



Roller Derby National Committee Terms of Reference

2022



CONTENTS

CONTENTS.....	2
1. AUTHORITY AND OVERVIEW	3
1.1. Roller Derby National Committee Purpose and Authority.....	3
1.2. Roller Derby National Committee Terms of Reference	3
2. DEFINITIONS.....	3
3. COMMITTEE OPERATIONS.....	4
3.1. Policies and Documents.....	4
3.2. Committee Membership	4
3.3. Committee Chair	5
3.4. Committee Meetings	5
4. COMMITTEE ROLE AND RESPONSIBILITIES	6
4.1. Planning and Budgets	6
4.2. Calendar.....	6
4.3. Participation Growth, Education and Facility Development	6
4.4. Governance and Rules	7
4.5. Competitions	7
4.6. National Team Selection	7
4.7. National Team Operations	7
4.8. Media.....	7
4.9. Athlete Representative	8



1. AUTHORITY AND OVERVIEW

1.1. Roller Derby National Committee Purpose and Authority

- 1.1.1 Skate Australia (SkateAus) is the national sporting organisation in Australia for the sport of roller derby, as recognised by Sport Australia and the international federation, World Skate.
- 1.1.2 The SkateAus Roller Derby National Committee has been established to provide advice, guidance and support to SkateAus in the development and growth of roller derby and to assist in the administration, development and management of roller derby at a national level.
- 1.1.3 The Committee is authorised by the Board under s.19 of the Constitution to assist it in fulfilling its Objectives.
- 1.1.4 The Committee is not a Committee of the SkateAus Board. Communication by the Committee shall be:
 - a) For matters relating to national and international competitions or matters being discussed by the Sport Committee, with the Sport Committee; and
 - b) For all other operational matters, including but not limited to coach education, officials education, participation program development, league and club development to the CEO or their delegate.
- 1.1.5 Oversight of the strategic direction of the Committee resides with the SkateAus Board. The Committee is expected to contribute to and align its activities toward the achievement of the strategic objectives of the Skate Australia Strategic Plan.

1.2. Roller Derby National Committee Terms of Reference

- 1.2.1 These Terms of Reference (Terms) are designed to provide a framework for the operation of the Committee. They set out the purpose, authority, role and responsibilities, composition, term and meeting processes of the Committee.
- 1.2.2 The Committee should review these Terms at least annually and if appropriate, recommend revisions to the Board.

2. DEFINITIONS

In these Terms the following words have the following meaning:

"Affiliated Club/League"	means a Club/League that is affiliated to Skate Australia or an SSO
"Board"	means the Skate Australia Board of Directors.
"Committee"	means the Skate Australia Roller Derby National Committee
"Chair"	means the Chair of the Committee who is appointed by the Board following the recommendation of the Committee.
"CEO"	means the Chief Executive Officer of Skate Australia, or equivalent
"Company Secretary"	means the Company Secretary of Skate Australia
"Members"	means the members of the Committee
"National Team"	means a roller derby team selected in accordance with the Skate Australia Selection Procedures Policy.
"SSO"	means a State Association, affiliated to Skate Australia
"Secretary"	means a person employed by Skate Australia to prepare meeting agendas and minutes for the Committee.

3. COMMITTEE OPERATIONS

3.1. Policies and Documents

3.1.1 Members of the Committee shall be bound by all SkateAus policies including but not limited to:

- a) Ethics and Integrity Framework policies
- b) Conflict of Interest Policy
- c) Privacy Policy

3.1.2 The Committee is responsible for recommendations in relation to the following documents:

- a) SkateAus Roller Derby National Committee Terms of Reference
- b) SkateAus Roller Derby Strategic Plan
- c) SkateAus Roller Derby Annual Operations Plan and Budget

3.2. Committee Membership

3.2.1 The objective of the Board is to ensure that there is an appropriate mix of skills and experience on the Committee to enable it to successfully undertake its role and responsibilities.

3.2.2 When appointing Members, the Board should ensure a diverse range of skills and experience that may include but are not limited to:

- a) the skills, knowledge and experience which is required to fulfil the roles and responsibilities of the Committee, which may include but are not limited to:
 - i. a person with skills, knowledge and experience in not for profit organisation governance, strategy and stakeholder engagement
 - ii. a person with skills, knowledge and experience in coaching and education;
 - iii. a person with skills, knowledge and experience in officiating;
 - iv. a person with strong knowledge of the International Rules of Roller Derby and World Skate;
 - v. a person with strong knowledge of the WFTDA Rules of Roller Derby and the Women's Flat Track Roller Derby Association;
 - vi. a person with strong knowledge and experience of junior roller derby and working with children;
 - vii. a person with skills, knowledge and experience in small business development, organisation development and/or customer experience development
 - viii. a person with skills, knowledge and experience in sport development and management.
- b) diversity of the Committee in terms of skills, gender, age, background, disability, geographic location and general experience;
- c) cultural fit with the values and objectives of SkateAus;
- d) background within roller derby and sport generally, noting the requirement in 3.2.7 below that the Committee include an Athlete Representative; and
- e) experience in contributing to not for profit boards and committees.

3.2.3 The Committee shall consist of between seven (7) and nine (9) Members.

3.2.4 The nominations process is managed by the Skate Australia Nominations Committee or its delegates. Nominations will be publicly invited every two (2) years in even years, by 1 November each year, to be lodged by 1 December. The membership of the Committee is to be confirmed prior to the Christmas break.

- 3.2.5 Members are required to complete the online Sport Australia Director Education Course (2 hours, no fee) and provide a certificate of completion to the Company Secretary prior to their first Committee meeting.
- 3.2.6 Members of the Committee will be appointed for a term of four years, with the initial appointment of four Members to be for two years to ensure future continuity. The maximum term limit is eight years.
- 3.2.7 One Member of the Committee shall be designated as the Athlete Representative, a role outlined in s.4.9. To be eligible to be the Athlete Representative, the Member must have been a member of a Skate Australia National Roller Derby Team at one of the prior two World Skate Games.
- 3.2.8 Where there is more than one member that meets the requirements of 3.2.7 above, the Athlete Representative shall be determined by a vote of the Members at the first meeting of the Committee each calendar year.

3.3. Committee Chair

- 3.3.1 Every year at their first meeting after the announcement of the membership of the Committee, the Members will make a recommendation to the Board as to a suitable Chair from amongst their number for an annual term.
- 3.3.2 The Board, having regard to the recommendation of the Committee, but not being bound by it, shall appoint the Chair.
- 3.3.3 The Chair will be a member of the SkateAus Sport Committee and required to fulfil the role and responsibilities of the SkateAus Sport Committee.
- 3.3.4 The Chair is responsible for the leadership of the Committee including:
 - a) facilitating information flow to the Sport Committee and CEO;
 - b) facilitating the effective functioning of the Committee including managing the conduct, frequency and length of board meetings; and
 - c) communicating the views of the Committee, in conjunction with the CEO and Board, to members, participants and stakeholders.

3.4. Committee Meetings

- 3.4.1 A schedule of meetings shall be set annually and provided to the Company Secretary. The Committee shall meet at least six (6) times in each calendar year, however may meet as often as the business of the Committee requires or as directed by the Board.
- 3.4.2 At least one of the meetings shall take place with a majority of the Members of the Committee personally present. The responsibilities of the Committee under section 4.1 of these Terms shall be discussed at this meeting.
- 3.4.3 The Secretary shall call for agenda items from the Members and CEO not less than 14 days prior to each meeting. The agenda shall be prepared by the Secretary in consultation with the Chair and forwarded to each Member and the CEO not less than seven days prior to such meeting, along with any supporting papers.
- 3.4.4 The Chair shall preside at every meeting of the Committee. If the Chair is not present or is unwilling or unable to preside, the Members shall choose one of their number to preside as Chair for that meeting only.
- 3.4.5 A majority of the Members of the Committee shall be required to constitute a quorum.
- 3.4.6 The CEO of Skate Australia will have a standing invitation to attend Committee meetings and the Committee may invite others to attend all or part of meetings to contribute as it requires.

- 3.4.7 The Committee shall operate utilising collective decision making principles, however if a collective decision cannot be made, decisions may be made by a majority of votes. All members shall have one vote and the Chair shall also have a casting vote where voting is equal.
- 3.4.8 Minutes of all Committee meetings shall be taken by the Secretary. Draft minutes shall be reviewed by the Chair and circulated to Members as soon as practicable after the meeting has been held. A copy of the minutes shall be provided to the Sport Committee and CEO and tabled at the next meeting of the Sport Committee.
- 3.4.9 A decision by email that has been signed or assented to by all the Members shall be as valid and effectual as if it had been passed at a meeting of the Committee.
- 3.4.10 If a Member has an actual or perceived conflict of interest in a particular matter, the Member will take no part in discussions and decisions related to that matter.
- 3.4.11 Prior to the final Committee meeting each calendar year, the Committee will, with the assistance of the Sport Committee Chair, undertake an evaluation of its performance.

4. COMMITTEE ROLE AND RESPONSIBILITIES

The Committee has the following roles and responsibilities.

4.1. Planning and Budgets

- 4.1.1 Contribute to the development of the Skate Australia Strategic Plan and develop a Strategic Plan for roller derby which contribute to and aligns with the achievement of the Skate Australia strategic objectives.
- 4.1.2 Establish an Annual Operations Plan to achieve the objectives of the Roller Derby Strategic Plan.
- 4.1.3 Assist in establishing a budget for the financial year. The CEO will provide provisional advice as to the funds available a minimum of three months prior to the start of the financial year, noting that any amount is subject to confirmation of the SkateAus Annual Budget.
- 4.1.4 It is not the role of the Committee to seek to raise revenue on behalf of roller derby, however it may make recommendations to the CEO on opportunities that may be available.

4.2. Calendar

- 4.2.1 Compile and maintain a rolling four year roller derby calendar to include International, National and Regional Competitions, as well as officiating and coaching education and opportunities.
 - a) The roller derby calendar will be submitted to the Sport Committee for consideration and inclusion into the Skate Australia national competition calendar.
 - b) Where there are competing priorities for the timing of competitions these may be resolved between the committees concerned or through the Sport Committee.
 - c) Once approved the Skate Australia national competition calendar will be published on the SkateAus website.

4.3. Participation Growth, Education and Facility Development

- 4.3.1 In collaboration with the CEO, develop and encourage programs that help to grow participation in roller derby through the recruitment and retention of athletes, coaches, and officials.
- 4.3.2 In collaboration with the CEO, develop, adapt and review roller derby specific content of education and accreditation programs for athletes, coaches and officials and encourage the completion of education by all.
- 4.3.3 Contribute to the design, planning and advocacy for the development of facilities with a view to expanding the opportunities for roller derby to be practised and for competitions to take place, providing support and advice to the CEO and other committees as required.

4.4. Governance and Rules

- 4.4.1 Liaise with the World Skate Roller Derby Technical Commission and, if requested, with the Women's Flat Track Derby Association on behalf of Australian member leagues.
- 4.4.2 Administer and provide advice to clubs, leagues, the CEO, Board, Sport Committee and State Associations on the International Rules of Roller Derby and the Women's Flat Track Derby Association Rules.
- 4.4.3 Recommend, through the Sport Committee, changes to the International Rules.
- 4.4.4 Recommend, through the Sport Committee, nominations to World Skate Oceania and the World Skate Executive.

4.5. Competitions

- 4.5.1 In collaboration with the CEO, develop a national event/competition structure which enables athletes to progress from club competition to national team selection.
- 4.5.2 It is not the role of the Committee to operationally manage any roller derby competition other than a national championship. Any individual Member of the Committee may be involved in the operation of any roller derby competition, subject to the provisions of the SkateAus Conflict of Interest Policy.
- 4.5.3 Make recommendations regarding the possible hosting of international competitions in Australia, linked to the strategic development of roller derby and other skate sports, assisting with the development of the bid and, if successful, advising on the delivery of the competition.

4.6. National Team Selection

- 4.6.1 Develop the criteria for the selection of national roller derby teams in alignment with the Skate Australia Selection Procedures Policy.
- 4.6.2 Determine the events, competitions or activities to be used as selection opportunities for national team selection.
- 4.6.3 Provide advice and support to the National Team Coach(es) and Team Manager in the selection of teams.

4.7. National Team Operations

- 4.7.1 Ensure that appropriate arrangements are in place to support National Teams participating in World Skate and other international competition.
- 4.7.2 Contribute to the development of policies and operating manuals related to the management and administration of Australian Teams.
- 4.7.3 Undertake recruitment and selection of the National Team Coach(es) and Team Manager. Ensure roles are to be advertised on the Skate Australia website and all Skate Australia channels, including by direct email to all Skate Australia roller derby members. The assessment and interview panel will have gender balance and include two Members *plus* one person from the Board *or* another Skate Australia committee member *or* a Skate Australia staff team member.
- 4.7.4 Review and update the position description of the National Team Coach and Team Manager at least biannually.
- 4.7.5 Review reports from the National Team Coach, Team Manager and other Australian team officials and implement recommendations or make recommendations to the Sport Committee as appropriate.

4.8. Media

- 4.8.1. Proactively and on the request of the CEO, provide content on roller derby for distribution through Skate Australia channels including the Skate Australia website, social media channels and to support media campaigns.



4.9. Athlete Representative

- 4.9.1. The Board recognises the importance of athlete representation within the Committees, Advisory Panels and Working Groups of Skate Australia.
- 4.9.2. In addition to the roles and responsibilities outlined above, the Athlete Representative should act on the Committee as the voice for athletes currently playing roller derby.
- 4.9.3. The Athlete Representative will be a member of the Skate Australia Athletes Committee and required to fulfil the role and responsibilities of the Athletes Committee.
- 4.9.4. The Athlete Representative will, in collaboration with the CEO, regularly seek and receive communication from athletes throughout Australia.

Review History

Date	Revisions Made	Board approval
May 2022	Initial Terms of Reference	31 May 2022