

TERMS OF REFERENCE

Volleyball WA Licensing Committee (CLC)

1. Purpose & Functions

The Competition Licensing Committee (CLC) is established under Volleyball WA's Club Licensing System Regulations. The Committee is one of two bodies responsible for supporting the administration and integrity of the Club Licensing System, alongside the Competition Appeals Committee (CAC). Both committees operate independently to ensure fair, transparent, and consistent governance of the Club Licensing System.

The primary role of the Competition Licensing Committee is to determine licence applications submitted under the Club Licensing System, including whether a Licence should be granted, renewed, suspended, refused or withdrawn, in accordance with the Club Licensing System Regulations.

The Committee is also responsible for monitoring compliance, determining whether a Licence Applicant or Licensee has committed a Club Licensing Breach, and imposing any applicable Club Licensing Sanction in accordance with section 11 of the Regulations.

2. Committee Composition

- The Licensing Committee is an Operational Committee of Volleyball WA.
- Members of the Committee shall be appointed by Volleyball WA through the Chief Executive Officer. Should the CEO have an actual, potential, or perceived conflict of interest, the CEO must declare the conflict and abstain from participating in the relevant discussion or decision.
- The Committee shall comprise of three members, consisting of:
 - Volleyball WA Licensing Manager
 - The Volleyball WA CEO
 - An independent external person with relevant knowledge and experience to contribute to the licensing process. Any external member must not be affiliated with a Volleyball WA affiliated club.
- The Chair of the Committee shall be appointed by the Volleyball WA CEO.
- The Licensing Manager shall be appointed by the Volleyball WA CEO and is currently the Volleyball WA Competitions and Events Manager.
- The CEO may appoint a suitably qualified person to provide Secretariat support to the Committee, including the preparation of agendas and recording of minutes.

- Members shall be appointed for a term of one year. The initial term of appointment is from 1 September 2026 to 31 August 2027.

3. Quorum

- A quorum for meetings of the Committee shall be three members. Where a member is unable to participate due to a declared conflict of interest or exceptional circumstances, the CEO may appoint a suitably qualified replacement member for that meeting.
- In the absence of the Chair, the Committee members present shall appoint one of their members to act as Chair for the duration of that meeting.
- Decisions of the Committee shall be determined by a majority vote of members present and entitled to vote.
- Each member has one vote. If the votes are tied, the Chair has a casting vote in addition to their deliberative vote

4. Duties and Responsibilities

- Assess all valid applications submitted under the Club Licensing System and determine whether Licences should be granted, renewed or refused.
- Monitor compliance with the Club Licensing System Regulations and identify potential Licensing Breaches.
- Determine whether a Licence Applicant or Licensee has committed a Club Licensing Breach and impose any applicable Club Licensing Sanction in accordance with the Club Licensing System Regulations.
- Determine whether a Licence should be suspended or withdrawn in accordance with the Regulations
- Review the Club Licensing System Regulations as required and provide recommendations for amendment to the CEO and Licensing Manager.

5. Limitations

- The Committee shall operate within the authority granted under the Volleyball WA Club Licensing System Regulations.
- The Committee may only exercise the decision-making authority conferred on it by the Club Licensing System Regulations and must not exercise authority beyond that conferred by the Regulations.
- A member must act impartially and must not participate in a matter where there is an actual, potential or perceived conflict of interest, or where there is any reasonable doubt as to the member's independence from the relevant Licence Applicant or Licensee.
- A member must not simultaneously belong to the management personnel of a Volleyball WA Affiliate, Licence Applicant or Licensee. Conflicts arising from relevant family, membership, ownership, business, sponsorship or consultancy relationships must also be declared and managed in accordance with the Regulations and Volleyball WA's Conflict of Interest Policy.

- The Committee cannot direct Volleyball WA staff, directors or volunteers, nor Volleyball WA resources beyond those reasonably required for the Committee to perform its functions.
- The Committee shall limit its discussions and activities to matters directly related to administration and operation of the Club Licensing System.
- The Committee is a non-representative body, and members are expected to act in the best interests of Volleyball WA, its competitions, and the sport as a whole, rather than representing the interests of any individual club, stakeholder group or constituent.

6. Resources

- The Committee has access to Volleyball WA resources that are reasonably required to perform its functions effectively.
- The Committee may request information, records, reports, or other materials necessary to consider matters within its jurisdiction, subject to applicable privacy, confidentiality and legislative requirements.

7. General

- The Committee will meet at least once every three months, with such additional meetings as necessary to fulfil the Committee's responsibilities.
- The appointed Secretariat will maintain accurate records of Committee proceedings, including meeting minutes and resolutions.
- Committee members must conduct themselves in a manner that upholds the integrity, independence, and impartiality of the Committee. Members are required to disclose any actual, potential, or perceived conflict of interest upon appointment, at the commencement of each meeting, or as soon as the conflict becomes known.
- Where a conflict of interest is identified, the Committee will determine the appropriate course of action in accordance with Volleyball WA's Conflict of Interest Policy. This may include the member withdrawing from discussions, abstaining from decision-making, or recusing themselves from the relevant matter.
- All declared conflicts of interest, together with any actions taken to manage those conflicts, must be recorded in the meeting minutes.
- All information provided to the Committee is deemed confidential and in confidence unless specially authorised by the Volleyball WA CEO.
- Each member and adviser must enter into any confidentiality undertaking required by Volleyball WA before commencing their duties.
- Appointments to the Committee will not be publicly announced.
- These Terms of Reference must be read in conjunction with the Volleyball WA Club Licensing System Regulations. If there is any inconsistency between these Terms of Reference and the Regulations, the Regulations prevail to the extent of the inconsistency. If there is any inconsistency between the Regulations and the Volleyball WA Constitution, the Constitution prevails.

8. Document Control

- Approved by: CEO
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