

Ultimate Victoria has appointed a subcommittee to develop, administer, and improve Representative Ultimate in Victoria, particularly regarding the Victorian State Team program.

This subcommittee will be known as the **State Teams Subcommittee** referred to in this document as **the Subcommittee**.

The Subcommittee must observe the same rules of conduct and procedures and abide by the standing policies of the Ultimate Victoria Board (the Board) unless the Board determines otherwise.

The Subcommittee must always be aware of and operate in line with the aims of the Board, as outlined in the UV Strategic Plan for the respective term. The Subcommittee members must be familiar with the Strategic Plan and are encouraged to refer to this document when making decisions.

Overall purpose and objectives

In line with the UV Strategic Plan, the Subcommittee has one key objective:

Overseeing State Team selection processes and programs, including the appointment of key personnel to state representative teams that will compete at AFDA age-group national events

Outcomes of this objective may include:

- Developing, implementing, and evaluating plans, pathways, policies, guidelines and protocols to create efficiencies and ensure continuous improvement for Representative Ultimate in Victoria, particularly regarding the Victorian State Team program
- Conducting initial planning for State Team campaigns, as necessary, prior to appointment of key personnel
- Ensure timelines outlined in the State Teams Standard Operating Procedures are adhered to each year
- Ensure adherence to the State Teams Policy by all staff, players and volunteers involved with campaigns

Composition, including the appointment of a Chair

The Subcommittee will be comprised of the individuals the Board considers best suited to fulfill the role of the Subcommittee.

The committee consists of a minimum of three (3) and maximum of seven (7) voting members:

- UV Board representative
- Between two (2) – six (6) at-large representatives

At-large representatives will be evaluated based on having a balance of representation, knowledge, and experience in the following areas:

- Experience participating in a state team campaign
- Experience in staff role on a state team campaign
- Gender balance
- Geographical diversity
- Professional expertise related to high performance programming

There shall be a defined 5 year maximum term for individuals as Subcommittee members.

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The composition of the Subcommittee is to be reviewed annually by the Board. The review must;

- Be documented but is not required to be published
- Assess the performance of the members of the Subcommittee
- Include the election of the Chairperson
- Include the setting of any term-based KPI
- Occur within 3 months following the UV Annual General Meeting

The Events Subcommittee Chairperson will perform the vital and diverse role of ensuring that the subcommittee remains focused on its objective and that the members of the committee are likewise focused. The Chair;

- Is elected by the members of the Subcommittee and endorsed by the Board
- Convenes meetings on a regular basis with a frequency as agreed by the Subcommittee
- Is responsible for communication within the Subcommittee, and with the UV board and UV staff
- Is responsible for setting and overseeing timelines and upholding deadlines for decisions to be made relative to events
- Has the casting vote in tied decisions within the Subcommittee
- Provide written monthly updates on the committee's activity due one week before UV Board meetings

Frequency and timing of meetings

Meetings of the Subcommittee must

- Include a secretary who records the minutes of the meeting. This person may be elected at the beginning of the meeting and must be held by someone other than the Chair
- Be held on a regular basis as agreed upon by the members of the Subcommittee
- Must be held at least three times per year, with a minimum of one meeting held in person
- Have a majority of members present, either in person or via the use of technology which allows real time conversations

Delegation of decision making authority

The Board delegates the decision making authority for the following aspects to the Subcommittee:

- Determining the viability of teams to be entered into AFDA age-group national events through consultation with UV staff, affiliated clubs, members and volunteers
- Calling for applications for staff roles as outlined in the State Teams Standard Operating Procedures for each campaign
- Reviewing applications received and appointing staff into roles for campaigns

Relationship with the Board and stakeholders

- The Subcommittee directly supervises the staff for each campaign
- The Subcommittee reports directly to the Board
- The Board must be notified of communication between the Subcommittee and stakeholders at the earliest convenience

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Operational matters

The Subcommittee must act on the Board's behalf in order to maintain the following operational matters:

- Prepare and present a report to the UV board following the staff appointment process for each campaign outlining considerations and key decisions made
- In consultation with campaign staff, prepare and present a report to the UV board following the campaign's major tournament outlining key achievements, any issues encountered and recommendations for future campaigns
- Reviewing and updating the State Team Standard Operating Procedures as required
- Reviewing and recommending additions or amendments to the State Team Policy
- Draft communications to be delivered to all Ultimate Victoria members on the activities of the Subcommittee

Key Performance Indicators

1. The Subcommittee reports to the Board following each meeting held
2. Recommendations are made in a timely manner

Restriction

- The Subcommittee cannot authorise spending on behalf of UV without prior board approval

Responsibility of the Board

The Board will be responsible for overseeing the activities of the Subcommittee. These responsibilities include:

- Appointing members of the Subcommittee and Chair as required
- Conducting reviews of the performance of the Subcommittee and Chair as required
- Providing updates to the Subcommittee on changes to the aims of the Board or the Strategic Plan
- Hear appeals received from UV members under the grievance process in the UV Association Rules on any decisions made by the Subcommittee
- Maintain right to veto (by Board majority) any decisions made by the Subcommittee that they feel go against the aims and priorities of Ultimate Victoria
- Review and update this Terms of Reference document with input from the Subcommittee

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