

# STATE INTERSCHOOLS ADVISORY GROUPS

## Terms of Operation - October 2021

1. The Snow Australia Interschools Advisory Groups (**IAG**) have been established by the Snow Australia Board under Article 52 of the Snow Australia Constitution.
2. The Snow Australia Board has adopted this IAG Terms of Operation By-Law in accordance with Article 52(a) of the Snow Australia Constitution. This Terms of Operation sets out the powers, composition, control, management and administration of each of Snow Australia's IAGs. These Terms of Operation are subject to the Snow Australia Constitution and it and terms in it are to be interpreted in accordance with the Snow Australia Constitution. In the event of any conflict between this document and the Snow Australia Constitution, the Snow Australia Constitution takes precedence.
3. **State Interschools Advisory Groups (VIC and NSW/ACT/QLD/SA)**

The State IAG are established to provide Participation Pathway expertise and support to Snow Australia management and the relevant program/discipline leadership.

The State IAG will provide advice, support and input into:

- Consultation with the Interschools stakeholders including schools, resorts, local service providers etc.
- Long term vision/strategies for the Interschools disciplines.
- Participation growth strategies for Interschools events.
- National, State and Regional event calendars.
- Event fees, registration fees as required.
- Progression of athletes between Regional, State and National Interschools events
- Annual reviews of competition rules and state specific impact of the rules for consideration by the Snow Australia National Interschools and Sport Development Committee (NIC).
- Snow Australia School Award nominations.
- Appeal and Protest procedures at Interschools events; and
- Annual review and update of the Interschools Code of Conduct documents.

The State IAG will also advise on:

- Officials' training and accreditation for Volunteer Interschools Officials.
- Coach development and accreditation requirements relating to Interschools athletes.
- Participation and sport development initiatives.
- Education of Snow Australia Athlete Pathway in schools.
- Improving sport specific Skill Acquisition in schools.
- Providing feedback to National Discipline Committees (NDC's) on interschool competitions and related matters as required.

The following functions remain the responsibility of Snow Australia management:

- Management of all financial aspects of the Interschools within Snow Australia's agreed annual budget.
- Direct supervision of Interschools event management and staff.
- Sport and Resort relationship interface.
- Anti-doping compliance.

#### 4. **Membership**

4.1 Each State Interschools Advisory Group (**State IAG**) will comprise members with expertise ensuring appropriate combined knowledge of the following areas:

- Resort/Sport institute operations.
- Sport technical knowledge.
- Head of Sport roles in participating snowsports schools / Leadership roles in School Sport.
- Current/previous Snowsports Coordinator experience.
- Coaching.
- Event/race organisation and administration.
- Club/regional program expertise.
- Officiating.
- Host Resort relationships.
- Team selections / experience working with State and National school sport bodies.
- School Sport Risk Management and Child Protection policy.

The Snow Australia Board in considering appointments to a State IAG shall give regard to ensure:

- Appropriate regional/resort connection; and
- Gender balance.

4.2 Each State IAG shall comprise a chair and up to ten ordinary members. The Snow Australia Board will appoint individuals to an IAG following a call for nominations. Due to Host Resort relationships some positions on a State IAG may not be offered for EOI and will be managed directly with the Host Resort.

Nominations will be called for from interested parties via various platforms including the Snow Australia website and electronic newsletter.

A Nomination Committee may be established from time to time by the Snow Australia Board to consider nominations and provide the Board with recommendations for IAG membership. The Board may draw from the wider industry in forming a Nomination Committee.

The Nomination Committee and the Snow Australia Board will have regard to identified areas of expertise.

Once established, a State IAG (including the Chair) may, subject to clause 4.2 above and Board approval, nominate additional members as required.

To be eligible for consideration for appointment to a State IAG a nominee must:

- a. Be a member of Snow Australia; and
- b. Acknowledge his/her willingness to be a member of an IAG in the form approved by the Snow Australia Board from time to time (if any); and
- c. Be approved by the Snow Australia Board prior to being appointed to an IAG.

School representatives on IAGs are not elected to those roles by a group of education constituents. In the absence of an alignment with a professional education association or body, Snow Australia will manage the communication relationships with the various participating snowsports schools in conjunction with the respective State IAG.

- 4.3 State IAG members will initially be appointed to a maximum term of three years. Additional subsequent terms of 2 years may be approved by the Snow Australia Board following the completion of the initial term.
- 4.4 Attendance, which includes virtual, of Committee Members at State IC meetings will be monitored by the Chair and the Snow Australia CEO or Participation & Sport Development Manager (if appointed). State IAG members must have at least a 50% attendance rate per year (based on a minimum of 2 meetings per year). If attendance requirements are not met without the existence of any extenuating circumstances, the Snow Australia Board may revoke the member's appointment.
- 4.5 An IAG member may be removed from the IAG at any time by the Snow Australia Board. The Snow Australia Board is not obliged to give reasons if it does revoke any appointment and there is no appeal from a decision to revoke.
- 4.6 The Snow Australia CEO and Snow Australia National Participation & Sport Development Manager (if appointed) will be ex officio members of each State IAG.

## 5. **Operating and Meeting procedures**

- 5.1 The Snow Australia Board will appoint the Chair of the State IAG.
- 5.2 Unless otherwise directed by the Snow Australia Board the State IAG may meet for the dispatch of business and adjourn and otherwise regulate its meetings as it thinks fit.
- 5.3 The State IAG will meet as required but should meet on at least two occasions in each year. Consideration should be given to meeting locations (Snow Australia Office in Melbourne and Jindabyne Sport and Recreation Centre in NSW), and use of online meeting platforms should be utilised to enable all members of the IAG to attend meetings more frequently.
- 5.4 The chair of a State IAG, or a majority of the State IAG members may at any time convene a meeting of a State IAG.
- 5.5 The quorum necessary for the transaction of the business of a State IAG will be a majority of the total number of the relevant State Interschools Advisory Group's members.
- 5.6 IAG meeting and discussion papers are to be treated as in confidence, unless otherwise notified.

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- 5.7 At all times members of an IAG must show respect for all other members of the IAG, the Chair and Snow Australia Board and staff in all engagement (both formal and informal) with Interschools stakeholders and the wider snowsports community. Failure to comply with this may see the member removed from the IAG by the Snow Australia Board.

6. **Executive Committee**

- 6.1 The Snow Australia Board may approve an Executive of an IAG comprising at a minimum the Chair, the relevant State Interschools Event Manager and Snow Australia National Participation & Sport Development Manager or CEO.
- 6.2 Additional members may be added to the IAG Executive as required from time to time.
- 6.3 The Executive will have limited decision-making powers between meetings and only on matters/items delegated to it by the State IAG and Snow Australia.
- 6.4 The Executive will represent the views of the State IAG in public forums including but not limited to Interschools Community and Snowsports Coordinators meetings and forums.

7. **Voting**

- 7.1 Each member of a State IAG present at a meeting of the State IAG (including the person chairing the meeting) is entitled to one vote.
- 7.2 Questions arising at any meeting of the State IAG will be decided by a majority of votes on a show of hands. A determination by a majority of the State IAG members present will for all purposes be deemed a determination of the State IAG. In case of an equality of votes, the motion is deemed to have failed. The chair of the State IAG does not have a casting vote.
- 7.3 Proxy voting is not permitted at any meeting of the State IAG.

## 8. **Advisory Group Interests**

- 8.1 A State IAG member must declare the nature of any interest that State IAG member has in any matter, contract or arrangement which the State IAG may consider in the conduct of business including being the representative of a school that has the potential to be impacted by the outcome of a resolution. All interests are to be disclosed at the start of each meeting.
- 8.2 An IAG member cannot vote in respect of any matter, contract or arrangement in which the State IAG member is interested. If they do so vote, the vote shall not be counted. No State IAG member is disqualified from contracting with or holding any other office with Snow Australia.

## 9. **Minutes**

- 9.1 The State IAG will keep minutes of all meetings recording resolutions and proceedings of each meeting. The minutes must also record the names of persons present at all meetings.
- 9.2 A copy of the minutes of State IAG meetings or any resolution circulated and passed by the State IAG electronically must be sent to the Snow Australia CEO within fourteen days of the date of the meeting or of the passing of the resolution.

## 10. **Financial Operation**

- 10.1 Snow Australia will manage the Interschools events accounts.
- 10.2 The Chair of the National Interschools and Sport Development Committee or the State IAG (if required) shall assist the CEO of Snow Australia with the preparation of an annual budget prior to the start of the Snow Australia financial year and any financial reports as required.

## 11. **Policies**

- 11.1 All State IAG procedures and policies, including changes to any Interschools Competition Rules, are subject to approval by the board of Snow Australia.
- 11.2 Changes to State and National Interschools Competition Rules will be the responsibility of the National Interschools and Sport Development Committee.

## 12. **Review**

Snow Australia on a regular basis (ie two yearly) will review the performance and the effectiveness of the IAG, and provide feedback to the IAG on the outcome of the reviews and the achievement of the agreed objectives.

DATE: This document was approved by the Snow Australia Board on 19/10/2021