

ABTO MANAGEMENT COMMITTEE

TERMS OF REFERENCE

ABTO CHAIR

The ABTO Chair is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To manage and provide leadership to the ABTO MC, ensuring that it is effective in its tasks of setting and implementing ABTO's aims and objectives.
- b) To take the chair at ABTO MC meetings and guide the MC in discussions on important issues and decisions, while managing full and open debate and enabling contribution from all ABTO MC members. In preparation for the meeting, to coordinate with the Honorary Secretary to ensure that matters to be considered by the ABTO MC are properly presented and given the appropriate opportunity for discussion.
- c) To take the chair at the ABTO AGM and oversee all arrangements for the day.
- d) To prepare a written report before each ABTO MC meeting and a written annual report for the ABTO AGM.
- e) To ensure that the ABTO MC satisfies its duties and responsibilities as set forth in ABTO's constitution.
- f) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- g) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- h) To support the other Officers and members of the ABTO MC in the implementation of their responsibilities.
- i) To ensure effective two-way communication with the LTA and wider ABTO membership.
- j) To contribute articles for the ABTO bulletin as appropriate and ensure regular communication with the membership through other channels.
- k) To work with the ABTO website and social media administrator(s), as appropriate, to ensure that any communications are regularly updated and kept relevant and more generally to work with the LTA Officiating Co-ordinator to ensure that the ABTO area of the Officials Hub is regularly updated and kept relevant.
- l) To review these Terms of Reference periodically and not less than once per year.

ABTO VICE CHAIR

The ABTO Vice Chair is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To provide support to the Chair in all aspects of the management and leadership of ABTO.
- b) To deputise as the chair at ABTO MC meetings, in the absence of the Chair, and guide the MC in discussions on important issues and decisions, while managing full and open debate and enabling contribution from all ABTO MC members.
- c) To support the Chair in the planning and preparation of the ABTO AGM.
- d) To take the chair at the ABTO AGM and oversee all arrangements for the day if the Chair is unable to attend.
- e) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- f) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- g) To support the other Officers and members of the ABTO MC in the implementation of their responsibilities.
- h) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- i) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- j) To review these Terms of Reference periodically and not less than once per year.

ABTO HONORARY SECRETARY

The ABTO Honorary Secretary is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To be the ABTO membership point of contact for all matters and to provide advice and information as appropriate.
- b) To advise the ABTO MC on all matters that are brought to the Secretary's attention as stated above.
- c) To organise a set of dates for all ABTO meetings at the beginning of the year.
- d) To prepare and send out agendas for all ABTO MC meetings at least one week before each meeting.
- e) To request relevant reports, updates and papers for each meeting, collate them and send to all ABTO MC members along with the agenda at least one week before the meeting.
- f) To record the minutes at all ABTO MC meetings and the ABTO AGM and to send a draft of the minutes to all ABTO MC members for their comments and approval. Once finalised, to prepare a redacted set of minutes for uploading to the website for all members' reference.
- g) To note and record the apologies of all ABTO MC meetings and the ABTO AGM.
- h) To prepare and collate the annual report for the ABTO AGM.
- i) To prepare and distribute all information for the ABTO AGM, beforehand and on the day.
- j) To maintain a record of all ABTO Honorary Life and Associate Members and to act as their point of contact on all ABTO related matters.
- k) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- l) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- m) To support the other Officers and members of the ABTO MC in the implementation of their responsibilities.
- n) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- o) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- p) To review these Terms of Reference periodically and not less than once per year.

ABTO HONORARY TREASURER

The ABTO Honorary Treasurer is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To be the point of contact for finance queries from the membership and to provide advice and information as appropriate.
- b) To advise the ABTO MC on matters of finance.
- c) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- d) To support the other Officers and members of the ABTO MC in the implementation of their responsibilities.
- e) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- f) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- g) To support the other Officers and members of the ABTO MC in the implementation of their responsibilities.
- h) To prepare a written report on matters of finance before each ABTO MC meeting.
- i) To liaise with ABTO's appointed accountant to prepare the annual accounts for circulation with the ABTO AGM Annual Report and make a presentation of the accounts at the ABTO AGM.
- j) To maintain an overview of the organisation's financial status and to ensure that proper financial records and procedures are maintained.
- k) To prepare a budget of ABTO's expected expenditure for each year.
- l) To negotiate with the LTA regarding the annual grant.
- m) To set up appropriate systems for book-keeping, payments, lodgements.
- n) To manage ABTO's bank account.
- o) To ensure compliance with relevant legislation.
- p) To ensure any recommendations of the auditors are implemented.
- q) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- r) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- s) To review these Terms of Reference periodically and not less than once per year.

ABTO GRADING PANEL

The ABTO Grading Panel is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To be an ABTO membership point of contact for grading matters and to advise and inform members on these matters, taking into account that the LTA are ultimately responsible for the grading of all officials.
- b) To advise the ABTO MC on all grading matters.
- c) To liaise with LTA Officiating where necessary regarding any grading matters raised by ABTO members.
- d) To scrutinise the grading of Chair Umpires, Court Supervisors, Line Umpires and Referees by LTA Officiating to ensure that decisions have been made equitably, consistently and in accordance with the current Grading Structures and Policies. Any changes considered necessary are to be referred to LTA Officiating.
- e) To assist and advise LTA Officiating as necessary, with the Chair Umpire, Court Supervisor, Line Umpire and Referee Grading Structures and Policies.
- f) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- g) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- h) To prepare a written report on matters of grading before each ABTO MC meeting and a written annual report for the ABTO AGM.
- i) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- j) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- k) To review these Terms of Reference periodically and not less than once per year.

ABTO SELECTIONS PANEL

The ABTO Selections Panel is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To serve as the primary ABTO membership contact for selections related matters, providing clear guidance, and informed advice to members on all aspects of the selection process.
- b) To advise the ABTO MC on all selections matters.
- c) To review and scrutinise the selection of Referees, Assistant Referees, Control Desk Officials, Chief Umpires, Chair Umpires, Court Supervisors, Line Umpires, and Match Assistants for professional tournaments, ensuring that all appointments made by LTA Officiating are equitable, consistent, and aligned with current Grading Structures and relevant LTA/ABTO selection policies. Where inconsistencies or concerns arise, recommendations for change will be referred to LTA Officiating for consideration.
- d) To review and scrutinise the selection of Referees, Assistant Referees, Control Desk Officials and Court Supervisors for non-professional tournaments, ensuring that all appointments made by LTA Officiating are equitable, consistent, and aligned with current Grading Structures and relevant LTA/ABTO selection policies. Where inconsistencies or concerns arise, recommendations for change will be referred to LTA Officiating for consideration.
- e) To assist and advise LTA Officiating as necessary, with the selection of Umpires for non-professional tournaments.
- f) To receive the final attendance list for all professional tournaments so that the data can be recorded to provide input for subsequent selections.
- g) To receive and review all managers' reports from non-professional tournaments, respond appropriately to any issues or actions identified, and accurately record data on attendance, assessments, and chair umpiring activity for ongoing monitoring and analysis.
- h) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- i) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- j) To prepare a written report on matters of selections before each ABTO MC meeting and a written annual report for the ABTO AGM.
- k) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- l) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- m) To review these Terms of Reference periodically and not less than once per year.

ABTO TRAINING & DEVELOPMENT PANEL

The ABTO Training & Development (T&D) Panel is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To be an ABTO membership point of contact for training and development matters and to advise and inform members on these matters.
- b) To advise the ABTO MC on all training and development matters.
- c) To advise and liaise with LTA Officiating on all training and development matters.
- d) To work closely with LTA Officiating to ensure that training and development opportunities exist for officials across all roles and all grades.
- e) To advise and liaise with LTA Officiating regarding syllabus, format, and structure of umpire, referee and court supervisor courses which are organised directly by the LTA or other affiliated organisations.
- f) To review Continuous Personal Development (CPD) opportunities on the officials' area of the LTA website and identify any gaps, to recommend any additional requirements to LTA Officiating.
- g) To plan and develop materials and resources to support Referees, Umpires and Court Supervisors.
- h) To coordinate, manage and be responsible for all matters concerning the ABTO mentoring programme.
- i) To obtain feedback from mentors and mentees of the ABTO mentoring programme to inform continuous improvements.
- j) To update the list of mentors and mentees throughout the year of the ABTO mentoring programme.
- k) To receive assessment forms from non-professional events and use them to identify the trends and training requirements for Referees, Umpires and Court Supervisors.
- l) To advise and liaise with LTA Officiating in relation to the selection of officials for courses.
- m) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- n) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- o) To prepare a written report on matters of training and development before each ABTO MC meeting and a written annual report for the ABTO AGM.
- p) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- q) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- r) To review these Terms of Reference periodically and not less than once per year.

ABTO FEES & EXPENSES WORKING GROUP

The ABTO Fees and Expenses Working Group is responsible to the ABTO Management Committee (MC) for the duties shown:

- a) To be an ABTO membership point of contact for fees and expenses matters and to advise and inform members on these matters.
- b) To review the LTA fees and expenses structures annually for anomalies, relevance, equitability and consistency.
- c) To recommend to the LTA any changes considered necessary.
- d) To advise the ABTO MC on all fees and expenses matters.
- e) To actively promote and represent the aims and objectives of ABTO at every opportunity.
- f) To monitor and actively support the implementation of the ABTO/LTA Joint Officiating Strategy.
- g) To prepare a written report on matters of fees and expenses before each ABTO MC meeting and a written annual report for the ABTO AGM.
- h) To contribute articles for the ABTO bulletin as appropriate via the Communications lead.
- i) To work with the ABTO website and social media administrator(s), as appropriate, via the Communications lead to ensure that any documents or postings are regularly updated or added.
- j) To review these Terms of Reference periodically and not less than once per year.