



## WATER POLO WA OFFICIALS ADVISORY GROUP (OAG)

### TERMS OF REFERENCE

#### 1. ROLE

The role of the OAG is to provide advice to Water Polo WA (WPWAI) on matters relating to the effective operation, development, education, planning and administration of all WPWAI officials.

#### 2. FUNCTIONS

The OAG will be responsible for the following functions:

- I. Ensuring the Pathways for officials is followed and in alignment of WPWAI and Water Polo Australia strategic and education framework
- II. Ensuring all WPWAI officials are aware of any rule changes as they occur
- III. Providing advice to officials to assist them in their career as an official
- IV. Assist the Chief Executive Officer (CEO) in preparing recommendations for presentation to the WPWAI Board
- V. Actively promote amongst the membership the benefits of officials' education and accreditation
- VI. Ensure all relevant Codes of Conduct and Behaviour are encouraged and fostered.
- VII. Provide advice and support to other WPWAI Advisory Groups as required
- VIII. Provide minutes of all meetings to WPWAI and if required, present to the Board

#### 3. MEMBERSHIP

The OAG will consist of:

- I. A Chairperson appointed by the Officials Advisory Group
- II. WPWAI staff member
- III. At least 3, but no more than 6, additional members

#### 4. APPOINTMENT

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

- I. Appointments to the OAG shall be made for a one (1) year term as determined
- II. Member appointments should be made to best ensure that the OAG comprises persons with relevant background, skills, experience and connections/affiliations that will properly and appropriately serve the interests of the whole Water Polo Officials community, including in terms of role (e.g. Referee, coach, table officials), age demographic, gender diversity, race, and religion and elite/non-elite skill levels.
- III. All appointments shall be ratified by the Board



## 5. ACCOUNTABILITIES & KEY PERFORMANCE INDICATORS (KPIs)

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

- I. OAG members shall at all times demonstrate leadership, integrity and transparency when representing refereeing matters
- II. OAG Members shall represent the interests of the Water Polo community as a whole at all times.
- III. The communication of OAG matters to WPWAI members shall only be done so via the agreed channel of communication from WPWAI or OAG Chairperson
- IV. Communications that are of a WPWAI operational matter, should be communicated to WPWAI CEO
- V. Annual meetings of Officials preseason to inform of any rule changes or other related requirements

## 6. Meetings

- I. The OAG shall meet at such times and places as it may determine or via electronic means, but subject to any conflicting directions which the WPWAI Board may deem necessary from time to time.
- II. For a valid meeting to proceed there must be a quorum of 50% or greater of the OAG.
- III. If an OAG member for good and genuine reasons is unable to attend an OAG meeting, then he/she may appoint an alternate person (**alternate member**) to act as their proxy for that meeting. Alternate member nominations must be notified to the Chairperson at least seven (7) days before the relevant meeting. Such notice can only be waived by the OAG at or before the relevant meeting
- IV. Minutes of all meeting of the OAG shall be produced within seven (7) days for tabling at WPWAI Board Meetings

## 8. LIMITATION OF AUTHORITY

The OAG is an advisory group and as such has no delegated authority to make binding decisions on behalf of WPWAI or any other State or Territory water polo representative body.