

TERMS OF REFERENCE

Wheelchair Tennis Player Council

General

1. The ITF is responsible for five areas of the games of tennis, wheelchair tennis and beach tennis:
 - Administration and regulation (including enforcement of rules);
 - Organising international competition;
 - Structuring the game;
 - Developing the game;
 - Promoting the game.
2. An ITF 2024 strategic priority is to uphold the highest standards of integrity, governance and transparency. The ITF wishes to engage with the player community and deliver better for the future generation of players.
3. The ITF has established the ITF Wheelchair Tennis Player Council to represent the interests of wheelchair tennis players involved in ITF Wheelchair Tennis competitions.

Mandate

4. The name of the Council shall be ITF Wheelchair Tennis Player Council (**Council**).
5. The mandate of the Council is derived from Bye-Law 8 of the ITF Constitution. The Council shall operate in a manner that is consistent with the ITF values of good governance, integrity and trust, inclusiveness, innovation, ambition and collaboration.

Organisation/Composition

6. The Council is comprised of a Chair and eight (8) other members. The members of the Council shall be elected by wheelchair tennis players registered to compete in ITF Wheelchair Tennis Competitions. The optimal composition of the Council is set out at Schedule 1. All members of the Council must be a minimum of 18 years old.
 - 6.1. If a nomination is not forthcoming in a category of representation set out at Schedule 1, the Chair, in consultation with the Council so formed, and if necessary, the ITF Wheelchair Tennis Committee, may nominate an individual of that category to the Council.
7. An ITF Wheelchair Tennis Committee member will attend or participate at each meeting where possible.
8. Others may be requested to attend meetings of the Council, subject to the agreement of the Chair, in consultation with the Council and the ITF.
9. The Chair will be elected by the members of the Council at the first meeting of the Council, with consideration given to the skills necessary to fulfil the role. If a quorum cannot be met from the present and voting Council members, then the ITF Wheelchair Tennis Committee member who is present at the first meeting of the Council shall elect a Chair.
10. In the event that the Chair requires assistance in the conduct of a Council meeting (**Meeting**), requires the Meeting to appoint a Chair in their place, or is unable to attend or participate in the Meeting, then the first business at that meeting shall be to elect a Chair (by majority vote) from those members present or participating.

Scope

11. The Council shall be administered by the ITF and the Wheelchair Tennis Department will administer the election of members and the Chair.
12. The Council is not a decision-making body. The duties of the Council are:
 - 12.1. To represent the interests of all players across all adult divisions, rankings and world regions involved in ITF Wheelchair Tennis Competitions
 - 12.2. To advise and make recommendations to the ITF Wheelchair Tennis Committee on all questions of concern to players including but not limited to the ITF Rules and Regulations.
13. The Chair shall direct the activities of the Council. The Chair may also be asked by the Board of Directors, the ITF President, the ITF Wheelchair Tennis Department or the ITF Wheelchair Tennis Committee to consider a specific matter.
14. The Council shall have regard to the ITF 2024 strategy when carrying out its functions.

Term

15. Save where decided otherwise by the ITF Wheelchair Tennis Committee, the Council is appointed for a period of 2 years, beginning on [1 January 2021] and so ending on [31 December 2022], at which time the appointment of all members (including the Chair) of the Council automatically ends.
16. There are no term limits for membership of the Council, and so all members (including the Chair) are eligible to seek re-appointment. All members who wish to seek re-appointment must do so in accordance with the process of appointments set out by the ITF.
17. Any member of the Council may be removed by the ITF President in consultation with the ITF Wheelchair Tennis Committee and Council Chair. The removal shall be subject to ratification by the ITF Wheelchair Tennis Committee with a two-thirds majority of the votes recorded at the next meeting of the Wheelchair Tennis Committee.
18. If the term of a member of the Council is ended for any reason during the term of the Council, the post will ordinarily remain vacant until the end of the term. However, the ITF Wheelchair Tennis Committee may appoint a replacement if the Council deems it necessary.

Meetings

19. The Council shall normally hold a minimum of one, and a maximum of three Meetings per year, which may be conducted in person or via tele/videoconferencing. Scheduling and arrangements for the meetings will be made by the ITF Wheelchair Department, in consultation with the Chair and Council Members, to maximise participation and to align with other relevant meetings where possible.
20. Members of the Council shall make reasonable efforts to attend or participate in every Meeting during their term of office. The Chair must report the attendance or participation of all members to the ITF Wheelchair Tennis Committee on an annual basis.
21. The Meeting agendas shall be set by the Council Chair, in consultation with other Council members and the ITF.

22. The minutes of every Meeting shall be recorded and made available to all key stakeholders, save for any confidential information (which shall be identified as such). The ITF Wheelchair Tennis Department and Committee must receive a copy of all Meeting minutes.

Quorum and voting

23. The quorum for all meetings shall be a simple majority (so five (5) in total).
24. The Council shall make recommendations on the basis of votes, with each member of the Council (including the Chair) having one vote (so nine (9) in total). Motions shall be deemed as carried if they receive a majority of those present and voting. Arrangements for electronic votes shall be established by the Chair, which in any event shall include affirmative voting.
25. If a member is conflicted from voting on a matter, he or she must not be counted for the purpose of establishing the quorum for that matter. In the event that the quorum is not reached, the Chair shall make arrangements for electronic voting from the absent members. In the event that the number of conflicted members in relation to a particular matter means no quorum can be met even with the inclusion of electronic votes, the majority required shall be a majority of all members of the Council notwithstanding that the conflicted members shall not vote. The ITF Wheelchair Tennis Committee, in consultation with the Chair, shall determine how to proceed in the event that the application of this term would prevent the Council from conducting its business on a particular matter.

Resources

26. The ITF Wheelchair Tennis Department will supply the administration and operational resources if requested and required by the Council to carry out its work and will make its staff available to the Council as reasonably necessary to support that work.
27. The ITF will cover any meeting costs, but no other expenses will be provided.

Accountability

28. The Council is responsible to the ITF Wheelchair Tennis Committee and members are accountable to the region/division/ranking band that they are elected to represent. The Chair of the Council shall provide reports to the ITF Wheelchair Tennis Committee as necessary but no less than to every Wheelchair Tennis Committee meeting, on the activities of the Council. Reports shall also be provided, as necessary, to the ITF Annual General Meeting.
29. The ITF Conflict of Interest Declaration Form (**ITF Declaration**) applies to all members of the Council. The ITF Declaration is set out in a separate document, which all Council members are required to sign. All members should familiarise themselves with its contents and consider at all times whether they are conflicted on a particular matter of Council business.
30. All members are bound by the Code of Conduct for Committees and Commissions (as amended from time to time).

Amendments and matters not otherwise provided for

31. These Terms of Reference will be reviewed annually. Any amendments must be approved in writing by the ITF Wheelchair Tennis Committee.

32. Any matter arising that is not addressed in these Terms of Reference will be determined by the ITF President, in consultation with the ITF Wheelchair Tennis Committee, ITF Wheelchair Tennis Department and the Council Chair.

Schedule 1

The Player Council will be composed of and be represented by the Personnel and Categories detailed below (together, the Criteria):

Personnel on Council	Number of representations
Current Players	7
Former Players	1
Coaches	1

Representation Categories	Minimum member representation
Current Players (7)	
<i>Gender</i>	
Male	2
Female	2
<i>Region</i>	
North America	1
South America	1
Europe	1
Africa	1
Asia/ Oceania	1
<i>Division</i>	
Quad	1
Mens	1
Womens	1
<i>Ranking (any division, at start of election period)</i>	
1 -10	1
11 – 40	1
41 +	1
Other (2)	
Former Players	1
Coaches	1

- (a) In the case that the seven (7) players with the highest number of votes received do not meet the above criteria, then the player(s) with the highest number of votes who do meet the above criteria will be selected before the player(s) with the highest number of votes.
- (b) If fewer than seven players are nominated to the Council, the Council (i.e. those players nominated), and if necessary, the ITF Wheelchair Tennis Committee may appoint a player(s) to the Council to fulfil the required criteria.
- (c) If a Former Player or Coach is not nominated, the Council, and if necessary, the ITF Wheelchair Tennis Committee may appoint a former Player or Coach to the Council, as appropriate, to fulfil the required criteria.