



Coach and Athlete Advisory Panel (CAAP)

Terms of Reference

Unit Relationship: Sports Participation and Development
Initial Development: February 2013
Last Update: May 2013
Version Number: 4

TERMS OF REFERENCE

Netball Queensland Coach and Athlete Advisory Panel (CAAP)

1. Name

- 1.1. This panel is to be known as the 'Coach and Athlete Advisory Panel'.
- 1.2. The acceptable abbreviation for the Coach and Athlete Advisory Panel is 'CAAP'.

2. Purpose

- 2.1. To provide advice and recommendations to Netball Queensland (NQ) to assist in the attainment of best practice, industry leading performance and development pathways for Queensland coaches and athletes.

3. Target Groups

- 3.1. Coaches and athletes at all levels of netball within the NQ pathways.

4. Composition

- 4.1. The CAAP shall consist of the NQ Sports Development and Participation Manager (SDPM), Queensland Firebirds Coach and up to five other panel members.
- 4.2. The five panel positions will be represented by a broad representation of skill sets and experiences and will include member with:
 - High performance coach and/or athlete experience.
 - Developmental level coach and/or athlete experience.
 - Regional or remote coach and/or athlete experience.
 - Competition coach and/or athlete experience.
 - Education and accreditation coach and/or athlete experience.
- 4.3. The NQ High Performance Manager, Athlete Development Officer and Coach Development Officer are to be invited to each meeting of the CAAP in an observer capacity and to present as required.

5. Panel Member Selection

- 5.1. Yearly expressions of interest for vacant positions on the CAAP will be called.

- 5.2. The recommendations will be made in consideration of the most suitable candidates to fill each of the individual panelist roles from those that have submitted by an expression of interest. The NQ Chief Executive Officer and the NQ SDPM will recommend panel chair and members for appointment by the NQ Board, in keeping with By-Law 7.3

6. Term of Membership

- 6.1. As per By-Law 7.4 panel members will serve a maximum term of one year.
- 6.2. The NQ SDPM and Queensland Firebirds Coach are permanent members of the CAAP and will fill positions on each new panel.

7. Meeting Procedures

- 7.1. Meetings shall be called by the NQ SDPM and notices for meetings shall be issued by NQ.
- 7.2. The CAAP will meet on a minimum of two (2) occasions per year on dates and at places to be set out in advance at the beginning of the year.
- 7.3. More meetings may be scheduled at the discretion of the CAAP members and the NQ SDPM with a minimum of five (5) days written notice to all panelists.
- 7.4. The meeting will be chaired by (*PANEL MEMBER – TO BE CONFIRMED*).
- 7.5. A CAAP meeting agenda is to be distributed to all panelists a minimum of five (5) days prior to the scheduled meeting.
- 7.6. When required, panel members can attend the meeting via teleconference or similar means. ie Skype.
- 7.7. A quorum consists of a majority of the current number of panel members.
- 7.8. Minutes of each CAAP meeting will be taken by a NQ provided minute taker (independent of panelists) and a draft copy will be distributed to all panelists for review within five (5) working days of the meeting occurring.

8. Review, Termination and Withdrawal

- 8.1. The terms of reference, capacity and function of the CAAP may be reviewed as required by NQ however it will be reviewed annually.
- 8.2. The SDPM may consider removal of a member of the CAAP for failure to comply with any aspects of the commitment statement by written notification detailing the breach.

- 8.3. The panel member subject to the consideration for removal may make a written submission responding to the consideration within seven days, to be reviewed by the CEO.
- 8.4. The determination of the CEO with regards to the consideration for removal will be communicated to the panel member within seven days of receipt of their response. An adverse determination will result in immediate removal of the panel member.
- 8.5. Members of the CAAP may at any time withdraw their membership via written communication to the SDPM.

9. Recommendations from the CAAP

- 9.1. The CAAP is an advisory panel only.
- 9.2. CAAP recommendations shall be clearly articulated through the minutes of the CAAP meetings for the review of the SDPM.
- 9.3. Recommendations from the CAAP will be reviewed in line with strategic, budgetary and operational considerations by the SDPM and relevant operational staff to evaluate the potential for implementation.
- 9.4. Responses to the CAAP recommendations will be provided by the SDPM.

10. Reporting

- 10.1. The CAAP will report on their activity through the SDPM Board reporting.

11. Budget

- 11.1. Costs associated with the coming together of the CAAP are to be budgeted for within the coach development budget.

12. Commitment Statement

- 12.1. On appointment, all panelists will act in accordance with:
 - All Netball Queensland Policies and procedures.
 - Netball Queensland's Constitution, By-laws and policies and procedures.
 - The Associations Incorporation Act 1981.
 - The Netball Queensland Code of Conduct.