

Participation & Competitions Committee

Terms of Reference

1. Introduction

The Board of Softball WA (“SWA”) has established a Participation and Competitions Committee to assist review current activities and provide strategic and operational direction toward participation initiatives and competition management, governance and/or opportunities. This document is the Terms of Reference of the Participation and Competitions.

2. Purpose

The Participation and Competitions Committee (“the Committee”) is responsible for:

- Assisting the organisation in development or review of programs that will increase new participation and/or membership.
- Coordinate reviews of competition structures that will increase membership and/or support athlete and official pathway development in conjunction with the Talent Development Committee.
- Provide support, guidance and advice, and approve ground rules for SWA administered competitions.
- Coordinate and review of the governance and delivery of competitions and provide recommendations for implementation.
- Investigate opportunities to develop new competitions or participation activities for juniors and other segments of the community.

3. Authority

The Committee primarily an advisory body, however is empowered by the Board to perform the following activities and pass resolutions relating to Section 6 of this Terms of Reference:

3.1 Investigate any activity it deems appropriate, consistent with its responsibilities and duties.

3.2 Seek explanations and additional information from management and any officer/employee of SWA all of whom must co-operate with any request made by the Committee.

3.3 Approve ground rules for SWA administered competitions prior to the start of each respective season.

3.4 Appoint office bearers to respective management sub-committees.

3.5 Carry out any activities, determinations, decisions or resolutions delegated by the Board to Committee.

4. Membership

The Board will appoint the members of the Committee and the Chair of the Committee (who must not be the Chairperson of the Board). The Committee will be comprised of:

- Two members of the Board.
- Up to three independent members at the discretion of the Board who:
 - Is independent of SWA and the Board;
 - The Board determines has the skills, expertise or experience that are of benefit to the Committee, having regard to the Committee's purpose and responsibilities.

Members will be appointed for a two-year term and can be re-appointed.

The Board may, in its discretion, remove members of the Committee from time to time if the Committee Member:

- a) Dies;
- b) Becomes bankrupt or makes any arrangement or composition with their creditors generally;
- c) Becomes of unsound mind or a person whose person or estate is liable to be dealt with in any way under the law relating to mental health;
- d) Resigns from their position in writing to the Association;
- e) Is absent without the consent of the Chair of the Committee from all meetings of the Committee held during a period of six months;
- f) Without prior consent or later ratification of the members of the Association in General Meeting holds any office of profit under the Association;
- g) Is directly or indirectly interested in any contract or proposed contract with the Association and fails to declare the nature of their interest;
- h) Has been expelled or suspended from membership (without further recourse under the rules of the Association or rules of Softball Australia);
- i) In the opinion of the Board in its discretion:
 - i) Has acted in a manner unbecoming or prejudicial to the objects and interests of the Association and/or softball; or
 - ii) Has brought the Association, any Affiliated Body or Softball into disrepute.

5. Meetings

5.1 Quorum and Voting

A quorum for any Committee meeting will be three members of whom at least one must be a member of the Board. A duly convened meeting of the Committee at which the quorum is present shall be sufficient to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Committee. In the absence of the Chair, the members of the Committee will elect another Board member to be a standing member of the Committee.

Each member will have one vote including the Chair.

Meetings may be held, and resolutions passed by means of a conference call or similar communications equipment, or by any other means of which Board meetings may be held and resolutions passes under the provisions of the SWA constitution and the Associations Incorporations Act 2015.

5.2 Frequency

The Committee will meet a minimum of four (4) times per year and more frequently if required, as determined by the Chair.

5.3 Schedule of meetings

The Chair is required to call a meeting of the Committee upon request by either a Committee member, the CEO, the Chair of the Board.

At the first Committee meeting of it's two-year cycle the Committee will develop an Annual Work Plan comprising of the key activities over the two-year period. This Work Plan will determine future meeting Agenda's.

The Agenda (approved by the Chair) and supporting documentation should be delivered to the Governance Committee members, where possible in the last day of the week preceding the meeting.

The Committee or the Chair may invite non-Committee members to attend its meetings as deemed necessary from time to time.

5.4 Conflicts of Interest

5.4.1 Committee members must disclose any conflicts of interest at the commencement of each meeting and the disclosure may be a standing one.

5.4.2 Where a Committee member of invitee is deemed to have a real or perceived conflict of interest, they must absent themselves from the Committee's discussions and voting on the issue.

5.5 Report

The Committee will report to the Board on all matters relevant to the Committee's responsibilities and make appropriate recommendations to the Board for approval of or action by the Board after meetings.

6. Responsibilities

The Committee in meeting its primary objectives should, without limiting the extent of its responsibilities, carry out the tasks and consider various matters set out below.

6.1 Participation Initiatives

6.1.1 Review with key staff current participation initiatives and make recommendations on any improvements to the Board and key staff.

6.1.2 Investigate opportunities with various market segments (ie. Schools, CaLD) to increase overall participation in softball.

6.1.3 Review participation initiatives being undertaken by affiliated clubs and associations and make recommendations to key staff to influence affiliates leverage off initiatives and programs that will increase participation.

6.1.4 Investigate new programs that SWA can pilot/deliver that will increase overall participation in softball.

6.1.5 Review or assist in the development of policies that contribute to improved participation.

6.1.6 Consider material operational matters relating to increasing participation in softball as identified as important by the CEO or SWA Board.

6.2 Membership Retention and Growth

6.2.1 Review activities that contribute to membership growth and retention and make recommendations on any improvements to the Board and key staff.

6.2.2 Investigate new opportunities that will contribute to membership growth and retention at all levels of softball and make recommendations on any improvements to the Board and key staff.

6.3 Competitions

6.3.1 Review the management and governance structures (ie. Terms of Reference) of applicable management sub-committees responsible for implementing SWA competitions (ie. Summer, Winter, Masters)

6.3.2 Review or assist in the development of policies and procedures in consultation with management sub-committees that contribute to efficient and effective competition management.

6.3.3 Review the delivery and effectiveness of each respective management sub-committee responsible for implementing SWA competitions.

6.4.4 Review SWA managed competition Ground Rules and approve prior to the commencement of each season to ensure they are in-line with SWA's strategic direction.

6.4.5 Review overall structured competitions across WA and make recommendations to the Board on any improvements that support athlete and official development and/or membership growth

6.4.6 Investigate further competition activities in conjunction with the Talent Development Committee that will support player and official pathway development.

6.4 General

6.4.1 Undertake any matters referred to the Committee by the Board.

7. Reviews

7.1 To determine whether it is functioning effectively, the Committee will evaluate its own performance on an annual basis. This will include an assessment of the extent to which the Committee has discharged its responsibilities as set out in this Terms of Reference. The results of this review will be reported to the Board.

7.2 Review of Terms of Reference

The Committee will review its Terms of Reference every two years, or otherwise as it considers necessary. The Committee shall discuss any required change with the Board and ensure its Terms of Reference is approved by resolution of the Board.

Approved by the Board – December 2016.