

Ultimate Victoria has appointed a subcommittee to oversee the operation of Albert Park League on Monday evenings (referred to from hereon as “APL” or “the League”. The League runs on fields leased from Parks Victoria by Ultimate Victoria.

This subcommittee will be known as the **Albert Park League Committee (APLC)** 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 priority:

To use the available resources to full capacity, maximising opportunities for people of beginner and intermediate skill levels to play Ultimate at Albert Park League.

Specifically this includes:

- Ensuring there are at least forty (40) weeks of play per calendar year, except where not possible entirely due to changes to field usage from Parks Victoria.
- Ensuring all fields are used at full capacity as outlined in the Parks Victoria license document.
- Offering beginner and intermediate level competitive ultimate.
- Offering only mixed gender competition, with a 4:3 gender split mandated by League rules.

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 on a regular basis by UV board or staff. The review must;

- Be documented but is not required to be published
- Assess the performance of the members of the Subcommittee against the Key Performance Indicators (KPI) outlined later in this document
- Include the appointment of the Chairperson
- Include setting the budget for the upcoming term
- Include the setting of any term-based KPI

The APLC Chairperson will perform the vital and diverse role of ensuring that the APL remains focused on its priorities and that the members of the committee are likewise focused. The Chair;

- Is appointed by the Board
- Convenes meetings with a frequency as agreed by the Subcommittee
- Is responsible for communication within the Subcommittee, and with the UV board, UV staff and key volunteers including the League Coordinator and League Administrator

File path: Ultimate Victoria > 1_Play > 4_League > APL	Author: S. Talbot
Date published: 16/10/20	Date for review: Oct 2021
Version: 2.0	Page 1 of 3

- Is responsible for setting deadlines for decisions to be made prior to the start of each new season
- Has the casting vote in tied decisions within the Subcommittee

Provide written seasonal updates to the UV Board on the committee's activity

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 twice per scheduled season
- 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 format of competition to be run in available timeslots and field allocations
- Determining measurable player eligibility criteria and restrictions
 - Ruling on disputes and/or exceptions to restrictions
- Developing and setting criteria for determining the composition of divisional structures
- Setting commencement and completion dates for each season
- Setting commencement dates for registration for each season
- Appointing a League Coordinator or League Administrator if the position is vacant

Relationship with the Board, League Coordinators and Coaches, and stakeholders

- The Subcommittee directly supervises the League Coordinator and League Administrator
- The Subcommittee reports directly to the Board
- The Board holds the lease for the fields on which the leagues and training events occur
- Representatives of the Subcommittee may meet directly with Parks Victoria in regards to issues directly effecting the lease provided the Board is also represented at the meeting
- The Board must be notified of communication between the Subcommittee and stakeholders at the earliest convenience

Operational matters

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

- Keys - The Subcommittee Chair must hold a key to the storeroom at the Cox McKenzie Pavilion as included in the lease
- Communication – All communication for any league related news must be published as an article on the APL website first. Emails, posts on public media sites and other communications must be linked to this article.
- League calendar – Dates for the season, including registration deadlines, for the following calendar year must be published by November 30 each year.

File path: Ultimate Victoria > 1_Play > 4_League > APL	Author: S. Talbot
Date published: 16/10/20	Date for review: Oct 2021
Version: 2.0	Page 2 of 3

- Acceptance of registrations – Review team registrations for each season and approve or deny registrations as per League rules at least two weeks prior to the commencement of the season.
- League rules – Review League rules as required.
 - Changes made within the scope of the Subcommittee’s decision making authority must be published at least four (6) weeks before the commencement of a season they come into effect.
 - Proposed changes outside the scope must be presented to the Board at least (10) weeks before the commencement of the season they come into effect.

Key Performance Indicators

1. The Subcommittee reports to the Board on a seasonal basis
2. The Subcommittee ensures a minimum of forty weeks of beginner and intermediate level competition have been offered in the calendar year, except where not possible entirely due to changes to field usage from Parks Victoria.
3. The Subcommittee tracks and is able to report improvements in registrations for the League
4. The Subcommittee oversees the professionalism of the League by supervising the League Coordinator and League Administrator
5. The Subcommittee sets, publicises and enforces a fair Relegation and Promotion Policy
6. The Subcommittee ensures that information regarding participation in each season is provided to players and teams in a timely fashion.

Restrictions

- Teams must never be restricted from participation in the League on the basis of ability alone
- Field space may not be sublet to any club or organisation by the Subcommittee

Responsibility of the Board

The Board will be responsible for overseeing the management of competitions at Albert Park by the Subcommittee and League Coordinators. These responsibilities include:

- Receiving all team registration payments
- Determining team registration fees for each season
- Appointing members of the Subcommittee as required
- Conducting regular reviews of the performance of the Subcommittee and Chair
- Reviewing the performance of the League Coordinator or League Administrator if requested to by the Subcommittee
- Providing a budget and financial expectations for the League for each financial year
- Providing updates to the Subcommittee on changes to the aims of the Board or the Strategic Plan
- To deliver final approval on structural changes made to the League Maintain right to veto (by Board majority) any changes 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

File path: Ultimate Victoria > 1_Play > 4_League > APL	Author: S. Talbot
Date published: 16/10/20	Date for review: Oct 2021
Version: 2.0	Page 3 of 3