

## Oceania Athletics Coaches' Association TERMS OF REFERENCE

Policy number	2021/04	Version	02
Drafted by	Policy working group	Approved by Council	17/08/2021
Responsible person	Matt Mahon	Reviewed date	2 August 2023
		Scheduled review date	June 2025

### 1. Establishment and Commencement

- 1.1. The Coaches Association (the Association) is established by and reports to the Oceania Athletics Association (OAA), Development Commission in accordance with Article 14 of the OAA Constitution.
- 1.2. These Terms of Reference are made in accordance with Article 14.2 and 14.3 of the Constitution. In addition, the OAA's "Commissions, Committees/Associations and Working Groups" Practices and Procedures Policy, applies where relevant.
- 1.3. These Terms of Reference were approved by the Council on 7 December 2021 and are effective from that date. They have been reviewed as at 2 August 2023.

### 2. Role

- 2.1. The role of the Association is to provide expertise, advice and recommendations for the information and approval of the Oceania Development Commission on matters that support the growth, development and administration of Coaching at the Area and National level through education and other related activities whilst creating a collaborative and inclusive culture.

### 3. Membership

- 3.1 A minimum of five (5) and no more than seven (7) members will be appointed to the Association.
- 3.2 In accordance with the Constitution, the Chairperson of the Association shall be an OAA Development Commission Member, nominated and appointed by the OAA Development Commission.
- 3.3 The Chairperson shall be ultimately responsible for the work and outcomes of the Association.
- 3.4 In addition to the appointed members, the OAA President shall be "ex officio" a member of the Association.

3.5 The composition of the Oceania Athletics Coaches Association will reflect Clause 7.4 in the OAA Commissions, Committees/Associations and Working Group Practices.

3.6 The members of the Association appointed by the Development Commission in 2023, for a term expiring at the conclusion of the next Election Congress to be held in 2027 are:

The composition of the Association shall be:

3.7 If any member of the Association resigns or is unable to continue their membership of the Association, the Development Commission may appoint another person to fill any vacancy arising.

3.8 The Executive Director, following consultation and agreement with the Chairperson of the Association, shall appoint an OAA Staff Lead to be the secretariat/liaison for the Association.

#### **4. Responsibilities and Objectives**

4.1 At the first meeting of the Association following its appointment (which meeting should generally be held within two (2) months of its appointment), it will approve a calendar of events for submission to the Development Commission for approval. This calendar shall be reviewed, and where appropriate, continually revised, to ensure alignment with the Strategic Plan.

4.2 The establishment, management and control of development structures suitable for the needs of Coaches in Oceania.

4.3 The establishment and management of a development programme having the objective of ensuring continuity of the development of Coaches in Oceania and co-ordinate such a programme with the World Athletics development activities.

4.4 The programmes and activities delivered on behalf of World Athletics through the Area Development Centre, including the education, leadership and training programmes for the development and retention of Coaches.

4.5 The review and implementation of the Oceania Athletics Strategic Plan, as it relates to Coaches development.

4.6 The growth and development of Coaches within the Oceania Area and at national level to build skills and capacity and in doing so assist in addressing social issues such as health, wellbeing and social inclusion.

- 4.7 The delivery of programmes and activities to increase and retain levels of participation across all age groups especially youth and school-aged children aligning with World Athletics and OAA Safeguarding Policies.
  - 4.8 The promotion and protection of the values of Coaching within the Area and at the national level.
  - 4.9 The development of policies and programmes in support of World Athletics goals to achieve gender equity at all levels of Coaching in the Area.
5. **Duties of Association Members**
- 5.1 **Oceania Athletics Interests:** In undertaking any work in connection with the Association, each Association member will act for the benefit of and in the best interests of Oceania Athletics.
  - 5.2 **Participation:** Association members will attend each meeting of the Association (in person or using technology) unless excused by the Chairperson. Each Association member shall actively participate in Association meetings and in matters undertaken by the Association between meetings. Association members must be adequately prepared for each Association meeting in order to participate effectively and constructively.
  - 5.1. **Oceania Area Officials:** Association members are Oceania Area Officials, who are bound by the OAA Code of Conduct, as well as the Constitution, Rules, Regulations and Policies of Oceania Athletics. This includes abiding by principles of conduct related to integrity, equality, dignity, good faith, conflicts of interest, benefits, and neutrality.
6. **Term and Removal**
- 6.1 Members of the Association are made in accordance with Clause 8.0 from the OAA Commissions, Committees/Associations and Working Groups Practice and Procedures Policy.
7. **Reporting**
- 7.1 The Chairperson of the Association will report on the Association activities to the OAA Development Commission at least twice per year. In addition, the Chairperson will be responsible for the preparation of a report that will form part of the Council report to the General Congress of the Association.
8. **Meetings and Procedure**
- 8.1 **Meetings:** Subject to budget, the Association should meet at least two (2) times each year to undertake its work, and in between meetings as is necessary to fulfil its responsibilities. If possible one (1) meeting should be in person and subject to budget and otherwise using technology. The date(s) and venue(s) of the in-person meeting(s) will be agreed with the Executive Director responsible for seeing the budget of the Area Development Centre.

- 8.1.1 In consultation with the Chairperson of the Association, the Staff Lead will be responsible for establishing the meeting schedule and coordinating the presentation of topics and materials for consideration or review.
- 8.1.2 Members should be given at least two (2) months' notice of the date and venue of meetings to be held in person and at least 10 days' notice for meetings using technology unless urgency requires adjustment.
- 8.2 **Organisation:** The agenda and all relevant papers will be circulated to all members via email or such other form of electronic delivery or platform by the Staff Lead at least one (1) week in advance of the meeting.
- 8.3 **Quorum:** The quorum for the meeting will be a majority of the total number of members of the Association and any decisions on any recommendations or advice to OAA Development Commission will be determined by consensus.
- 8.4 **Decisions:** The decisions of the Association should generally be made by consensus. If a consensus cannot be reached and a vote is required, each Association member will have one vote. Voting by proxy is not permitted. A majority of votes in favour of an action by those Association members present at a meeting is required for it to be passed. In the event of an equality of votes, the Chairperson will have both a deliberative and a casting vote.
- 8.5 **Minutes:** Minutes of all meetings of the Association will be taken by the Staff Lead and finalised in consultation with the Chairperson and sent to all members of the Association within one month of the meeting. Any amendments to the Minutes will be agreed at the next meeting of the Association and will be noted accordingly.
- 8.6 **Confidentiality:** All meetings and the work of the Association are confidential. No documents, information, discussion, and decisions made at an Association meeting or otherwise exchanged or agreed in connection with the work of the Association, be disclosed to any other person (other than the relevant appointed Staff Lead for the Association) unless authorised to do so by: -
- a) The Chairperson of the Association, or,
  - b) The relevant Association or Committee, or,
  - c) The Council, Executive Director, or;
  - d) The matter is in the public domain, or;
  - e) Such disclosure is required by law or any applicable authority, including the Constitution, Rules, Regulations and Policies of the OAA.

## 9. Authority

- 9.1 The Association is an advisory body to the OAA Development Commission and has no authority to make decisions for or on behalf of the Council or the Oceania Athletics Association and has no authority to incur any expense or bind the Oceania Athletics Association to any financial or other commitments.

## 10. Administration

- 10.1 Association Members will be reimbursed such expenses and be provided other allowances in accordance with OAA policies.
- 10.2 Should any logistical arrangements for any travel and accommodation for attendance by members at Association meetings need to be made, then they will be organised in accordance with OAA policies.
- 10.3 The OAA, through the Staff Lead to the Association will ensure that documents relevant to the work of the Association will be provided to the Association.