



Competition Advisory Committee

Terms of Reference

Committee Purpose and Roles

The key purpose of the Competition Committee (CC) is to provide clarification on the interpretation and implementation of the Competition Rules of the game of Water Polo and to ensure they are applied in a fair and consistent manner. These rules are developed by the CC, and submitted to the WPWAI Board for approval.

The CC also fulfils the following roles;

- Recommend to the Board appropriate changes to the competition rules;
- Abide by and ensure other relevant rules, policies and codes and procedures are being fairly applied across all competitions;
- As appropriate, provide support and assistance to the WPWAI office on the management of competitions;
- Prepare and distribute minutes of each meeting;
- Identify objectives and processes to improve the senior competitions and develop strategies to achieve these objectives;
- Assist with the day to day running of the finals series by performing duties as required, such as presenting medals, checking score sheets and team lists and other duties as required.

Authority delegated to the CC

The CC reports to and is answerable to the Board of WPWAI.

All matters relating to competitions are to be raised with the CC which can provide clarification and direction.

Competition Committee composition and structure

A WPWAI Board member will act as the Chairperson of the Competition Committee.

Individuals wanting to nominate for a position on the Competition Committee are to provide their nomination in writing to the WPWAI Office and must be a registered member of WPWAI.

The Committee shall consist of individuals who shall take on the following roles as a minimum;

- Chairperson
- WPWAI Staff member
- Club representatives

The Board may direct, or the Competition Committee may invite, representatives from other WPWAI committees to sit on the Competition Committee as observers. The Board may also direct, or other WPWAI Committees may invite, a Competition Committee representative to sit on other WPWAI committees as an observer.

The Referee Commission has a standing invitation to attend CC meetings in order to ensure that referee issues are clear between the two committees.

Reporting Requirements

The Competition Committee must convene a meeting at least four times each season. Delegates are to receive at least seven days' notice of the date for each meeting and where possible a list of agenda items.

Notes from meetings are to be approved and emailed to the WPWAI Board to be tabled at the next official WPWAI Board meeting.

Where appropriate the Competition Committee may conduct its affairs by email, telephone or other suitable means.

Committee principles

All WPWAI staff and volunteer members are expected to work for the good of Water Polo in WA. They must therefore function in a cooperative and supportive manner when working with WA Water Polo volunteers and members in the wider water polo community.

To assist the fulfilment of the expectation the following guiding principles have been developed.

Guiding principles form "Our Future Success" recommendations to be implemented as per WPWAI board meeting 8th October 2015

- Committee members are asked to state openly any potential conflict of interest that may exist in their water polo, professional or personal life while fulfilling their work on the committee.
- When a decision is to be made involving a particular committee member's club, that individual is required to "step aside" so as to not inappropriately influence the decision making process.
- Confidential WA Water Polo knowledge and documentation is not to be shared with the wider community unless permission is granted by the CEO.
- Any perceived breach of WA Water Polo by-laws or policies must be raised with the appropriate WA Water Polo staff member.
- At times an individual's personal views of opinions may differ to those of the committee, or the individual may disagree with the strategic direction or management provided by the

Board or WA Water Polo office. In this instance the individual is asked to demonstrate their support of WPWAI by not openly communicating their difference of opinion in writing or another forum.

Voting

- **Voting shall be conducted via a show of hands with the Chair having the casting vote if required.**
- **Voting agreement shall be recorded by stating majority/unanimous decision**

Any financial or expenditures affecting the budgets of WPWAI will be put before the CEO seeking approval before being acted upon in accordance with the expenditure allocated within the WPWAI budget for development of competitions within WA.