



Melbourne East Netball Association Inc.

Club Competition Standing Committee – Terms of Reference

Created: June 2022

Updated:

1. Purpose

The Club Competition Standing Committee (CCSC) was appointed by the Melbourne East Netball Association (MENA) Board and assists the Board in fulfilling its oversight responsibilities relating to the running of netball competitions. The purpose of the CCSC is outlined in the MENA Constitution.

The CCSC must also recognise and preserve the integrity of MENA and all its competitions through common goals and a shared commitment to constructive and cooperative relationships.

2. Authority

The Board has authorised the CCSC, within the scope of their duties and responsibilities set out in this charter to:

- perform the activities required to address its responsibilities and make recommendations to the Board;
- have access to MENA staff and Association information it considers relevant (via MENA staff) to its responsibilities under this charter.

3. Membership

The CCSC appointed by the Board is based on the nominated delegate from each of the Association's Member Clubs. Membership to the CCSC is not automatic and must be confirmed by the Board.

4. Chair

The main role of the Chair is to demonstrate leadership and to ensure effective governance of the CCSC.

The Chair of the CCSC shall be the MENA Board Member who currently hold the Competitions Portfolio.

Should the CCSC Chair be absent from a meeting, the CCSC Members present must appoint a Chair for that particular meeting.

The CCSC Chair will ensure that the MENA Operations Manager is immediately informed of matters that may have a significant impact on the operation of any MENA competition or the reputation of MENA itself.

The Chair must ensure and maintain a timely correspondence with the MENA Board on all competition matters.

5. Meetings

The CCSC will meet in a manner agreed to by the members of the CCSC.

The CCSC Chair, any CCSC Member or the MENA Operations Manager may call a meeting of the CCSC with a minimum of 48 hours notice.

CCSC members must do all things reasonably necessary to attend and participate in all meetings and acknowledge that commitment is fundamental to the effective operation of all MENA competitions.

6. Quorum

A quorum for the CCSC will fifty-percent (50%) of the number of Member Clubs in the Association plus one. This does not include the CCSC Chair where the CCSC Chair is a MENA Board Member.

7. Decision Making

All decisions of the CCSC are to be made by a simple majority of votes cast by the Members present at the meeting.

All Members are entitled to one (1) vote each.

In the case of an equality of votes, the EADC Chair will have the casting vote.

Where it is not practical for the CCSC to meet in order to make a decision the CCSC Chair may circulate a motion via email. This shall require fifty-percent (50%) of the number of Member Clubs in the Association plus one to pass.

8. Minutes

The minutes are to be promptly approved by the CCSC Chair and then circulated to all CCSC members and MENA Board.

9. Confidentiality

All CCSC members may be privy to sensitive and confidential information. At no stage should this information be publicly referred to, disclosed or discussed to any third party outside of the CCSC. If the matter is escalated to the MENA Board members of the CCSC may discuss the issue at the Board's request only.

Should an CCSC member pass on any confidential information to any external third party that member may be required to stand down from the CCSC and may only be replace at the Boards discretion until the next Annual General Meeting.

10. Review

The MENA Board will review this Terms of Reference at annually at the first meeting after the Annual General Meeting.

The CCSC may make recommendations to the MENA Board to make appropriate amendments to allow the CCSC to effective perform its duties.

11. Sub-Committees and Working Groups

The CCSC has the authority to create Sub-Committees and/or Working Parties as required. Any funding required for the operation of these groups will need to be approved by the MENA Board

12. General Responsibilities

The CCSC will be responsible for the following areas:

- Approve changes to club uniforms.
- Determine the eligibility of players to play in finals.
- Make recommendations to the MENA Board on changes to the competition rules, Bylaws etc.
- Competition office volunteer roster
- Support for Grand Final day operations
- Input into relevant Policies
- Support/Assistance Fundraising days
- Grading sub- committee appointments
- Permit Sub-committee appointments
- Discussion on umpiring

Any decisions outside of these areas are beyond the authority of the CCSC and must be referred to the MENA Board however, the CCSC can make a recommendation for the MENA Board to consider.