

Local Sport Committee Terms of Reference (TOR)

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| Title: | Local Sport Committee (LSC)-Christchurch |
| Objective: | To assist SLSNZ in delivery and development of Surf Life Saving sport activities |
| Responsible to: | Regional Manager |
| Supported by: | Sports Manager |

Committee Structure:

1. The Sports Manager plus;
2. The group shall comprise up to ten (10) 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 along with 50% +1 of the 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 Sports Manager, exiting Local Sport Committee Chair, and Regional 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 July this year with the term of one (1) year.
2. Existing members may stand again / rollover.
3. Expressions of interest will be sent out in June and will close July

Profile of appointees:

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.

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 Sports Manger and in accordance with an LSC endorsed annual work plan.
2. For clear and consistent communication, meeting minutes will be emailed to clubs after the meeting has been held. Meeting minutes will be uploaded to the SLSNZ website for clubs to access. Agendas will be sent to clubs 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.

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 Sport Manager or other SLSNZ staff.
8. Ensure prompt communication with Club Chairs
 - End of season review submitted for end of season club chair meeting
 - Cover overview of season along with recommendations for comment/feedback

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.

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 – Annual Work Plan 2015-16

| Month | Output / Agenda Items | | |
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| May | Expressions of interest and Terms of Reference for LSC sent to membership. | | |
| June | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%;">LSC selected by SM, RM and exiting LSC Chair. TOR sent out to incoming LSC for reference.</td> <td style="width: 30%;">Confirmed prior to Meeting #1</td> </tr> </table> | LSC selected by SM, RM and exiting LSC Chair. TOR sent out to incoming LSC for reference. | Confirmed prior to Meeting #1 |
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| July | <p>Meeting #1</p> <ul style="list-style-type: none"> • Elect Chair person • LSC terms of reference (re-visit/reaffirm TOR each year). • Meeting schedule established for the year. • Opportunity to present any other sport ideas. • Provide any discussion papers / requests. • Establish local sport and development priorities for the season. • Develop local sport and development programme for the season. • Appoint from the committee, representatives for the Regional Meetings between local areas • Ensure representation from LJSC • Ratify local calendar of surf sport activities for inclusion in Local Activity Calendar • Discuss regional and/or national alignment in sports programme where required. • EOI for local representative coaches and managers (As required) | | |
| July / August | <p>Meeting #2</p> <p>The Regions Representative on the NSC selected by Area Committee Chairs</p> <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. • Make adjustments to the plan if required. • Send out EOI's local representative coaches and managers (As required) • Select representative from Southern Region LSC's to sit on the National Sport Committee. <p>Inter Area Meeting #1</p> <ul style="list-style-type: none"> • Discuss regional and/or national alignment in sports programme where required. <p>Discuss key priorities and alignment where required.</p> | | |
| September – Mid October | <p>Meeting #3</p> <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. • Appoint local representative coaches and managers (As required) | | |
| Mid October – December | <p>Meeting #4</p> <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. <p>Check if local sports programme is on track and planned well.</p> | | |
| January / February | <p>Meeting #5</p> <ul style="list-style-type: none"> • Assist with the delivery of sport plan. • Continue working on key priorities identified. • Activities review and feedback. <p>Inter Area Meeting #2</p> | | |
| March/April | <p>Meeting #6</p> <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 • Decide local sport award recipients. <p>Begin rollover planning for next season Create report for club chairs meeting - review the season and suggest new initiatives for the future</p> | | |
| May | Expressions of interest for LSC sent to membership. | | |