

Zone Representatives Terms of Reference

22 November 2016

1. Background

The formation of Football West followed a period of national and state review and reform.

The process was led by Federal and State Governments and, in Western Australia, was facilitated by the Department of Sport and Recreation (DSR) with the objective of creating a single, unified and representative state peak football body.

A number of representative standing committees have since been established to provide advice to Football West on measures to promote, develop and improve football in WA.

Football West clubs will gain access to the pathway from grassroots to FIFA accredited national and international competitions.

The Western Australian football community will benefit from affiliation with Football West in a number of other important ways including:

- Affiliation that opens the door to new and cohesive football development pathways from grass roots to elite that are aligned to local needs.
- A united and co-ordinated approach to sponsorship, fundraising, and government support and liaison.
- Access to coordinated and nationally accredited coaching programs.
- Better use of association resources leading to increased efficiencies, reduction of duplication and new value creation.
- The power of a single unified voice to increase access to grants and government support and to enhance the profile of football.
- A single competition structure, new opportunities for development and growth, highly developed sportsmen and women, and strong and unified state and national football communities.

2. Roles and functions of Zone Representatives

Zone Representatives play an important role in football's administration by liaising with club officials and providing feedback to Football West. Before raising items of discussion with Football West, a Zone Representative must have read the By-Laws and determined that the matter is appropriate to the position.

It is important that Zone Representatives:

- Uphold and promote the objectives of Football West.
- Attend General Meetings of Football West.
- Facilitate the implementation of Football West and FFA policy, programs and initiatives.
- Act as a conduit for the flow of information and issues of relevance from Football West to the clubs and from the clubs to Football West.

Zone Representatives should gather comprehensive information before presenting to Football West to allow for matters to be attended to effectively and efficiently. In case of doubt, a Zone Representative should seek clarification from the relevant Football West contact.

3. Role of Zone Representative Group of Members

Football West and the Zone Representatives are committed to working together for the benefit of football on the terms set out in this agreement.

Football West and Zone Representatives agree that Football West administration will actively consult with Zone Representatives and Standing Committee Members in relation to issues of significance affecting football. They agree that decision-making rests with the Football West Board and Management.

Football West undertakes to:

1. Seek input from the Standing Committee and Zone Representative in relation to proposed changes to rules and regulations, and other significant issues affecting football.
2. Facilitate communication between the Zone Representative, Standing Committee and stakeholders in accordance with the Football West Constitution and By-Laws and to the extent permitted by law.
3. Football West will include the relevant Zone Representative in communication to clubs and relevant stakeholders regarding significant issues.

The Zone Representative undertakes to:

1. Focus on matters of significance across the sport (For example: participation, development, child protection, marketing and promotion, etc.)
2. Ensure that any public commentary of Football West policies and decisions are factually correct and balanced.

4. Zone Representative Meetings

The Zone Representative and Football West agree that:

1. The date of Zone Representative meetings will be communicated by the Zone Representatives to Football West 14 days prior to the next meeting.
2. An agenda for the Zone Representative meeting will be provided by the Zone Representative to Football West seven days prior to the scheduled meeting.
3. Football West may add items to the Zone Representative agenda for consideration and discussion by the Zone Representative, and will attend Zone Representative meetings to discuss these Football West agenda items as well as chair the meetings.

4. The parties will agree on a timeframe for the Football West responses to Zone Representative action.

4.1 Minutes and meeting papers

The Zone Representatives will produce minutes of all meetings including a brief summary of discussion and detailed actions with deadlines. This is to be circulated to all Zone Representatives and Football West within 14 days of the meeting date.

4.2 Frequency of meetings

The Zone Representatives of Football West will meet a minimum of every 3 months.

5. Review

The effectiveness and membership of the Zone Representatives of Football West will be reviewed after 12 months.

I, the undersigned, agree to abide by the Zone Representative Terms of Reference, as outlined above.

Name: _____

Address: _____

Signed: _____

Date: _____