|--|
| | clubs and coaches that are aspiring 10U Performance Programmes in conjunction with the LTA Performance Team. Organise ad hoc & local performance coach events/CPD and attend appropriate competition and activity to ensure knowledge of 10U players is high and current ('talent id') in conjunction with the LTA Performance Team. | |
|--|---|--|

TABLE 2 – DELEGATION OF DAY-TO-DAY MANAGEMENT OF DELIVERY OF NON-CORE ACTIVITIES

| Area of expenditure | Description of Activity | Kent Tennis Committee responsible day-to-day |
|----------------------------|---|--|
| 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 |
| Grants to players | Provision of financial support to players – of all ages and based on funding from all sources | Performance |
| Grants to coaches | Provision of financial support to coaches, or potential new coaches | Clubs, Venues & Coaches |
| 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 2 – Scheme of Financial Delegation

For amounts over £100 the same person cannot pre-authorise payment **and** make the payment from a bank account or credit card.

Where pre-authorisation is required, this **must** be obtained before any commitment to the spend is made.

| Amount | Pre-Authorisation to spend | Check invoice before approving and forwarding on for payment | | Payment Authorisation: Coutts | Payment Authorisation: Metro Supporters Club | Payment Authorisation: Credit Card |
|---|---|---|--|--------------------------------------|--|---|
| £100 or less | Not required | LTA Councillor, Trustee or Office Team Member | | Janice White | Rosemary Lee, Tony Fisher or Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |
| £100-£1000 regular payment | Not required | LTA Councillor, Trustee or Office Team Member | | Janice White | Rosemary Lee, Tony Fisher or Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |
| £100-£1000 unusual payment | Treasurer or Board Chairman | LTA Councillor, Trustee or Office Team Member | | Janice White | Rosemary Lee, Tony Fisher or Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |
| Over £1000 for regular payment* | List authorised by Board | Trustee or Office Team Member | | Janice White and Nigel Jordan | Nigel Jordan or 2 of the following: Rosemary Lee, Tony Fisher, Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |
| Over £1000 unusual or new regular payment | Board Member and Treasurer | Trustee (who did not pre-authorise spend) or Office Team Member | | Janice White and Nigel Jordan | Nigel Jordan or 2 of the following: Rosemary Lee, Tony Fisher, Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |
| Significant payments over £5k | At Board Meeting or by at least 5 Trustees outside meeting. | 2 x Trustee or Board Member and 1 Office Team Member | | Janice White and Nigel Jordan | Nigel Jordan or 2 of the following: Rosemary Lee, Tony Fisher, Nigel Jordan | Jane Parish, Siobhan Butler, Phil Lynch or Janice White |

*Refer to list of regular payments over £1000



KENT
TENNIS

Appendix 3 – Committee Feedback Report

KENT TENNIS [] COMMITTEE NOTES/FEEDBACK/REPORT

| | |
|------------------|--|
| Date: | |
| Chair: | |
| Zoom link | |

Attendees:

| Name | Role or Focus | Attended – or apologised for absence |
|-------------|----------------------|---|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | Agenda items | Key discussion points & decisions |
|---|---------------------|--|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
| 6 | | |
| 7 | | |
| 8 | | |

Review of previous notes and actions arising:

| Date recorded | Action | Who | Target date | Update |
|----------------------|---------------|------------|--------------------|---------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



KENT
TENNIS

ADVICE/ PERMISSIONS/SUPPORT - REQUESTED FROM BOARD

| Date | Item | Decision, advice or support requested |
|------|---|---------------------------------------|
| | <i>Explanation to be entered here in sufficient detail for reader to arrive at their opinion ahead of the Board meeting</i> | |

FUTURE MEETINGS AND AGENDA ITEMS

| Date | Item |
|------|------|
| | |
| | |
| | |



KENT
TENNIS

Appendix 4 – Kent Tennis Disciplinary Rules

KENT TENNIS

DISCIPLINARY RULES & PROCEDURES

1. These Rules apply to:
 - Competitions organised by Kent Tennis.
 - Competitions in which the players represent Kent Tennis wherever the matches may be played.
2. These Rules do not apply to any competition staged or approved by the Lawn Tennis Association Ltd., (“LTA Official Competitions”) except where Rule 1 also applies.
3. All players in the above competitions shall accept and be bound by the LTA Code of Conduct as amended from time to time.
4. If, during a competition in which there is a referee officiating a player or one or more of his or her entourage breaches the LTA Code of Conduct, the referee shall deal with the breach at the time as follows. If the event is a competition which is an LTA Official Competition, then the referee shall deal with the matter in accordance with the LTA Competition Regulations. If the event is not an LTA Official Competition, then the referee may take, but is not limited to, one or more of the following immediate actions by:
 - taking no action
 - a warning
 - imposing a penalty point
 - awarding a game against the offending player
 - disqualifying the player from the match and awarding the match to the other side.
 - reporting the player to the Discipline Officer (DO) for consideration of further action.
5. If there is no referee officiating in the competition, then any complaint about the conduct of any player or his or her entourage which is alleged to have breached the Code of Conduct shall be made to the DO by the Captain of the team making the complaint, or if the match was a singles match only, by the other player, and the complaint shall be made within the 2 days next following the day on which the alleged breach occurred.
6. The complaint shall be made in writing (which includes e-mail but not FAX or text messages) and shall set out full details of the incident giving rise to the complaint, identifying all the players involved. Any supporting evidence from any player involved or any other person shall be submitted with the complaint.
7. The DO shall assess the complaint within **7 working days (previously 3 days)** of its receipt and determine its seriousness. If the DO concludes that it is a matter which he or she can and should deal with, then the following procedure will apply:
- 8.

- The DO shall inform the complainant that he/she is the subject of a complaint and the DO has decided to consider the complaint
- The DO shall inform the person about whom the complaint is made (“the complainee”) of the nature of the complaint (including by whom it was made, but without necessarily sharing the supporting evidence at this point) and shall request any initial response the complainee wishes to make within 7 working days(previously 7 days) or such shorter time as the DO may consider appropriate.
- The DO will seek to establish the facts and may convene a meeting between those involved jointly or singly if he/she considers it appropriate. The DO may invite the Captain of each team and/or a representative from the venues concerned. All such meetings will be kept as informal as possible.

Note: the supporting evidence may be shared if requested -eg if there is disagreement on what occurred. Where the supporting evidence is shared, the timing and extent of disclosure will be limited to the amount necessary to ensure natural justice.

- The DO shall inform the complainant that he/she has decided to deal with the complaint
- The DO shall forthwith send the complaint itself and any supporting evidence to the person about whom the complaint is made (“the complainee”) and shall request any response he/she wishes to make within 7 working days (previously 7 days) or such shorter time as the DO may consider appropriate.
- The DO may convene a meeting between the players concerned, if he/she considers it appropriate and may invite the Captain of each team and/or a representative from the venues concerned. Such a meeting will be kept as informal as possible.
- Alternatively, the DO may deal with the complaint by reading the documents submitted.
- The DO may then take any of the following actions:
 - No action at all
 - A reprimand
 - Awarding the match to the complainant or the complainant’s team
 - Suspending the complainee for a maximum period of 4 weeks, or two matches

9. If the DO determines that the complaint involves matters which are sufficiently serious to be dealt with by a Disciplinary Panel of the Kent Tennis Board, he or she shall inform the complainant and the complainee immediately, and the following procedure shall apply:

- The DO shall convene a Panel of not less than 3 members of the Kent Tennis Board, (excluding himself/herself) one of whom shall have played tennis at a venue in Kent for at least 5 years (previously all of whom shall have played tennis in a club in Kent for at least 5 years).
- The DO shall gather all such information as he or she considers necessary and shall ask the complainee to respond to the complaint within 7 working days (previously 7 days) of notification of it. Any response should include evidence in writing from the complainee and any other person.
- A date shall be fixed for the hearing of the complaint, which shall be not more than 28 days from the date the DO decides to refer the matter to a Disciplinary Panel.
- The DO shall present the evidence to the Panel.
- The Panel may decide the complaint on the written evidence if both parties agree, but otherwise the panel shall hear oral evidence from the complainant first and then oral evidence from the complainee. Either party shall be entitled to ask questions of the other party and their witnesses.



KENT
TENNIS

- The procedure at the hearing as set out above may be varied or otherwise determined by the Panel. The complainant and the complainee may be accompanied by a friend who may speak for them, but advocates engaged on a professional basis will not be permitted
 - If the Panel finds the case proved, it may apply such sanction as it considers appropriate in the circumstances of the case, including but not limited to the sanctions available to the DO under Rule 7 above.
10. The DO or, as the case may be, the Disciplinary Panel shall make their decisions on the balance of probabilities. There shall be no rules of evidence applying. All decisions shall be communicated in writing, whether or not the parties are told orally of the decision immediately.
11. If any complaint involves bribery, drug-taking, match fixing or any other matter which the DO and/or a Disciplinary Panel considers to be of similar seriousness, then the complaint shall be referred in the first instance to the LTA for them to deal with.
12. If any person who is a member of any venue or other entity which is a Member of Kent Tennis conducts themselves so as to bring Kent Tennis into disrepute, then that person shall be subject to disciplinary action also. This Rule is intended to cover off-court conduct, which has or may cause distress or embarrassment to or other detrimental effect on any other player, official or volunteer. An example may be abusive or threatening messages sent to or about such a person, harassment, or defamatory comments, communicated personally or generally through any social medium. The procedure for such a matter will generally follow that set out above, but the DO or any member of the Kent Tennis Board may initiate such a complaint. Such a complaint will only be dealt with by a Disciplinary Panel of the Kent Tennis Board which may:
- Take no action.
 - Reprimand the individual and/or his/her venue.
 - Require the individual and/or the venue to apologise to the injured party.
 - Require the individual and/or the venue to undertake to refrain from similar conduct in future.
 - Suspend the individual and/or the venue from competitions for a specified period.
 - Terminate the membership of the venue with Kent Tennis.
 - Barring the individual concerned from selection for the County teams for a specified period.
 - Impose any other sanction it considers appropriate.
13. These Rules do not cover infringements of the Competition Regulations which are a matter for the Competitions Committee.
14. **APPEALS**
- If either party is dissatisfied with the decision of the DO, they may appeal to a Disciplinary Panel of the Kent Tennis Board. Notice of appeal shall be made in writing and shall be delivered to the DO within **the 14 working days next (previously within 3 days next)** following the receipt of the written decision. The DO shall convene a Panel within 28 days of receiving the Notice of Appeal and thereafter Rule 8 shall



KENT
TENNIS

apply wherever appropriate. The reasons for the appeal shall be briefly set out in the Notice.

- The decision of the Disciplinary Panel shall be final, whether it is dealing with a matter referred to it by the DO or an appeal.

15. All time limits within these Rules may be varied at the discretion of the DO or the Disciplinary Panel, and any dispute about their interpretation or application shall be decided by the DO or the Disciplinary Panel if the matter is referred to them, and such decision shall be final.

16. If the DO cannot for any reason fulfil his/her duties under these Rules or carry out any function, then any person designated by the Kent Tennis Board shall do so in his/her place.

17. INFORMATION

The Disciplinary Officer is Paolo Cuomo who should be contacted by email on info@kenttennis.org.uk

Any conduct that could potentially lead to legal actions will be referred to our Legal Officer Andrew Hunter.