

AV SHIELD COMPETITION COMMITTEE

Terms of Reference and Objectives

The Shield Committee consists of representatives from each Zone within the current AV Summer Competition.

Each Zone rep is elected from each Zone Committee which consists of member clubs.

The Shield Committee will make recommendations about the Shield rules to ensure a fair and fun competition that encourages many to participate in the relevant pathways that are offered within the whole of our sport.

Key Responsibilities: -

- Review and recommend changes to the rules and format of competition
- Ensure the rules are clear and concise and are fair and inclusive for all
- Review and/or amend the rules to ensure the safest standard of competition
- Listen to all feedback and make recommendations about the rules of competitions in the best interests of the whole of sport
- Finalise recommendations to present to AV for endorsement; and
- Participate in all discussions and treat each other with respect and professionalism

Charter: -

To review and recommend changes to the rules and format of competition for the AV Shield competition.

Composition

The Shield Committee will consist of: -

- *Two (2) representatives from each metro zone irrespective of which club they are from,
- *One (1) representative from each country zone irrespective of which club they are from, and
- Staff from Athletics Victoria.

*An additional person may be nominated from each Zone to attend meetings where one or both Zone Representatives are unable to attend. Athletics Victoria will provide all necessary information to the additional rep as required.

Chairperson

The Chairperson of the Committee will be appointed by the CEO of Athletics Victoria and may be an employee of Athletics Victoria or an independent non-member of Athletics Victoria to ensure that the Committee is conducted within the terms of reference.

The CEO of Athletics Victoria may appoint and/or remove the Chair as required.

The Chairperson will not have a vote and may refer any matter/recommendation to AV for final determination as required.

The Chair is responsible for ensuring the committee carries out its responsibilities effectively, independently of management and in the long term best interests of the organisation.

The Chair acts as the liaison between management and the committee and as the primary representative and spokesperson for the committee.

The Chair will:

1. Schedule regular meetings of the committee

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2. Ensure that committee members understand the specific roles of the committee and management and the importance of respecting boundaries between them
3. Sit on all committee meetings as an 'ex-officio' member
4. In consultation with committee, prepare the agenda and direct the preparation and distribution of information for meetings;
5. Communicate regularly with the committee members to ensure that all members have direct input outside of meetings; and
6. Report to the CEO Athletics Victoria and/or the Committee of Athletics Victoria as required.

Secretariat

AV will act as the secretariat and will provide draft minutes of each meeting to the Chair. The Chair will summarise key aspects of each meeting in a short form document (summary) to be published on the AV website.

Shield Committee Meetings

The Shield Committee will meet a minimum of once a month in the periods from April to October with additional meetings required agreed upon by the committee.

Process for Shield Review and Rule Changes

Within four (4) weeks of the AV Shield Final, each Zone committee is to meet and complete a review of the previous summer season. Written submissions are to be provided to AV on a date to be advised/agreed.

AV will collate all of the Zone review submissions and will consolidate the submissions and circulate these to the Shield Committee for consideration prior to the April review meeting.

The Shield Committee meeting in April will discuss the submissions and will make recommendations and/or amendments to the rules for the Shield competition. AV may accept, amend or reject any rule changes as it deems necessary especially where a rule change is not in the interests of the sport, has financial implications or creates or enhances a risk to a member or members.

Zone Committee Meetings:

Minutes of each Zone Committee Meeting are to be provided to AV for publication on the AV website.