



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

Participation Working Group Charter

1. Roles and Responsibilities

- 1.1 Participation Working Group (PWG) 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 PWG 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 PWG will focus on the following key areas of Squash Australia participation:
 - (i) Annual calendar of key programs across Australia;
 - (ii) Identification of resources to successfully roll out programs
 - Staff
 - Volunteers i.e. qualified officials
 - Target market i.e. schools, clubs etc
 - IT requirements
 - Annual program calendar
- 1.4 In performing its duties, the PWG will maintain effective working relationships with all other Working Groups.
- 1.5 In addition, the PWG will work in close liaison and provide direct information, communication and recommendations to the Squash Australia Participation Coordinator through to the CEO and Board. The Participation Coordinator will be viewed by members of the PWG as:
 - (i) an active member of the PWG; and
 - (ii) a resource and point of contact through to the CEO and Board.

The Participation 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 PWG member will obtain an understanding of the detailed responsibilities of PWG 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 PWG, 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 Participation Coordinator.

2.2 The PWG 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 PWG is limited to a maximum of 6 members plus Squash Australia staff.
- 3.2 The total membership of the PWG may be reviewed and changed at any time by the CEO in consultation with the Board.
- 3.3 The Chairperson of the PWG 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 PWG staffing resource will be filled by Squash Australia Participation Coordinator.
- 3.5 Each member shall have skills and experience appropriate to the core focus of the PWG namely knowledge of community participation programs and player pathways.
- 3.6 Prior to being appointed to the PWG, all members must complete the Skills Matrix document aligned to the PWG.
- 3.7 Members of the Board and CEO are “ex-officio” members of the PWG.

4. Attendance at Meetings

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

Principal Partner



Official Ball





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4.7 Members of the PWG 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 participation 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 PWG.

6. Terms of Reference

- 6.1 The role of the Participation Working Group is to ensure that the participation strategy is fit for purpose and meets best practice standards. In doing so the PWG will provide innovative ideas on improving participation rates across the country in a variety of areas. While building on current programs and implementing these new ideas, the PWG aims to arrest the decline in participation in the sport and start to drive sustainable growth.

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