

# **Water Polo Australia Limited**

**ABN 86 159 573 403**

## **Coaching and Refereeing Advisory Committee Charter**

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### **1. PURPOSE**

This Charter sets out the purpose, responsibilities, authority, membership, and meeting processes of the Coaching and Refereeing Advisory Committee (the Committee) of Water Polo Australia Limited (WPA).

The purpose of the Committee is to provide support and advice to WPA via the General Manager – Learning and Development and the WPA National Referees Coordinator in relation to the technical aspects of coaching and refereeing and the operational delivery of strategic initiatives to enhance the attraction, retention, development and performance of coaches and referees across water polo in Australia, consistent with the National Strategic Framework (NSF).

### **2. RESPONSIBILITIES AND AUTHORITY**

#### **2.1 Responsibilities**

The Committee has the following responsibilities:

- To provide subject matter expertise to the development of coach and referee development curriculum.
- To provide guidance, support and feedback in relation to delivery mechanisms of coach and referee learning and development.
- To leverage existing relationships to enhance and develop a culture of learning and development across water polo in Australia.
- To meet at least four (4) times per year, with a set agenda, minutes recorded and distributed to relevant stakeholders.

#### **2.2 Authority**

Except in relation to the matters specified in 2.1 above for which the Committee has 'approval' responsibility, the Committee has no decision-making authority and advises, informs and makes recommendations to the GM- Learning and Development and WPA National Referees Coordinator who will then refer to the respective Board Committees for consideration for elevation to the Board for decision and action as required.

## 2.3 Board Directions

The Board may delegate additional powers, responsibilities and authority to the Committee, generally or for a defined period, and may remove and re-allocate any power, responsibility and authority to the Board, other committees or other persons at any time.

The Board may give the Committee directions as to the manner of exercising any of the Committee's powers, responsibilities and authority as the Board sees fit at any time which override any inconsistent provisions of this Charter, and the Committee will follow any such direction.

## 3. MEANING OF WORDS

In this Charter, unless the context otherwise requires:

**Board means** the Board of WPA.

**CEO** means Chief Executive Officer.

**Chair** means the chairman of the Committee.

**Committee means** the Coaching and Referee Advisory Committee.

**Company** or Organisation or **WPA means** Water Polo Australia Limited.

**Constitution means** the Constitution of WPA.

**Meeting means** a meeting of the Committee.

**Member means** a member of the Committee.

**Secretary** means the person appointed by the WPA CEO, which may vary from time to time.

The singular imports the plural and vice versa; and

Other terms defined in the Constitution have the same meaning in this Charter.

## 4. STRUCTURE AND COMPOSITION

### 4.1 Membership

The Committee shall comprise as follows:

- Chair - High Performance Committee
- Chair – Sport Development Committee
- GM – Learning and Development (or their nominee)
- WPA National Referees Coordinator (or their nominee)
- Relevant subject matter experts to collectively fill the desired attributes listed below (3.3) and as identified through an EOI process.
- National Growth and Education Coordinator (who will act as Secretary)
- National Women's Coach
- National Men's Coach

The WPA CEO, GM – Performance and GM – Pathways shall have a standing invitation to the Committee.

### 4.2 Chair

The Chair must be a non-executive Director<sup>1</sup>.

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<sup>1</sup> TBC

Should the Chair be absent (and no deputy or acting chair has previously been appointed), the other non-executive Director may Chair the meeting until the Chair is present (providing a quorum is achieved).

The role of the Chair is to:

- determine the agenda for Meetings in conjunction with the Secretary.
- chair Meetings and take reasonable steps for the proper functioning of the Committee, including the proper conduct of Meetings and an appropriate level of discussion.
- take reasonable steps regarding the adequate and timely flow of relevant information to Members.
- advise the Board of the Committee's recommendations and report to the Board on behalf of the Committee as required under this Charter.
- review and arrange circulation of draft minutes of the Committee for Member comment and sign the minutes with or without change after considering any comment; and
- liaise on behalf of the Committee with other committees (for example High Performance), external parties and management.

#### **4.3 Appointment**

The CEO in consultation with the Chairs of the High Performance and Sport Development Committee may appoint, replace or remove Members at any time and shall review the composition of the Committee and tenure of Members annually. It is good practice to periodically rotate Committee membership, and Members should not anticipate continuous service on the Committee for longer than three years.

## **5. MEETINGS**

### **5.1 Frequency and Notice**

The Committee will meet as frequently as is necessary to undertake its role effectively and at least four times per calendar year.

The Chair may call Meetings and will call a Meeting if required by the President or any other Board member. Notice of each Meeting confirming the date, time, venue and agenda providing adequate details sufficiently in advance to allow Members a reasonable opportunity to prepare and attend will be forwarded to each Member and the Secretary (who shall promptly distribute the notice for information to the Board).

The number of Meetings and Members' attendance at those Meetings should be disclosed in the WPA annual report and/or on the WPA website.

Notice of a Meeting may be given by telephone or electronic communication.

As early as practical a calendar of meetings will be prepared in consultation with Committee members to align to WPA operations plan and determine focus item for each meeting.

## **5.2 Quorum**

A quorum is constituted by one more than 50% of members being present at the time the Meeting commences.

## **5.3 Other Attendees**

Other non-members may be invited to attend and speak by any Member, with the Chair's permission, for all or part of any Meeting.

Standing invitations to attend and speak at Meetings may be issued to non-members by the Chair. Any standing invitation or permission granted, or invitation issued by the Chair may be withdrawn, suspended or revoked by the Chair in respect of all or any part of any Meeting at any time.

Only Committee members have voting rights.

## **5.4 Member Interests**

Subject to the Law, Members will not be provided with relevant Committee papers, participate in discussions and must not vote (or be present for the voting) on any matter in respect of which that Member has a material personal interest.

Any such interests should be declared and noted in the minutes of the relevant Meeting. In the case of Member Directors this may be satisfied by re-stating at the start of the Meeting and recording in the minutes a Director's relevant interests as they appear in the Register of Directors' Interests maintained by the Company.

## **5.5 Support**

All records, including agendas, minutes and any reports or other materials tabled at a Meeting will be maintained and managed by the Secretary in the same manner as similar Board records are maintained and managed from time to time.

The Secretary will also be responsible for arranging the venue or the technology to be used for the Meeting, producing (in conjunction with the Chair) and circulating any notice of Meeting, agenda and materials for the Meeting, as well as (except when the Committee is in closed session) attending and taking and circulating the minutes of the Meeting to the Chair for review and approval, as well as to other members, invitees and the Board as appropriate (or arranging for this to be done).

## **5.6 Use of Technology**

Meetings may be conducted other than in person using any technological means by which Board meetings may be conducted under the Constitution that has been consented to by all Directors (and not withdrawn), or otherwise is consented to by Members.

Each Member by agreeing to be a Member is taken to have consented to the use of such technological means that has been consented to by all Directors for Board meetings.

## **5.7 Minutes**

Minutes of all proceedings and decisions of the Committee shall be made, entered and signed in the same manner as required by law for Board proceedings and decisions as required by 45(d) of the Constitution.

## **5.8 Decisions**

Matters will be decided by a majority of votes made by Members present and voting at the Meeting. The Chair does not have a casting vote and matters in relation to which the Committee holds delegated decision making or action authority under 2.2 of this Charter with an equal number of votes for and against will be referred to the Board for resolution.

## **6. ACCESS**

### **6.1 Resources, Information and Advice**

The Committee has authority to investigate any matters within its Charter, and for this purpose has free and unfettered access to the Company's resources and information it needs to do so, including by obtaining necessary external professional advice or assistance as approved by the CEO.

## **7. REPORTING**

### **7.1 To Board**

The minutes of Meetings shall be included in the papers for the next High Performance and Sport Development Committee meetings after approval by the Chair. The Chair shall report (orally or in writing) the Committee's decisions, findings and recommendations to the respective Committees after each Meeting.

### **7.2 Communication with Other Committees**

Where there are overlapping responsibilities and duties between the Committee and another committee, the Chair shall consult regularly with the chair of the relevant committee and may establish mechanisms for communication between the relevant committees to avoid inefficiencies, gaps or conflicts.

## **8. REVIEW AND ASSESSMENT**

The High Performance and Sport Development Committees shall review this Charter and evaluate the Committee's performance and the extent to which the Committee has met its purpose and responsibilities [annually] and provide its evaluation to the Board, together with any commentary as to the appropriateness of this Charter and any recommendations arising from the evaluation.

The High Performance and Sport Development Committees will evaluate the performance of the Committee and revise this Charter from time to time as appropriate.

## **9. HISTORY**

Endorsed by the Governance Committee: May 12, 2021

Adopted by the Board: May 25, 2021