

## TERMS OF REFERENCE

### Volleyball WA Referee Committee (VWARC)

#### 1. Purpose

The Referee Committee is established by the CEO of Volleyball WA (VWA) to assist in providing appropriate advice and guidance to VWA and their appointed staff in relation to refereeing all codes of volleyball and referee development within Western Australia.

#### 2. Roles and Responsibilities

The Committee contributes specialist knowledge, stakeholder perspectives, and operational insights to assist management. Responsibilities may include reviewing plans or processes, identifying risks or opportunities, testing implementation feasibility, or providing feedback on proposed initiatives. Specific responsibilities may include:

- To provide VWA Management with advice and recommendations regarding the strategic and operational development of referees in Western Australia.
- To create and foster strong links between all bodies involved with refereeing volleyball across Western Australia.
- Identify opportunities to grow the number of referees, enhance officiating and participant experience, and support long-term sustainability of refereeing.
- Monitor trends, challenges, and changes in refereeing in volleyball across all codes and competition levels.
- To provide input and advice to management regarding policies, programs and pathways related to referee development in Western Australia including ongoing development initiatives and coordination of referee Talent Identification.

#### 3. Authority

- The Committee is an advisory only and does not possess decision-making authority but makes considered recommendations to the CEO or relevant staff.
- The Committee does not set policy, approve budgets or direct staff.
- Operational decisions remain the responsibility of management.
- The Committee will not engage in operational management, event delivery, staff direction, or media representation on behalf of VWA unless authorised by the CEO

#### 4. Committee Composition and Structure

- The Referee Committee is an Operational Committee.

- All appointments to the Committee and the appointment of the Chair are approved by the CEO.
- The Committee shall comprise of members that provide the following skills, experience or roles:
  - VWA Senior Staff Member
  - 1 x Senior Indoor Referee
  - 1 x Senior Beach Referee
  - 1 x Indoor Referee WAVJL
  - 1 x Referee Education
  - 2 x General Members
  - Volleyball regional representative
  - VWA Support Officer as appointed by the CEO
- The CEO may attend meetings in an ex-officio capacity
- In appointing committee members, consideration will be given to achieving an appropriate mix of skills, experience, backgrounds and perspectives, including diversity.

## 5. Chair Appointment and Responsibilities

- The CEO will appoint one of the members of the Committee to be the Chair of the Committee.

## 6. Membership and Appointment

- The term of appointment of Committee Members shall be decided by the CEO.
- Members are appointed for two (2) years, and the appointment may be reviewed earlier if circumstances dictate.
- Expressions of Interest will be sought by the CEO at appropriate times to support the circumstances of the committee including when vacancies arise and be appointed on a skills-based selection process.
- Committee Members should not exceed a maximum tenure of four terms (eight years total).

## 7. Member Expectations

Committee members are expected to actively contribute to the effective functioning of the Committee. Members will:

- Participate constructively, respectfully, and in the best interests of Volleyball WA at all times.
- Prepare for meetings by reviewing all papers and materials in advance.
- Attend all scheduled meetings wherever possible and advise the Chair or Secretariat if they are unable to attend.
- Engage in open, informed discussion, drawing on their experience and expertise while respecting the views of others.

- Represent the purpose and decisions of the Committee accurately and appropriately, avoiding any actions or comments that could undermine the Committee or Volleyball WA.
- Follow all organisational policies relevant to their role, including integrity, child safeguarding, member protection, privacy, and behaviour standards.
- Support the decisions and agreed positions of the Committee once they have been reached, regardless of individual views.
- Refrain from using Committee membership for personal, commercial, or organisational advantage.
- Uphold VWA's Code of Conduct and behave in a manner that reflects the organisation's values and integrity standards.
- Members must maintain the confidentiality of all information provided to, discussed by, or generated through the Committee, unless authorised by the CEO to disclose it.

## 8. Meetings

- The Committee will meet at least two times per year and additionally as required.
- A quorum will consist of not less than half of the Committee members.
- The calling of meetings and agendas will be determined by the Chair/Secretariat, in consultation with management to support operational needs.
- The committee may invite other people to attend as it sees fit and consult with other people or seek any information which will help it to fulfil its responsibilities.
- The Committee may meet face-to-face or online.

## 9. Reporting

- Secretariat support will be provided by a VWA staff member identified by the CEO
- The Secretariat will prepare agendas, circulate papers, take Meeting Minutes and support follow-up action items.
- Minutes will be ratified and signed by the Committee Chair following the approval of the Minutes by the Committee at the next meeting.

## 10. Conflicts of Interest

- All Committee members must conduct themselves in a manner that upholds the integrity and impartiality of the Committee's work. Members are required to declare any actual, potential, or perceived conflict of interest at the commencement of their appointment and at the beginning of each meeting, or as soon as a conflict becomes apparent.
- Where a conflict is identified, the Committee will determine the appropriate course of action in accordance with the organisation's Conflict of Interest Policy. This may include the member withdrawing from discussion, abstaining from decisions, or recusing themselves from the relevant agenda item.
- All declared conflicts and the actions taken to manage them must be recorded in the meeting notes. Members are expected to avoid participating in matters where their

involvement could compromise, or be seen to compromise, the integrity or objectivity of the Committee's deliberations.

## 11. Review of Committee

- To ensure that the Committee is fulfilling its stewardship duties the CEO will:
  - Review the Committee Terms of Reference every two years and make any appropriate amendments.
  - Conduct an annual assessment of its performance against its Terms of Reference duties and responsibilities. The results of the annual assessment will be provided to the CEO and considered in appointments, reappointments, and committee development

## 12. Document Control

- Approved by: CEO
- Version: V3
- Date Approved: 31<sup>st</sup> March 2026
- Review Date: (every 2 years)