

Ultimate Victoria has appointed a subcommittee to oversee the planning, management and evaluation of any events owned or managed by Ultimate Victoria as defined in the Events Plan as well as any AFDA national event hosted by Ultimate Victoria.

This subcommittee will be known as the **Events 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:

To ensure the planning, management and reporting of all Ultimate Victoria events are of a professional standard, are consistently applied and that the interests of patrons and stakeholders are catered for in a realistic and fair manner.

Outcomes of this objective may include:

- All events are safe and positive experiences for all involved
- Event outcomes broadly contribute to Ultimate Victoria's Strategic Plan and are in line with the general policies.
- Standards of planning, management and reporting recommended by Ultimate Victoria and AFDA are consistently applied across all events
- Continuous improvement processes are in place for all events
- Carrying out the implementation of events as outlined in Ultimate Victoria's Events Plan

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.

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

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 setting the budget for the term
- 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

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- Is responsible for communication within the Subcommittee, and with the UV board and UV staff; including the Event Management (EM) or Tournament Organising Committee (TOC) for individual events
- 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 once in every two months
- 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

- Overseeing the advertising and appointment of Event Manager (EM) or Tournament Organising Committee (TOC) for individual events
- Supervising the EM or TOC ensuring the following tasks are completed at a high standard
 - Development of planning timeline
 - Development of budget documents including income, expenses, dates for payments from consumers and to suppliers
 - Timely booking of venue(s)
- Overseeing the budget for the operation of tournaments and events
- Determining the format of competition to be run in available timeslots and field allocations
- Determining measureable player eligibility criteria and restrictions
 - Ruling on disputes and/or exceptions to restrictions
- Developing and setting criteria for determining the composition of divisional structures
- Meeting directly with organisations from whom venues are leased or hired, and acting on behalf of the board in negotiating with these organisations

Relationship with the Board and stakeholders

- The Subcommittee directly supervises the Event Managers and/or Tournament Organising Committee
- The Subcommittee reports directly to the Board
- The Board is the tenant for any lease or hire agreements for events
- 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 on order to maintain the following operational matters:

- Communication – All communication publicising any event related news must be published as an article on the UV website first. Emails, posts on public media sites and other communications must be linked to this article. The chair of the events committee, or an elected delegate, may have editing rights to UV social media pages where required.
- Budget – For each event, the Subcommittee will need to oversee the development of a proposed budget for the event. Budget can only become operational after Board approval. The Subcommittee must oversee the maintenance of the budget throughout the event and reconciliation of the budget at the conclusion of the event. The budget must include
 - A timeline
 - Expected income
 - Expected expenses
 - Surplus/deficit estimate (It is expected that all events will return a surplus. Deviations to this will be considered on a case by case basis)
- Finances – All payments will be made by the UV bookkeeper unless otherwise arranged. Preferable payment method is electronic funds transfer via invoice. All transactions should be traceable in the budget. The UV Treasurer and Bookkeeper will oversee all financial undertaking procedures.
- Agreeing to and signing lease or hire agreements – The Subcommittee is responsible for ensuring a record is maintained of all agreements held with organisations for an event, including contact details for stakeholders. Leases and agreements may be signed by the chair or elected delegate of the subcommittee provided it is included in the budget approved by the Board.
- Events Plan - the Subcommittee will review Ultimate Victoria's Events Plan on an annual basis, and provide recommendations to the Board on any updates or changes.
- Events Calendar – the Subcommittee will submit a proposed Events Calendar for the upcoming calendar year by October 31st each year for endorsement by the Board.

Key Performance Indicators

1. The Subcommittee reports to the Board on a minimum quarterly basis, or at a frequency requested by the Board
2. The Subcommittee tracks and is able to report improvements in attendance at all competitions and events
3. The Subcommittee oversees the professionalism of the events by supervising the Event Managers and/or Tournament Organising Committee through documented regular meetings and correspondence
4. The Subcommittee ensures that information regarding each event is provided to players and teams in a timely fashion.

Restriction

- Fields booked for events may not be sublet to any club or organisation by the Subcommittee

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Responsibility of the Board

The Board will be responsible for overseeing the management of competitions listed above by the Subcommittee and Tournament Directors. These responsibilities include:

- Receiving player and/or team payments for UV owned or managed events
- Appointing members of the Subcommittee as required
- Conducting annual reviews of the performance of the Subcommittee and Chair
- Appointing and reviewing Tournament Directors for AFDA national events managed by Ultimate Victoria
- Providing financial restrictions or expectations for each upcoming financial year
- 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
- To deliver final approval on planning and budgets for events that serve as qualification for AFDA national events
- 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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