

Volleyball Queensland Board of Management Sub Committee

Terms of Reference

February 2022, version 1

1. Authorisation

As outlined in the organisation's Constitution at rule 27, the Volleyball Queensland (VQ) Board of Management (Board) may appoint a subcommittee (Committee) consisting of members of the association considered appropriate by the Board to help with the conduct of VQ's operations.

2. (Sub) Committee Name, Purpose, Role & Powers

Is as stated in Appendix 1.

3. Committee Structure

The Committee ideally shall be comprised of the following members;

- a. No fewer than three (3) and no more than seven (7) members.
- b. A Chairperson who is an experienced in both the conduct of meetings and the subject and purpose of the Committee's work.
- c. If not full committee members, the VQ President and General Manager or their delegates if attending are ex officio members of the Committee.
- d. Ex officio attendees at meetings are not included in the quorum or entitled vote.
- e. VQ staff member/s who will assist the Committee in its work as advisers or take on roles such as secretary.
- f. The Committee may, at its discretion, allow non-members to attend meetings of the Committee to facilitate exchange of information and to provide specialist advice and counsel to the Committee.
- g. A member ceases to be a member of a Committee if the member has been absent from three (3) consecutive meetings of the Committee without having given reasons acceptable to the Committee for the member's absences.

4. Appointment of Members

- a. For committees of an ongoing nature, each year in February or thereabouts, the Board will consider the Committee's membership based on the rotation of approximately half of the members.
- b. Nominations for Committees of an ongoing nature will be open 'year round'.
- c. Committees of a short term/specific matter nature will be 'stood up' by the Board as and when needed by appointment of or a call for members.
- d. Those who nominate for the Committee will need to meet the *Member Skills, Knowledge, Experience and Bona Fides* as outlined in appendix 1.
- e. The VQ Board will seek to ensure diversity within each of its Committees.

5. Term of Committee Members

- a. For a period determined by the Board to suit VQ's operational needs and stated in appendix 1.

6. Chairperson

- a. The Board will appoint a Chairperson.
- b. The Board may delegate that to the committee the opportunity to determine a chairperson elect will be nominated by the Committee to the Board for consideration to appoint. Should this election not occur or fail to resolve a chairperson elect, the Board will appoint a Chairperson.
- c. The appointment of a Chairperson will be held following the periodic rotation and appointment of Committee members by the Board.
- d. The Chairperson shall preside at all meetings they attend, if not in attendance, the attending members will elect a Chairperson for that meeting.

- e. The Chairperson shall represent the Committee and will be required to report Committee activities to the Board.
- f. The Board may remove the Chairperson from his or her respective office should they fail to hold the confidence of the Committee.

7. Meetings

The following procedures shall apply for Committee meetings;

- a. The number of meetings of the Committee is as stated in Appendix 1.
- b. While the Committee will decide the time, date and location of its meetings they must be scheduled annually or as requested by the VQ General Manager (GM).
- c. Meetings may occur face to face or by electronic means.
- d. An agenda is to be produced and circulated by the Chairperson.
- e. The quorum for the meetings of the Committee shall be the simple majority of at least 50% of the Committee members.
- f. Determination of motions will be a simple majority of at least 50% of the Committee members in attendance. The Chairperson has no casting vote.
- g. Committee members will be invited to disclose conflicts of interest at the commencement of each meeting. Ongoing conflicts of interest need not be disclosed at each meeting once acknowledged. Where members or invitees are deemed to have a real or perceived conflict of interest, they will be excused from Committee discussions on the issue where a conflict exists.
- h. The Committee will structure its administration such as meeting minutes, task allocation, working groups as it sees fit under the broad direction of the Chairman.
- i. Meeting minutes are to be provided to the VQ GM as soon as produced, no later than three weeks after each committee meeting.

8. Review of the Terms of Reference

- a. The Committee will review at least annually, the terms of reference and recommend to the Board for approval any appropriate amendments.
- a. The terms of reference can be amended by the Board as it requires.

Appendix One

A. Name

The name of the (Sub) Committee is the Queensland Volleyball Referees Commission (QVRC).

B. Purpose

The purpose of the Committee is;

- a. To promote and drive referee recruitment, development, and retention in Queensland for both beach volleyball and indoor volleyball.
- b. To engage senior and retired Queensland officials in activity that identifies and increases referee participation in Queensland from social to elite levels.

The Committee reports to the Volleyball Queensland Board of Management (Board) through the Chairperson.

C. Term of Committee Members

- a. Members of the Committee shall serve for a two-year period.
- b. There is no limit to the number of terms a committee member may serve.

D. Role of the Committee

Assist in the development, implementation & monitoring of an annually reviewed plan that addresses the following objectives to:

- a. Develop and activate targeted recruitment strategies for referees (identify new referees).
- b. Advise on and promote future pathway strategies for continuous development of referees of both disciplines.
- c. Identify and address barriers impeding referee retention in Queensland.
- d. Identify, advise, and promote all opportunities for referees in Queensland.
- e. Facilitate pathways for referee ranking upgrades.

E. Number of Meetings and Frequency

- a. There shall be a minimum six (6) meetings per year, the schedule of which will be determined by the Committee in consultation with the VQ General Manager.

F. Powers

- a. The Committee may make recommendations to the Board on officiating matters either at the Board's request or on its own initiative.
- b. The Committee may be delegated certain organisational responsibilities by the Board or General Manager including but not limited to;
 - i. Identification of individuals who can fulfil volleyball officiating oversight positions such as Chief Referee and/or Referee Supervisor at VQ's Queensland State Championships, Queensland Beach Volleyball Tour rounds & Queensland Open, Premier Volleyball League, Country Championships and Queensland Volleyball Schools Cup;
 - ii. Contribute to the periodic review of VQ's various competition bylaws particularly in aspects where the rules of the game are varied to facilitate the competition;
 - iii. Facilitate the recommendation of referees who are qualified and suitable to fulfil Queensland's quota obligations for Australian Junior and Youth Volleyball and Beach Volleyball Championships and any other Volleyball Australia events as arise from time to time;
 - iv. Conduct short courses and or meetings specific to referee and match official development i.e. scorer's workshops, League & Tour official's workshops, Queensland State Junior & Youth Team referee workshop;
 - v. Coordinate the ratification of individual's practical assessments as a component of the VA refereeing accreditation framework;
 - vi. Recommend to the Board the recipient/s of VQs annual referees' awards.
- c. Should the opportunity arise for engagement with the Volleyball Australia Referees Committee (VARC);

- i. in organised meetings, the Committee shall decide from amongst its members for a representative to attend, contribute to discussions and report back to the Committee or
- ii. when attending Volleyball Australia conducted events, the opportunity presents for Committee members to engage with VARC members to bring matters of 'substance' to the Committees attention at earliest convenience and no later than the next meeting of the Committee.

G. Committee Member Skills, Knowledge Experience and Bona Fides

- a. Committee members must;
 - i. Be current members of VQ.
 - ii. Be individuals who hold current working with Children Check Blue Cards, linked to VQ.
- b. The overall committee membership must comprise;
 - i. referees with a strong background in officiating beach volleyball
 - ii. referees with a strong background in officiating indoor volleyball
 - iii. individuals experienced in officiating in Australian senior or International Championships, Leagues or Tour events.

Terms of Reference Administration

- a. This policy is for general publication.
- b. This policy is subject to review of the Board at any time.
- c. Version control

Date	Mode	Item/Action
February 2022	Board Meeting	Policy considered