



## **COMPETITIONS COMMITTEE CHARTER (Season 2021)**

In accordance with the Hills Football Incorporated (HFI) Constitution clause 23.1, the HFI Board may by instrument in writing delegate any of their powers to Committees consisting of such persons they think fit (including Directors, individuals and consultants), and may vary or revoke any delegation.

This charter is the “written instrument” referred to in clause 23.2 of the Constitution delegating power to meeting under the direction of the Director of Competitions to assist with the process of considering and potentially implementing strategic changes and rule changes of the HFI Competitions, as per clause 23 of the HFI Constitution.

### **ROLE / PURPOSE**

The role of the Competitions Committee is to:

- Assist the Director of Competitions, the General Manager and Competitions Manager by providing advice, experience, knowledge and input to frame recommendations to go to the HFI Board in relation to strategic changes to Competitions and annual changes to the HFI Bylaws.
- The Competitions Committee will operate under the direction of the Director of Competitions who will report back to the Board and or General Manager.
- The Competitions Committee can be consulted through electronic means (email) or virtual meetings via skype, teams, zoom, or in person meetings from time to time.
- The Competitions Committee may be asked to attend and take part in broader Forums that involve strategic changes to the HFI Competitions.

### **TERM**

The term of the Competitions Committee (Season 2021) is from 16<sup>th</sup> November 2020 to the end of the competition season in 2021.

### **MEMBERSHIP OF COMMITTEE**

- The HFI Office will send an invitation to all Member Clubs seeking Expressions of Interest to join the Competitions Committee on or around the 4<sup>th</sup> November 2020. Participation to join the Committee is subject to the approval of the Board and will be announced on or around the 12<sup>th</sup> November 2020.
- It is expected, but not required, that each participant of the Committee is a member of a Club affiliated with HFI.
- The Committee can not contain more than two persons per Member Club.
- Participants are committed to attending every Committee meeting to the extent reasonably possible.

### **LEAD**

The Competitions Committee will be led by the Director of Competitions, the General Manager and the Competitions Manager from time to time. The Director of Competitions will report to the HFI Board at each HFI Board Meeting, which will be included in the minutes of the HFI Board Meeting.

## **MEETINGS**

- At least seven (7) days notice will be given for any meeting of the Competitions Committee.
- An agenda will be circulated at least 48 hours prior to any meetings of the Competitions Committee.
- A Competitions Committee Meeting quorum is a majority of the Member participants approved to join the Committee.
- An HFI Board Member (other than the Director of Competitions), the HFI General Manager and Competitions Manager are able to attend Competitions Committee Meetings at their discretion.
- If the Director of Competitions is unable to attend a Competitions Committee Meeting, the meeting will be led by a Member of the Board or the HFI General Manager.
- Meeting notes will be kept at all Competitions Committee Meetings. These notes will be circulated to all Competitions Committee Members present at the meeting within 72 hours for comment before they are submitted to the HFI General Manager and or Board no later than five (5) working days following the meeting.
- The Competitions Committee will meet between the end of the 2020 season and the 11<sup>th</sup> December 2020 to discuss and consider any possible changes for the 2021 season and then may meet any time after this date to monitor any changes implemented.
- The Director of Competitions may invite anyone to attend a Competitions Committee Meeting if he / she believes that person can add knowledge or input to an agenda item.

## **ELECTRONIC MEETINGS**

Throughout the season, the Competitions Committee may be asked through electronic means to consider matters involving possible Rule Changes for the following season and in extreme cases, changes during the current season.

This correspondence will be used to assist the office with considering changes, which will be tabled to a Meeting of the Competitions Committee, shared with Member Clubs at the next General Meeting for the consideration of the HFI Board.

## **ROLES AND RESPONSIBILITIES**

- The Competitions Committee is responsible for considering the broader interests of football when making decisions and recommendations that are in line with the Objects of Hills Football (Clause 3 of the HFI Constitution).
- Fostering collaboration with the HFI Board, staff, Clubs, Affiliates and the HFI Referees Committee.
- Considering the rights and expectations of all players no matter of age, ability or gender when making recommendations and decisions.
- Utilising their experience, knowledge and broader understanding of the game and the landscape of football in the Hills District to assist the HFI Board and staff to frame its competitions.

## **RECOMMENDATIONS TO THE BOARD**

Any recommendation of the Committee may or may not be adopted by the Board in its discretion. In cases where a recommendation is not adopted, the Board will advise the Competitions Committee of this decision and the reasons for not adopting the recommendation.