

VICTORIAN CALISTHENIC COACHES ASSOCIATION

TERMS OF REFERENCE

Version Control

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Prepared by:	VCCA Committee and Calisthenics Victoria CEO
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Change History

Amendment Date	Version No.	Page No(s) replaced	Description of change

BACKGROUND

The Victorian Calisthenic Coaches Association (VCCA) was formed by a group of teachers to bring unity to calisthenics in Victoria.

The VCCA is currently a division of Calisthenics Victoria following an agreement by the VCCA membership to amalgamate Calisthenics Victoria and VCCA as per the Memorandum of Understanding (MoU) at its Annual General Meeting (AGM) of Sunday, 20 February 2015.

PURPOSE

The role of the VCCA committee, as a division of Calisthenics Victoria is to:

- support the Victorian coaching membership
- provide education and opportunities for professional development for coaches registered with the VCCA and
- be a voice for coaches in all relevant calisthenics forums

REVIEW

This terms of reference is effective from March 2019 and will be reviewed biennially in February.

COMMITTEE MEMBERS

The committee shall consist of the following positions:

- Chair
- Minute Secretary
- Registrar
- Board Representative/Deputy chair
- Coach Development Liaison Officer / ACFCC Representative
- VCC representative
- Country Liaison Officer
- 3 General members

Each position has an identified Position Description. Committee position descriptions are a separate document to support terms of reference and are included with the VCCA specific by-laws.

A Chair person shall be elected by the members of the Committee.

APPOINTMENT PROCESS

Vacant positions to be advertised asking for expressions of interest or may be co-opted to a role. Candidates will be interviewed and appointed by a group of three (3) made up of two (2) current VCCA committee members and Calisthenics Victoria CEO (or its representative) with final appointment subject to the approval of the Calisthenics Victoria board.

TENURE

Members will hold a position on the committee for a term of 3 years, at which time the position will be vacated and applications will be requested. Individuals may hold a position on the committee for a maximum of three consecutive terms (total 9 years).

Each year one third of the committee positions shall be vacated as follows:

Year one – Secretary, Board representative/Deputy chair, General member 1.

Year two –Registrar, Coach Development Liaison officer/ ACFCC delegate, General member 2

Year three – Country liaison officer, VCC delegate, general member 3.

Committee meetings will be held regularly, as required, up to 11 times per year.

Co-opting of Personnel

The Victorian Calisthenic Coaches Committee has the ability to co-opt a member (e.g. in the event of a vacancy or when in need of a specific skill set) to undertake specific tasks as required for the current year. After this time a formal appointment process as outlined above will apply.

QUORUM

The quorum for any Committee meeting shall be at least half of the membership with each member having one vote with the Chair having a casting vote if required.

ROLES AND RESPONSIBILITIES

The Committee is, in conjunction with Calisthenics Victoria staff, responsible for:

- Ensuring that a high level of professionalism and athlete care is maintained
- Providing sound and proactive administration
- Ensuring the data base is maintained
- Providing education courses at all levels
- Providing opportunities for professional development and updating
- Producing resources for further education
- Providing representatives to all other relevant committees and the Board
- Promoting accurately the majority opinion of all members
- Ensuring representation from all stakeholder groups within the coaching membership
- Providing a report to the Board as necessary

The membership of the Committee will commit to:

- Attending scheduled meetings and/or communicating online;
- Sharing clear communications and information with relevant stakeholders and Committee members;
- Keeping Committee business and discussions with the Board confidential until the Committee authorises their release;
- Providing reasonable timeframes to relevant stakeholders to achieve compliance; and
- Making decisions complimentary to members' best interests, with respect for individual opinions and without personal bias.

Committee Members would welcome:

- That each member will be provided with complete, accurate and meaningful information in a timely manner;
- To be given reasonable time to make key decisions and carry out allocated tasks;
- To be alerted to potential risks and issues that could impact Calisthenics Victoria; and
- Open and honest discussions

PATHWAY FOR ACCOUNTABILITY

- Report via Calisthenics Victoria board representative
- Regular communication between Chair and CEO
- Ensure all members are registered and financial

CALISTHENICS VICTORIA'S COMMITMENT / VCCA's EXPECTATION

1. In line with the principles agreed to in the amalgamation, VCCA will be empowered to make informed and considered decisions on matters affecting the coaching membership and have the opportunity to present these decisions to the Calisthenics Victoria Board;
2. That VCCA will be included in other Calisthenics Victoria decision making processes which may have the ability to affect the VCCA membership;
3. That Calisthenics Victoria support VCCA in achieving its collective purpose(s) as and when required;
4. That Calisthenics Victoria protect and respect the historical achievements of the Victorian Calisthenics Coaches Association and the Victorian Calisthenics Teachers Association.
5. That Calisthenics Victoria provide the necessary resources to enable the VCCA to deliver high quality coach education programs

STAKEHOLDER MANAGEMENT

The committee will be mindful of the following groups as stakeholders as being intrinsic to their success

- The Australian Calisthenic Federation (ACF)
- Calisthenics Victoria Board
- Calisthenics Victoria Office
- Clubs
- Adjudicators and examiners
- Coaches
- Participants
- Volunteers
- VCC
- Sponsors
- Associated government bodies

END