

## Central Region Sport Committee Terms of Reference (TOR)

<b>Title:</b>	<b>Central Region Sport Committee (CRSC)</b>
<b>Objective:</b>	To assist SLSNZ in delivery and development of Surf Life Saving sport activities
<b>Responsible to:</b>	Central Region Sport Manager
<b>Supported by:</b>	Central Region Sport Manager

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### **Committee Structure:**

1. The Central Region Sport Manager plus;
2. The group shall comprise of one representative from each of the three Local Area Sports Committees (Capital Coast LSC, Hawkes Bay LSC and Taranaki LSC). These roles will be 'Representative Members'. This role will be ideally filled by the same person from the committee for a term but can change at the discretion of the local LSC.
3. The group can co-opt up to five (5) individuals onto the committee. These individuals will be 'Appointed members'. In their absence this role cannot be filled by anyone else on behalf of the appointed member.
4. The Chairperson will be a volunteer member of the area.
5. A quorum shall be at least two (2) Representative Members, one (1) Appointed and the Central Region Sport Manager or other Central Region staff member.

### **Appointment:**

1. Each LSC will nominate their Representative Member.
2. 'Appointed Members' will be based upon a "best person for the role" philosophy.
3. Appointments will be made by the incoming Representative Members and Regional Programs and Services Manager (RPSM) following nominations from the clubs and members.
4. Club staff are eligible to apply.
5. Members from outside the Central Region are eligible to apply

### **Term:**

1. The appointment of the CRSC will be made in May of each year with the term of one (1) year for Representative Members and two (2) years for Appointed Members.
2. For continuity purposes either two or three of the five appointed members will rotate off each year (ie all five appointed members won't all finish at the same time).
3. Existing members may stand again/rollover.
4. Expressions of interest will be sent out in March and will close in 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 Central Region activities.

### **Operating Principles:**

1. The Central Region Sport Committee shall meet and/or communicate via email or telephone as deemed necessary by the Chair of the CRSC 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 Central Region Sport Committee are to be positive role models for all members of SLSNZ.
4. The Central Region 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 Regional area.
2. Plan and endorse the Central Region surf sport calendar of development and competition activities.
  - *To endorse the Central Region surf sports calendar is to develop, support delivery, and provide timely feedback.*
3. Assist, development and delivery of the Sport Plan and Regional activities.
  - *Encouraging of membership to support the Regional activities.*
  - *To endorse and support the Regional sport management plan and calendar and provide timely feedback.*
  - *Assistance in promoting the sport plan and local activities.*
4. Identify key priorities for the season.

- *Short and long term goals*
  - *Project management plan*
5. Appoint the Central Region Representative to the National Sports Committee
  6. Establish Regional procedures for selection of representative teams, coaches and managers.
  7. Endorse the appointment of Regional representative coaches and managers.
  8. Provide advice to the Programmes and Services Manager or other SLSNZ staff.
  9. Develop and implement measures/programmes to increase the standard of surf sports in the local area.

**Authority:**

1. The Central Region Sport Committee shall operate within the above mentioned duties and responsibilities.
2. The Central Region Sport Committee will provide recommendations and advice to the Regional Staff within the boundaries of the TOR. The Regional Staff shall guide and facilitate the CRSC 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 Central Region Sport Committee shall provide recommendations and advice on how the budget should be allocated within the Regional Area to ensure the Management Plan is achieved. Regional Staff shall provide the boundaries regarding the budget to the CRSC and maintain final accountability of the budget at a local and regional level.
4. The Central Region Sport Committee will seek alignment across the three local Sports committees however are not responsible for, nor can dictate what is done, on a local level.
5. The Central Region Sports Committee will have a collaboration role with the Local Sport Committees. The Representative Members, along with the RPSM, will be responsible for the two way communication between the Regional and Local level.

## Central Region Sport Committee - Meeting and Work Schedule

Month	Output / Agenda Items
March/April	<ul style="list-style-type: none"> <li>Expressions of interest for CRSC sent to membership.</li> </ul>
Late April / Early May	<b>CRSC selected by incoming LSC Representative Members, RPSM</b>
May	<b>Meeting #1</b> <ul style="list-style-type: none"> <li>Set operating principles/strategic direction</li> <li>CRSC terms of reference (re-visit/reaffirm TOR each year).</li> <li>Meeting schedule established for the year.</li> <li>Nominate a representative for the National Sports Committee</li> <li>Opportunity to present any sport ideas.</li> <li>Provide any discussion papers/requests.</li> <li>Establish local sport priorities for the season – Events</li> <li>Develop local sport programme for the season.</li> <li>Re-visit the previous season's LSC's reviews</li> </ul>
June	<b>Meeting #2</b> <ul style="list-style-type: none"> <li>Endorse programme overview – sport events and development activities.</li> <li>Ratify Regional calendar of surf sport activities.</li> </ul>
July	<b>Meeting #3</b> <ul style="list-style-type: none"> <li>Full local, regional and national sports programme available to clubs.</li> <li>Assist 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>
August – Mid October	<b>Meeting #4</b> <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>Appoint Regional representative coaches and managers (Where necessary).</li> </ul>
Mid October – December	<b>Meeting #5</b> <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 Regional sports programme is on track and planned well.</li> </ul>
January / February	<b>Meeting #6</b> <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>
March/April	<b>Meeting #7</b> <ul style="list-style-type: none"> <li>Season review               <ul style="list-style-type: none"> <li>Coaching</li> <li>Surf Officials</li> <li>Events</li> <li>High Performance</li> <li>Local Sport Committees</li> </ul> </li> </ul>