

ToR**Governance**

TITLE:	Competition Committee
DOCUMENT TYPE:	Terms of Reference
BUSINESS AREA:	Governance
DRAFTED BY:	Chief Executive Officer
RESPONSIBILITY:	Chief Operating Officer
DATE ADOPTED:	June 2019
APPROVED BY:	Paddle Australia Board
DATE EFFECTIVE:	June 2019
NEXT REVIEW:	September 2021

CONTENTS

Contents	2
1. INTRODUCTION	3
2. PURPOSE, ROLE AND RESPONSIBILITY	3
3. Definitions	4
4. AUTHORITY AND ROLE	4
5. MEMBERSHIP	5
6. INDUCTION AND EDUCATION	5
7. MEETINGS	5
8. QUORUM	6
9. VOTING	6
10. CONFLICTS OF INTEREST	6
11. SECRETARIAL DUTIES	6
12. MINUTES	6
13. REPORTING TO THE BOARD	7
14. REVIEWS	7

1. INTRODUCTION

- 1.1 Paddle Australia (PA) and its Discipline Technical Committees (DTCs) are committed to promoting and supporting each paddle discipline, ensuring the high standards of training, development, coaching, officiating and competition.
- 1.2 The Strategic Plan for Paddling in Australia (SPPA), developed in conjunction with the Member Associations, Clubs and other, including members of the DTCs, calls for a long-term event strategy to be developed. This requires a collective contribution from the DTCs, MAs and others.
- 1.3 The Competition Committee exists to provide a forum for planning and coordination designed to ensure that paddling competition throughout Australia increases in popularity amongst paddlers, coaches, volunteers, officials, the media and the general public.
- 1.4 The Competition Committee has been established as 'Board Committee' under the PA Committee Structure Policy. As such, the Committee will make recommendations to the Board of PA.

2. PURPOSE, ROLE AND RESPONSIBILITY

- 2.1 The Competition Committee (**Committee**) exists to discuss all matters related to the development, planning and coordination of competitive paddling, making recommendations to the Board on specific issues.
- 2.2 Specifically, the role of the Committee includes:
 - (a) Terms of Reference of the Competition Committee and DTCs;
 - (b) Overall competition and discipline specific strategic plan framework;
 - (c) Framework for discipline specific Event Manuals and other materials;
 - (d) National Officiating and National Coaching Framework;
 - (e) Calendar, with dates and venues set at least 2 years in advance;
 - (f) Overview selection processes and procedures;
 - (g) Incorporation of selection events into the competition schedule;
 - (h) Terms of the standard Event Host Agreement;
 - (i) Policies that impact the events, such as Competition Policy;
 - (j) Competition equipment procurement and asset management plans;
 - (k) ICF competition rules and submissions for changes;

- (l) Hosting of major international events in Australia; and
- (m) Nominations to the ICF for Committee Members and Officials.

3. DEFINITIONS

Discipline	Means:
	<ul style="list-style-type: none">• Canoe Marathon;• Canoe Polo;• Canoe Slalom;• Canoe Sprint;• Freestyle;• Ocean Racing; and• Wildwater Racing.
Paddle Australia	Means Paddle Australia Ltd, the recognised governing body for Canoe/Kayak in Australia
'Terms of Reference'	Means the Paddle Australia Competition Committee Terms of Reference.
'Technical Committee'	Means the PA Discipline Technical Committees: <ul style="list-style-type: none">• Canoe Marathon Technical Committee;• Canoe Polo Technical Committee;• Canoe Slalom Technical Committee,• Canoe Sprint Technical Committee;• Freestyle Technical Committee;• Ocean Racing Technical Committee; and• Wildwater Racing Technical Committee.

4. AUTHORITY AND ROLE

4.1. Pursuant to the organisation's constitution, the Board authorises the Committee, within the scope of their duties and responsibilities set out in these Terms of Reference, to:

- (a) Perform the activities required to address its responsibilities and make recommendations to the Board;
- (b) Proactively consider and make recommendations to the Board on policies and rules, related to the disciplines and competition generally;
- (c) Establish, maintain oversight and make recommendations to the Board on issues common to the disciplines; and

- (d) Ensure a collaborative, innovative, consistent approach to the Disciplines.
- 4.2. The Committee shall have unrestricted access to management, employees and information it considers relevant to its responsibilities under these Terms of Reference. Such access will normally be through the CEO.

5. MEMBERSHIP

- 5.1 In accordance with the organisation's constitution and by-laws the Committee derives its authority from the Board and the Board shall appoint and remove the members of the Committee.
- 5.2 The Committee will consist of:
- (a) one representative nominated by each Discipline Technical Committee;
 - (b) the Chair of the Athletes Commission or their representative;
 - (c) up to three additional members appointed by the Board.
- 5.3 The Board shall propose and appoint the Chair of the Committee. The Chair of the Board cannot also be the Chair of the Committee.
- 5.4 Membership of the Committee will be reviewed annually, with members eligible for reappointment. Membership of the Committee is to be confirmed annually by the Board in alignment with the annual general meeting.
- 5.5 The CEO may attend meetings by invitation but has no voting rights.
- 5.6 A delegated PA staff member/s shall be an ex-officio member of the Technical Committees.

6. INDUCTION AND EDUCATION

- 6.1. The Board is responsible for providing new Committee members with an appropriate induction program and ongoing educational opportunities.

7. MEETINGS

- 7.1. Unless otherwise instructed to meet on an ad-hoc basis by the Board, the Committee will meet at least twice per calendar year.
- 7.2. All Committee members are required to attend each meeting in person or through other approved means such as teleconferencing or video conferencing.
- 7.3. The notice and agenda of a meeting will include relevant supporting papers.
- 7.4. The Chair of the Committee may invite other people to attend a meeting as they see fit, based on a specific scope or skill set required for the meeting.

- 7.5. Further, the Committee may seek any information it considers necessary to fulfil its responsibilities.
- 7.6. Meetings of the Committee shall be open to observers. Observers may only speak at the meeting when invited to do so by the Chair.

8. QUORUM

- 8.1. A quorum will be more than half the members as specified at clause 5.2 above.
- 8.2. In the absence of the Chair, the members present will select a Chair for that particular meeting.

9. VOTING

- 9.1. Any recommendations requiring a decision will be decided by a majority vote of members present.

10. CONFLICTS OF INTEREST

- 10.1. Committee members will be invited to disclose conflicts of interest at the commencement of each meeting.
- 10.2. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged.
- 10.3. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from the Committee discussions on the issue where the conflict exists and excluded from any vote.

11. SECRETARIAL DUTIES

- 11.1. Secretarial support for the Committee will be determined by the CEO from time to time.
- 11.2. The Secretary will assist the Chair in developing and distributing agendas, papers, minutes and the calendar.

12. MINUTES

- 12.1. Minutes of the meeting shall be prepared by the secretary, approved by the Chair and circulated to the members within two weeks of a meeting.
- 12.2. The minutes must be ratified at the next meeting of the Committee and signed by the Chair of that next meeting.

13. REPORTING TO THE BOARD

13.1. Unless required sooner, the Chair of the Committee will report to the Board at the next meeting of the Board after each meeting of the Committee.

14. REVIEWS

14.1. These Terms of Reference and composition of the Committee will be reviewed by the Board every two years at the recommendation of the Committee, normally being confirmed by the Board at the first full meeting following the AGM.