

The Squash & Racquetball Victoria Board is supported in its work by two substructures - Committees and Working Groups.

- **Committee** - where the Board appoints a group of individuals to advise on or deliver a task or activity on an ongoing basis, that is, there is longevity or regular frequency to the work and
- **Working Group** - where the Board appoints a group of individuals to advise on or deliver a specific or short term task.

Substructure Type:	Committee
Name:	Pennant Committee
Author:	Fiona Young
Author Title:	Executive Director
Date Written:	May 2015
Approved:	December 4, 2015

Updates to TOR

Update No.	Approval Date	Nature of Amendment	Update Author

Pennant Committee Terms of Reference

Purpose

- To provide a consultative forum that can effectively provide advice on current and future Victorian pennant competition development and direction to the Squash & Racquetball Victoria Board
- To provide advice and support on the planning, implementation, monitoring, reporting and improvement of the State Grade Pennant competition

Key Responsibilities

1. Make recommendations to the S&RV Board regarding alteration/change to the S&RV Pennant By Laws
2. Support the S&RV Pennant Competition Administrator(s) including:
 - Application of S&RV Pennant bylaws
 - Management and overseeing of Player Rankings/Ratings
 - Grading of S&RV Pennant Competition Teams
3. Provide input to S&RV planning workshops and S&RV Strategic Plan as required.
4. Report to the Board at the conclusion of each Pennant competition to review the effectiveness of the competition structures to ensure their relevance to growth and development of the sport.
5. Provide a report for the S&RV Annual Report.

Desired Skills

Technical knowledge of the sport of squash, interpretation of policy, regulations and bylaws.

Membership

The Pennant Committee comprises:

- No fewer than 4 and no more than 7 members in total (must include at least one female and one male)
- Squash & Racquetball Victoria Competition Coordinator
- 1 representative from the Squash & Racquetball Victoria Board

Internal or external persons may be invited to attend meetings at the request of the Chairperson to provide advice and assistance considered necessary.

Chairperson to be elected from amongst the community representatives.

Squash & Racquetball Victoria Role

- Prepare agendas and issue notices for meetings, ensuring all documentation for discussion or comment is attached to the agenda.
- Distribute the Agenda at least one week prior to the meeting.
- Circulation of meeting minutes to sub-committee members.
- The Squash & Racquetball Victoria Board representative on the Committee is responsible for reporting back to the Board on all Committee meetings and recommendations.

Authority

The Committee provides reports and recommendations to Squash & Racquetball Victoria, it does not have authority to make decisions on behalf of Squash & Racquetball Victoria.

Squash & Racquetball Victoria authorises final versions of any reports and submissions generated from this Committee.

Any public statements in relation to the workings of the Committee will be authorised by Squash & Racquetball Victoria.

Meeting Process

At least 3 meetings will be held annually.

Quorum

A quorum of 3 is required for the meeting to proceed.

Terms of Reference

The Terms of Reference will be reviewed annually in November.