



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

Facilities Working Group Charter

1. Roles and Responsibilities

- 1.1 Facilities Working Group (FWG) 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 FWG 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 FWG will focus on the following key areas of Squash Australia facility development:
- (i) Identify clear ways of building strong working relationships with facility owners;
 - (ii) Develop business modelling around 'best practice' facilities;
 - (iii) Identification of resources to successfully develop a stronger management model for facilities
 - Staff
 - Business modelling covering areas such as finance, risk management, marketing etc.
 - IT requirements
- 1.4 In performing its duties, the FWG will maintain effective working relationships with all other Working Groups.
- 1.5 In addition, the FWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Facilities Coordinator through to the CEO and Board. The Facilities Coordinator will be viewed by members of the FWG as:
- (i) an active member of the FWG; and
 - (ii) a resource and point of contact through to the CEO and Board.
- The Facilities 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 FWG member will obtain an understanding of the detailed responsibilities of FWG roles as well as the current strategic plan aligned to the core focus of this Working Group.

2. Authority

- 2.1 The Board authorises the FWG, 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 Facilities Coordinator.

2.2 The FWG 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 FWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the FWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the FWG 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 FWG staffing resource will be filled by Squash Australia Facilities Coordinator.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the FWG, namely an understanding of the facility and or business management, at both State and National level.
- 3.6 Prior to being appointed to the FWG, all members must complete the Skills Matrix document aligned to the FWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the FWG.

4. Attendance at Meetings

- 4.1 Only FWG 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 FWG 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 Facilities Coordinator, in consultation with the Chairperson, shall circulate the agenda and supporting documentation to the FWG members a reasonable period in advance of each meeting.
- 4.6 The Facilities Coordinator will circulate the action items from meetings to members of the FWG within ten days of the meeting.



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4.7 Members of the FWG 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 any matters which may significantly impact on squash facilities across Squash in Australia.
- 5.3 The Chairperson must ensure that there are clear, established lines of communication between each of the key Working Groups aligned to the FWG.

6. Terms of Reference

- 6.1 The role of the FWG is to ensure the Squash Australia Facilities Strategy is fit for purpose, meeting best practice standards. In doing so, the FWG will provide innovative ideas on improving existing facilities across the country as well as the ideas for branching out into creative new types of facilities with aim benefit the sport as a whole.

Principal Partner



Official Ball

