

TERMS OF REFERENCE

ITF 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. One of the ITF's strategic priorities is to uphold the highest standards of integrity, governance and transparency. The ITF wishes to engage with the player community in order to deliver a better playing environment for the future generation of players.
3. The ITF has established a player Council to represent and advance the best interests of wheelchair tennis players participating at the highest levels of ITF Wheelchair Tennis competitions.

Mandate

4. The name of the Council shall be the ITF Wheelchair Tennis Player Council ("**Council**").
5. The mandate of the Council is derived from activities of the ITF Wheelchair Tennis Committee, which in turn derives its mandate from Bye-Law E 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 seven (7) voting members: one (1) Coach (the "**Coaching Member**"), and six (6) current players ("**Current Player Members**"), each individually a "**Member**" and together the "**Members**". Election and appointment of, and the relevant criteria for, each Member is governed by paragraphs 7 to 9 below and Schedules 1 and 2. Each Member must be a minimum of 18 years old.
7. Three of the Current Player Members shall be elected by wheelchair tennis players registered to compete in ITF Wheelchair Tennis Competitions in accordance with the composition requirements set out in Schedule 1 and the eligibility requirements set out in Schedule 2.
8. Three of the Current Player Members and the Coaching Member shall be appointed by the ITF Wheelchair Tennis Committee in accordance with the composition requirements set out in Schedule 1 and the eligibility requirements set out in Schedule 2.
9. If a nomination is not forthcoming in an elected category of representation set out at Schedule 1 (save where Schedule 1.1(d) applies) and/or where a vacancy for membership of the Council exists at the start of a Term, the incoming 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.
10. A Chairperson will be elected by the Members of the Council from their number at the first meeting of the Council (the "**Chair**"), 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 appoint a Chair.

11. An ITF Wheelchair Tennis Committee member will attend or participate at each meeting where possible, together with ITF staff members as appropriate. None of these attendees will hold voting rights.
12. 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, but shall not be entitled to vote.
13. In the event that the Chair (a) requires assistance in the conduct of a Council meeting (the “**Meeting**”), (b) requires the Meeting to appoint a Chair in their place, or (c) 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

14. The Council shall be administered by the Wheelchair Tennis Department which will also administer the election and appointment of Members and the Chair.
15. The Council is not a decision-making body. The powers and duties of the Council are:
 - 15.1 To represent the interests of players across all adult divisions participating at the highest levels of ITF Wheelchair Tennis Competitions; and
 - 15.2 To advise and make recommendations to the ITF Wheelchair Tennis Committee on issues of concern and opportunities for improvement for players participating at the highest levels of ITF Wheelchair Tennis Competitions, including but not limited to potential changes to the ITF Rules and Regulations.
16. 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 Committee or the ITF Wheelchair Tennis Department to consider a specific matter.
17. The Council shall have regard to the ITF’s strategy when carrying out its functions.

Term

18. Unless decided otherwise by the ITF Wheelchair Tennis Committee, the Council is elected for a period of 2 years, beginning on 1 January 2025 and so ending on 31 December 2026 (the “**Term**”). At the end of this Term the election/appointment of all Members (including the Chair) of the Council automatically ends.
19. All Members (including the Chair) are limited to serving three (3) terms. Any eligible Member who wishes to seek re-election must do so in accordance with the nomination and election process set out by the ITF.
20. Any Member of the Council may be removed by the ITF President in consultation with the ITF Wheelchair Tennis Committee and 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 ITF Wheelchair Tennis Committee.
21. If the appointment of a Member of the Council is ended for any reason during the Term, the post will ordinarily remain vacant until the end of the Term. However, the ITF Wheelchair Tennis Committee may appoint a replacement for the remainder of the Term if it deems it necessary to do so.

Meetings

22. The Council shall hold a minimum of one, and a maximum of three scheduled Meetings per year (with occasional ad hoc Meetings called as required and agreed with the Chair), which will be conducted via tele/videoconferencing unless otherwise advised. Scheduling and arrangements for the Meetings will be made by the ITF Wheelchair Tennis Department, in consultation with the Chair and Members, to maximise participation and to align with other relevant meetings where possible.
23. Members shall make reasonable efforts to attend and participate in every Meeting during their Term, with the aim of attending at least two out of every three Meetings held in a given period. The Chair must report the participation of all members to the ITF Wheelchair Tennis Committee on an annual basis.
24. The Meeting agendas shall be set by the Chair, in consultation with other Members, the ITF Wheelchair Tennis Department and the ITF.
25. Meetings of the Council shall be administered by the ITF Wheelchair Tennis Department.
26. 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 ITF Wheelchair Tennis Committee shall receive a copy of all Meeting minutes. The player community will receive a summary of the Meeting.

Quorum and voting

27. The quorum for all Meetings shall be a simple majority of all Members.
28. The Council shall make recommendations on the basis of votes, with each Member (including the Chair) having one vote. 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.
29. 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 voting Members 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

30. The ITF Wheelchair Tennis Department will supply the administration and operational resources 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.
31. The ITF will cover any Meeting costs, including the costs to Members of telephone or video conferencing where necessary, but no other expenses will be provided.

Accountability

32. The Council is responsible to the ITF Wheelchair Tennis Committee and Members are accountable to the division and ranking band that they are elected to represent. The Chair shall provide reports to the ITF Wheelchair Tennis Committee as necessary after each Meeting on the activities of the Council. Reports shall also be provided, as necessary, to the ITF Annual General Meeting.

33. Members are required to identify and notify the Chair of any perceived or actual conflicts of interest that might arise in relation to matters of Council business and must comply with the obligations set out in and must sign the ITF Conflict of Interest Declaration Form (the “**ITF Declaration**”). The ITF Declaration is set out in the ITF Code of Ethics. All Members should familiarise themselves with the content of the ITF Declaration and consider at all times whether they are conflicted on a particular matter of Council business.

Amendments and matters not otherwise provided for

34. These Terms of Reference will be reviewed prior to the end of each Term. Any amendments must be approved in writing by the ITF Wheelchair Tennis Committee.
35. 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, the ITF Wheelchair Tennis Department and the Chair.

Schedule 1

1. The Player Council will be comprised of and be represented by the Members (further divided into Categories) detailed below (together, the Criteria):

Members	Number
Current Players	6
Coach	1

Current Player Members (6)	Men	Women	Quad
Total	2	2	2
Ranking* 1-10	1	1	1
Ranking* 1-30	1	1	1

*2024 end of year ranking

- (a) The three (3) Current Player Members appointed by the ITF Wheelchair Tennis Committee shall fulfil the above criteria.
- (b) In the case that the three (3) Current Player Members with the highest number of votes received do not meet the above criteria, then the Current Player Members with the highest number of votes who do meet the above criteria will be selected before the Current Player Members with the highest number of votes.
- (c) If fewer than three (3) Current Player Members are nominated to the Council, the Council (i.e. those Members appointed and elected), and if necessary, the ITF Wheelchair Tennis Committee may appoint the remaining Current Player Member(s) to the Council to fulfil the required criteria.

The ITF Wheelchair Tennis Committee shall appoint a Coach to the Council, as appropriate

- (d) Where a Division or Ranking is represented among the eligible nominees for election, at least one nominee from that Division or Ranking will be elected (see Schedule 2). If there is no nominee from a particular Division or Ranking, that Division or Ranking will not be represented on the Council.

Schedule 2 – Nomination, Election and Appointment process

Nomination and Appointment

1. The Nomination and Appointment criteria for Current Player Member(s) is as follows:
 - 1.1. Current Player Member

Each nominee or appointee for Current Player Member must meet these criteria:

 - 1.1.1 Be a minimum of 18 years old.
 - 1.1.2 Have a current IPIN membership for the ITF Wheelchair Tennis Tour.
 - 1.1.3 Have an ITF Wheelchair Tennis Tour Ranking.
 - 1.1.4 Be in good standing with the ITF, meaning:
 - 1.1.4.1 not currently suspended or otherwise ineligible to participate in the ITF Wheelchair Tennis Tour pursuant to a decision under the ITF Code of Conduct or any other applicable regulations (such as the Tennis Anti-Corruption Program or the Tennis Anti-Doping Programme); and
 - 1.1.4.2 has not previously served such a suspension period of three months or longer, unless the ITF approves their eligibility (taking into account all relevant factors).
 - 1.2 Coach

The appointee for Coach Member must meet these criteria:

 - 1.2.1 Holds a recognised coaching qualification.
 - 1.2.2 Has coached or is currently coaching a player within the top 30 Men, Women, or Quads on the ITF Singles Ranking.
2. Prospective Current Player Members for election may self-nominate providing they have the endorsement and signature of their National Association.
3. All Nominations for election must be made using the designated ITF form.
4. There is a two-week period for Nominations for election to be received by ITF, following which a full list of nominees for election will be published (see Schedule 3).
5. Following election of the three Current Player Members, the Committee will consider Current Player Members and Coaches (subject to meeting the criteria under sections 1.1 and 1.2 above, and that such Current Player Members are endorsed by their National Association) to be appointed to fill the remaining vacancies in the Player Council. Such members will be appointed and notified according to the timetable in Schedule 3.

Election

6. Following the publication of the full list of nominees, eligible players will be able to vote via an online tool. Eligible players for voting are those that also meet the criteria in 1.1 above, with the exception that a player who has previously served a three month or longer suspension is eligible to vote.
7. Players must ensure their contact details (i.e., email address) in their IPIN account are up to date in order to receive details of the Council elections.
8. Each current player eligible to cast a vote shall be able to vote for up to three nominated current players

9. The three nominated current players with the highest number of votes shall be selected as Current Player Members who (unless paragraph 10 has become applicable) taken collectively enable the following conditions to be fulfilled:
 - 8.1 One person from each division as detailed in Schedule 1;
 - 8.2 One person from each of the Rankings detailed in the Schedule 1 (subject always to the provisions of Schedule 1.1(d)); and
 - 8.3 Such additional number of persons as is necessary (subject to paragraph 10) to fill the remaining places on the Panel, being those persons having the next greatest number of votes cast once paragraph 8.1-8.2 have been met.
10. If fewer than three Current Player Members are nominated to the Council, the elected Council, in consultation with the ITF Wheelchair Tennis Committee, may appoint a player(s) to the Council to fulfil the required criteria set out in Schedules 1 and 2.
11. If any two or more nominees are tied for the number of votes, and the tie is material to the eventual outcome of the election, then the tie(s) will be broken by the toss of a coin (or drawing of lots if more than two nominees are tied) in front of an independent witness. The ITF will notify tied nominees of the identity of the independent witness in advance of the process.

Election Rules for Nominees

12. During the Nomination and Election Period, all nominees shall:
 - 12.1. conduct themselves with honesty, dignity, moderation and respect for other nominees;
 - 12.2. not insult or demean other nominees, nor do anything else with malicious intent or bad faith that may harm the image of any other nominee;
 - 12.3. respect the democratic process of the Elections and not seek to exert any improper influence over that process (for example, making promises in exchange for votes; soliciting or accepting any benefits of any kind to influence the vote of a player or the outcome of the Election);
 - 12.4. not engage in any act, collaboration or collusion by or between nominees with the intent to manipulate the result of the Election.

(the “**Nomination Rules**”)
13. Non-compliance with the Nomination Rules shall be reported to the ITF Wheelchair Tennis department. The ITF Wheelchair Tennis Committee, in consultation with the ITF President shall determine whether a nominee has breached these Nomination Rules. If the ITF Wheelchair Tennis Committee and ITF President determine that a nominee has breached the Nomination Rules, that nominee’s nomination may be immediately revoked, and their name shall be removed from the published list of nominees.

Schedule 3 - Timetable

The expected timing for selecting Members is as below. Any changes to the timeline or the process will be notified to the players.

Date	Action
Fri 31 Jan	Nominations open (Nomination Period)
Thu 13 Feb	Nomination Period closes
Fri 14 Feb	Nominations published and voting opens (Election Period)
Sun 23 Feb	Election Period closes
Thu 27 Feb	Announcement of results to nominees and players
w/c 3 Mar TBC	Committee meeting, appointment of remaining Council Members