



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

Education Working Group Charter

1. Roles and Responsibilities

- 1.1 Education Working Group (EDWG) 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 EDWG 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 EDWG will focus on the following key areas of Squash Australia education programs:
 - (i) Annual calendar of coach development activities across the country;
 - (ii) Talent and Identification pathways and programs for aspiring athletes around the country;
 - (iii) Identification of resources to successfully conduct education programs;
 - Staff
 - Volunteers i.e. qualified officials
 - IT requirements prior to support program delivery
 - Annual calendar
- 1.4 In performing its duties, the EDWG will maintain effective working relationships with all other Working Groups.
- 1.5 In addition, the EDWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Education Coordinator through to the CEO and Board. The Education Coordinator will be viewed by members of the EDWG as:
 - (i) an active member of the EDWG; and
 - (ii) a resource and point of contact through to the CEO and Board.

The Education 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 EDWG member will obtain an understanding of the detailed responsibilities of EDWG 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 EDWG, 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 Education Coordinator.

2.2 The EDWG 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 EDWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the EDWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the EDWG 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 EDWG staffing resource will be filled by Squash Australia Education Coordinator.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the EDWG, namely accreditation frameworks, delivery and modelling of education programs event management, risk management and project planning.
- 3.6 Prior to being appointed to the EDWG, all members must complete the Skills Matrix document aligned to the EDWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the EDWG.

4. Attendance at Meetings

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



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4.7 Members of the EDWG 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 education programs across squash in Australia.
- 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 EDWG.

6. Terms of Reference

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

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