



Squash Australia Ltd

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Affiliations

World Squash Federation
Australian Commonwealth Games Association
Oceania Squash Federation
Confederation of Australian Sport
Australian Olympic Committee

SQUASH AUSTRALIA WORKING GROUP

Events Working Group Charter

1. Roles and Responsibilities

- 1.1 Events Working Group (EWG) members will play a key part in developing ideas, content and process for moving all areas of the newly launched Squash Australia Strategic Plan forward. [Please click here to see the Squash Australia Strategic Plan \(http://www.squash.org.au/w/about-us\)](http://www.squash.org.au/w/about-us).
- 1.2 The EWG will be a major resource to the Squash Australia Board and CEO of Squash Australia to assist in developing and managing the game of Squash across Australia.
- 1.3 The EWG will focus on the following key areas of Squash Australia events:
- (i) Annual calendar of events in Australia and on the international landscape;
 - (ii) Overall format for the management of events;
 - (iii) Identification of resources to successfully conduct events
 - Staff
 - Volunteers (event management, officials etc.)
 - Venues
 - IT requirements prior to and during the event
 - Risk management planning
 - Annual calendar
 - Event/tournament rules
- 1.4 In performing its duties, the EWG will maintain effective working relationships with all other Working Groups.
- 1.5 In addition, the EWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Events Coordinator through to the CEO and Board. The Events Coordinator will be viewed by members of the EWG as:
- (i) an active member of the EWG; and
 - (ii) a resource and point of contact through to the CEO and Board.
- The Membership Coordinator will act in a secretariat role and can provide strategic and operation direction when and where required.
- 1.6 To perform his or her role effectively, each EWG member will obtain an understanding of the detailed responsibilities of EWG roles as well as the current strategic plan aligned to the core focus of this Working Group panel.

2. Authority

- 2.1 The Board authorises the EWG, within the scope of its responsibilities, to:
- (i) Perform activities within the scope of its Charter;



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- (ii) When under specific authority, draft Squash Australia policy for review and consideration by the CEO and Board;
- (iii) Interact with and seek advice and clarification from other Committees as appropriate;
- (iv) Engage independent opinions from other advisors as it deems reasonably necessary in order to carry out its duties;
- (v) Work collaboratively with all Squash Australia staff members; and
- (vi) Make formal recommendations to the CEO or Board via the Events Coordinator.

2.2 The EWG has no executive power nor does its work relieve the Squash Australia Board of any of its responsibilities.

3. Membership

- 3.1 Membership of the EWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the EWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the EWG will be appointed by the CEO and will be appointed for a minimum of 2 years and a maximum of 3 consecutive years.
- 3.4 The role of the EWG staffing resource will be filled by Squash Australia Events Coordinator.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the EWG namely event management, risk management and project planning;
- 3.6 Prior to being appointed to the EWG, all members must complete the Skills Matrix document aligned to the EWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the EWG.

4. Attendance at Meetings

- 4.1 Only EWG members are entitled to attend meetings. The Chairperson may invite other persons (e.g. CEO, Directors), as deemed reasonably necessary.
- 4.2 The Quorum for all meetings of the EWG must consist of 50% plus one member.
- 4.3 Meetings shall be held no less than four times a year.
- 4.4 Special meetings may be convened as required and approved by the CEO.
- 4.5 The Events Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the EWG members a reasonable period in advance of each meeting.
- 4.6 The Membership Services Manager will circulate the action items from meetings to members of the EWG within ten days of the meeting.



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4.7 Members of the EWG must endeavour to attend every meeting.

5. Reporting Responsibilities

- 5.1 In following up from each meeting, the Chairperson must provide the CEO with a report and identifying key actions and other matters of concern.
- 5.2 The Chairperson must ensure that the CEO is aware of matters which may significantly impact on Events program across Squash in Australia and the international circuit;
- 5.3 The Chairperson must ensure that there are clear, established lines of communication between each of the key Working Group panels aligned to the EWG.

6. Terms of Reference

- 6.1 The role of the EWG is to ensure the Squash Australia events programme is fit for purpose, meeting best practice standards. In doing so the EWG will provide innovative ideas on improving existing and new competition structures.

Principal Partner



Official Ball





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