



Competition Advisory Committee

Terms of Reference

Introduction

This document sets out the roles and responsibilities of the Volleyball ACT Competitions Advisory Committee (CAC). It provides guidance on the committee's purpose, composition and reporting obligations.

Role of the Competitions Advisory Committee

The CAC has been established to provide advice from the VACT Affiliated Volleyball Clubs to the VACT Office, specifically on matters relating to the conduct of the VACT Indoor and Beach Competitions.

Any recommendation or decisions made by the CAC must be approved by VACT to ensure VACT's Strategic Plan and Objectives are met.

Responsibilities of the Competitions Advisory Committee

The functions of CAC are:

- To provide a liaison avenue for both Affiliated and non-affiliated clubs and VACT, fostering collaboration and allowing a better communication system for the decision making process.
- To provide advice and guidance on the format of the VACT Competitions, based on Club membership, team numbers and venue availability.
- Identify opportunities for the sport of volleyball to grow and expand within the ACT and Regions.
- Review the current and past competitions to recommend ways of improving future competitions.

Composition

The VACT Competitions Coordinator will act as the Chairperson of the CAC.

Each VACT Affiliated Club can nominate up to two individuals to represent their interests on the committee.

Non-affiliated Club teams and School teams from the VACT Weekly competitions can nominate individuals to be part of the CAC, this is to ensure all elements of the VACT competitions is represented fairly.

A Referee delegate will be selected to be part of the CAC, assisting with the on-going development of the VACT By-Laws, Rules and Regulations. They will provide information to the CAC on FIVB Rule Changes that could affect the conduct of the VACT competitions.

A Quorum will consist of at least 50% representation from affiliated clubs members and a minimum of 4 VACT members total (not including VACT staff or board members).

Reporting Requirements

The CAC should convene a meeting at least once a month, prior to the commencement of each competition season these meetings could be held once a week.

Members of the CAC and Affiliated clubs are to receive at least seven days' notice of the date for each meeting and where possible a list of agenda items.

Where appropriate the CAC may conduct its affairs by email, telephone or other suitable means.

Each meeting will be electronically recorded, Minutes are to be prepare and distribute to all the affiliated clubs for acceptance.

Committee principles

All CAC members are expected to work for the good of Volleyball in the ACT.

They must therefore function in a cooperative and supportive manner when working with Volleyball ACT and its members in the wider volleyball community.

When a decision is to be made involving a particular committee member's club, that individual is required to "step aside" so as to not inappropriately influence the decision-making process.

Confidential Volleyball ACT knowledge and documentation is not to be shared with the wider community unless permission is granted by the VACT CEO.

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Approved by VACT Board 2.2.2022