

Capital Coast Local Sport Committee Terms of Reference (TOR)

Title: Local Sport Committee (LSC)

Objective: To assist SLSNZ in delivery and development of Surf Life Saving sport activities

Responsible to: Central Region Sport Manager

Supported by: Central Region Sport Manager

Committee Structure:

1. The Central Region Sport Manager or other Central Region staff member plus;
2. The group shall comprise up to nine (9) 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 Central Regional Sport Manager or other Central Region staff member 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 exiting Local Sport Committee Chair and Central Region Sport Manager following nominations from the clubs and members.
3. Club staff are eligible to apply.

Term:

1. The appointment of the LSC will be made in April of each year with the term of one (1) year.
2. Existing members may stand again/rollover.
3. Expressions of interest will be sent out in March and will close late April.

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.
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.

Operating Principles:

1. The Local Sport Committee shall meet and/or communicate via email or telephone as deemed necessary by the Chair of the LSC or Central Region Sport Manager.
2. For clear and consistent communication, meeting minutes will be emailed to committee members after the meeting has been held. Meeting minutes will be uploaded to the SLSNZ website for clubs to access. Agendas will be sent to committee members prior to the meeting.
3. Members of the Local Sport Committee are to be positive role models for all members of SLSNZ.
4. 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.
5. Meetings, conference calls and any decisions made by email shall be recorded as minutes as deemed appropriate.
6. 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.

Duties and Responsibilities:

1. Outline operating principals and adopt a strategic direction for Surf Sports in the local area.
2. Plan and endorse the local surf sport calendar of development and competition activities.
 - *To endorse the local surf sports calendar is to develop, support delivery, and provide timely feedback.*
3. 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 promoting the sport plan and local activities.*
4. Identify key priorities for the season.
 - *Short and long term goals*
 - *Project management plan*
5. Provide advice to the Club Development Officer or other SLSNZ staff.
6. Develop and implement measures/programmes to increase the standard of surf sports in the local area.

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 |
|------------------------|--|
| March/April | <ul style="list-style-type: none"> Expressions of interest for LSC sent to membership. |
| Late April | LSC selected by exiting LSC Chair, and the Central Region Sport Manager |
| May | Meeting #1 <ul style="list-style-type: none"> Set operating principles/strategic direction LSC terms of reference (re-visit/reaffirm TOR each year). Meeting schedule established for the year. Nominate a representative for the central Region Sports Committee Opportunity to present any other sport ideas. Provide any discussion papers/requests. Establish local sport priorities for the season. Develop local sport programme for the season. Re-visit the previous season's LSC review |
| June | Meeting #2 <ul style="list-style-type: none"> Endorse programme overview – sport events and development activities. Ratify local calendar of surf sport activities. Endorse Central Region Sports Committee nomination to sit on the National Sport Committee |
| July | Meeting #3 <ul style="list-style-type: none"> Full local, regional and national sports programme available to clubs. Assist CDO and RPSM in developing key priorities and implementation as required. Create working groups as required. Assist with the delivery of sport plan. Make adjustments to the plan if required. |
| August – Mid October | Meeting #4 <ul style="list-style-type: none"> Update progress against work plan. Assist with the delivery of sport plan. Make adjustments to the plan if required. |
| Mid October – December | Meeting #5 <ul style="list-style-type: none"> Mid-season review. Discuss issues or risk areas during the season. Review capability for delivery of the season plan. Check if local sports programme is on track and planned well. |
| January / February | Meeting #6 <ul style="list-style-type: none"> Assist with the delivery of sport plan. Continue working on key priorities identified. Activities review and feedback. |
| March/April | Meeting #7 <ul style="list-style-type: none"> Season review (completed on LSC season review form) <ul style="list-style-type: none"> Coaching Surf Officials Events High Performance |