



ONTARIO TENNIS ASSOCIATION

HUMAN RESOURCES POLICIES & PROCEDURES

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POLICY STATEMENT

1. The Regional Chairperson (RC) is a constituent member of the board and represents member clubs in an active OTA region.
2. The RC is elected by the member clubs in the region on an annual basis at a regional Annual General Meeting.
3. The RC is a volunteer who is prepared to exercise leadership in promoting the sport of tennis by facilitating the delivery of region-specific programs which meet the identified needs of the member clubs in the region and support the objectives of the Association.
4. The RC is accountable to the OTA Board of Directors and to the members of the region to facilitate regional tennis programs which support the objectives of the Association.
5. The RC serves on the OTA Board of Directors and is a member of the Regional Council.
6. The RC is expected to attend OTA Board and Regional Council meetings and report on regional programs undertaken to fulfill their objectives. As outlined in By-law 9.06 a minimum of two active volunteers is required to staff a regional committee and to provide for succession planning.

DEFINITIONS

1. **Active Region** - is defined as one with an executive elected at an Annual General Meeting of its members and carries out regional business in accordance with sections 9.04 and 9.06 of the By-Laws.
2. **Inactive Region** - is a region which does not provide regional programming to its Members or does not carry out regional business in accordance with 9.04 or 9.06 and has been deemed by the Board of Directors to be Inactive.
3. **Autonomous Region** - An Active Region that has its own constitution and bylaws and operates as a self-governing body. These regions may collect fees on behalf of the Association and retain a portion for their operating budget. They may also collect their own membership fees separate from those described in Section 3.06 of the OTA by-laws.



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RELATIONSHIPS

1. Reports to the Board of Directors.
2. Works closely with the Vice President, Membership & Regional Development.
3. Has a lateral relationship with all other Board members.
4. Supervises members of the Regional Committee.
5. Is accountable to the member clubs in the region.
6. Works closely with the Executive Director and Association staff as necessary.
7. Assists the Presidents of member clubs and club executives.

RESPONSIBILITY

1. Calls and chairs regular meetings of the Regional Committee and sets the agenda.
2. Prepares an annual report which is presented at the region's Annual General meeting
3. Participates in Regional Council meetings chaired by the VP of Membership and Regional Development.
4. Oversees and participates as necessary in the delivery of the region's portfolio of programs.
5. Establishes an annual operating plan and financial budget.
6. Reports annually on their region's finances, activities and initiatives to the Board of Directors.
7. Participates in meetings of the Board of Directors.
8. Partners with Association staff to recruit new clubs.
9. Develops new regional programs and reviews viability of existing programs to ensure they meet stated objectives.
10. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.
11. Advocates and coordinates on behalf of local clubs with municipalities to resolve issues.
12. Is a member of the Nominating Committee.

EXPERIENCE PREFERRED

1. Experience as President or executive member of a community tennis or member of Regional Committee.
2. Good leadership and organizational skills.



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ROLE OF THE REGIONS

To fulfill the position of Regional Chairperson it is necessary to understand the role the regions of the Association play in Ontario tennis.

The regions of the Association were established to enhance the tennis experience enjoyed by members of the Association and to perform the following functions:

- Facilitate communication between member clubs in the region and coordinate joint action by clubs with respect to third parties such as local municipalities.
- Encourage programs which are run on a local/regional, rather than provincial level, for example, leagues, non-sanctioned tournaments, local junior development, etc.
- Ensure that member clubs in the region are aware of Association programs.
- Promote Association membership to non-member clubs in the region and stress the value of ongoing membership to member clubs.
- Assist Association staff in the delivery of programs in the region as necessary.
- Support junior development and programs in the region.

REFERENCE POLICIES

HR1 – Abuse & Harassment

HR2 – Board of Directors' Responsibilities for Code of Conduct, Conflict of Interest and Confidentiality



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PROCEDURE DEVELOPMENT

1. Board Reporting - All regions

- a. The OTA office provides a standard template regional chairs should use for consistency to prepare their annual report to the Board. The template can be populated using input from member clubs, OTA staff members and their own general reflection of activity in their region.

2. Annual Budget Development - Non-Autonomous Regions

- a. Regional budgets are submitted annually as part of the OTA budget cycle.
- b. A template is provided in order to record the pertinent revenues and expenses expected to be incurred over the coming year. As a minimum, the following items should be listed:
 - **Reasonable meeting expenses.** This may include rental of a meeting room with light snacks and refreshments
 - **Reasonable expenses for the AGM** meeting. For example, meeting room rental, food, court rental if offering members tennis or other activity.
 - **Reasonable travel expenses:** travel costs to attend OTA Board meetings and visit member clubs in your region (at the current per km rate set out by the OTA). Some regional chairs may also incur out-of-town expenses like hotel & food charges.
 - **Brand Items:** if OTA branded items (eg: t-shirts, hats, jackets, etc) are required, a budget line item should be included. The ED will use these amounts to purchase the branded materials at discounted prices and distribute to the regional chairs.
 - **Other expenses to include:** postage, office supplies, printing, prizes, bank charges, tournament and event expenses, long distance phone calls, honourariums, court fees, etc.
 - It is expected the regional committee will make every effort to offset some of their regional expenses by charging nominal fees for some of its activities if appropriate. For example, charging a small entry fee for a regionally-run league or tournament.
- c. The budget submission should include short details of all program expenses, explaining the goals of the programs and how they will be administered.



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- d. If a member club is benefiting from funding provided by the region, then there is expectation the member club will provide reasonable proof to the regional committee for audit purposes (eg: submitting copy of receipts of expenses, reporting participation numbers, tournament winners, photographs, etc).
- e. If the regional committee is unsure of the applicability or appropriateness of a given program being offered in their region, they should contact the Executive Director or VP of Membership & Regional Development for clarification.

3. AGM and Other Meetings

- a. General meetings of the Regional Committee:
 - Committee will meet at least two times per year to discuss program planning, club issues, etc.
 - Meetings may be held at a physical location (meeting room, community room, office, etc), or by other reasonable means if geographic proximity of the committee is a problem. This might include emailing, conference calling or using various social media tools.
 - Minutes must be recorded for approval by the Committee.
- b. Annual General Meeting:
 - Before the end of each calendar year the member clubs in each region should elect at an AGM a committee comprised of at least two individuals, one of whom shall be the Regional Chair.
 - Because this is a special meeting of the region and includes representation from its member clubs, special care should be taken to plan an appropriate agenda and venue for the event.
 - If a physical meeting can't be held due to geographic challenges or membership availability, AGM reports should still be distributed via email and an electronic vote taken (ie, email responses) to ensure a proper election has taken place.
 - A sample agenda template can be provided by the OTA office, but a typical agenda will include the following elements:
 - **Notice of Meeting** to member clubs to be communicated in advance. Two members of each club are usually invited, normally the President and Vice-President, although any member of their executive may attend. There is usually no participation charge for this meeting for the first two attendees.



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- **AGM Business Meeting Agenda** which should include approval of the previous year’s minutes, reports by the Regional Chair and his/her committee, elections and any other business.
- Following this meeting, other **special topics** may be scheduled (eg: panel discussions, round table sharing of ideas, general Q&A, volunteer recognitions, a fun activity like playing tennis!)
- The Regional Committee is encouraged to recognize outstanding volunteers at this meeting by presenting **certificates of appreciation** along with a nominal award (jacket, shirt, etc). Certificates can be obtained from the OTA office.
- In addition to the invitees above, other guests to be invited include the President, Executive Director, VP M&RD and any other OTA Board members wishing to attend.

4. Financial Reporting - Non-Autonomous Regions

- a. All **financial activity should be tracked/recorded** throughout the year (ie, budget plan vs actual) and presented at the regional AGM.
- b. Regional Committees **should retain a copy all major receipts** for expenses incurred, with originals submitted to the OTA office as reimbursements are requested. Major expenses are considered any purchase of \$10 or more.
- c. Reimbursements for expenses will not be issued unless accompanied by the standard **OTA Expense Report** form filled in with sufficient detail. This includes itemizing all travel refund requests with a description of the trip taken and kilometres travelled (gas receipts for these are not required).
- d. For those regions requesting advances before expenses are incurred, the expense details need to be reconciled at the end of the year and reported appropriately before any new budget is accepted.



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5. Financial Reporting - Autonomous Regions (STF, NYTA, NCTA)

- a. These regions receive a percentage of the OTA member fees collected in their region, as their budget. A copy of their budget should be submitted to the OTA office for information purposes only.
- b. These regions should manage their own finances, expense tracking, receipt collecting, etc according to their own internal control practices and as such do not need to involve the OTA office further.
- c. Autonomous regions are required to present a full audited financial statement at their AGM as per their by-laws. These statements should also be included in their annual report to the OTA Board.
- d. Expenses related to travel to/from OTA meetings should already be covered under the region's budget and reimbursed through their own financial processes, however, there may be extenuating circumstances requiring additional funding from the OTA's budget. These can be discussed with the ED as they arise.

APPROVALS

on behalf of the Executive Committee		Date:
President		Date:
on behalf of the Board of Directors		Date: