

TENNIS NZ – CLUB GOVERNANCE BEST PRACTICE CHECKLIST

PURPOSE & DIRECTION

- Clear club purpose, vision, and objectives
- Alignment with Tennis NZ national framework
- Annual review of purpose and goals

COMMITTEE STRUCTURE & PEOPLE

- Minimum of 3 eligible officers (IS Act requirement)
- Skills matrix completed
- Role descriptions for all committee roles
- Succession planning for key roles
- Induction pack for new committee members

GOVERNANCE PROCESSES

- Standard agenda template
- Minutes recorded and approved
- Conflicts of Interest Register maintained
- Annual governance calendar used
- Committee action tracker maintained

COMPLIANCE & RISK

- Constitution updated for the IS Act 2022
- Internal disputes process in place
- Financial records compliant and timely
- Risk Register maintained
- Health & Safety procedures documented

POLICIES & CODES

- Conflicts of Interest Policy
- Complaints & Disputes Policy
- Financial Management Policy
- Health & Safety Policy
- Privacy Policy
- Safeguarding / Participant Protection compliance
- Court & Facility Use Policy

PLANNING & PERFORMANCE

- Strategic Plan (1–3 yrs)
- Annual Operating Plan
- Annual budget and quarterly review
- Goal progress reviewed regularly

TRANSPARENCY & REPORTING

- AGM with full reporting
- Governance documents accessible to members
- Regular communication to members
- Documented governance decisions

STAKEHOLDER ENGAGEMENT

- Engagement with Regional Tennis Organisation
- Compliance with Tennis NZ system requirements
- Positive relationships with coaches and volunteers

IMPROVEMENT & REVIEW

- Annual committee self-review
- Policies reviewed annually
- Training accessed from Sport NZ resources