

Memorandum

To: All Country Members
From: Don van Keimpema, SLSNSW Director of Surf Sports
Date: 9th July 2020
Pages: 7
Subject: Expression of Interest – Country Championships Review Working Group

SLSNSW is calling for Country members to form a working group which will be tasked with reviewing the NSW Country Championships. The Country Championships are a much-loved event on the Surf Sports calendar and it is essential that the event remains meaningful and relevant to Country clubs and members. As such, this working group will review all aspects of the event and provide recommendations to the SLSNSW Board for consideration.

Nominees should ideally have a broad knowledge of all aspects relating to the Country Championships either as a competitor, official, coach/manager or administrator. Similarly, members with a strong background of carnival organisation, logistics, and coordination between host clubs, SLSNSW and support organisations are encouraged.

Nominees are required to seek Branch endorsement from the Branch President and Branch Director of Surf Sports to support the nomination. The SLSNSW Director of Surf Sports in consultation with the relevant Branch President will select one member per Country Branch to form this working group.

How to nominate

Each Country Branch (FNC, NC, MNC, LNC, SC and FSC) is eligible to invite one (1) member to represent the Branch on the working group. The nominating members are required to seek endorsement from the Branch President and Director of Surf Sports to accompany the nomination.

Once Branch endorsement is provided, the nominee is required to complete and submit the [nomination form online](#) and attach the written Branch endorsement. The SLSNSW Director of Surf Sports in consultation with the relevant Branch President will select one nomination from each Branch to form the working group. The Chair will be a country Branch President or Country Branch Director of Surf Sports and selected by the NSW Director of Surf Sports.

Nominations close: **11pm on Sunday 2nd August, 2020**

Terms of Reference

1. BACKGROUND

It was agreed in a meeting attended by the Country Branch Presidents and Country Branch Directors of Surf Sports on Wednesday 1st July 2020, that a working group be formed to provide an overall review of the NSW Country Championships. The review is required to ensure that we understand the purpose of the Country Championships and continue to meet the needs of our Country clubs and associated members from 2022 and beyond.

The 2021 Country Championships will proceed at Cudgen Headland SLSC.

The working group will also be required to provide some recommendations should COVID-19 restrictions be in place for the 2021 Country Championships. The current restrictions do not permit groups in excess of 500 to be formed. There is no direction at present to advise what new restrictions may be in place and when.

The formation of the working group will serve to inform the SLSNSW Board of the outcomes of the below listed objectives, and more broadly establishing opportunities for improvement and provide a detailed report to the SLSNSW Board of Directors of those recommendations.

2. ROLE

To provide recommendations to the SLSNSW Director of Surf Sports and SLSNSW Board which will inform the NSW Country Championships review.

3. OBJECTIVES

There are a number of opportunities for improvement that have been raised and as such require recommendations in order to ensure that the Country Championships remain relevant to Country members. The below list has been identified; however it is likely that more questions will be raised when the group forms and as such should not just be limited to the following areas.

- COVID

The Country Branch Presidents and Directors of Surf Sports have decided that in a COVID-19 environment running Country Championships in two locations (North and South) is not a viable solution to delivering the Championships.

The working group has been tasked with providing solutions and recommendations to if necessary, reduce the total attendees to a maximum of 500 people in total, a 4m² option whilst factoring in sound bio-safety measures for the 2021 event.

- Objective of the Event – why does this event exist and what sort of member experience are we seeking to deliver?

It is essential to gain an understanding of the member experience that need to be created in order to deliver a meaningful event. The vast majority of the Presidents and Branch Directors of Surf Sports agreed that the event is a family-oriented carnival which provides country clubs and members a chance to travel and compete at a fun representative level.

Understanding the purpose enables the group to provide recommendations for a carnival that will continue to attract Country members for years to come.

– Timing

At what time of year should the Country Championships be held? Currently it is held a few weeks out from State Championships (last weekend of January or first weekend of February).

Should it be held during the school holidays or outside them? Additional expense and increased demand on accommodation needs to be considered.

The consideration of Branch Championship timing also needs to be contemplated.

– Program /Event duration

The current event program is two days in duration. Should this be extended to commence midday Friday and end early on Sunday to allow for travel?

Should the event remain as a two-day event with a modified program to ensure that all events can be completed?

Consideration of event structures, timing for all categories such as Age, Opens, Masters and Surf Boats to facilitate greater opportunities for all aspects of the event.

– Location and subsequent possible rotation

Should there be a rotating roster of Branches in which the event should be run e.g. 2 years north, 2 years south and an extreme north and south at either end?

Should non-Country areas such as Hunter, Central Coast or Illawarra be considered to host for ease of location?

– Event Ownership

During the Country Branch Presidents and Directors of Surf Sports meeting, it was raised that perhaps Country branches take over in delivering the event. Is this a direction to explore? Other areas for review may include;

- Administration and back of beach
- Host Club, Council and SLSNSW agreements
- Financial reports and fees
- Sponsorship
- Venue selection
- Marketing and promotion
- Equipment/workforce

The group is required to explore these and other opportunities to assist in making this event meaningful for Country members, as noted above please continue to explore and avoid being limited to the above opportunities.

4. MEMBERSHIP

Role	Position
Chair	Appointed by the SLSNSW Director of Surf Sports
Member – SLSNSW Director of Surf Sports	SLSNSW Board Member
Member – FNC	Appointed by the SLSNSW Director of Surf Sports in consultation with the FNC President
Member – NC	Appointed by the SLSNSW Director of Surf Sports in consultation with the NC President
Member – MNC	Appointed by the SLSNSW Director of Surf Sports in consultation with the MNC President
Member – LNC	Appointed by the SLSNSW Director of Surf Sports in consultation with the LNC President
Member – SC	Appointed by the SLSNSW Director of Surf Sports in consultation with the SC President
Member – FSC	Appointed by the SLSNSW Director of Surf Sports in consultation with the FSC President

Working group members, except for the SLSNSW Director of Surf Sports, shall be required to seek appointment for a position. This working group is required to provide recommendations on this specific review requirement and as such the working group will cease following the Group’s report submission in November 2020.

5. DECISION MAKING

The Country Championships review working group does not replace specific decision-making responsibilities of the SLSNSW Board, but is a forum for considerations, discussions, and recommendations which will be presented to the SLSNSW Board for consideration.

The Country Championships working group must:

- Maintain an organisational view of matters and suggestions raised by the working group. The aim of any discussions is to reach a consensus, so that the Chair can summarise the collective decisions;
- Maintain confidentiality, allowing the working group to fully discuss issues before forming recommendations. Issues arising should be debated vigorously within the confidential setting of group meetings;
- Support all decisions that are made collectively by members (within the organisation and publicly);
- Note recommendations made by the working group are final and are not to be reversed. They will need to be actioned accordingly, monitored and followed up on.

6. ROLES AND RESPONSIBILITIES OF MEMBERS

CHAIR

The Chair is responsible for:

- Convening Country Championships review working group meetings;
- Confirming meeting agenda;
- Managing the business of the working group;
-

- Addressing the SLSNSW Director of Surf Sports and SLSNSW Board on the activities and progress of the working group as requested;
- Presenting any recommendations and providing context for any advice provided on key issues as required; and
- Assisting the working group in reaching agreement on agenda items requiring decisions.

MEMBER – SLSNSW Director of Surf Sports

In the event of the Chair being temporarily unavailable to carry out the role, the SLSNSW Director of Surf Sports will perform the role of the Chair. the SLSNSW Director of Surf Sports will assume the roles and responsibilities of the Chair, for the period of acting.

WORKING GROUP MEMBERS

members are responsible for:

- Attending meetings;
- Raising matters to be considered by the Branch in which they represent;
- Preparing for meetings by reading all papers prior to meeting;
- Seeking advice where necessary to aid their understanding of matters to be discussed;
- Participating in discussions and providing clear and unambiguous advice to the Chair on matters under consideration;
- Acting in accordance with the organisational policies, procedures and standard operating procedures;
- Treating other members with consideration and respect according to the Code of Conduct; and
- Supporting the decisions of the Chair outside of the working group, and respecting confidentiality.

7. MEETINGS

SCHEDULING

The Country Championships review working group meetings will be held monthly between August and November 2020. Additional meetings may be scheduled as appropriate. The working group will meet via tele or video conference for convenience and practicality.

RULES AND QUORUM

No decisions shall be made by the working group unless a quorum of members are present. A quorum shall comprise of the Chair and at least 3 other members (one of which must represent a branch in the southern region of the state).

Members are appointed in their individual capacity and are not permitted to delegate their attendance at meetings to representatives.

The Chair must be advised if members of the working group are unable to attend, as soon as practicable prior to the meeting.

In all cases when considering any matter, the working group shall use its best endeavours to achieve consensus and the Chair will only put a matter to a vote if it is considered that such a consensus cannot be achieved. A

decision will be passed if a majority of members present support the decision. At the request of a working group member, any dissenting views and abstentions regarding a decision shall be recorded in the minutes.

A register of attendance shall be taken by the Chair at every working group meeting.

CONFLICTS OF INTEREST

If a member of the working group becomes aware of a potential, apparent or actual conflict of interest arising in their exercising the functions of a member, the member must notify the Chair immediately and fully disclose all relevant information relating to such a conflict. Upon notification, the Chair shall determine what steps are reasonably required to resolve or otherwise deal with the conflict.

If the Chair becomes aware of a potential, apparent or actual conflict of interest arising in exercising his/her functions, the Chair must notify the SLSNSW Director of Surf Sports immediately and fully disclose all relevant information relation to such a conflict.

FORWARD WORK PLAN

A forward work plan will be maintained to provide assurance to members of visibility of upcoming issues for consideration and ensure responsible line areas adequate time for papers. The forward work plan identifies specific opportunities for the working group to focus on.

AGENDAS

The Chair will develop a draft agenda incorporating items from the working groups forward work plan prior to each meeting. Emerging or high-risk issues or those with a significant implication on the organisation must be escalated to the SLSNSW Director of Surf Sports.

PAPERS

Meeting papers must be submitted to the Chair no later than six working days prior to each scheduled meeting. Late submission of items will only be accepted following approval by the Chair. The Chair will provide a level of quality assurance on papers submitted, ensuring adequate consultation has occurred, consistency in the use of relevant templates, and correction of typographical and grammatical errors and as such has the power to reject papers where adequate consultation etc has not occurred.

Meeting agenda and papers are circulated by the Chair to members no later than four working days prior to each schedule meeting. Members are responsible for printing their own meeting papers.

MINUTES

Minutes shall be taken at every working group meeting. Minutes of meetings shall summarise discussions and record any decisions taken or recommendations made by the working group and do not purport to be a transcript of proceedings.

Cleared minutes will be circulated to the SLSNSW Director of Surf Sports, Sports Manager and working group members within two weeks following the meeting. Minutes will be tabled for member endorsement at the next meeting of the working group.

OUT-OF-SESSION ITEMS

All matters requiring discussion and/or endorsement by the working group should be dealt with as part of a scheduled meeting. Urgent issues may be considered out-of-session, with the approval of the Chair.

Out-of-session items will be circulated to members by the Chair. Members are required to respond to the Chair within the stated timeframes. An item will be considered endorsed if a majority of members respond in support of the item.

Out-of-session items will be formally noted and minuted at the next available scheduled meeting.

8. REPORTING

The working group will be tasked with preparing a report which will be presented at the November SLSNSW Board Meeting. Findings from the working group will be considered by the Board to inform the future direction of the NSW Country Championships.