

National Sport Committee Terms of Reference

Type:	Advisory Committee
Title:	National Sport Committee (NSC)
Objective:	To assist SLSNZ in delivery and development of Surf Life Saving sport.
Responsible to:	Sport Manager (SM)
Updated:	June 2018

Committee Structure:

1. The Sport Manager (SM) plus;
2. The NSC shall comprise of seven (7) other persons as set out below. These appointments may include representatives from within Surf Life Saving and other stakeholders or organisations.
3. The Chairperson will be a volunteer member of SLSNZ.
4. Other SLSNZ staff may be invited to attend NSC meetings by the NSC Chairman in order to provide the NSC with direct technical comment in their field of expertise.
5. A SLSNZ Board member will be an ex-officio liaison to the NSC to ensure a strong connection to the Board. This person will be appointed on an annual basis by the Board. They will have no voting rights.
6. A quorum shall be the Sport Manager or nominated person plus four (4) committee members with a minimum of three geographical members present.

Appointment:

1. Four (4) positions on the committee will be geographically endorsed (“geographic positions”) by each operational region of SLSNZ (i.e. one member from Northern, Eastern, Central and Southern). It is intended that where a region operates one regional sport committee, ideally the Chair of this committee will be the geographically endorsed member to sit on the NSC. Where a region has more than one sport committee (such as Central which has a sport committee for Taranaki, Capital Coast and Hawkes Bay), the Chairpersons of the respective local sport committees will endorse a representative (preferably one of the Chairs) to represent the region on the NSC. For continuity purposes two of the four will rotate off each year (ie the terms of all four regional members won’t end at the same time).
2. Three (3) positions on the committee will be appointed (“appointed positions”). These will be selected by a panel following an open application process led by the SM, and endorsed by the SLSNZ Board. Where possible, a SLSNZ Board member will also be on the selection panel. For continuity purposes either one or two of the three will rotate off each year (ie all three appointed members won’t all finish at the same time).
3. The Chairperson of the NSC will be appointed by the committee members at their first face-to face meeting each season (e.g. approximately May) and be re-elected by the committee on an annual basis.
4. SLSNZ employees are not permitted to stand for or hold “appointed positions” or “geographic positions” on the NSC.
5. The committee has the ability to co-opt on specialist skills if required.

Term:

1. Subject to rotation, “Appointed positions” will be for a two (2) year term commencing 1 May.
2. Subject to rotation, “Geographic positions” will be endorsed for a two (2) year term by the respective regional committees by 31 March for the following year commencing 1 May (unless otherwise notified by the SM).
3. Existing members may stand / apply for a position on the NSC at the conclusion of any given term.

Profile:

The following factors shall be taken into consideration when appointing members:

1. The individual’s ability to think strategically and philosophically and contribute to the future development / direction of Surf Life Saving sport activities right across New Zealand.
2. The individuals technical knowledge and understanding of Surf Life Saving sport, its policies, regulations and models of best practice.
3. The mix of skills and experience required across the committee as a whole.

Operating Principles:

1. Other permanent or temporary sport related committees may be established as sub-committees of the NSC.
2. The NSC may choose to co-opt a representative from any of these committees on a temporary (up to one year) basis.
3. It is anticipated there will be three face-to-face meetings of the committee each year, two of these will be built around SLSNZ events.
4. In addition, the NSC shall meet and/or communicate via teleconference or email as deemed necessary by the SM.
5. All NSC meetings shall be conducted with an Agenda agreed by the SM and Chairperson. NSC members may put forward agenda items to the Chairperson or SM for consideration.
6. Any personal or professional conflicts of interest with any items on an NSC agenda should be noted to the Chairperson at the start of the meeting.
7. For clear and consistent communication meeting minutes will be emailed to the NSC after the meeting has been held. Unclassified meeting minutes will be uploaded to the SLSNZ website.
8. The NSC and / or SM may create temporary working groups for specific projects. Any such working group shall have NSC representation and provide recommendations to the NSC to endorse.
9. For clear and consistent communication no statements will be made concerning the work of the NSC, other than back to the SM.
10. Members of the NSC are to be positive role models for all members of SLSNZ.
11. The NSC shall be united in supporting the positive implementation of the SLSNZ Sport Plan and subsequent decisions in a non-partisan manner.
12. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
13. Committee members will act in the interests of Surf Life Saving overall, not just for the Region that they represent.

Work Plan Scope:

1. Development, monitoring and evaluation of the Sport Strategy – in context to the SLSNZ strategic plan developed by the SLSNZ Board at the time.
2. Technical rules of Surf Life Saving sport
3. National sport policies
4. Sport participation
5. Event development
6. Coach development
7. Official development
8. High Performance development
9. Development of new, or evolution of existing, surf sport initiatives
10. Related review cycle activity
11. Sport related member recognition
12. Advice to the SM or delegated staff.

Authority:

1. The purpose of the committee is to:
 - a. Discuss and debate matters within the “Work Plan Scope” as listed above.
 - b. Provide positive leadership and contribution to Surf Life Saving sport delivery and development.
 - c. Provide the SLSNZ staff with advice, feedback and support.
2. Decisions on various agenda items of the NSC shall be recorded as “endorsed” or “not endorsed”.
3. Decisions from the NSC then are referred to the SM for adoption (or otherwise) OR are endorsed/not endorsed by the SM and forwarded to the CEO or Board depending on the required levels of delegation for the decision.

See **Appendix 2** on the following page for further clarity on the respective decision making roles of the NSC and SLSNZ.

Meeting Administration Process:

- Chairman calls for agenda items four weeks from the meeting. Agenda items to be confirmed three weeks before the meeting to allow for the production of papers, reports etc.
- Agenda documentation and updated actions from the previous meeting are to be distributed one week before the meeting.
- Draft meeting minutes and action points to be circulated for confirmation via email within one week of the meeting, and final confirmed minutes within two weeks of the meeting.
- Action points to be updated and circulated by email at least once between meetings.
- Minutes are to be confidential to committee members but the Chairman’s Meeting Update to be made available to the membership on the SLSNZ website.

See **Appendix 1** on the following page for the NSC Meeting Schedule.

See **Appendix 3** for the NSC Sub Advisory Groups Meeting Schedule

Appendix 1: National Sport Committee Meeting Schedule (updated 20 June 2018) - EXAMPLE

Month	NSC Meeting	Agenda Requests	Agenda Set	Papers Sent	Draft mins out	Final Mins out	Action List Updates	Other Committees
March							Month End	
April							Month End	IRBSAG; SBSAG; SOAG
May	Sat 5/ Sun 6 (Chch)	9/4	23/4	30/4	9/5	11/5		
June	Sat 30 (Well)	1/6	11/6	20/6	6/6	11/7		
July							Month End	IRBSAG; SBSAG; SOAG
August	Sat 18/ Sun 19 (Auck)	16/07	30/7	6/8	24/8	29/8		
September							Month End	
October							Month End	IRBSAG; SBSAG; SOAG
November	Sat 3/ Sun 4 (Auck)	1/10	15/10	23/10	9/11	14/11		
December							Month End	
2019								
January							Month End	
February							Month End	
March							Month End	
April							Month End	IRBSAG; SBSAG; SOAG
May	Sat 4/ Sun 5 (Chch)	9/4	23/4	30/4	9/5	11/5		
June	Sat 30 (Well)	1/6	11/6	20/6	6/6	11/7		

The intention is to have four NSC scheduled NSC meetings per year, all outside of the main competition period. All would be face-to-face. Other adhoc meetings can be arranged as necessary to deal with particular topics of urgency.

Appendix 2: Role Clarity

As currently set out in the NSC Terms of Reference, the role of the NSC is ‘advisory’ in nature – to assist the Management and Board of SLSNZ in their decision making. The NSC has no decision making powers of its own beyond advising SLSNZ (via the Sport Manager) of their views on particular subjects.

Whether a decision is ultimately made by the Sport Manager, CEO, SLSNZ Board or SLSNZ Membership (clubs) at an SGM or AGM is determined by the nature of the decision and the delegated levels of authority of the parties.

Typical Decision Topics	Panel# role	NSC Role	Mgt role	Board role
National sport policies.		Recommend	Endorse	Endorse if req.
Technical sport rules	Recommend	Recommend/Endorse	Endorse	Endorse if req.
Sport Strategy	Recommend	Recommend/Endorse	Endorse	Endorse
National Event Venues	Recommend	Endorse	Endorse	Endorse
Sport related member recognition		Recommend	Endorse	
National event official appointments	Recommend		Endorse	
National Team Selections - athletes	Recommend			Endorse
National Team Selections - Mgt	Recommend		Endorse	Endorse
National Selectors appointments	Recommend		Endorse	Endorse
Items of Common interest with NLC	Recommend	Endorse	Endorse	Endorse if req
Advisory Group Appointments	Recommend	Endorse	Endorse	
NSC Appointments	Recommend		Endorse	Endorse

specific panels put in place to develop recommendations (e.g. selectors, appointments panels, IRBSAG, SBSAG, SOLG). All Advisory Groups (IRBSAG, SBSAG, SOLG) will only make recommendations to the NSC to seek endorsement.

Appendix 3: NSC Sub Advisory Groups Meeting Schedule

Currently there are three Sub Advisory Groups that report to the National Sport Committee which provide advice on specific areas of development, safety and enhancement to surf sports in the areas of IRB Racing, Surf Boat Racing and Surf Officials.

The following high level meeting schedule is developed around the NSC meeting schedule dates so the Sub Committees can feed recommendations to the NSC in a timely manner and aligned process.

High Level Meeting Schedule: EXAMPLE

Sub Advisory Committee	Meeting 1	Meeting 2	Meeting 3
IRB Sport Advisory Group	Early April	Early July	Early October
Surf Boat Sport Advisory Group	Mid April	Mid July	Mid October
Surf Officials Leadership Group	Late April	Late July	Late October
Recommendations to the NSC by:	Early May	Early August	Early November

The intention is to have three scheduled Sub-Advisory Group meetings per year, all outside of the main competition period. Other adhoc meetings can be arranged as necessary to deal with particular topics of urgency.

Appendix 4: NSC Members and Terms

All positions are appointed for a two year period with the understanding that regional appointments may change if those members are not appointed to local or regional area committees as per their terms of reference. Note the schedule below have extended terms for two position to get the cycle of appointments back into a split rotation so not all members come off at the same time.

Current Appointments	Position	2018 Term End	2019 Term End	2020 Term End	2021 Term End
Wayne Franich	Northern / ILS Liaison		30-May-19		30-May-21
Dion Williams	Eastern	30-May-18			30-May-21
Todd Velvin	Central				30-May-21
Craig Todd	Southern			30-May-20	
Scott McAlister	Appointed			30-May-20	
Paul Treanor	Appointed			30-May-20	
Dave Shanks	Appointed	30-May-18		30-May-20	
Mike Lord	Sport Manager	Ongoing	Ongoing	Ongoing	Ongoing