



**AUGUST
2023**

Terms of Reference

**This document outlines the roles and responsibilities of the
Gippsland Stars VNL Sub Committee**

Gippsland Stars – Operating Sub Committee

TERMS OF REFERENCE

1. BACKGROUND

As part of governances of the Gippsland League (GL), Gippsland League has recognised a need to develop a VNL Operating Sub Committee to provide management of the Gippsland Stars VNL program.

2. TITLE

Gippsland Stars VNL Sub Committee of Management

3. PURPOSE

The Gippsland Stars VNL Netball Sub Committee ('Committee') will represent the best interest of netball in Gippsland and the Gippsland League. The Committee will provide the operation requirements, leadership and direction in relation to the Gippsland Stars netball program and priorities for netball .

4. AUTHORITY

This Sub Committee will refer to the either the General Manager of the Gippsland League or the Chairperson of Gippsland League Board of Management as directed by the Gippsland League and will be a Committee of Management responsible for operating the VNL team. They will represent the interests of the Gippsland League (GL) including, its constitution, bylaws and rulings.

The Gippsland VNL team will operate under a separate operational plan and budget overseen by the committee and General Manager of the Gippsland League (GL Stars CEO).

5. FUNCTION

The function of the Committee shall include –

- Staff recruitment and appointments; including coaches, players, team managers and volunteers.
- Scheduling trainings, home games and events (Season Launch, Presentation Night).
- Financial Management of the VNL budget.
- Sourcing and serving sponsors in line with the Sponsorship Policy.
- Liaison with Netball Victoria and other stakeholders.
- Develop pathway opportunities for players, coaches and umpires.

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- Comply with the Victorian Netball League Competition Regulations and Compliance Framework.
- Recruit, recognise and reward club volunteers.
- Monitor performance of all personnel.
- Oversee all aspects of the VNL program

6. MEMBERSHIP

- a. The Committee shall be comprised of 5 Committee members.
- b. The initial Committee will be comprised as follows;
 - Have skill and expertise required to achieve the purpose statement
 - Be prepared to accept a role within the Committee with designated responsibilities
 - Be available to attend meetings as scheduled
 - Be expected to consult broadly and be appropriately informed on all agenda items
 - Uphold confidentiality as may be required from time to time
 - Display no member based representation or bias

The following representation shall form the Gippsland Stars Netball Operating Sub Committee:

VNL Committee of Management - POSITIONS
Chairperson/President – Ideally a GL Board member
Player and Team Liaison
VNL Operations Manager
Commercial & Events
Club Development

- c. Meeting procedures to be determined by the Chairperson and CEO.
- d. There are no proxy attendees at these Committee meetings.
- e. Committee members will cease to be a member if they:
 - Resign from the Committee
 - Fail to attend 3 consecutive meetings without providing a reasonable explanation in the view of the Chairperson
 - Breach confidentiality, including speaking to any media when not authorised to do so
 - Removed by Gippsland League Board of Management if in the opinion of Gippsland League Board of Management the Committee member has brought the game of Netball, Gippsland League Board of Management into disrepute and/or has not acted in the best interests of Gippsland League Board of Management .

7. POSITIONS

- a. A Committee member that is not a Gippsland League staff member may hold a position on this Committee for up to 2 years, after which they must be up for re-election by the Gippsland League
- b. A Committee member may be elected/appointed for a further term.
- c. Positions may be held by current executives of a Gippsland League member club
- d. Positions may be held by members of district Leagues and Associations but not persons in executive roles (President, Vice President, Secretary, Treasurer etc)
- e. Positions must not have a conflict of interest with other netball programs or organisations as determined by the Gippsland League General Manager

7.1 - CHAIRPERSON / PRESIDENT

The Chairperson will be one of the Committee members and shall be appointed by the Gippsland League General Manager and Gippsland League Chairperson for a period of 12 months. Their responsibilities include:

- Assisting in the scheduling meetings and notifying Committee members.
- Guiding the meeting according to the agenda and time available.
- Ensuring all discussion items end with a decision, action or definite outcome.
- Review and approve draft minutes before distribution.
- Represent the Program at meetings and forums along with the operations manager
- Overseeing the committee and the roles of the committee members
- Hands on involvement in the program including attendance at events and matches
- Authorize coaching appointments and player recruitment
- Oversee budget
- Staff recruitment and management
- Delivery strategic plan
- Additional requirements as agreed by the operating committee

7.2 - PLAYER AND TEAM COORDINATOR

The Team Liaison will be one of the Committee members and shall be appointed by the Gippsland League General Manager and Gippsland Stars Chairperson for a period of 12 months. Their responsibilities include:

- Coordinate team management & recruitment of players with VNL operations manager
- Coordinate player relations
- Oversee Daily Training Environment protocols
- Work with committee to distribute equipment to players & coaches
- Attend GL netball representative events as required
- Oversee coaches and team managers
- Be the primary contact for players
- Additional requirements as agreed by the operating committee

7.3 - VNL OPERATIONS MANAGER

The Operations Liaison will be one of the Committee members and shall be appointed by the CEO as a staffing resource for the VNL program.

Their responsibilities include:

- Deliver the operational plan
- Develop and maintain an effective network of communications and act as a mentor and advisor to all clubs, coaches and players.
- Sourcing and serving sponsors in line with the Sponsorship Policy.
- Liaison with Netball Victoria and other stakeholders.
- Organising degree qualified Strength and Conditioning Coach providing supervised sessions
- Organising physiotherapist available to athletes
- Help maintain the Stars netball equipment register
- Oversee VNL budget with Chair and CEO
- Staff recruitment and management
- Digital media management
- Delivery strategic plan
- Uniform management
- Additional requirements as agreed by the operating committee

7.4 - COMMERCIAL & EVENTS OFFICER

The Commercial & Events Officer will be one of the Committee members and shall be appointed by the Gippsland League General Manager and Gippsland Stars Chairperson for a period of 12 months.

Their responsibilities include:

- Active role on the committee
- Attend meetings and matchdays
- Sourcing and serving sponsors in line with the Sponsorship Policy.
- Oversee matchday venue coordination with the VNL operations manager
- Coordinate the delivery of NVL team events including season launch, end of year events and matchday events
- Additional requirements as agreed by the operating committee

7.5 - CLUB DEVELOPMENT OFFICER

The Club Development Officer will be one of the Committee members and shall be appointed by the Gippsland League General Manager and Gippsland Stars Chairperson for a period of 12 months.

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Their responsibilities include:

- Active role on the committee
- Attend meetings and matchdays
- Oversee club development opportunities including areas of revenue and player development growth such as coaching clinics, integration with Gippsland League clubs etc
- Help develop relationships with Gippsland netball associations
- Additional requirements as agreed by the operating committee

8 MEETINGS

Meetings shall be held at least monthly and as determined by the Committee. The Chairperson may also hold meetings of the Committee as required.

9 REVIEW OF TERMS OF REFERENCE

A review of these current 'Terms of Reference' may occur as required due to changes in circumstances or the needs of all Committee members. Any changes can only be made with the agreement of Gippsland League General Manager and Gippsland League chairperson