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<b>POLICY</b>	<b>Governance</b>
TITLE:	PA Canoe Polo Technical Committee Terms of Reference
AREA:	Sport Operations
RESPONSIBILITY:	Sport Operations Manager (SOM)
RELATED POLICIES:	Various
DRAFTED BY:	CEO and SOM
DATE APPROVED:	21 June 2023
APPROVED BY:	Paddle Australia
NEXT REVIEW:	June 2025

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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 PA Competitions Committee for matters which relate to competitions and events or matters being discussed by the PACC.
  - b. To the CEO or their delegate for operational matters which sit outside of the authorities delegated under these Terms of Reference.
- 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.
- 1.1.5 Discipline Technical Committees have operational decision-making authority. This authority relates strictly to the operational implementation of Strategic Plans as approved by the Board, the facilitation of National Level competitions and selection and management of Australian Teams in the case of non-Olympic/ non-Paralympic Disciplines.
- 1.1.6 For all Disciplines, these authorities include the items listed below and on occasion, other authorities as delegated by management of PA and with agreement from the relevant DTC.
  - a. Draft and seek approval from the Board for the 4-year Canoe Polo Technical Committee Strategic Plan.
  - b. Establish an Annual Operations Plan ensuring the relative objectives of the Discipline Strategic Plan are the basis for this Plan in consultation with the SOM.
  - c. Manage the administrative needs of the Committee as it relates to facilitating meetings and recording decisions of the Committee.
  - d. Develop a budget for the financial year (1 July to 30 June) to be approved by the SOM.
  - e. Compile and maintain a rolling four (4) year Discipline Calendar to include International, National and State Competitions, as well as officiating and coaching courses and opportunities.
  - f. Support and implement initiatives in partnership with PA and SPA's to drive participation in the Discipline.
  - g. Support PA in the management of external communications as it relates to the Discipline.
  - h. Supporting, and in some instances driving, the operational requirements associated with the facilitation of National Competitions and Events in close collaboration with PA and/ or the relevant SPA.
  - i. Provide recommendations on the date and venue of the PA Canoe Polo Championships and actively support the host SPA and State Canoe Polo Technical Committees in all aspects of the delivery of the Championships.

- j. Fulfil the obligations of the Committee detailed in the PA Selection Procedures Policy, associated PA Selection Criteria Supplement(s), and these Terms of Reference.

1.1.7 For Non-Olympic/ Non-Paralympic disciplines the following authorities are also delegated to the relevant Committee:

- a. Ensure that the appropriate arrangements are in place to support Australian Teams.

## 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 DTC.

1.2.2 These ToRs are common to all the PA Discipline Technical Committees in Disciplines 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 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:

<b>“Board”</b>	means the PA Board of Directors.
<b>“[Discipline] Technical Committee”</b>	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"> <li>• Canoe Freestyle Technical Committee</li> <li>• Canoe Polo Technical Committee</li> <li>• Canoe Ocean Racing Technical Committee</li> <li>• Canoe Marathon Technical Committee</li> <li>• Canoe Slalom Technical Committee</li> <li>• Canoe Sprint Technical Committee</li> <li>• Stand Up Paddling Technical Committee</li> <li>• Wildwater Canoeing Technical Committee</li> </ul>
<b>“Chair”</b>	means the Chair of the Committee who is appointed by the Board.
<b>“ETC”</b>	means the PA Events and Teams Coordinator.
<b>“SOM”</b>	means the PA Sport Operations Manager
<b>“SDC”</b>	means the PA Sport Development Coordinator.
<b>“NPD”</b>	means the PA National Performance Director
<b>“Members”</b>	means the members of the Canoe Polo Technical Committee

<b>“SPA”</b>	means a State Paddle Association
<b>“PACC”</b>	means the PA Competition Committee
<b>“Affiliated Club”</b>	means a Club that is affiliated to a SPA
<b>"National Team"</b>	means a Canoe Polo Team selected in accordance with the Paddle Australia Selection Procedures Policy and associated Selection Criteria Supplement.

### 3. CANOE POLO TECHNICAL COMMITTEE OPERATIONS

#### 3.1 POLICIES AND DOCUMENTS

- 3.1.1 Members of the Committee shall be bound by all PA Policies including but not limited to:
- PA Code of Behaviour Policy
  - PA Conflict of Interest Policy
  - PA Member Protection Policy
  - PA Privacy Policy
  - PA Child Safeguarding Policy
- 3.1.2 The Committee is responsible for recommendations in relation to the following documents:
- PA Canoe Polo Technical Committee Terms of Reference
- 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
- 3.1.4 The Committee is responsible for developing and maintaining the following documents:
- PA Canoe Polo Technical Committee Annual Operations Plan
  - PA Canoe Polo Technical Committee Annual Budget
- 3.1.5 The Committee is responsible for drafting and seeking the approval of the Board for the following documents:
- PA Canoe Polo Technical Committee Strategic Plan

#### 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;
  - 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 race, gender, age, disability and ability, ethnicity, socioeconomic and cultural backgrounds and various lifestyles, experiences and interests;
  - d. Cultural fit with the values and objectives of Paddle Australia;
  - e. Background within Canoe Polo and paddle sports generally, noting the requirement in 3.210, below that each Committee include an Athlete Representative; and
  - f. Experience in contributing to committees like a PA Discipline Technical Committee.
- 3.2.3 The Committee shall normally consist of between five (5) and eight (8) 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.
- 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.
- 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 3.22 above.
- 3.2.7 If, after the deadline for nominations, the Board considers that the candidates nominated do not allow for the objective in 3.21 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 2 or 4-year term. Members may nominate for a further term(s) at the end of each term.
- 3.2.9 The PA Sport Operations Manager (SOM), the PA Events and Teams Coordinator (ETC) and the PA Sport Development Coordinator (SDC) will be ex-officio members of all Committees. The National Performance Director (NPD) or their authorised representative will be ex-officio members for Olympic/ Paralympic Discipline Technical Committees.
- 3.2.10 All Committee members must:
- a. hold a current Working With Children Check (within the meaning of the PA Child Safeguarding Policy), unless ineligible to apply under the laws of their State or Territory; and
  - b. register as a “Board and Committee” member and complete the Working With Children Check and Volunteer Declaration credentials in JustGo.

### **Athlete Representatives**

- 3.2.11 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. A member of a PA National Team in Canoe Polo within the last three (3) years;
  - b. Participant in the most recent PA Canoe Polo Championships; or
  - c. Participant in three of the five most recent PA Canoe Polo Championships.
- 3.2.12 Where there is more than one member that meets the requirements of 3.210 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**

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

- a. objective outlined in 3.21 above;
- b. factors for consideration outlined in 3.22 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 appointed to the Committee will be eligible to serve a further four (4) year term at the conclusion of their initial 2 or 4-year terms in accordance with 3.28 above, subject always to their subsequent nominations being approved by the Board.

### **DTC Member Onboarding**

3.2.16 Following the appointment of Committee members, PA will provide the following onboarding documents and resources within two months of the documented start date of the Committee member:

- a. Committee induction handbook;
- b. Summary of common abbreviations;
- c. The current PA Strategic Plan;
- d. PA Canoe Polo Strategic Plan and KPI's;
- e. PA Committees and Organisational Chart;
- f. PACSLTC Balance Sheet;
- g. Templates to support the administration of the Committee, meetings, events and competitions;
- h. Access to the PACSLTC Shared drive;
- i. Contact list for SPA Discipline Leads and other relevant contacts; and
- j. ASC Sport Governance standards.

3.2.17 Should an appointed Committee Member/s require further training to ensure they meet the expectations of their role, this request can be made directly to the SOM.

## **3.3 DISCIPLINE TECHNICAL COMMITTEE CHAIR AND VICE CHAIR**

3.3.1 Every two (2) years in even years only, the Board will appoint a suitable Chair following the collection of nominations in accordance with 3.24 above.

3.3.2 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 Vice-Chair from amongst appointed members if they deem appropriate. The Committee may elect to recommend the appointment of up to two (2) Vice Chairs.

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

## **3.4 DISCIPLINE TECHNICAL COMMITTEE MEETINGS**

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

3.4.2 The Committee should undertake best endeavours for at least one of the meetings scheduled in 3.41 to 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 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 by the Chair or their delegate to each member not less than three days prior to such meeting.
- 3.4.4 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 members to preside as Chair for that meeting only.
- 3.4.5 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.
- 3.4.6 If a failure in communications prevents the condition set out in 3.45 from being satisfied, then the meeting shall be suspended until the condition set out in 3.45 is satisfied again. If such condition is not satisfied within fifteen (15) minutes from the interruption the meeting shall be deemed to have terminated.
- 3.4.7 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.
- 3.4.8 A procedural defect in decisions taken by the Committee shall not result in such decision being invalidated.
- 3.4.9 Minutes of meetings which highlight decisions, and a summary of discussion points must be recorded for each meeting. This shall remain the responsibility of the Chair or their delegate. Draft minutes shall be 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 SDC.
- 3.4.10 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 TECHNICAL COMMITTEE ROLES AND RESPONSIBILITIES**

The Committee shall have the following roles and responsibilities.

### **4.1 PLANNING, ADMINISTRATION AND BUDGETS**

- 4.1.1 Draft and seek approval from the Board for the 4-year Canoe Polo Technical Committee Strategic Plan.
- 4.1.2 Establish an Annual Operations Plan ensuring the relative objectives of the Discipline Strategic Plan are the basis for this Plan in consultation with the SOM. PA will provide an Annual Operations Plan template.
- 4.1.3 Manage the administrative needs of the Committee as it relates to facilitating meetings and recording decisions of the Committee. These responsibilities include:
  - a. Distribution of meeting invitations;



- b. Draft and distribute meeting agendas;
  - c. Record and distribute decisions of the Committee to the Committee and PA;
  - d. Draft and distribute meeting minutes to members of the Committee and PA management; and
  - e. Ensure all documentation (i.e., Agendas, Minutes, and other key documentation) is saved on the PA shared drive.
- 4.1.4 Develop 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 and initiatives which drive participation in the Discipline, including the provision of coaching and other services but excluding the provision of direct support to individual athletes.
  - b. Internationally, and in non-Olympic disciplines only, 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 if there is a specific project for which the funds are proposed.
  - d. The draft budget will be presented to the PA SOM 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.
- 4.1.5 In instances where the Committee intends to generate external revenue, approval must first be sought from the PA CEO. Information relevant in seeking approval would include:
- a. The product category of the sponsor;
  - b. The amount being sought;
  - c. The terms and obligations of the proposed agreement; and
  - d. Other details as requested by the PA CEO.

*Paddle Australia (PA) remains as the contracting party in all sponsorship agreements. The PA CEO must therefore agree to all obligations outlined in agreements.*

## 4.2 DISCIPLINE CALENDER

- 4.2.1 Compile and maintain a rolling four (4) year Discipline Calendar to include International, National and State Competitions, as well as officiating and coaching courses and athlete development opportunities.
- a. The Discipline Calendar will be submitted to the PACC for consideration and inclusion into the National Competition Calendar. The Committee should explore opportunities to collaborate with other Disciplines in the planning of 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 PARTICIPATION

- 4.3.1 Support and implement initiatives in partnership with PA and SPA's to drive participation in the Discipline.
- a. Develop and encourage programs that help to grow participation in the Discipline through the recruitment and retention of athletes, coaches, and officials.
  - b. Lead 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 promotion and participation in the Discipline.
- 4.3.2 Support PA in the management of external communications as it relates to the Discipline.
- a. Support PA in collecting and distributing social media and other content as delegated as it relates to the discipline at both a community, state, national and international level.

### 4.4 COMPETITION MANAGEMENT

- 4.4.1 Supporting, and in some instances driving, the operational requirements associated with the facilitation of National Competitions and Events in close collaboration with PA and/or the relevant SPA.
- a. Provide support, guidance, and assistance to appointed Organising Committees responsible for the delivery of National Competition and Events.
  - b. 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.
  - c. Recommend, through the PACC, submission for changes to the ICF Rules generally and the ICF Canoe Polo Rules in particular.
  - d. Recommend, through the CEO, nominations for ICF Technical Committees.
  - e. Make recommendations regarding the possible hosting of ICF and other international Competitions in Australia, normally linked to the strategic development of the Discipline, assisting with the development of the bid and, if successful, the delivery of the Competition.
  - f. Contribute to plans for the development of venues with a view to expanding the opportunities for the Discipline to be practised and for Competitions to take place, providing support to SPA Discipline Committees as requested.
  - g. Provide advice on the management and replacement of assets required to manage 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 actively support the host SPA and State Marathon Slalom Technical Committees in all aspects of the delivery of the Championships.
- a. Appointment of Organising Committees, Technical Delegates and Chief official/s for National Competitions and Events.
  - b. Contribute through the PACC to the PA Competition Manual and maintain and update the discipline-specific sections of the Manual.

- c. Consult with State Paddle Associations (SPA) and/or Affiliated Clubs with respect to the location and timing of the Championships.
- d. 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.
- e. Monitor and actively support 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.
- f. 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 ETC.
- 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 SELECTIONS

- 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. For Olympic/ Paralympic Disciplines, support the NPD where requested in appointing 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 or their representative.
- 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 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 SOM 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 Paddling generally.
- 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.