



## WATER POLO WA COMPETITION ADVISORY GROUP (CAG)

### TERMS OF REFERENCE

#### ROLE

The role of the CAG is to provide advice to Water Polo WA (WPWAI) on matters relating to the effective operation, planning and administration of all WPWAI endorsed competitions and events.

#### MEMBERSHIP

##### The CAG will consist of:

A WPWAI Director as Chairperson appointed by the WPWAI Board

The WPWAI Competitions and Development Manager (CDM)

At least 3, but no more than 5, additional members. This will be achieved via a nomination process and ratified by the Board

#### APPOINTMENT

Members of the CAG shall be appointed within the following guidelines:

- The WPWAI Director shall be appointed by WPWAI Directors at a Board meeting.
- All appointments, other than the WPWAI Director and CDM, shall be for a one (1) year period
- All appointments, WPWAI Director and CDM, shall be ratified by the WPWAI Board in accordance with the WPWAI Sub-Committee and Advisory Group application process
- No more than one (1) members from any one member club

#### ACCOUNTABILITIES

The CAG will be expected to act within the following guidelines:

- CAG members shall at all times demonstrate leadership, integrity and transparency when representing competition matters during meetings of the CAG
- CAG Members shall represent the interest of Water Polo WA at all times
- The communication of CAG matters to WPWAI Members shall only be done so via communication from the WPWAI Board or WPWAI Office

#### FUNCTIONS

The CAG will be responsible for the following functions:

- Ensuring the alignment of WPWAI competitions with the WPWAI Strategic Plan
- Ensuring all WPWAI competitions are compliant with the WPWAI Constitution and By-Laws
- Providing advice on the structure of WPWAI competition including grading, timing, season length and game format



- Assist the CDM in preparing recommendations for presentation through to the WPWAI Board.
- Provide advice and support to other WPWAI Advisory Groups as required.
- Provide advocacy of WPWAI decisions to the WPWAI community

**RECORD KEEPING**

Minutes of all meeting of the CAG shall be produced within 7 days for tabling at WPWAI Board Meetings.

**FREQUENCY OF MEETINGS**

The CAG shall meet at such times and places as it may determine

**LIMITATION OF AUTHORITY**

The CAG is an advisory group and as such has no delegated authority to make binding decisions On behalf of Water Polo WA.