



## ONTARIO TENNIS ASSOCIATION

## HUMAN RESOURCES POLICIES & PROCEDURES

<b>Title</b> <b>Vice Chair Player Development Roles and Responsibilities</b>	<b>Effective Date</b> <b>June 12, 2021</b>	<b>Page</b> <b>1 of 2</b>
<b>Policy Number</b> <b>HR 8</b>	<b>Updates and Replaces</b> <b>September 22, 2018</b>	
	<b>Next Review Date</b> <b>June 2024</b>	

### POLICY STATEMENT

1. The Vice Chair Player Development reports to the Board on the status of key Player Development programs and initiatives.
2. Helps set Competitive Structure policy for junior and senior tennis in Ontario.
3. Chairs the **Discipline Committee** and any board committees required to help set policy for the Competitive Structure for junior and senior tennis.

### RELATIONSHIPS

1. Reports to Board of Directors.
2. Works closely with the President and related staff as necessary.
3. Has a lateral relationship with all other Board members.

### RESPONSIBILITY

1. May be a Chairperson of a **board committee** formed to help set policy for the Competitive Structure for junior and senior tennis (eg: ranking issues, player selection criteria).
2. Ensures that minutes are taken during these committee meetings and are distributed to the committee members, the ED and the President.
3. Is a member of the Executive Committee (EC).
4. Chairs meetings of the **Discipline Committee** and Hearing. Such committee is called within ten days of receipt of a complaint against members with respect to infractions of the by-laws and rules and regulations of the Association, the rules of Tennis Canada or for any act or practice detrimental to the interests or contrary to the ethics of tennis in Ontario.
5. In accordance with the Ontario Athlete Assistance Program (OAAP) guidelines, forms a selection committee and sport-specific selection criteria to nominate the athletes for Ontario carding status annually. The selection criteria is approved by the Executive Committee of the Association on behalf of the Board of Directors.
6. Supervises and participates as necessary in the delivery of special initiatives and programs as delegated from time to time by the Chair of the Board, Board of Directors or EC.



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7. Ensures an effective junior development program and competitive structure is in place to provide a pathway for talented and committed juniors throughout the province of Ontario to achieve their full potential.
8. Ensures that the Ontario competitive structure provides a continuum that aligns with the National and International competitive structures.
9. Meets with the membership formally and informally to promote the image of the Association and to elicit member input.

**EXPERIENCE PREFERRED**

1. A background as a Tennis Professional or coach is required experience.

**REFERENCE POLICIES**

HR1 – Abuse & Harassment

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

**PROCEDURE DEVELOPMENT**

N/A

**APPROVALS**

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