



Athletics Victoria
Level 1, 31 Aughtie Drive
Albert Park, VIC, 3206

AV Shield Committee Terms of Reference and Objectives – October 2014

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

- 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 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

Two (2) representatives from each Zone; and staff from Athletics Victoria.

Chairperson

Zone representatives will elect a Chairperson who will be responsible for conducting each meeting in accordance with the Agenda and in a professional and courteous manner. The Chair will be elected for a two year term.

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

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 to be published on the AV website.

Shield Committee Meetings

The Shield Committee will meet at least four times in April, June, September and February (or as required).

Process for Shield Review and Rule Changes

Within two (2) weeks of the Shield/Zone Final (whichever is scheduled the latest in summer) 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 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 or creates or enhances a risk to a member or members.

Once all amendments are completed, AV will publish the rule changes along with the proposed calendar on the AV website.

Shield Committee Key target dates:

- June – All Zones to provide venue details to AV
- September – Final pre Shield season meeting
- February – Pre Shield conclusion meeting
- April – Shield Review Meeting

Zone Committee Meetings:

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