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# Terms of Delegation Freestyle Technical Committee



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Approved by the Board 16 June 2010

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## OVERVIEW

The Freestyle Technical Committee (“Technical Committee”) has been established by the Board under Rule 33.3 of the Australian Canoeing (“AC”) Constitution.

## DEFINITIONS

In this Terms of Delegation the following words will have the following meaning:

“**Board**” means the AC Board of Directors.

“**Chair**” means the Chair of the Technical Committee who is appointed by the Board.

“**National Teams**” means any Freestyle team or group selected through an AC selection policy.

## APPOINTMENT OF MEMBERS OF THE TECHNICAL COMMITTEE

The following procedure shall apply in relation to the appointment of the members of the Technical Committee:

- (a) The Board shall call for nominations for members of the Technical Committees from AC members.
- (b) Nominations shall be called for the position of Chair and general committee members.
- (c) The Board shall appoint the Chair and after considering the recommendations of the Chair, the other members of the Technical Committee.
- (d) If insufficient nominations are received from AC members or the nominations are considered inappropriate by the Board, the Board shall appoint the positions on the Technical Committee in its discretion.

A Director of AC or the AC CEO shall be an ex-officio member of the Technical Committee.

## DURATION OF TERMS OF DELEGATION

The members of the Technical Committee are appointed under these Terms of Delegation. The Board may vary, replace or amend the Terms of Delegation at any time. The Technical Committee, through the Chair, is encouraged to suggest potential new committee members to the Board.

## TECHNICAL COMMITTEE MEMBERS:

A full list of the Technical Committee members can be found at <http://canoe.org.au/freestyle-committee>

The Composition of the Technical Committee will be reviewed by the Board on a biannual basis

## PART A: TECHNICAL COMMITTEE RESPONSIBILITIES

The Technical Committee has been established to administer and perform some of the obligations of AC in relation to the Freestyle discipline. In particular, the Technical Committee shall have the following duties, functions and powers:

### 1. OPERATIONAL PLAN

Produce an Operational Plan by May 31 of each year which outlines:

- Key Result Areas
- Objectives
- Performance Indicators
- Personnel Involved
- Time Scale
- Financial Implications

### 2. BUDGET

In consultation with the Sports Services Coordinator and Financial Controller provide a budget by May 31 for the activities of the Technical Committee for the next financial year based on the costings of the Operational Plan.

### 3. COMPETITION RULES AND REGULATIONS

Make recommendations to the Board of Directors on rules, regulations and guidelines for the conduct of Freestyle competitions in Australia.

### 4. CALENDAR

Compile an annual calendar of events to include international, national and state races, as well as officiating and coaching courses in the Freestyle discipline. This calendar will be published on the AC website by the Sports Services Coordinator.

### 5. AUSTRALIAN NATIONAL CHAMPIONSHIPS

- 5.1. Develop criteria for the selection of the host venue for the Australian National Freestyle Championships that meet the requirements outlined in the Host agreement and any applicable Bylaws and/or policies. Such criteria are subject to approval by the Board.
- 5.2. Assess applications from State Associations to host the Australian National Freestyle Championships against the established criteria and make recommendations to the Board on appropriate State Associations or other organisations to host the Australian National Freestyle Championships.
- 5.3. Monitor the organisation of the Australian National Freestyle Championships and where deemed necessary by the Technical Committee or the CEO inspect the venue and meet with the host organisation to ascertain the readiness and its preparations to conduct the Championship.
- 5.4. Receive, consider and respond to reports relating to the Australian National Freestyle Championships and refer such reports to the Board with appropriate comments and recommendations for the Board to consider.

## 6. OTHER COMPETITIONS

- 6.1. In conjunction with the High Performance Department, be responsible for the planning, organisation and conduct of all national selection races, ICF and AC events hosted in Australia.
- 6.2. Assist AC with bids for Freestyle World Championships and other ICF Freestyle competitions.

## 7. SPORT DEVELOPMENT

- 7.1. Support and encourage programs that help to grow participation in the sport and to retain athletes, coaches and officials.
- 7.2. Design training programs for officials and implement programs for officials' training, accreditation and development. The Technical Committee will guide and advise State Technical Committees.
- 7.3. Provide technical detail to the National Coaching Coordinator for the coach and officials' training courses (as suggested by the Australian Sports Commission).
- 7.4. Provide advice on coaching and official training programs to the State Technical Committees.

## 8. AUSTRALIAN TEAMS

- 8.1. Provide advice to the Board and Management on policies relating to the operations of National Teams and squads.
- 8.2. Monitor the conduct of National Team selection events to ensure that selection is undertaken fairly and equitably and in accordance with the selection policy as approved by the Selection Criteria Approval Committee.

## 9. HIGH PERFORMANCE

- 9.1. The Technical Committee will work with the AC Office to ensure on-going, two-way communication and dialogue about high performance for Freestyle. In particular, the Technical Committee will:
  - 9.1.1. Work with AC in preparing National Team Selection Policies for ratification by the Board.
  - 9.1.2. The Chair of the Technical Committee or their delegate shall be a member of the Selection Criteria Approval Committee.
  - 9.1.3. Ensure that a draft copy of all selection policies are received by AC CEO by 15 August each year
  - 9.1.4. Recommend selectors for National Team Selection Panels for approval by the Board.
  - 9.1.5. Recommend selectors for National Team Officials Selection Panels for approval by the CEO.
  - 9.1.6. Receive and consider reports from the AC Office of all National Teams Tours.

## 10. OTHER RESPONSIBILITIES

- 10.1. Establish criteria to enable appropriate nominations to the ICF for Officials' Examinations.
- 10.2. Recommend to the Board proposals and ideas for submission to the ICF for changes to the ICF Rules.

10.3. Act as a resource for State Freestyle Technical Committees.

The Technical Committee shall ensure that in the exercise of such delegated powers, it conforms to any directions of the Board.

## PART B: TECHNICAL COMMITTEE MEETINGS

The proceedings of the Technical Committee shall be as follows:

### 11. TECHNICAL COMMITTEE TO MEET

The Technical Committee shall meet as often as is deemed necessary in every calendar year for the dispatch of business and may adjourn and, subject to these Terms of Delegation, otherwise regulate its meetings as it thinks fit. The Chair shall, on the requisition of two committee members, or the AC CEO, convene a meeting of the Technical Committee within a reasonable time. (Note: the Technical Committee meets four times a year, one of these meetings (held at the Australian Nationals) receives annual reports from state technical committees.)

### 12. TECHNICAL COMMITTEE DECISIONS

Subject to these Terms of Delegation, questions arising at any meeting of the Technical Committee shall be decided by a majority of votes and all questions so decided shall for all purposes be deemed a determination of the Technical Committee. All committee members shall have one vote on any motion put to the Technical Committee. The Chair shall also have a casting vote where voting is equal.

### 13. RESOLUTIONS NOT IN MEETING

13.1. A resolution by electronic mail that has been signed or assented to by all the Technical Committee members shall be as valid and effectual as if it had been passed at a meeting of the Technical Committee duly convened and held. Any such resolution may consist of several documents in like form each signed by one or more of the committee members.

13.2. Without limiting the power of the Technical Committee to regulate their meetings as they think fit, a meeting of the Technical Committee may be held where one or more of the committee members is not physically present at the meeting provided that:

13.2.1. All persons participating in the meeting are able to communicate with each other effectively, whether by means of telephone or other form of communication;

13.2.2. Notice of the meeting is given to all the committee members entitled to notice in accordance with the usual procedures agreed upon or laid down from time to time by the Technical Committee and such notice specifies that committee members are not required to be present in person;

13.2.3. In the event that a failure in communications prevents the condition set out in paragraph 14.2.1 from being satisfied by that number of committee members which constitutes a quorum, and none of such committee members are present at the place where the meeting is deemed by virtue of further provisions of this paragraph to be held, then the meeting shall be suspended until the condition set out in paragraph 14.2.1 is satisfied again. If such condition is not satisfied within fifteen minutes from the interruption the meeting shall be deemed to have terminated.

13.2.4. Any meeting held where one or more of the committee members is not physically present shall be deemed to be held at the place specified in the notice of meeting provided a committee member is

there present and if no committee member is there present the meeting shall be deemed to be held at the place where the Chair is located.

#### 14. QUORUM

At meetings of the Technical Committee the number of committee members whose presence (or participation under paragraphs 12 and 14.2) is required to constitute a quorum is the majority of the committee members .

#### 15. NOTICE OF TECHNICAL COMMITTEE MEETINGS

Unless all committee members agree to hold a meeting at shorter notice (which agreement shall be sufficiently evidenced by their presence) not less than seven days' oral or written notice of the meeting of the Technical Committee shall be given to each committee member by the Chair. The agenda shall be forwarded to each committee member not less than three days prior to such meeting.

#### 16. VALIDITY OF TECHNICAL COMMITTEE DECISIONS

A procedural defect in decisions taken by the Technical Committee shall not result in such decision being invalidated.

#### 17. CHAIR OF THE TECHNICAL COMMITTEE MEETING

The Chair appointed by the Board shall preside at every meeting of the Technical Committee. If the Chair is not present, or is unwilling or unable to preside, the committee members shall choose one of their number to preside as chair for that meeting only.

## PART C: CONFLICT OF INTEREST

The following paragraphs will apply in relation to conflicts of the committee members

### 18. COMMITTEE MEMBER INTERESTS

A committee member other than the AC CEO, Freestyle Head Coach or High Performance Director is disqualified from holding any place of profit or position of employment in AC, any State Association or in any company or incorporated association which AC is a shareholder or otherwise interested or from contracting with AC either as a vendor, purchaser or otherwise except with express resolution of approval of the Board.

### 19. CONFLICT OF INTEREST

A committee member shall declare his or her interest in any:

- contractual matter;
- selection matter;
- disciplinary matter; or
- other matter;

in which a conflict of interest arises or may arise, and shall, unless otherwise determined by the Technical Committee, absent him/herself from discussions of such matter and shall not be entitled to vote in respect of such matter. If the committee member votes, the vote shall not be counted. In the event of any uncertainty as to whether it is necessary for a committee member to absent himself/herself from discussions and refrain from voting, the issue should be determined immediately by vote of the Technical Committee, or if this is not possible, the matter shall be adjourned or deferred.

### 20. DISCLOSURE OF INTERESTS

The nature of the interest of such committee member must be declared by the committee member at the meeting of the Technical Committee at which the contract or other matter is first taken into consideration if the interest then exists or in any other case at the first meeting of the Technical Committee after the acquisition of the interest. If a committee member becomes interested in a contract or other matter after it is made or entered into the declaration of the interest must be made at the first meeting of the Technical Committee held after the committee member becomes so interested.

### 21. GENERAL DISCLOSURE

A general notice that a committee member is a member of any specified firm or company and is to be regarded as interested in all transactions with that firm or company is sufficient declaration under paragraph 21 as regards such committee member and the said transactions. After such general notice it is not necessary for such committee member to give a special notice relating to any particular transaction with that firm or company.

### 22. RECORDING DISCLOSURES AND RESOLUTIONS OF THE TECHNICAL COMMITTEE

22.1. Any declaration made or any general notice given by a committee member in accordance with paragraph 21 and 22 must be recorded in the minutes of the Technical Committee.

22.2. The Technical Committee shall keep minutes of the resolutions and proceedings of each Technical Committee meeting, together with a record of the names of persons present at all meetings. Within fourteen days of any



meeting of the Technical Committee, a copy of the minutes and any supporting documents will be sent to all Technical Committee members, chairs of state Freestyle Technical Committees, the AC CEO and other relevant AC personnel.

#### **PART D: AC BOARD AUTHORITY**

The Board may by instrument in writing, revoke wholly or in part any delegation made under these Terms of Delegation and may amend, repeal or veto any decision made by the Technical Committee under these Terms of Delegation.