

# Hume Football Netball League Inc.

## Hume League Trainers Association Sub-committee

### Terms of Reference

#### **Mandate**

A Hume League Trainers Association Sub-committee (**the Sub-committee**) will be appointed each year by the Board of Management (**the Board**) of the Hume Football Netball League Inc. (**HFNL**) to manage the affairs of Hume League Trainers Association (**HLTA**) trainers within the League, with the objective of providing best practice health and safety to HFNL football and netball players. The Sub-committee are committed to the ongoing education of their members and encourage collaboration and teamwork. The Sub-committee's objective is to have a qualified sports trainer team at each and every official HFNL game day.

#### **Purpose**

The purpose of these Terms of Reference is to assist the Sub-committee in regulating its affairs and to specify its duties and responsibilities.

#### **The Executive Committee**

- Office Bearers (also known as the Executive Committee) to include President, Vice-President and Secretary.
- The Executive Committee and can only be elected/removed by the Sub-committee members.
- Not more than two-thirds of the Executive Committee can be from one club.
- The Executive Committee will assume their positions at the conclusion of the meeting and hold office for the ensuing year. Unless they resign or are removed.
- Office Bearers can only be terminated at the two-thirds majority vote of Sub-committee members.
- An Office Bearer may resign their position by notice in writing to the Executive Committee who will appoint a casual replacement of this position for the remainder of the term.
- All Executive Committee appointments and removals must be officially sanctioned by the Board.

#### **Annual General Meeting**

- Annual General Meeting of the HLTA is to be held within the HFNL Financial Year ending September 30<sup>th</sup>.
- Notice of meeting not less than 21 days.

- Business of the meeting shall be
  - Confirmation of AGM previous minutes
  - Adoption of President report
  - Election of Office Bearers.
  - General Business.

### **Meetings**

- The President shall take the chair, but if 30 minutes has passed since the appointed commencement time and President as not arrived or absent the Vice President will take the chair.
- A minimum quorum of 5 Sub-Committee members representing 5 separate League member clubs and 2 Executive Committee members must be in place for the meeting to be official.
- It is required that each club has at least one qualified member attending Sub-committee meetings.
- There must be a minimum of 2 meetings held per year including the AGM.
- Attendance of Board endorsed Representative as an observer.
- Meeting times and venue is at the discretion of the Executive committee.
- All general meeting dates are given a minimum notification of one week. Notification must also include the Meeting Agenda.
- In any voting by members, only 1 vote is allowed per League member club (combined football and netball clubs will have 1 vote and individual football and netball clubs from the same locality will jointly have 1 vote).
- A simple majority vote of members shall be cast regarding any questions for determination. President (or person presiding) shall have a casting vote if required.
- A Secret Ballot may be conducted as determined by the Executive Committee.
- No voting by proxy.

### **Membership**

1. Sub-committee membership is subject to the requirements as stated in the HLTA By-Laws.
2. Members must also be financial members of their associated League Club.
3. Members are to ensure their contact details are current with HLTA Executive.
4. Sub-Committee membership ceases when a member:
  - not a financial member with their associated League Club,
  - fails to meet the HLTA member qualifications as stated in the HLTA By-Laws,
  - is suspended from their associated League Club.

## **Duties and Functions**

The duties and functions of the Sub-committee are:

- 1) HLTA Executive responsibilities include:
  - Organise training and education
  - Maintain contact details, meeting attendance records and training qualification history of all members.
  - Organise new equipment and uniforms & distribution of season passes.
  - Work with the HFNL compliance officer and Club integrity officers to maintain sports trainer qualifications.
  - Organise meeting dates and venues.
  - Manage conflict resolution and or complaints together with the HFNL.
  - Organise all training duties associated with associated with League Representative fixtures.
  - Administer HFNL passes
  - Take care of HLTA administrative needs (correspondence, minutes)
- 2) Member complaints regarding HLTA and club trainer & other matters need to be conveyed in writing to the HLTA secretary, so as to be formally addressed.
- 3) Refer to the Board any recommendations regarding the organisation and administration of the HLTA.
- 4) Refer to the Board any changes to the HLTA By-Laws.
- 5) Refer to the Board any recommendations from the Sub-Committee pertaining to League matters.  
Attend to all correspondence which may be appropriately dealt with by the Sub-committee, and refer to the HFNL General Manager all correspondence relevant to League matters.

## **Financial Arrangements**

The Sub-committee will process all funds it receives through the League accounts. The distribution of any funds received by the Sub-committee will be determined by the Board.

## **Reporting to the Board**

The Minute Secretary will ensure that the minutes of the Sub-Committee are available at all times for inspection by the General Manager or the Board.

## **Changes to these Terms of Reference**

These Terms of Reference may be amended at any time by the Board and upon amendment the Sub-committee will immediately be subject to the amended Terms of Reference. It is recommended that these Terms of

Reference be reviewed and approved annually by the Board, with input from the members of the Sub-committee for the previous year.

If any matter arises as to the interpretation of these Terms of Reference, then the Sub-committee will seek clarification or direction from the Board.