

AD HOC JR. PARENT ADVISORY COMMITTEE TERMS OF REFERENCE

October 15, 2015

Committee Type:	Ad Hoc Committee. The Board reserves the right to disband this committee at its discretion. In this event, the Board must provide written communication to the Chair of the Committee.
Strategic Plan Goal:	<ul style="list-style-type: none"> • Key result areas pertaining to: <ol style="list-style-type: none"> 1. Recreational player development 2. Competitive player development 3. High Performance player development (according to LTAD guidelines- developing and consolidating stages in the high performance stream) 4. Player retention (transition into Tennis for Life stream)
Vision:	<ul style="list-style-type: none"> • To best develop an effective and integrated system of programs and supporting services/resources for Alberta Junior tennis players to: <ol style="list-style-type: none"> 1. Be active, healthy and engaged in physical activity for life; and 2. Achieve personal best performances at all levels of competition.
Purpose:	<ul style="list-style-type: none"> • To act as ambassadors of the system, serve as a source of information for the parent/junior player community and to advise and make recommendations (within scope) to the Tennis Alberta Board on how to: <ol style="list-style-type: none"> 1. best develop an effective and integrated system of programs and supporting services/resources for Alberta Junior tennis players to: <ol style="list-style-type: none"> a. Be active, healthy and engaged in physical activity for life; b. Achieve personal best performances at all levels of competition 2. effectively manage to communicate the purpose, structure, policies and procedures of this system to all players, stakeholders and partners 3. increase the resources of the association in order to improve its ability to provide additional and quality experiences to support junior players
Scope	<ul style="list-style-type: none"> • Junior Competitive Structure • Junior Development Programs (U10, U12 Teams, Futures Players, CSG/WCSG) • Junior Development staff support and structure (TA staff, Provincial and Club Coach roles) • Junior Development Committee structure, practice and accountability
Out of Scope	<ul style="list-style-type: none"> • Player recruitment and first contact programming (eg- club programs, Rogers Rookie Tour, try tennis events) • Adult programs
Composition and admissibility:	<ul style="list-style-type: none"> • The committee will be comprised of members of the tennis community • All members must have children currently or previously involved in any level of junior tennis (Champs or Challenger) • No club affiliation will be necessary • Committee membership will be set at 16 maximum and 6 minimum. • Committee members and their children must be in good standing with the association
Chair:	<ul style="list-style-type: none"> • The Chair will be a member of the committee to be selected and approved by the committee. • The Chair will be responsible to: ensure that each meeting is planned effectively, ensure that minutes are kept (which record decisions made, actions to be taken and/or recommendations for consideration), monitor the committee's performance

	<p>and manage and facilitate the functions of the committee</p> <ul style="list-style-type: none"> • The Chair will act as a liaison with the Board • The Chair of the committee will be appointed for a term of two years to a maximum of two consecutive terms • Chair will be nonvoting unless to break a tie
Appointment of Committee Members:	<ul style="list-style-type: none"> • Committee members may be removed by the committee by quorum of 70% • At the outset all interested participants will be appointed to the committee. After membership has been established, new members of the committee will be appointed by special majority vote of 70%. • Committee members will be appointed for a term of two years to a max of two consecutive terms • Active recruitment of committee members will occur when there is potential for a member resigning or finishing his/her term to ensure continuity on the committee
Accountability	<ul style="list-style-type: none"> • Committee members and any sub-committees are accountable to the Chair • Chair will act as the liaison to the Committee and as the liaison with the Board • Members who fail to attend/participate at two consecutive meetings may be removed from the committee
Reporting	<ul style="list-style-type: none"> • The committee will report back to the Tennis Alberta Board by submitting minutes which record decisions made, actions to be taken and/or recommendations for consideration • As the committee prepares recommendations, the Chair will notify the President of the Board, who will arrange to have the recommendations included in the agenda of the next Board meeting. • The Board will, in turn, provide written responses to the recommendations brought forward by the Committee.
Objectives:	<ol style="list-style-type: none"> 1. Review related guiding documents including the Canadian Sport Policy, CS4L, LTAD, the AB Sport Plan and TC's strategic plan to ensure understanding and alignment. 2. To review industry best practices related to LTAD integrated junior programs and competitive structures based on environmental scan completed by TA. 3. To review and understand the existing policies/procedures related to TA's Jr. Competitive Structure. Report identified gaps, potential risks, priority areas and potential strategies to revise or redesign the structure. 4. To review and understand TA's current Jr. HP Programs. Report identified gaps, potential risks, priority areas and potential strategies to revise or redesign the programs, policies and support services. Clarify the goals and objectives of the programs. 5. Identify potential sources/situations for conflict of interest and recommend mitigating strategies. 6. Make recommendations to effectively communicate the purpose, structure, policies and procedures of this system to all players, stakeholders and partners. 7. To make recommendation to the Board on how to engage more parents, coaches, and volunteers, as well as how to educate them on their role in players' experience and development in sport. 8. Recommend procedures to regularly monitor and evaluate the system (as well as its adopted practices, programs, procedures or policies). 9. Ensure that any new proposals reflect the vision of the Committee and the strategic direction of the association.
Meetings	<ul style="list-style-type: none"> • The Committee will hold a minimum of one meeting every sixteen weeks and shall meet more frequently as required in order to fulfill its mandate. • Meetings will be at the call of the Chair of the Committee. • Any subcommittee(s) for specific programs or pilots may meet more frequently.
Quorum	<ul style="list-style-type: none"> • A quorum of 60% plus one is required to conduct the business of the committee.