

Yachting Victoria Inc.
Coaching Committee
Committee By Laws
2015

1 Standard- By Laws

These By- laws apply to and govern all Committees of YV that provide services to Members of YV or represent interest groups from the members of those Member Clubs and Associate Members. The By- laws do not apply to sub- committees of the Board of YV established to assist the Board in the governance, funding and administration of YV.

2 Committee Objectives

The Committee shall have a set of Objectives, approved by the Board, which is consistent with the Vision, Mission and Objectives of YV, and which shall be published to Members.

The Objectives of this Committee appear as **APPENDIX 1** to these By Laws.

3 Committee Members

- (a) The Committee shall comprise up to ten voting Committee Members (unless otherwise approved by the Board) who are financial members of Member Clubs or Associate Members and whose nomination to the Committee is approved by their Member Club or Associate Member or a Member of the YV Board. The ten voting members will annually elect a Chair, Vice-chair if applicable, and Secretary from the ten voting members.
- (b) Unless otherwise approved by the Board, the Committee may co-opt up to two non-voting additional persons, who need not be members of a Member Club or an Associate Member, with relevant expertise.
- (c) A Member Club or Associate Member may nominate up to two voting Committee Members on the Committee.
- (d) The President or Vice President of YV may attend and vote on any Committee in accordance with YV Rule 15(9).
- (e) The CEO and/or one additional staff member of YV may attend but not vote on any Committee.
- (f) A Board representative may attend and vote on any Committee as one of the ten voting members.
- (g) The Committee will strive to have an appropriate gender balance.

The qualifications for Committee Members are set out in **APPENDIX 2**, and shall be approved by the Board. **APPENDIX 2** shall also record any increase in membership numbers in accordance with 3(a) and 3(b) above.

Where there are more nominations for voting Committee Members positions than there are positions available, the YV Board will determine who will be the voting Committee Members.



A Committee Member may serve as a Committee Member for a term of not more than 6 years commencing from the later of the date of adoption of these By- laws and the date the Committee Member joined the relevant Committee, unless approved by the Board.

4 Appointments

Appointments to the Committee shall be approved by the Board and made as follows:

- (a) The Board approves 10 voting members ordinarily during the April – September period. This will be the result of a Board approved election or appointment process.
- (b) within 30 days after this, the Committee shall elect its Executive. The Chairperson shall then nominate in writing to the CEO, any changes to the Chairperson or other Executive positions for the next year.
- (c) the Board will confirm the position of Chairperson and other Executive positions for the next year, within 60 days. Until the expiry of this 60 days the previous Chairperson and other Executive positions will continue in those roles.
- (d) the Executive positions on the Committee shall be:
 - (i) Chairperson;
 - (ii) Vice Chairperson, if required and nominated by the Committee, who will act in the absence of the Chairperson; and
 - (iii) Secretary, if required and nominated by the Committee, who will be responsible for keeping all records and minutes, establishing meeting agendas, correspondence and other administrative tasks,
- (e) the Chairperson or any other Committee Member may be removed from the Committee by vote of a two-thirds majority of the voting Committee Members, or by the Board.
- (f) the Chairperson shall only remain in that position for a maximum period of two years unless otherwise approved by the Board.
- (g) In summary the process will be i) The Board approves 10 voting members ordinarily during the April – September period, ii) 10 voting members then elect Chair, Vice-chair and Secretary within 30 days, iii) the Board then approves or otherwise these three positions within a further 30 days.

5 Changes During the Year

At any time during the Year, the Board may terminate any existing Committee or establish any new Committees as the Board decides.

At any time, the Committee may submit to the Board for approval:

- (i) any recommended changes to the Committee Objectives;
- (ii) any recommended changes to these By- laws;
- (iii) any recommended changes to the Chairperson, Vice Chairperson, Secretary, or other membership of the Committee; or
- (iv) any other material changes concerning the Committee,

and the Board's decision shall be final.

6 Agreed Principles

Committee Members shall :

- (a) uphold the Vision, Mission and Objectives of YV;
- (b) represent the interests of YV ahead of the interests of individual Member Clubs Associate Members or themselves;
- (c) declare at any meeting or otherwise as the Chairperson requires, any sailing, business or personal interests which might in any way be in conflict with or relevant to the governance or decision making of the Committee or YV;
- (d) keep confidential any discussion required by the Committee or YV to be kept confidential;
- (e) obtain the prior approval of the Board, via the CEO, for the nomination of any representatives to any YA committee; and
- (f) support the sponsors and stakeholders of YV.
- (g) adhere to the requirements of the Committee Declaration form that all nominees for Committee positions must complete.

7 Decision Making Process

The Committee shall :

- (a) present all resolutions that have affect outside the Committee and on YV policies through the CEO to the Board as recommendations;
- (b) work through any assigned member of YV staff to the CEO, or where there is not an assigned member of staff communicate directly with the CEO;
- (c) refrain from any communications directly with the media, and refer the media to the CEO;
- (d) in relation to YA:
 - (i) make recommendations to the Board on the appointment of Victorians to YA committees having similar objectives to the Committee; and
 - (ii) ensure that any motions moved or to be voted on by Victorian delegates at any YA committee meeting have the approval of the Committee and are communicated to the Board via the CEO prior to attending the relevant YA committee meeting ;
- (e) recommend to the CEO any budget or expenditure of the Committee, and not commit any YV funds without the approval of the CEO of a budget for or the expenditure of those funds;
- (f) direct to the YV office all funds received by the Committee;
- (g) if any business comes to the Committee that is the business of another committee, refer the business to that committee, and if there is not another Committee established for that business, refer it to the CEO; and

- (h) deal in good faith with all directions from the CEO or the Board.

8 Conduct of Meetings

The Committee shall conduct its meetings in accordance with the following principles:

- (a) accord with commonly accepted governance principles including providing notice of meetings and business of at least seven days prior to the meeting, keeping of minutes, and publishing proposed regular meeting dates well in advance;
- (b) meetings must not be scheduled on the night of YV Board meetings (every 3rd Tuesday of the month);
- (c) operate with a quorum of at least 50% of the number of voting members. Where 50% of the voting members are not present, the meeting should be held and minutes kept, but all decisions must be ratified by email or other written means, by a majority of voting Committee Members after the meeting, or by the next meeting with a quorum;
- (d) make decisions based on a show of hands. Where there is an equal number of votes on any matter, including that of the Chairperson, the Chairperson shall have a second casting vote;
- (e) in relation to minutes of each meeting,
 - (i) each set of minutes must summarise any item of business to be referred to the Board; and
 - (ii) provide a copy to the Committee Members and the YV office within one week.

The YV office will make available the minutes to Member Clubs.

- (f) provide a written report to the CEO of any matter requiring Board approval or decision at least seven days prior to the next Board meeting;
- (g) the Chairperson or a nominee of the Chairperson shall be available to present to the Board at any Board meeting.

9 Sub-Committees

The Committee may appoint one or more sub-committees to address any matters, and each sub-committee must:

- (a) operate in accordance with the By-laws of its Committee; and
- (b) have all decisions ratified by the Committee before, subject to Clause 7, the decisions become effective.

10 Reports

The Committee shall provide to the Board for presentation to Member Clubs and Associate Members, two reports in writing each calendar year of its achievements relative to its Committee Objectives and all other important issues and plans for the next six months:

- (a) for the first half calendar year ending 31 December – by 28 February; and

(b) for the second half calendar year ending 30 June – by 31 August, in each calendar year. Other reports as requested by the Board will also be required to be completed.

11 Expenses

Subject to the prior approval of the CEO, YV will reimburse,:

- (a) all out of pocket expenses for the Committee's operation, eg room hire and the like;
- (b) training costs for Committee Members which are relevant to their role on the Committee; and
- (c) interstate travel costs in accordance with YA policies which are not reimbursed by YA. This includes the attendance of one person at the meeting of each YA committee which is relevant to the business of the Committee.

12 Terminology

To assist in reading this document, the following words and expressions are defined:

AGM means the Annual General Meeting of YV, held in September each Year.

Associate Member is an Class Association or other body which is an Associate Member of YV.

CEO means the Chief Executive Officer of YV.

Chairperson means the chairperson of the Committee.

Class Association is an Associate Member which is a class association.

Committee means a committee of YV.

Committee Member means a member of a Committee.

Committee Objectives means the objectives established by a Committee and posted on the YV website.

Constitution means the Constitution of YV.

Executive means the Chair, Vice-Chair and Secretary of the Committee

Board means the elected Board of YV.

Member means a member of YV.

Member Club means a yachting or other club which is a member of YV.

Secretary means the secretary of the Committee.

Vice Chairperson means the vice-chairperson of the Committee.

Year means the period of 12 months following each AGM.

YA means Yachting Australia Incorporated.

YV means Yachting Victoria Incorporated.

Appendix 1

1. Membership requirements

The Coaching Committee will comprise members with appropriate knowledge, skills and expertise to contribute to the achievement of the Committee's objectives. These will include coaching, high performance, participation, retention, regatta, program management, administration, business and communications skills/experiences.

In terms of background the composition of the committee should be –

- Three members with club based experience and expertise
- Three members with class based experience and expertise
- Three members with professional/industry experience and expertise (this will ordinarily include the YV staff involved)
- One independent chairperson with a variety of experience and expertise

2. Role/Measures

The role of the Coaching Committee is to recommend and support the strategic direction for coaching, as well as junior/youth participation, critical mass, transition, retention, development, pathway, and performance, in Victoria. The Coaching Committee will also focus on -

- The development and support of qualified Coaches
- The development and support of Coaching programs at club and class levels
- Underpinning programs that support coaching programs for those top competitive sailors with the potential to make the VIS, ASS and AST.
- Providing well understood and excellent pathways for skills development for competitive sailors and coaches
- The development and/or support of club coaching programs.
- Nurturing club and class relations and work to develop a thriving 'Junior > Youth Movement'.
- Other KPIs and Measures developed by the committee and supported by the Board within the committees component of the overall YV Annual and/or Strategic Plan.