



YORKSHIRE TENNIS

YORKSHIRE TENNIS LIMITED (YTL) ARE RECRUITING A NEW CHAIR

Below are details about Yorkshire Tennis Limited along with a role description which includes specific responsibilities, skills, knowledge desired and details of the application and appointment process.

The average time commitment is around 10 hours per week with evening meetings up to 8 times a year. A significant percentage of the work can be carried out at the time of the Chairs discretion. Meetings are held both virtually and in person. A self-employed Administrator assists the Chair arranging meetings, agendas, minutes and general duties and correspondence.

The position is voluntary, and expenses will be paid in accordance with YTL policy.

About Yorkshire Tennis Limited

Yorkshire Tennis Limited (YTL) is a Company limited by guarantee that is responsible to the Lawn Tennis Association (LTA) for the running of tennis and padel in Yorkshire. We are predominantly run by a team of volunteers which includes a Board of Directors as the ultimate decision-making body. We support around 165 Tennis Clubs in Yorkshire, and we aim to nurture their interests as Associate Members through a process of funding initiatives, County leagues and competition, county training and fielding age related teams in national competitions. The most talented players are assisted to gain acceptance to the national player pathway.

As part of the process of “opening up tennis” and making the sport truly inclusive, YTL welcomes candidates from as broad a range of backgrounds as possible. The range of activities, governance framework and all other activities can be found at www.yorkshiretennis.org.uk

This is an exciting time for tennis and padel in Yorkshire and the new Chair would be leading a motivated and successful team.

Role description as Chair and Board Member

- 1 To provide leadership for Yorkshire Tennis Limited (YTL)
- 2 To be responsible for making sure the Board functions properly and that each meeting is planned effectively according to the Rules and Articles of Association and that matters are dealt with in an orderly manner

3 To provide support to Board Members and attendees

4 To represent YTL in external meetings and events save where the President undertakes such representation

5 To evidence the values of YTL and encourage others to demonstrate as well

6 To attend relevant formal meetings of YTL, LTA or Regional Volunteer Forums and ensure the Board are aware of relevant matters

7 To work with Board Members and Attendees to carry out key responsibilities of the Board which are

- a) To clarify and focus on the direction of tennis and padel by creating an annual business plan, prioritise its actions and remove any obstacles.
- b) To provide the necessary direction required in terms of resource allocation (both volunteer and paid).
- c) To ensure effective and relevant communication to all key stakeholders.
- d) To oversee the commercial interests of the organisation, ensuring sufficient funding/revenue is available, constantly review the allocation of funding, consider additional sources of funding and to be responsible for ensuring high levels of financial control are being followed.
- e) To optimise risk management by maintaining and updating a risk register and reviewing this, taking appropriate actions where necessary.
- f) To adopt, implement and embed content and good practise in the LTAs national inclusion strategy relating to equality, diversity, inclusion and equity.
- g) To ensure that a constructive and productive relationship is maintained with the LTA to ensure that the interests of the County are being represented.
- h) To ensure that any changes or new initiatives and priorities from the LTA are communicated effectively to the Board and Attendees and to the relevant stakeholders.
- i) To act as final arbiter on any differing points of interest and to act as final decision maker in the best interests of the organisation.

Specific Responsibilities

- a) Chair Board Meetings.
- b) Verify the decisions are made correctly with a casting vote if necessary.
- c) Ensure that all Board Members and Attendees are notified of meeting dates.
- d) Ensure that all Board Members and Attendees have the necessary meeting documentation.
- e) Ensure that all Board Members and Attendees are aware of all tasks and actions that the Board requires, and that Board Members and Attendees have agreed to carry out.
- f) To represent the Board at the AGM and other formal meetings and occasions.

- g) Ensure a skills and diversity Audit is carried out annually to aid recruitment and succession planning.

Skills and Knowledge

Essential:

- a) Ability to Chair meetings effectively.
- b) Ability to create a culture of trust and inclusion within the Board.
- c) Effective organisation, communication, diplomacy and Presentational skills.
- d) Ability to work in a team and motivate others.
- e) A wide appreciation of the position of tennis and padel as recreation and sport within society.

Desirable (or to be acquired on the job):

- f) Knowledge of tennis and tennis Club management and of LTA direction and activities.
- g) Knowledge of Safeguarding and related procedures.
- h) Some knowledge of Performance Pathways for players in the age range off 7 to 14 years old.

Time Commitment

As this is a voluntary role, we understand that the postholder will have other commitments and responsibilities. Ideally the successful candidate would commit on average 10 hours per week to the role and attendance at in person meetings as required.

The appointment is for an initial term of three years. The person appointed can be re-elected for two further three years periods.

The role has a maximum term of 9 years in line with the LTA County and Island Governance Framework and UK Code for Sports Governance.

How to Apply and Appointment process

To apply for this role please send a personal statement and a copy of your CV to **chris.day5819@outlook.com** with the title “Board Chair Recruitment”.

Your personal statement should outline how you meet the experience and skills and knowledge requirements of the role as detailed in the Chair Role description and answer the following questions:

1 Why do you want to be Chair of Yorkshire Tennis Limited?

2 What can you offer that will help to develop the sport of tennis and padel in Yorkshire?

The statement should be no more than 2 sides of A4

If you wish to discuss the role, please contact: Chris Day (Interim Chair) at the following email address - chris.day5819@outlook.com

A shortlist of candidates will be invited to attend a virtual interview on a date to be specified in late April or early May and an in-person interview may also be arranged if necessary for the final two candidates.

We aim to have someone in post by end May.

The Closing date for applications is Thursday 31st July 2025