

Special Olympics Australia

STATE SELECTION COMMITTEE TERMS OF REFERENCE

1. GENERAL

1.1 Introduction

The State Selection Committee is a key part of Special Olympics Australia's (SOA) mission and vision of enriching the lives of Australians with an intellectual disability by providing quality sporting opportunities that also engage the broader community.

SOA has an objective to strive for best practice in all aspects of its operations and is committed to providing a fun and safe environment for athletes, staff, volunteers, and families.

1.2 Scope

This document sets out the arrangements to ensure that the State Selection Committee (SSC) functions as intended by the SOA Board by complying with approved policy, procedures and Special Olympics International (SOI) accreditation requirements. It outlines arrangements for:

- Purpose and functions of the SSC
- Code of conduct of SSC members
- Membership of the SSC
- SSC meetings
- Liaison

1.3 Purpose & Functions

The SSC functions and responsibilities are:

- To perform and uphold processes and procedures which support National selection policies and relevant Board resolutions.
- To review the processes and procedures used for the selection of athletes, officials and team support volunteers to represent the state at national events and recommend to the National Selection Committee any improvements considered necessary to complete the task more effectively.
- To ensure effective job descriptions for officials and team support volunteers are in place and management lines of responsibilities are appropriate to the situation under consideration.
- To ensure that any variance to SOI rules be brought to the attention of the State Chair in consultation with SOA's Competition and Pathways Manager.
- To provide guidance to those club officials responsible for the endorsement of athletes, officials and team support volunteers to represent their State at State and National events, to ensure they meet all aspects of the Code of Conduct, and to ensure that

selected athletes meet the 4 athletes to 1 carer ratio.

- To function as a point of referral for any issues or problems that arise with regard to selection of athletes, officials and team support volunteers.
- To provide appropriate feedback to athletes, officials and team support volunteers on issues raised during the selection process.

1.4 Code of Conduct for SSC members

The SSC members are required to:

- Act honestly, objectively and with the highest level of integrity and demonstrate impartiality in their findings, opinions, and recommendations.
- Exercise a high degree of care, diligence, and confidentiality.
- Uphold the SOA Code of conduct.
- Declare any conflict of interests.
- Be committed to adhering to the SOI Article 1 of the Official Sports Rules including aspects relating to divisioning, advancement to higher level competition and competition requirements.
- Ensure that information acquired through being an SSC member is never used to:
 - Gain an improper advantage for the member or another person; or
 - Cause detriment to any members of the organisation.

2. MEMBERS

2.1 Membership

The Committee shall be comprised of at least (5) five and no more than seven (7) members. At least one member should be external and not hold an official position within SOA.

The members shall not:

- Be an employee of SOA.
- Be a member of a State or Club Leadership Committee.
- Hold any role deemed by the CEO to be a potential source for a conflict of interest.
- A State team official or team support volunteer at any event (including State Games) at which selections of athletes and officials will be conducted.

Secretariat role will be a state volunteer and appointed by the State Chair to provide support to the SSC. The Secretariat will not have voting rights. The Secretariat will be responsible for administrative support and liaison with SOA's Competition and Pathways Manager as requested by the SSC Chair.

2.2 Composition, Skills and Experience

The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the SSC.

SSC composition may include members with the following experience:

- Former Head of Delegation of a National or State Team
- SOA parent representative
- SOA sports representative (i.e., accredited coach, sports coordinator)
- Independent representative from a State or National Sporting Organisation (SSO/NSO) or a State or National Sporting Organisation for People with Disability (SSOD/NSOD)
- A person with past selection experience
- Disability specialist
- Human resources expert
- A practicing or recently retired lawyer

Members of the SSC are expected to have the following skills and experience:

- The capacity and commitment to meet project objectives in a detailed and timely fashion and to coordinate and work toward committee goals.
- Good computer proficiency to enable regular access and competent use of emails, Microsoft Word and Excel, and document management.
- Have or be prepared to develop:
 - A thorough understanding of Special Olympics, its mission, and its philosophy.
 - A comprehensive understanding of Special Olympics Article 1 of the Official Sports Rules (the SOI General Rules).

The Committee may invite to its meeting the State Chair, any other sports expert, other member of SOA staff or other such person as it deems appropriate to carry out its responsibilities, but these attendees are not entitled to vote. The Committee may also exclude from its meetings any person it deems inappropriate.

2.3 Appointment

The SSC will undertake a selection process to appoint new members based on a skills identification process and recruitment consistent with the SOA appointment processes. The current SSC will assess the nominations and submit recommendations to the State Chair. Appointments shall be made by the State Chair following consultation with SOA's Competition and Pathways Manager.

The SSC must ensure that appropriate checks are undertaken before appointing a person including checks as to a candidate's character, expertise, education, and criminal record. New members should receive appropriate induction, sign a confidentiality agreement and become registered SOA volunteers.

2.4 Length of Tenure

A member will be appointed to the SSC for four (4) years. Members must apply and be reappointed after four (4) years. A member's tenure is limited to a maximum of eight (8) consecutive years.

The four-year cycle will commence the year before the Summer State Games are held and will cover the National Summer Games, National Winter Games, and any other national events that may occur within the four (4) year cycle.

In consultation with the SSC Chair and SOA's Competition and Pathways Manager, the State Chair will appoint a replacement for any SSC member unable or unwilling to complete their four (4) year term.

It is recommended that a minimum of two members remain in situ for a second term on the SSC to ensure consistent knowledge of and adherence to existing policy, procedure and process is uninterrupted. One of these members should be the SSC Chair.

2.5 Resignation

An SSC member who wishes to resign should do so in writing. Resignations should be addressed to the State Chair.

2.6 Removal

At any time, the State Chair, in consultation with the *SOA's Competition and Pathways Manager* may suspend or remove a member of the SSC.

2.7 Delegating Functions

An individual SSC member may not delegate their functions to another person.

2.8 Chair

The SSC shall elect a Chair from among the members. The primary role of the Chair is to ensure the efficient and effective operation of the SSC.

The SSC Chair plays an important role, including:

- Leading the SSC and facilitating constructive contributions by all members.
- Ensuring the SSC functions effectively and efficiently as a whole in discharging its responsibilities.
- Establishing an effective working relationship with the State Chair, SOA's Competition and Pathways Manager, the Secretariat, the NSC and other State Selection Committee Chairs.
- Chairing meetings and ensuring the effectiveness of those meetings.
- Approving the minutes of the SSC meetings.

The Chair is to remain in the role for a minimum of two years with a maximum of four. After an initial two years, the SSC shall seek elections for a new chair.

2.9 Remuneration of Members

Membership of the SSC is voluntary. SSC members will be reimbursed for approved, appropriate and reasonable expenses. The State Chair is responsible for prior approval of expenses, in line with all relevant SOA policies and procedures.

2.10 Contact details

Members are required to provide current contact details including email address, phone number(s) and postal address to the Secretariat. SOA email addresses designated for SSC members must be used for all SSC business.

3. MEETINGS

3.1 Convening Meetings

The SSC will meet at least twice per year. The number and frequency of meetings will correlate with the need to select and appoint Athletes, Officials and Team Support Volunteers for national sporting events, as determined by SOA.

The Chair may convene a meeting of the SSC on ten (10) business days' notice or such a shorter time as the other SSC members agree.

Written notice can be given to a SSC member by sending it via their email address and requesting confirmation of receipt. The notice should state the place (including dial-in details for a virtual meeting), date and start time (AEST) of the SSC meeting. The notice may also describe the agenda and the general nature of the business to be transacted.

3.2 Quorum

A quorum for any meeting exists when a majority of SSC members are present at all times.

If a quorum is not present within a reasonable time after the time set for the meeting, it will be adjourned or postponed to such a time and place as the SSC members present agree. To the extent that it is practically reasonable, an attempt must be made to inform those SSC members not present at the original meeting of the time and place of the adjourned or postponed meeting.

3.3 Meeting Method

The majority of the work of the Committee will be conducted electronically and by teleconference. With selection timelines and requirements, it is imperative that communication is addressed confidentially and punctually. Electronic communication (email) protocol use is mandatory. Members who do not respond to emails and other communication may be removed from the Committee in terms of clause 2.6.

3.4 In Person Meeting Frequency

SOA is both respectful of and sensitive to the time required of the SSC. The time commitment will include an annual face-to-face meeting (budget permitting) and attendance at State Games.

3.5 Attendance

SSC members are not bound to attend/participate in all meetings, although they are required to participate in 75% of scheduled meetings within their term.

If SSC members cannot participate in a scheduled meeting they should, within reason, inform the Chair and Secretariat as soon as possible. Absence of any SSC member should be

recorded in the minutes.

SSC members who are not present at three (3) consecutive meetings, or who fail to participate in a minimum of 50% of meetings in a year without special leave of absence from the committee, may be declared by the other members to have vacated their seat and will be asked to leave the committee.

3.6 Attendees

Subject to the vote of the majority of members, any SOA Director, SOA staff member, or other person with specific expertise relevant to the functions and professional development of the SSC may be invited by the Chair to attend and speak at a SSC meeting.

If necessary, a SSC attendee may be required to sign a confidentiality agreement with regards to the contents of the meeting(s) at which the attendee was present.

3.7 Adjournment

The Chair has power to adjourn a meeting for any reason to such a time and place as the Chair thinks fit. Where practical, it is required for a reasonable attempt to be made to give all SSC members notice of the adjourned or postponed meeting.

3.8 Voting

Unless otherwise agreed upon by the SSC, voting at meetings is by a simple majority. Any dissenting member shall be entitled to have their dissent recorded in the minutes.

SSC members must declare a conflict of interest if they have a material personal interest in the matter that is being considered, and they cannot vote on that matter. Further, the SSC Member concerned must not be present while the Committee is considering a proposed resolution in relation to that matter.

Voting outcomes and confidential matters must remain confidential. The SOA State office issues official announcements after the SSC recommendations are sanctioned by the State Chair in consultation with SOA's Competition and Pathways Manager. Private discussions on outcomes determined by the SSC contravene the code of ethics and confidentiality.

3.9 Minutes, Reports & Recommendations

The SSC must keep minutes of its meetings. The Secretariat will take minutes of all meetings and keep records of all meetings held, papers submitted to meetings and recommendations made by the SSC.

A copy of any of those documents is to be provided to all members of the committee for review and members are to respond within 5 business days if they have any concerns with minutes provided. If no response is received, it is taken that the member agrees with documents provided. Documents are signed by the Chair and are taken to be a true record unless the contrary is proved.

Copies of the minutes are to be forwarded to the Secretariat and securely retained by SOA. The minutes and records must be available to the CEO, Board members, SOA's Auditor and interested parties in the event of a written complaint being placed before a formal tribunal.

3.10 Reporting

The SSC makes recommendations to the CEO.

3.11 Feedback Policy

By way of written request to the Chair of the SSC, applicants who are not appointed to Official or Team Support positions may seek feedback on their application and interview (where applicable). The sole purpose of such feedback is to provide the applicant with a focused professional development opportunity.

3.12 Resources

The SSC should inform the Secretariat if it believes that it does not have adequate resources or access to information to enable it to properly perform its functions.

3.13 Changes to Terms of Reference

If the SSC wishes to recommend any changes to these terms of reference, then the SSC must document the proposed change and submit this to the CEO.

All amendments become effective when the CEO notifies the SSC and SOA Board. An amended Terms of Reference will be circulated to each member.

3.14 Committee Performance

The SSC will evaluate its performance on an annual basis and assess the achievement of the responsibilities specified in this Charter. It will report its findings to the State Chair and SOA's Competition and Pathways Manager on an annual basis.

The National Selection Committee shall review its and the State Charter every two years and recommend any desired changes to SOA's Competition and Pathways Manager, the CEO and the Board for approval.

4. **LIAISON**

The SSC may be required to liaise with the:

- State Chair
- SOA's Competition and Pathways Manager
- SOA State Managers and/or State Coordinators
- Other State Committee Chairs
- State Sport Coordinators
- SOA staff
- Games Organising Committees (GOC)
- SOA Team Management for National Teams
- Heads of Delegation
- State Committees

Version Control

Version number	Approved by and date	Review due date	Review conducted
2024 - Final	Chair NSC – Geoff Vickers 27/11/2024 CEO – Pierre Comis 27/11/2024	Nov 2026	