
POLICY	Governance
TITLE:	PA Canoe Polo Technical Committee Terms of Reference Template
AREA:	Sport Operations
RESPONSIBILITY:	Sport Operations Manager (SOM)
RELATED POLICIES:	Various
DRAFTED BY:	CEO and SOM
DATE APPROVED:	4 December 2021
APPROVED BY:	Paddle Australia
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1. AUTHORITY AND OVERVIEW

1.1. Canoe Polo Technical Committee Purpose and Authority

- 1.1.1 Paddle Australia (PA) is the national governing body in Australia for the sport of paddling, as recognised by the International Canoe Federation (ICF).
- 1.1.2 The PA Canoe Polo Technical Committee has been established by PA to provide advice, guidance, and support to PA in the development and promotion of Canoe Polo and to assist in the administration and management of National Level Competitions as required.
- 1.1.3 The PA Canoe Polo Technical Committee is NOT a Committee of the PA Board. Recommendations of the PA Canoe Polo Technical Committee shall be made:
 - a) To the extent that they relate to competitions or matters being discussed by the PA Competition Committee, to the PACC; and
 - b) For all other operational matters to the CEO or their delegate.
- 1.1.4 Oversight of the strategic direction of the PA Canoe Polo Technical Committee resides with the PA Board. Any Strategic Plan produced pursuant to these ToRs shall not be deemed to be final until and unless it has been approved by the PA Board.

1.2. Canoe Polo Technical Committee Terms of Reference

- 1.2.1 These Terms of Reference (ToRs) are designed to provide a framework for the operation and roles and responsibilities of the PA Canoe Polo Technical Committee.
- 1.2.2 These ToRs are common to all the PA Discipline Technical Committees for which PA has responsibility. The Discipline Technical Committees are as listed at 2. below.
- 1.2.3 These ToRs come into effect on the date of approval by the PA Board and will remain in force until amended, repealed, or replaced except that any clauses that appear in *italics* throughout these may be added, deleted, or amended with the approval of the PA CEO in order to clarify the operational roles and responsibilities of the Committee.
- 1.2.4 Any individual with any questions regarding the interpretation or operation of these ToRs should contact the PA CEO (ceo@paddle.org.au).

2. DEFINITIONS

In these Terms of Reference (ToRs) the following words will have the following meaning:

“Board”	means the PA Board of Directors.
“Canoe Polo Technical Committee”	means the Committee established by the PA Board from time to time to support the development of a specific paddling discipline including the: <ul style="list-style-type: none"> • Canoe Freestyle Technical Committee • Canoe Marathon Technical Committee • Canoe Ocean Racing Technical Committee • Canoe Polo Technical Committee • Canoe Slalom Technical Committee • Canoe Sprint Technical Committee • Stand Up Paddling Technical Committee • Canoe Wildwater Technical Committee

“Chair”	means the Chair of the Committee who is appointed by the Board following the recommendation of the Committee.
“SOEC”	means the PA Sport Operations and Events Coordinator
“SOM”	means the PA Sport Operations Manager
“NPD”	means the PA National Performance Director
“Members”	means the members of the Canoe Polo Technical Committee
“SPA”	means a State Paddle Association
“PACC”	means the PA Competition Committee
“Affiliated Club”	means a Club that is affiliated to a SPA
"National Team"	means a Canoe Polo Team selected in accordance with the Paddle Australia Selection Procedures Policy and associated Selection Criteria Supplement.

3. DISCIPLINE COMMITTEE OPERATIONS

3.1. Policies and Documents

- 3.1.1 Members of the Committee shall be bound by all PA Policies including but limited to:
- PA Behaviour Policy
 - PA Conflict of Interest Policy
 - PA Member Protection Policy
 - PA Privacy Policy
- 3.1.2 The Committee is responsible for recommendations in relation to the following documents:
- PA Canoe Polo Technical Committee Terms of Reference
 - PA Canoe Polo Technical Committee Strategic Plan
 - PA Canoe Polo Technical Committee Annual Operations Plan and Budget
- 3.1.3 The Committee has specific responsibilities that are detailed in the following documents:
- PA Competition Committee Terms of Reference
 - PA Selection Procedures Policy
 - PA Competition Policy
 - PA Event Host Agreement

3.2. Canoe Polo Technical Committee Membership

- 3.2.1 The objective of the Board is to ensure that there is an appropriate mix of skills and experience on the Committee.
- 3.2.2 All Members of the Committee shall be approved by the Board. Factors to be taken into consideration by the Board in assessing the merits of a nomination include, but are not limited to:
- the skillset which is required to fulfil the Roles and Responsibilities of the Committee;

- b) the state of residence of the nominee, noting the desire to include within the Committee, where practical, a member from each state where Canoe Polo is practiced;
- c) the make-up of the Committee in terms of diversity of gender; age, background, disability, and ability and general experience;
- d) cultural fit with the values and objectives of Paddle Australia;
- e) background within Canoe Polo and paddle sports generally, noting the requirement in 3.2.10, below that each Committee include an Athlete Representative; and
- f) experience in contributing to committees similar to a PA Discipline Technical Committee.

3.2.3 The Committee shall normally consist of between five (5) and eight (8) Members, including State Members and General Members.

3.2.4 Nominations will be invited every two (2) years in even years only, to be lodged by 1st February in the years concerned, to allow the membership of the Committee to be confirmed at the time of the PA National Paddling Forum in April of the year in which nominations are made.

3.2.5 All nominations for members shall be made on the appropriate form and accompanied by a CV outlining relevant paddling and other experience of the nominee. The nomination of each State Member shall be endorsed by the respective SPA. Nominations from General Members shall require no endorsement.

3.2.6 The Committee should encourage nominations from individuals that they consider have the appropriate skills and knowledge to contribute to the work of the Committee and having regard to 3.2.2 above.

3.2.7 If, after the deadline for nominations, the Board considers that the candidates nominated do not allow for the objective in 3.2.1 to be met, it may encourage other individuals to nominate for the Committee. In this case, the deadline of 1st February shall not apply.

3.2.8 Members will normally serve on the Committee for a 4-year term. Members may be nominated for a further term(s) at the end of each term.

3.2.9 The PA Sport Operations Manager (SOM) and the PA Sport Operations and Events Coordinator (SOEC) will be ex-officio members of all Committees. The PA National Performance Director (NPD) or their delegate will be ex-officio members of the Canoe Slalom and Canoe Sprint Committees.

Athlete Representative

3.2.10 One Member of the Committee shall be designated as the Athlete Representative. To be eligible to be the Athlete Representative, at the time of their nomination the Member must meet one of the following:

- A member of a PA National Team in Canoe Polo within the last three (3) years;
- Participant in the most recent PA Canoe Polo Championships; or
- Participant in three of the five most recent PA Canoe Polo Championships.

The Athlete Representative may be either a General Member or a State Member.

3.2.11 Where there is more than one member that meets the requirements of 3.2.10 above, the Athlete Representative shall be determined by a vote of the Members of the Committee made at the first meeting of the Committee after the PA National Paddling Forum in April each year.

Transitional Arrangements

3.2.12 Following the initial adoption of these ToRs, all members of the current Committee will be invited to make nominations in accordance with 3.2.4 and 3.2.5 above.

NOTE: For clarity, these ToRs have previously been adopted by the PA Board as the ToRs under which all Discipline Technical Committees, except the Canoe Sprint and Canoe Slalom Discipline Technical Committees, will operate. The Canoe Sprint and Canoe Slalom Discipline Technical Committees will operate under these ToRs from 2022 onwards.

3.2.13 In approving the membership of the Committee, the PA Board will consider the:

- a) objective outlined in 3.2.1 above;
- b) factors for consideration outlined in 3.2.2 above;
- c) length of service of the individual nominees; and
- d) balance between continuity and the need for renewal.

3.2.14 To help ensure future continuity, membership of the Committee may be offered initially for a period of two (2) or (4) four years.

3.2.15 All individuals concerned will be eligible to serve a further four (4) year term at the conclusion of their initial terms in accordance with 3.2.8 above, subject always to their subsequent nominations being approved by the Board.

3.2.16 Clauses 3.2.12 to 3.2.16 shall cease to have effect 12 months following the date of the adoption by the PA Board as the ToRs under which the Canoe Sprint and Canoe Slalom Discipline Technical Committees will operate.

3.3. Discipline Technical Committee Chair

3.3.1 Every two (2) years in even years only, at their first meeting after the announcement of the membership of the Committee, the Members will make a recommendation to the Board as to a suitable Chair and, if they deem appropriate, a Vice-Chair from amongst their number for a two (2) year term.

3.3.2 The Board, having regard to the recommendation of the Committee, but not being bound by it, shall appoint the Chair and Vice-Chair.

3.4. Discipline Technical Committee Meetings

3.4.1 A schedule of meetings shall be set annually. The Committee shall meet at least four (4) times in each calendar year.

3.4.2 At least one of the meetings scheduled in 3.4.1 shall take place with a majority of the Members of the Committee personally present. The responsibilities of the Committee under 4.1 shall be discussed at this meeting.

3.4.3 If it is deemed that a meeting(s) needs to be held outside the agreed schedule of meetings set in 3.4.1 above, the Chair may call a meeting(s) with the agreement of the members and approval from the PA SOEC.

- 3.4.4 Unless all members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven (7) days' oral or written notice of the meeting of the Committee shall be given to each Member by the Chair. The agenda shall be forwarded to each member not less than three days prior to such meeting.
- 3.4.5 The Chair shall preside at every meeting of the Committee. If the Chair is not present or is unwilling or unable to preside, the Members shall choose one of their number to preside as Chair for that meeting only.
- 3.4.6 At any meeting of the Committee, all persons participating shall be able to communicate with each other effectively, whether in person or by means of telephone or other form of communication. A majority of the Members of the Committee shall be required to constitute a quorum.
- 3.4.7 If a failure in communications prevents the condition set out in 3.4.6 from being satisfied, then the meeting shall be suspended until the condition set out in 3.4.6 is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated.
- 3.4.8 Questions arising at any meeting of the Committee shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Committee. All members shall have one vote on any motion put to the Committee. The Chair shall also have a casting vote where voting is equal.
- 3.4.9 A procedural defect in decisions taken by the Committee shall not result in such decision being invalidated.
- 3.4.10 Minutes of all Committee meetings shall be taken by the PA SOEC, or another Member of the Committee if the PA SOEC is unavailable. Draft minutes shall be reviewed by the Chair and circulated for the consideration of the Members as soon as practicable after the meeting has been held. A copy of the minutes shall be provided to the PA SOEC
- 3.4.11 A resolution by electronic mail that has been signed or assented to by all the Members shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held.

4. DISCIPLINE COMMITTEE ROLES AND RESPONSIBILITIES

The Committee shall have the following roles and responsibilities

4.1. Planning and Budgets

- 4.1.1 Develop and maintain a rolling Strategic Plan for Canoe Polo, aligned with the Strategic Plan for Paddling in Australia (SPPA), reviewing the strategy on a regular basis.
- 4.1.2 Establish an Annual Operations Plan with reference to the Canoe Polo Strategic Plan. PA will provide an Annual Operations Plan template.
- 4.1.3 In the non-Olympic disciplines, assist in establishing a budget for the financial year (1 July to 30 June). PA will provide provisional advice as to the funds available a minimum of three months prior to the start of the financial year, noting that any amount is subject to confirmation of the PA Annual Budget.
 - a) *Domestically, funds may be allocated to support training camps, including the provision of coaching and other services but excluding the provision of direct support to individual athletes.*

- b) *Internationally, funds may go towards the support of training camps, the costs of coaching and management of teams and to offset the costs of travel and accommodation of athletes.*
- c) *Recommendations may be made to holdover part of the budget to the following financial year provided that there is a specific project for which the funds are proposed.*
- d) *The draft budget will be presented to the PA CEO for approval prior to the start of the financial year, together with the Committee minutes recording the discussion and decisions regarding any expenditure.*
- e) *The management of funds will be the sole responsibility of PA in accordance with all relevant policies.*
- f) *If budgeted funds remain unspent at the end for the financial year, the funds will be retained by PA in general revenue.*

4.1.4 It is not the role of the Committee to seek to raise revenue on behalf of Canoe Polo. Should the Committee have a recommendation that additional funds be obtained through the operation of Canoe Polo Competitions or otherwise, such recommendation is to be forwarded in writing to the CEO.

4.2. Calendar

- 4.2.1 Compile and maintain a rolling four (4) year Canoe Polo Calendar to include International, National and State Competitions, as well as officiating and coaching courses and opportunities.
- a) *The Canoe Polo Calendar will be submitted to the PACC for consideration and inclusion into the National Competition Calendar.*
 - b) *Where there are competing priorities for the timing of Competitions these may be resolved between the disciplines concerned or through the Competition Committee.*
 - c) *Once approved the National Calendar will be published on the PA website.*

4.3. Promotion and Development

- 4.3.1 Generally develop, promote and advocate for Canoe Polo as one of the disciplines of paddling for which PA has responsibility:
- a) *Develop and encourage programs that help to grow participation in Canoe Polo through the recruitment and retention of athletes, coaches, and officials.*
 - b) *Encourage the development and review of the discipline-specific content of training and accreditation programs for athletes, coaches and officials.*
 - c) *Provide advice and support to the SPA Discipline Committees in relation to the above the promotion and development of Canoe Polo.*

4.4. Competition Management

- 4.4.1 Administer and review the PA Competition Policy and any other rules and regulations relating to the conduct of Canoe Polo Competitions in Australia, making recommendations to the PACC for changes as required.
- 4.4.2 It is not the role of the Committee to operationally manage any of the Canoe Polo Competitions. Any individual Member of the Committee may be involved in the operation of any Canoe Polo Competition, subject to the provisions of the PA Conflict of Interest Policy.

- 4.4.3 Recommend, through the PACC, submission for changes to the ICF Rules generally and the ICF Canoe Polo Rules in particular.
- 4.4.4 Recommend, through the CEO, nominations for ICF Technical Committees.
- 4.4.5 Make recommendations regarding the possible hosting of ICF and other international Competitions in Australia, normally linked to the strategic development of Canoe Polo , assisting with the development of the bid and, if successful, the delivery of the Competition.
- 4.4.6 Contribute to plans for the development of venues with a view to expanding the opportunities for Canoe Polo to be practised and for Competitions to take place, providing support to SPA Discipline Committees as requested.
- 4.4.7 Provide advice on the management and replacement of assets required to manage Canoe Polo Competitions, including boats, timing, and other equipment, developing an asset management plan where required.

4.5. Paddle Australia Canoe Polo Championships

- 4.5.1 Provide recommendations on the date and venue of the PA Canoe Polo Championships and advise and support the host SPA and State Canoe Polo Technical Committees in all aspects of the delivery of the Championships.
 - a) *Contribute through the PACC to the PA Competition Manual and maintain and update the discipline-specific sections of the Manual.*
 - b) *Consult with State Paddle Associations (SPA) and/or Affiliated Clubs with respect to the location and timing of the PA Canoe Polo Championships.*
 - c) *Assess applications to host the PA Canoe Polo Championships against the PA Event Host Agreement and other criteria and make recommendations to the PACC on the venue to host the Championships.*
 - d) *Monitor the organisation of the PA Canoe Polo Championships and where deemed necessary by the Committee or the SOM inspect the venue and meet with the host organisation to ascertain the readiness and its preparations to conduct the Championships.*
 - e) *Consider the Risk Management Plan submitted as a part of the preparation for the PA Canoe Polo Championships and provide feedback as required to the SOEC.*
 - f) *Undertake a post-event survey of participants at the PA Canoe Polo Championships and consider opportunities for development.*
 - g) *Receive, consider, and respond to reports relating to the PA Canoe Polo Championships and refer such reports to the PACC with appropriate comments and recommendations for the PACC to consider.*

4.6. National Team Selection

- 4.6.1 Fulfil the obligations of the Committee detailed in the PA Selection Procedures Policy and associated PA Selection Criteria Supplement(s) relevant to Canoe Polo
 - a) *Recommend for approval to the CEO (Non-Olympic Disciplines) or Board (Olympic/Paralympic Disciplines) the members of the Selection Panel for each Team.*
 - b) *For Non-Olympic Disciplines, work in conjunction with the CEO or their representative to develop the Selection Criteria Supplement for each team for consultation and subsequent approval by the CEO.*

- 4.6.2 Monitor the conduct of Competitions utilised for National Team selection, to ensure that the competition is fair and equitable and that the results are ratified and presented as required under the PA Selection Procedures Policy and the associated PA Selection Criteria Supplement.

4.7. National Team Operations

- 4.7.1 In the non-Olympic Disciplines, ensure that the appropriate arrangements are in place to support Australian Teams, selected under 4.6 above, participating in ICF and other International Competitions. NOTE: For Olympic/Paralympic Disciplines, this will be the responsibility of the PA staff.
- a) *Contribute to the development of Policies and Operating Manuals as they relate to the management and administration of Australian Teams, and State Teams as appropriate*
 - b) *Make recommendations regarding Australian Team Coaches, Managers, and other staff to the PA CEO for approval*
 - c) *Review reports from the Team Officials of Australian Teams Tours and provide recommendations for approval*

4.8. Other Responsibilities of the Committee

- 4.8.1. Generally, contribute to the work of the PACC in all aspects and particularly issues relating to Canoe Polo.
- 4.8.2. Provide content on Canoe Polo for distribution through PA channels including the PA Member Newsletter, website, and social media channels.
- 4.8.3. Act as a resource to support the activities of the SPA Discipline Committees and especially State Canoe Polo Championships.

4.9. Role of the Athlete Representative

- 4.9.1. The Board recognises the importance of athlete representation within the Committees, Advisory Panels and Working Groups of Paddle Australia, including the Discipline Technical Committees.
- 4.9.2. The Athlete Representative should act on the Committee as the voice for Canoe Polo athletes.
- 4.9.3. The Athlete Representative is to respond to any requests made by the PACC for input from the Athlete Representatives of the various Discipline Committees.
- 4.9.4. From time to time, PA may seek the views of the Discipline Committee Athlete Representatives collectively on a subject. The Athlete Representative should collaborate with the representatives from the other Discipline Committees as required by such requests, to determine where possible a unified position of athletes within the PA community.
- 4.9.5. The Athlete Representative is to respond to any requests made by PA for assistance on matters to do with the development and administration of Canoe Polo.