

## Local Sport Committee Terms of Reference (TOR)

<b>Title:</b>	<b>Bay Of Plenty / Coromandel Sport Committee</b>
<b>Area:</b>	Bay Of Plenty / Coromandel (Clubs include: Opotiki, Whakatane, Pukehina, Maketu, Papamoa, Omanu, Mount Maunganui, Waihi, Whiritoa, Whangamata, Tairua, Pauanui, Onemana, Hot Water Beach)
<b>Objective:</b>	To assist SLSNZ in delivery and development of Surf Life Saving sport activities
<b>Responsible to:</b>	Sport Manager – Eastern Region
<b>Supported by:</b>	Sport Manager – Eastern Region

### Committee Structure:

1. The Sport Manager – Eastern Region plus;
2. The group shall comprise up to seven (7) other persons. These appointments may include representatives from within Surf Life Saving and other stakeholders or organisations.
3. The Chairperson will be a volunteer member of the area.
4. A quorum shall be the Sport Manager – Eastern Region plus three (3) committee members.
5. The committee has the ability to co-opt on specialist skills if required.

### Appointment:

1. Appointment will be based upon a “best person for the role” philosophy.
2. Appointments will be made by the Sport Manager – Eastern Region, exiting Local Sport Committee Chair, and Regional Manager – Eastern Region, following nominations from the clubs and members.
3. Club staff are eligible to apply.

### Term:

1. The appointment of the LSC will be made by the end of June each year and first meeting will be generally in July.
2. Terms of each Committee member will be where possible two (2) years with 50% up for reappointment every alternate year.
3. Existing members may stand again / rollover.
4. Expressions of interest will be sent out early May and will close by the end of May.

### Profile:

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

1. The ability to think strategically and philosophically and contribute to the future development / direction of surf sports in their local area and the wider region.
2. A cross section of skills and experience from within SLSNZ or another organisation / place of employment.
3. A comprehensive understanding of policy, regulation, and models of best practice.
4. Club representation.
5. Reporting and communication skills.
6. Commitment to participation in LSC activities.

National Partners



Regional Partners  
Primary Partner



*In it for life*

### **Operating Principles:**

1. The Local Sport Committee shall meet and/or communicate via email or telephone as deemed necessary by the Club Development Officer.
2. Members of the Local Sport Committee are to be positive role models for all members of SLSNZ.
3. The Local Sport Committee shall be united in supporting the positive implementation of the SLSNZ sport plan and local sport activities in a non-partisan manner.
4. Committee members who incur any expenses associated with committee meetings or activities will be reimbursed in recognition of their time and support provided. Reimbursements will be made in conjunction with the SLSNZ membership reimbursement policy and associated documents.
5. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
6. For clear and consistent communication between the Committee and Local Area Clubs:
  - Once Meeting Agenda is finalised it will be sent to all Local Area Clubs and Committee Members at least 3 working days prior to the meeting date.
  - Once the meeting has concluded a bullet point summary outlining the discussion and action points will be sent to all Local Area Clubs and Committee Member within the 3 following working days.
  - Meeting minutes will be completed in draft and emailed to the whole committee, once the Committee Chair has given the ok they can be uploaded to the SLSNZ website in Draft Format (within 1 month of meeting).
  - Meeting Minutes will be ratified at the next meeting and will replace the draft minutes online.
  - This is all the responsibility of the appointed staff member.

### **Duties and Responsibilities:**

1. Advise and endorse the local surf sport calendar of development and competition activities.
  - *To endorse the local surf sports calendar is to develop, support, and provide timely feedback.*
2. Assist, development and delivery of the Sport Plan and local activities.
  - *Encouraging of membership to support the local activities.*
  - *To endorse and support the local sport management plan and calendar and provide timely feedback.*
  - *Assistance in a marketing sense of the sport plan and local activities.*
3. Identify key priorities for the season.
  - *Short and long term goals*
  - *Project management plan*
4. Establish local procedures for selection of representative teams, coaches and managers.
5. Endorse the appointment of local representative coaches and managers.
6. Local "Award of Excellence" sport awards.
  - *Establish local procedures for selection of local 'In it for life' sport awards.*
7. Provide advice to the Club Development Officers or other SLSNZ staff.

### **Authority:**

1. The Local Sport Committee shall operate within the above mentioned duties and responsibilities.
2. The Local Sport Committee will provide recommendations and advice to the Regional Staff within the boundaries of the TOR. The Regional Staff shall guide the LSC discussions and recommendations to keep them appropriate, current and specific to the TOR and within the limitations of the Staff roles, capability and time restraints.
3. The Local Sport Committee shall provide recommendations and advice on how the budget should be allocated within the Local or Regional Area to ensure the Management plan is achieved. Regional Staff shall provide the

boundaries regarding the budget to the LSC and maintain final accountability of the budget at a local and regional level.

## Local Sport Committee - Meeting and Work Schedule

Month	Output / Agenda Items
Start of May	<ul style="list-style-type: none"> <li>Expressions of interest for LSC sent to membership.</li> </ul>
End of May	<b>LSC selected by RSM, RM and exiting LSC Chair.</b>
June	<p><b>Meeting #1</b></p> <ul style="list-style-type: none"> <li>LSC terms of reference (re-visit/reaffirm TOR each year).</li> <li>Meeting schedule established for the year.</li> <li>Opportunity to present any other sport ideas.</li> <li>Provide any discussion papers / requests.</li> <li>Establish local sport priorities for the season.</li> <li>Develop local sport programme for the season.</li> <li>Review local sport plan, re-visit the previous season's LSC review</li> </ul> <p><b>Inter Area Meeting #1</b></p> <ul style="list-style-type: none"> <li>Discuss regional and/or national alignment in sports programme where required.</li> <li>Discuss key priorities and alignment where required.</li> </ul>
July	<p><b>Meeting #2</b></p> <ul style="list-style-type: none"> <li>Endorse programme overview – sport events and development activities.</li> <li>Ratify local calendar of surf sport activities.</li> <li>Appoint local representative coaches and managers.</li> </ul>
August	<p><b>Meeting #3</b></p> <ul style="list-style-type: none"> <li>Full local, regional and national sports programme available to clubs.</li> <li>Assist CDO and RPSM in developing key priorities and implementation as required. Create working groups as required.</li> <li>Assist with the delivery of sport plan.</li> <li>Make adjustments to the plan if required.</li> </ul> <p><b>Inter Area Meeting #2</b></p> <ul style="list-style-type: none"> <li>Discuss regional and/or national alignment in sports programme where required.</li> <li>Discuss key priorities and alignment where required.</li> </ul>
Sept – Mid October	<p><b>Meeting #4</b></p> <p><b>The Regions Representative on the NSC selected by Area Committee Chairs. (Start of October)</b></p> <ul style="list-style-type: none"> <li>Update progress against work plan.</li> <li>Assist with the delivery of sport plan.</li> <li>Make adjustments to the plan if required.</li> <li>Select representative from Central Region LSC's to sit on the National Sport Committee.</li> </ul>
Mid October – December	<p><b>Meeting #5</b></p> <ul style="list-style-type: none"> <li>Mid-season review.</li> <li>Discuss issues or risk areas during the season.</li> <li>Review capability for delivery of the season plan.</li> <li>Check if local sports programme is on track and planned well.</li> </ul>
January / February	<p><b>Meeting #6</b></p> <ul style="list-style-type: none"> <li>Assist with the delivery of sport plan.</li> <li>Continue working on key priorities identified.</li> <li>Activities review and feedback.</li> </ul>
April / May	<p><b>Meeting #7</b></p> <ul style="list-style-type: none"> <li>Season review (completed on LSC season review form) <ul style="list-style-type: none"> <li>Coaching</li> <li>Surf Officials</li> <li>Events</li> <li>High Performance</li> </ul> </li> <li>Decide local sport award recipients.</li> </ul>