

SPORTS
COMMITTEE
CHARTER

MOTORCYCLING NSW SUB-COMMITTEE CHARTER – SPORTS COMMITTEE

Title: Sub-Committee Charter – Sports Committee

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Responsible Persons: Motorcycling NSW Board

Authority: This document is a Charter made pursuant to the Motorcycling NSW Constitution. MNSW may unilaterally introduce, vary, remove or replace this Charter at any time.

SPORTS COMMITTEE CHARTER

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1. MNSW Structure and Role of Sports Committees

1.1. Purpose

The purpose of the Sports Committee appointed by the MNSW Board is to manage tasks delegated by the Board and to make recommendations to the Board in relation to the Committee's area and discipline of responsibility.

1.2. Responsibilities

The principal responsibilities of the Committee are:

a. Relationship with Board and Office

- Maintain effective working relationships with the MNSW Board and MNSW Office.
- All MNSW Sports Committees are accountable to the MNSW Board and MNSW CEO.

b. Committee Operations

- The Committee must uphold the values and principles of the organisation.
- To perform their role effectively, each Committee member will obtain an understanding of the detailed responsibilities of Committee membership as well as the organisation's business, operations, and risks.
- All MNSW Sports Committees decisions are subject to ratification by the MNSW Board, unless the MNSW Board expressly determines (in writing) that a Committee decision will not be subject to ratification.

c. Duties common to all MNSW Sports Committees

- Schedule 1 to this policy sets out matters, which all MNSW Sports Committees should consider.
- To the extent that these matters are relevant to a MNSW Sports Committees, those matters should be included in the committee agendas and minutes.

d. Particular duties of the discipline specific MNSW Sports Committees

- : Where applicable, following the appointment of the new Sports Committee members (1 August each year), the MNSW Office will provide information on for the focus for the Sports Committee as delegated by the MNSW Board.
- Additionally, discipline-specific Sports Committees shall be responsible for:
- Planning for the development and advancement of their particular discipline in alignment with the MNSW Strategic Plan.
 - Responsible for the future participation and growth of the discipline.
 - Facilitate and organise the State Championship rounds for the year, or delegate to a sub-committee to facilitate, or determine a suitable club to facilitate, through an expressions of interest process.
 - Where the MNSW is the Promotor of the State Championship/series, the Sports Committee must recommend Stewards and draft supplementary regulations to the MNSW Office for approval prior to Permit application and any promotion.
 - MNSW Sports Committees where possible, will encourage the appointment of assistant Key Officials, to encourage training and pathways for all Officials.

- Recommend Stewards to any Open and Interclub competition events, in partnership with the MNSW Office.
- Review and approve or comment on any Open and Interclub competition sup regs, prior to MNSW office issuing permit for the event, within 14 days of them being sent
- Grading of competitors (if applicable) twice yearly – i.e., 1st January and 1st July. The number of grading and the date can be varied by the specific Discipline. Grading may be authorised at other times in exceptional circumstances and with approval by the MNSW Board. In addition, the grading procedure will be reviewed annually.
- Submit Post Event Media Release to MNSW office for distribution and publication on MNSW website and social media platforms.

e. Particular duties for the participation and governance MNSW Sports Committees

- The MNSW Office will each year, where applicable, provide information on the focus for the pathways and participation of the discipline and Sports Committees, as delegated by the MNSW board, this will generally align with the MNSW Strategic Plan.

1.3. MNSW Sports Committees Structure

MNSW Sports Committees shall be no less than five (5) members and no more than seven (7) members, unless directly approved by the MNSW Board.

MNSW Sports Committees members are directly appointed by the MNSW board, from Expressions of Interest received each year.

Nominations for all MNSW Sports Committees will be open every year, and any existing committee members are required to reapply.

Applicants must hold a current Working with Children Check to be considered for appointment. The MNSW board or MNSW office will, where appropriate, appoint the Chairperson.

The MNSW Board reserves the right to combine various sports committees where the skills and knowledge base align for the betterment of the community

Current MNSW Sports Committees

Discipline Specific	
ATV	Motocross
Dirt Track	Road Race
Enduro (Off Road)	Speedway
Historic Road Race	Trial
Minikhana	

1.4. Authority of MNSW Sports Committees

The authority delegated by the MNSW Board to each Sports Committees is set out in the MNSW constitution and in this charter and in any relevant MNSW Board resolution.

Any contract or engagement recommended by a MNSW Sports Committees must only be entered into by MNSW. MNSW Sports Committees do not have a delegated authority to contractually bind MNSW without the express written authority of the MNSW CEO.

1.5. Conduct of MNSW Sports Committees

MNSW Sports Committees are required to conduct all business in accordance with the MNSW constitution, this charter and in accordance with MNSW Board resolutions and organisational policies.

The MNSW Board and the MNSW Office will support MNSW Sports Committees. All MNSW Sports Committees are encouraged to request any assistance they reasonably require.

MNSW Sports Committees, as appointees and delegates of the MNSW board, must represent MNSW generally and particularly MNSW's constitutional objectives and principles.

2. Committee organisation and meetings

2.1. Elect a Chair

The MNSW Sports Committees must Elect a Chair at the first meeting following the appointment of new members, generally in August each year, to preside over the committee meetings.

The Chair will be the principal contact between the Sports Committees and the MNSW office and the MNSW board. The chair will also provide reports at the Delegates Meetings and for the MNSW Annual General Meeting.

2.2. Elect a Deputy Chair

The MNSW Sports Committees must Elect a Deputy Chair at the first meeting following the appointment of new members, generally in August each year, and to fulfill the role of Chair when the elected Chair is unavailable to reside over the committee meetings.

2.3. Elect a Secretary

Once a MNSW Sports Committees chair and deputy chair are delegated or elected, the MNSW Sports Committees must elect a secretary.

The secretary will be responsible for the following:

- Taking minutes of all committee meetings, settling those minutes with all committee members and delivering those settled minutes to the MNSW office by email as soon as practicable after the conclusion of each meeting (no later than 7 days after each meeting).
- Promptly provide a copy of every document produced by, or on behalf of, the committee in accordance with paragraph 7.1.

2.4. Meeting Schedule

Each MNSW Sports Committees must endeavour to meet monthly.

The chair is required to, at the first meeting of the newly appointment Sports Committees, propose a schedule of meeting dates, that will be agreed to by majority vote and will make up the schedule of Sports Committees meetings for the year

The Sport Committee may, of course, meet more often, for example by email or by phone, in respect of any matter with which the MNSW committee must deal urgently.

2.5. Quorum

The quorum for a valid Sport Committee meeting is where at least half the members (rounded up to the next whole number) actually attend and participate in the meeting.

For Sports Committees constituted by 5 members, a quorum will be 3 attendees.

If a quorum is not achieved, the meeting must be postponed to a time when a quorum can be achieved.

2.6. Agenda

The Sports Committees secretary must, prior to each meeting, publish an agenda for that meeting to each committee member so that they have sufficient notice of the matters to be considered at that meeting.

In preparing the agenda, the secretary should endeavour to ensure that the following matters are included in the agenda:

- The matters set out in schedule 1 to this policy, to the extent any of those matters are relevant for that meeting.
- Any new or existing items as determined or raised by committee members

The agenda for each committee meeting must be emailed to the MNSW office at the same time it is circulated to committee members.

2.7. Minutes

All members of each MNSW Sports Committee must ensure that the following are included in the minutes taken by the secretary to allow the MNSW board and MNSW office to understand the matters discussed and the rationale for decisions recorded in the minutes.

The secretary must, within 3 days after each meeting, circulate draft minutes to all committee members for corrections and comment and all committee or subcommittee members must communicate, to all other members, corrections and comments within 2 days of receiving the draft minutes.

The secretary must, within a day or so of receiving corrections and comments on draft minutes, settle a final copy of the minutes and email that final copy to the MNSW office and passed onto the MNSW board.

3. Ratification, communication, publication and authority at MNSW events

3.1. Ratification of MNSW Sports Committees Resolutions

A resolution of any MNSW committee will be ratified by the MNSW board only when that resolution is published by the MNSW office, following ratification by the MNSW board will communicate the resolution either on the official MNSW website or by email to the Sports Committees. This may be communicated in the form of a MNSW By Law.

If the MNSW board does not ratify a resolution of a MNSW committee, the relevant committee must re-consider that resolution having regard to the comments of the MNSW board.

3.2. MNSW Committee Internal Communication

Because of the wide geographic area covered by MNSW, MNSW committees may meet using digital services available and communicate by any means that are convenient. But any means of communication must facilitate the full involvement of all committee members in the determination of any committee resolution.

MNSW committees may also make resolutions between scheduled formal meetings by circular motion, by email. Any such resolution must be recorded in the minutes of the next formal meeting.

3.3. MNSW Sports Committee Correspondence

Before sending any correspondence (whether by mail, email, social media or otherwise) to any MNSW member or any person outside MNSW, the MNSW committee must give the MNSW office a draft for review or amendment and must not send or publish that correspondence until it is approved by the MNSW office.

The purpose of paragraph 3.3 is to ensure that MNSW maintains consistency in respect of its internal communications to MNSW members and stakeholders and to parties external to MNSW. The requirement is not intended to unreasonably constrain committee members in their communications with others.

3.4. Email Address

MNSW Sports Committees are permitted access to a dedicated and official MNSW email address by request, and may be monitored by MNSW office at the request of MNSW board. This email address remains the property of MNSW and its members.

Any misuse of the dedicated email address will prompt automatic suspension of access to this email and the MNSW board will review and decide on a course of action.

3.5. Social Media

Like all MNSW members, MNSW Sports Committee members must comply with the both Motorcycling Australia and Motorcycling NSW Social Media Policy. Should committee members identify an issue on social media, they should provide this to the MNSW CEO to resolve.

3.6. Media Releases

Any media release a MNSW committee proposes to issue must be reviewed for accuracy and consistency with the MNSW constitution and MNSW board resolutions and approved by the MNSW office, with or without amendments, before the media release is published. All media releases must be directed to media@motorcycling.com.au

3.7. MNSW Sports Committees Members Authority at MNSW events

If you are not an appointed Key Official at any MNSW event you attend, you do not have any authority at that event simply by virtue of your membership of a MNSW Sports Committees. Of course, if the event Steward or Clerk of Course at the event asks for your input as a committee member, you are encouraged to give that input. But the decisions of the Steward or Clerk of Course at that meeting are final, subject to the Manual of Motorcycle Sport.

4. MNSW Sports Committees Finances

4.1. MNSW Sports Committees Finance/Bank Accounts

Sports Committees do not have the capacity to manage nor collect funds or have a bank account. All financial requirements will be met through the MNSW Office.

4.2. MNSW Sports Committees – Discipline Partnerships

Any partnerships will need review by the MNSW Partnerships Coordinator and approval of the MNSW CEO. The Sports Committee cannot accept or coordinate any equipment, gifts, donations or otherwise without the express permission of the MNSW CEO.

All partnerships must be directed to the MNSW Partnerships Coordinator for review.
partnerships@motorcycling.com.au

4.3. MNSW Sports Committee Expenses

The MNSW Sports Committees members may incur expenses from time to time. Should this occur, they must supply a copy of the original invoice from the supplier to MNSW office for processing.

Any invoice supplied by the MNSW Sports Committees to the MNSW office must include the following:

- The words “Tax Invoice” must be shown on the invoice to be valid.
- All invoices need to have the suppliers name and address, their ABN number and the date of issue.
- Handwritten on the account what the expense relates to.

- accounts@motorcycling.com.au, the payment will then be approved in the bank for payment.

Insufficient information means the invoice does not constitute a tax invoice under the Australian Taxation Department rules, which leaves us at risk of being unable to claim the invoice as an expense.

MNSW Sports Committees are to avoid any important information such as invoice number, amount, or dates being covered. If you pay over the internet, you can print the payment directly from the bank and attach it to the invoice.

In some circumstances the MNSW Sports Committees may not be able to obtain a valid invoice and in this case an email from the MNSW Sports Committees should be sent MNSW office with details on the expense and who the payment is to be made to. This will be reviewed and approved as necessary.

5. MNSW Sports Committees Records, Confidentiality and solidarity

5.1. MNSW Sports Committees records

Each MNSW Sports Committees must ensure the secretary promptly provides the MNSW office a copy of every document produced for, or on behalf of, the committee. This is to ensure that MNSW maintains a coherent and organised record of the business of all MNSW Sports Committees so that MNSW's records are complete and accurate.

5.2. Confidentiality

Discussions between committee members, the MNSW Board and MNSW Staff are confidential until minutes, Supplementary Regulations, press releases, etc are published by the MNSW Office.

5.3. Solidarity & Committee Code of Conduct

You must respect and trust your fellow committee colleagues and at all times abide by the MNSW Committee Code of Conduct and all relevant MNSW & MA Policies. You must continuously display a high level of integrity in the manner in which you acquit your responsibilities as a committee member.

Good governance of any committee requires you to externally support all determinations of the committee, which have been ratified by the MNSW Board, even if you voted against the committee resolution or abstained from voting.

6. Conflicts

6.1. Conflicts of interest

Where an actual, potential, or perceived conflict of interest arises from a member(s) discharging Committee duties, declaration of the conflict must be made immediately to the Chair, reviewed at each Committee meeting and minuted.

The Chair, in consultation with the remainder of the Committee members shall determine the appropriate course of action to resolve or minimise the impact of the conflict.

7. MNSW General Meetings

7.1. Annual General Meetings

The Chair of each committee must make every effort to attend the MNSW Annual General Meetings to deliver a report on the committee activities during the preceding year. If the Chair is unavailable for the AGM, the Deputy Chair will fulfill that role and if they are also unavailable, the committee must do its best to appoint another representative to attend the AGM.

7.2. Delegates Meetings

The Sports Committees must make every effort to ensure a representative of the committee attends the MNSW Delegates meetings to deliver a report on the committee activities during the reporting period.

8. Vacancies

The MNSW Board will make appointments to fill vacancies on the committee created by a resignations or dismissal in accordance with the MNSW constitution.

Schedule 1: Matters for all MNSW Sports Committees

- Meet with MNSW CEO or elect regularly, either in person or by web-link/conferencing service
- Sports Committees members understand that they will not be appointed to more than one MNSW Sports Committees unless specifically appointed by the MNSW Board.
- MNSW Sports Committees members understand and are committed to be using RiderNet for all events, rider numbers, grading, etc.
- Identify opportunities for increasing participation in the events, activities or programs for which the committee is responsible.
- Identify and make recommendations to the MNSW Board on new events, activities and programs that may increase participation and attract new participants to the sport and or discipline.
- Identify individuals and organisations that may be able to assist with the development of the events, activities or group for which the committee is responsible and make recommendations to the MNSW board on how that assistance may be engaged.
- Review rule changes proposed by MA and MA commissions that are relevant to the matters for which the committee subcommittee is responsible and make recommendations to the MNSW Board about those proposed changes.
- Identify GCR (MoMS) rule changes that may assist with the development of the events, activities or programs for which the committee is responsible and make recommendations to the MNSW Board on suggested rule changes.
- Identify opportunities, and develop proposals, for attracting sponsorship and funding from outside MNSW to support the events, activities or groups for which the committee is responsible.
- Identify opportunities for cooperation between clubs that may assist with the development of any events, activities or programs for which the committee is responsible and make recommendations to the MNSW Board about how the board and MNSW office may assist in promoting that cooperation.
- Ensure that Motorcycling New South Wales's partnerships with the government and commercial entities are represented at the State Championship events, and that invitations to attend Championships are extended to both via the MNSW Office.



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