



# Events Committee Terms of Reference

## Purpose

The purpose of the Events Committee is to oversee the operational planning and delivery of all Softball Victoria competitions.

## Key Result Areas

The key results areas for the Events Committee are:

- To provide the EO with nominated Associations to host State Championships 2 years in advance.
- To provide the EO with nominated Associations to host the U12 Spectacular 2 years in advance.
- The overall management of State Championships including but not limited to:
  - Event logistics
  - Host association support
  - Develop competition draws and umpire allocations
  - Manage the registration process and eligibility checks of participants
  - Review and confirm event rules
  - Delivery of events on the ground
- To review all State Championships events at the end of each season and provide detailed reports on improvements to the EO
- Provide relevant content regarding State Championships in a timely manner for distribution on the SV website and social platforms
- To provide support to the U12 Spectacular working group in relation to the U12 Spectacular event.
- To provide support to the Masters Championships working group in relation to the Masters event.
- To allocate a convener for each State Championships.

## Membership

The Events Committee reports directly to the Softball Victoria Executive Officer

The Events Committee will comprise of no less than 5 members which will consist of:

1. Chairperson
2. SV representative
3. General Member
4. General Member
5. General Member

It is envisaged that the following areas of expertise are represented:

- Umpire representative
- Process / Administration representative
- Registration / permit system expertise
- Draw / Ladder expertise

The Events Committee can still operate with fewer than 5 nominated members with prior written approval from the Executive Officer.

The committee will be appointed by the EO of Softball Victoria for a 2 year term.

## **Meetings**

The Events Committee will meet as needed but no less than 3 times per year.

The Events Committee, or representative from the committee, will meet with the EO of SV every 2 months.

Quorum for each meeting will be no less than 50% of its members.

Any other person may attend the meeting at the invitation of the Chairperson.

Minutes shall be taken of each meeting outlining recommendations, agreements, and actions arising.

All documentation is to be saved to the SV Google Drive in a timely manner.

## **Delegated Authority**

The Events Committee has no financial delegation authority.

No committee member shall purchase items and/or charge to SV for payment, or enter into any agreements without the prior authority of the EO.

Within reason, expenses incurred, whilst undertaking allocated tasks, by Committee members will be met by SV, providing prior approval is obtained from the EO before incurring the expenses. Reimbursement will be paid upon approval by the EO and in accordance with relevant SV financial policies.

## **Responsibilities**

1. Liaise with SV Office in regards to delegation of host associations.
2. Provide a time frame of activities to be completed for each State Championships including delegations of tasks.
3. Request for equipment / office supplies to be made to the EO in preparation for the events.
4. Ensure all documents are saved to the SV Drive and ensure all communication is via the SV email address provided to the Committee.
5. Provide a report to the EO upon completion of the events to be used in the Annual Report.
6. Ensure a list of winners is kept on file for historical purposes.
7. Ensure Perpetual trophies are returned to the office at the conclusion of each State Championship.
8. Ensure all rules of events is abided by including registration checks.
9. Ensure balls are returned to the office after each event no matter their condition for auditing purposes.
10. Appoint and liaise with the TUC of each event.
11. Liaise with the scoring and coaching personal to ensure all appointed officials are accredited.
12. Ensure any reimbursements of expenses are made to the EO in a timely manner after each event.
13. The Events Committee is required to provide a detailed budget prior to each financial year that includes estimated costs Associated with the functions of the committee including:
  - Administration and meeting expenses
  - Travel and fuel reimbursement costs

- Accommodation and associated expenses in attending events

## Amendments

- The Committee may recommend to the EO that these Terms of Reference be enlarged or varied to enable it to deal with any matter or issue which it considers should be addressed by the Committee.
- The EO, may at any time amend or vary these Terms of Reference as they see fit.

Approved by the Softball Victoria EO: 5<sup>th</sup> October 2017

Review Date: 1<sup>st</sup> June 2019