



# OCEANIA TENNIS FEDERATION

19 October 2014

## *OCEANIA TENNIS FEDERATION – ANNUAL GENERAL MEETING*

### **ANNUAL GENERAL MEETING - MELBOURNE SUNDAY 25 JANUARY 2015**

The information outlined in this correspondence highlights important details regarding the OTF Annual General Meeting to be held in Melbourne Sunday 25 January 2015. This includes:-

- 1) Nomination Form for Board of OTF 2015-2017
- 2) Delegates Form for Annual General Meeting 2015
- 3) Travel and accommodation reimbursements for this meeting

**PLEASE PASS THIS INFORMATION ON TO THE RELEVANT PERSONS (S) IN YOUR  
NATIONAL ASSOCIATION**

#### **Important Dates**

**\*\* Return of Delegate Form  
FRIDAY 7 NOVEMBER 2014**

**\*\* Items/Notices for Agenda  
WEDNESDAY 10 DECEMBER 2014**

**\*\* Return of Board Nomination Form  
WEDNESDAY 24 DECEMBER 2014**

David Smith  
Executive Officer (Joint)

**Oceania Tennis Federation Incorporated**  
PO Box 128057, Remuera. Auckland 1541, New Zealand  
Tel: +64 21 403 325;  
Email: [david@oceaniatennis.com](mailto:david@oceaniatennis.com) Website: [www.oceaniatennis.com](http://www.oceaniatennis.com)

**MEMO TO** : Presidents and Secretaries, OTF Affiliated Nations  
Executive Committee, Oceania Tennis Federation  
Darran Wrighton, ITF Development Officer - Pacific Oceania

**cc** : B Osborne, J Shannon, ITF

**FROM** : David Smith

**DATE** : 19 October 2014

**SUBJECT** : Notice of Oceania Tennis Federation Annual General Meeting  
Calling for nominations for Board of Directors 2015-17

## 1. **OTF GENERAL MEETING**

### **25 January, 2015, Melbourne, Australia**

Sunday 25 January – OTF AGM Dinner at The Vine (Corporate Dining Area-  
Melbourne Park 6pm)

Sunday 25 January – formal meeting: 8.30am – 12.00pm

Sunday 25 January – Development workshop: 1.00pm – 4:30pm

#### 1.1 **Invitation to attend**

Each OTF affiliated Nation is cordially invited to send **ONE** delegate to the above meeting. (Note: affiliation fees for 2013/14 must be paid by 31 October to be eligible to nominate a delegate to attend the AGM).

#### 1.2 **Travel**

The nations are responsible to organize and pay for their own travel to the January 2015 OTF AGM.

OTF will subsidize travel for present executive members from Pacific nations who are standing again.

In making bookings delegates should plan to arrive in Melbourne no later than the afternoon of Saturday 24 January and depart no earlier than the morning of Monday 26 January. (see also Delegate Form for details).

#### 1.3 **Accommodation**

A maximum of two (2) nights accommodation will be paid by OTF per nation (one single/double/twin room per nation).

Our Official Hotel is Bayview Eden (same as 2013 Hotel).

The rate is AUD\$160 per night (single or double). Therefore, OTF will be paying for accommodation and one breakfast at Bayview Eden for a maximum two nights for one room per nation. All other costs, including breakfast for second delegates and additional nights are to be borne by the delegate (Nation). Bookings must be made through OTF to obtain the special meeting rate.

#### **1.4 Delegate Nomination**

A delegate nomination form is attached, and must be returned to me by **Friday, 7 November, 2014** at the latest. We will make the accommodation bookings for your delegate(s) as soon as we are notified of the delegate's proposed travel arrangements via the attached form.

A detailed Information Sheet (with Hotel details, meeting times, other functions etc.) will be sent during November.

#### **1.5 Visas into Australia**

Delegates from ALL nations except New Zealand need to obtain a visa so please use this memo as a letter of invitation. They sometimes take two weeks to process, so do not delay!

#### **1.6 GM Agenda**

A copy of the Agenda will be sent to you for your information in December.

If you have any items that you wish to include on the Agenda, you must, in accordance with the OTF Constitution, send your proposal(s) to OTF by **Wednesday 10 December, 2014**. (ie. at least 45 days prior to the meeting) Please email these items to David Smith at [david@oceaniatennis.com](mailto:david@oceaniatennis.com)

#### **1.7 Australian Open Hospitality**

Tennis Australia has kindly agreed to offer hospitality to delegates attending the OTF Annual General Meeting as follows. The first delegate and either the spouse of that delegate or a second delegate if a nation has one in attendance will receive an invitation to dinner at The Vine (Corporate Dining Area at Melbourne Park prior to the evening session of the tennis on Sunday 25 January.

As in 2013 delegates will be eligible to receive accreditation to the Australian Open which will allow them to view matches on the outside courts during the first week (12 to 18 January plus the ATL on 26-27 January). Information on the application process will be sent to nations once nominations are received.

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OTF thanks Tennis Australia for providing this opportunity to delegates.

## **2.0 Nomination Form for positions on Board of Directors, 2015-17**

Attached is a nomination form for positions on the OTF Board of Directors (2015-2017). The form must be signed by the Secretary of the OTF Nation as well as the nominee.

The Board of Directors (elected for a two year term) comprises:

- a President
- a Vice President
- up to two Secretaries-General
- up to four Committee members

Note: Rule 9.3 of the OTF constitution reads, “The officer positions shall include at least one person from each of Australia, New Zealand, Melanesia, Micronesia and Polynesia.”

**The form must be submitted by Wednesday, 24 December, 2014.**

Thank you for acting on all of the above as soon as possible. I look forward to meeting delegates at the OTF General Meeting in January.

Kind regards



David Smith  
Executive Officer (Joint)  
Oceania Tennis Federation