



Australian Lacrosse Referees Association (Victoria)

Office Bearers and
ALRAV Appointments

Nomination Protocols, Appointment Policy
&
Position Descriptions

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Election of Office Bearers

Nomination Protocols and Appointment Policy

The Australian Lacrosse Referees Association (Victorian Branch) Incorporated (ALRAV) is an incorporated association formed under the auspices of the Victorian Associations Incorporation Reform Act 2012 (The Act).

ALRAV as per the ACT is formed by the adoption of a Statement of Rules for the Association (the Rules)

The purpose of ALRAV is to essentially foster, stimulate and help provide facilities for the development of lacrosse refereeing in the State of Victoria, and to encourage and assist in incidental activities.

Under the Act the business of the Association must be managed by or under the direction of a Committee.

The Committee may exercise all the powers of the Association except those powers that the Statement of Rules for the Association (the Rules) or the Act requires to be exercised by general meetings of the members of the Association.

For ALRAV the Committee is made up of the following positions

- President
- Vice President
- Secretary
- Treasurer
- Ordinary Committee Members (x20)

As per the Rules all Committee positions are to be declared vacant at the annual general meeting of the Association, after the annual report and financial statements of the Association have been received.

The Chairperson of the meeting after declaring all positions on the Committee are vacant will conduct elections for those positions vacated.

This document outlines the process and protocols for this.

Process of Elections prior to the AGM

In preparation for the declaration of positions on the Committee becoming vacant on October 1 or as near as practicably possible each year the ALRAV Secretary will;

1. Identify a Returning officer for the Association. This Returning Officer will ordinarily not be nominating for a committee position except that of an Ordinary Member however should circumstances prevail where a Returning Officer cannot be determined the role of the Returning Officer shall be undertaken by the Secretary

2. notify all members of the forthcoming AGM, date , time and venue
3. call for nominations for the following positions;
 - President
 - Vice President
 - Secretary
 - Treasurer
 - Ordinary Committee Members (x20)

An eligible ALRAV member may nominate himself/herself for a position, or with the consent of the member to be nominated, be nominated by another eligible ALRAV member. A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is yet to be held.

Nominations for the above positions will be open for 4 weeks from the date of the Secretary's notification to members.

This will ordinarily mean the closing of nominations on October 28th each year however from time to time circumstances may dictate a later closing date which will be no less than 4 weeks post Secretary's notification.

Notification to members may be via any of the allowed forms of communication to members as per the Rules.

Nominations to the Returning Officer may be via any of the allowed forms of communication as per the Rules.

At the close of nominations the Returning Officer shall circulate to the members within 7 days a list of nominations for the positions.

An eligible member must be 18 years or over and entitled to vote at a general meeting.

Process of Elections at the AGM

After the Annual Report and Financial Statements have been received, the Chairperson of the meeting shall declare all committee positions vacant.

Where only one nomination was received for a position, the meeting must declare the member elected to that position.

If more than one member is nominated, then a ballot must be held.

If no nominations were received, then an eligible member may be nominated at the meeting.

A member who is nominated for a position and fails to be elected to that position may be nominated for any other position for which an election is still to be held.

The Rules set out that the number of members of the general committee is to be set at the AGM.

For 2016 the suggested number of general committee positions is recommended to remain as that in 2015, 20.

ALRAV Appointments

As per the Rules the Committee may;

- (a) appoint and remove staff;
- (b) establish subcommittees consisting of members with terms of reference it considers appropriate.

For 2016 it is recommended by the Committee that the following positions be considered for appointment;

- Chief Referee
- Deputy Chief Referee
- Allocations Officer (s)
- Quartermaster/Property Officer
- ALRA National Director
- ALRA National Delegate

All positions are for a term of one year.

The ALRAV Historian was appointed for a 5 year term in 2015.

The ALRAV Secretary to be the Returning Officer.

Process of Appointments prior to the AGM

In preparation for the appointment of ALRAV posts on October 1 or as near as practicably possible each year the ALRAV Secretary will;

1. notify all members of the forthcoming AGM, date , time and venue
2. call for nominations for the following positions;
 - Chief Referee
 - Deputy Chief Referee
 - Allocations Officer (s)
 - Quartermaster/Property Officer–
 - ALRA National Director
 - ALRA National Delegate

An eligible ALRAV member may apply for any vacant position. Applicants will be expected to address the key criteria of the role position description in their application.

A member who is unsuccessful in applying for a position may request their application be held over to be considered for any appointment that is still vacant.

Applications for the above positions will be open for 4 weeks from the date of the Secretary's notification to members.

This will ordinarily mean the closing of nominations on October 28th each year however from time to time circumstances may dictate a later closing date which will be no less than 4 weeks post Secretary's notification.

Notification to members may be via any of the allowed forms of communication to members as per the Rules.

Applications are to be made to the Secretary may be via any of the allowed forms of communication as per the Rules.

At the close of applications the Secretary shall circulate to all Committee members within 7 days a list of applications for the positions.

Ordinarily an application for an appointment will only be accepted from an eligible member who must be 18 years or over.

ALRAV Committee members will be expected to review applications in line with the position descriptions/role summary and nominate to the Secretary their support or otherwise for each applicant a minimum of 7 days prior to the AGM. If no response is made to the Secretary by a committee member this will be recorded by default as a supporting vote for the appointment.

ALRAV Committee members are excluded from any discussion on a position where they have made an application.

Where only one application has been received for a role, then if the person is suitable for the role, then that individual will be recommended for appointment at the AGM.

Where more than one application has been received, the Committee will use whatever means necessary (i.e. interview, references, etc) to select the most suitable candidate.

If more than one application has been received for any position or if the Committee has deemed an applicant unsuitable the Committee may ask the applicant to present their case for appointment at the AGM .

This process will conclude as promptly as possible post the closing of the appointment application process.

Process of Appointments post to the AGM

Should any roles remain vacant post the close of the AGM, it will be the responsibility of the new Committee led by the President to canvass members interested in filling these roles as per the position description and the appointment may be made by agreement of the Committee and ratified at the next Committee meeting. Such agreement does not require the Committee to meet and communication can be conducted electronically.



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **President**

BRANCH : **Victoria**

TENURE : **12 months**

APPROVED BY : **ALRAV Committee**

DATE APPROVED : **27 September 2016**

SIGNED :

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The role of the President is to be responsible for providing the principle leadership and direction to the Australia Lacrosse Referees Association Victoria (ALRAV) and the Committee.

The President is responsible for ensuring that the Committee fulfils its responsibilities for the governance and success of the Association. He/she will work to optimise the relationship between the Committee, any paid employees, volunteers and other members, and to achieve the Association's agreed goals.

The President is generally the spokesperson for the Association and should work to maintain key relationships within and outside of the Association.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- presiding over Committee meetings to ensure that they are run efficiently and effectively
- working with the Committee to ensure:
 - the necessary skills are represented on the Committee and that a succession plan is in place to help find new Committee members when required
 - goals and relevant strategic and business plans are developed in order to achieve the goals of the Association.
- serving as a spokesperson for the Association when required
- communicating regularly and systematically with the Presidents of any member associations, the National Governing body for Lacrosse, the State Governing body for Lacrosse, other State ALRA associations and the ALRA parent body
- assisting in the development of partnerships with sponsors, funding agencies, local and state government, shared facility users and organisations that are relevant to the goals of the Association.
- working with the Executive to manage any paid employees of the Association including recruitment, retention, salary and performance reviews.
- acting as a signatory for the Association in all legal purposes and financial purposes
- regularly focusing the Committee's attention on matters of Association governance that relate to its own structure, role and relationship to any paid employees
- periodically consulting with Committee members on their role, to see how they are going and help them to optimize their contribution

3. KEY ATTRIBUTES

The President should:

- be forward thinking and committed to meeting the overall goals of the Association
- be well informed of all organisation activities and able to provide oversight to the members and the Committee
- be able to lead the strategic planning and direction of the Association
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be able to work collaboratively with other Committee Members and develop good relationships internally and externally
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the Association in representing the Committee in external forums
- be a competent public speaker



Australia Lacrosse Referees Association

POSITION DESCRIPTION


POSITION : **Vice President**

BRANCH : **Victoria**

TENURE : **12 months**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED : 

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The role of the Vice President is to shadow the President of Australia Lacrosse Referees Association Victoria (ALRAV) in providing leadership and responsibility for the Association and the Committee and to deputise for the President when they are unavailable by undertaking their functions and roles. It is often considered that the Vice President will succeed the President and that this role is in preparation for that succession.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- responsibility for deputising for the President should the President be unable to fulfil his/her duties
- responsibility for chairing Committee meetings ensuring that they are run efficiently and effectively In the absence of the President
- representing the Association at meetings and forums as agreed with by the President
- assisting the President in deciding which matters are dealt with by the Executive, the full Committee and delegated to Committees
- being an alternate signatory for the Association for legal and financial purposes
- coordinating ALRAV planning to ensure appropriate plans are developed, presented to and reviewed by the Committee, and enacted as required
- Other duties as nominated by the President and / or Committee

3. KEY ATTRIBUTES

The Vice President should:

- be forward thinking and committed to meeting the overall goals of the organisation
- have a good working knowledge of the Committee Constitution, rules and duties of office bearers
- be well informed of all organisation activities and able to provide oversight in discussion on key topics
- be a person who can develop good relationships internally and externally
- be able to work collaboratively with other Committee Members
- be a good listener and attuned to the interests of members and other interest groups
- be a good role model and a positive image for the association in representing the Committee in other forums
- be a competent public speaker
- be able to raise concerns with the President where they arise



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **Secretary**

BRANCH : **Victoria**

TENURE :

DATE APPROVED : **27 September 2016**

SIGNED : 

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The Secretary is primarily responsible for the documentation and communication of the activities of the Committee. The secretary is the primary administration officer of the Committee and provides the links between the Committee, members and outside agencies.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- be able to provide an up-to-date copy of the Constitution and bylaws at all meetings.
- ensure that proper notification is given of Committee and Association meetings as specified in the rules
- develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- manage Minutes of Committee meetings, including either recording the Minutes or ensuring the Minutes Secretary does so
- provide a summary of Committee Minutes for distribution to all Association members
- maintain Committee and Association records
- enable and authorise people to help with the Committee's business. This includes signing a copy of the final approved Minutes and ensuring that the signed copy is maintained
- be responsible for ensuring that accurate and sufficient documentation exists to meet Association legal requirements
- ensure that the records of the Association are maintained as required by law and made available when required by authorised persons. These records may include founding documents, lists of Committee members, Committee meeting Minutes, financial reports, and other official records
- the Secretary may also be the nominated person to receive and file relevant Police Check records or Working with Children documentation
- ensure that official records are maintained of members of the Association and Committee. He / she ensures that these records are available when required for reports, elections, referenda, other votes, etc.
- manage the general correspondence of the Committee except for such correspondence assigned to others
- help and lead the Committee in providing systematic communication from the Committee to Association members and other relevant stakeholders

The Secretary also acts as the Public Officer for the Association and in that role has specific duties that include but are not limited to:

- notifying Consumer Affairs Victoria (CAV) of the Secretary's appointment or a change of the Secretary's details
- notifying CAV of a change of the Association's registered address or other relevant details as determined by CAV by lodging a Change of Association Details form.
- obtaining from the Treasurer of the Association Annual Income and Expenditure Statement and Assets and Liability Statements for submission to CAV
- lodging an Annual Statement and other required financial documents with the prescribed fee and within the prescribed CAV timelines which may from time to time change.
- applying to Consumer Affairs for any approval to alter rules within prescribed timeframes and via an application for Alteration of Rules or Purpose.
- applying to the Registrar for approval of any Association name change
- notifying CAV of a special resolution in relation to winding up of the Association and distribution of the assets of the Association.

3. KEY ATTRIBUTES

The Secretary should:

- be organised
- be a good communicator with the ability to listen, distribute information and understand issues in a timely and considerate manner
- be able to work collaboratively with other Committee Members and develop good relationships internally and externally
- be a good role model with a high degree of integrity, honest and an ability to maintain confidentiality
- have experience with computer software including word processing products email and the internet.



Australia Lacrosse Referees Association

POSITION DESCRIPTION


POSITION : **Treasurer**

BRANCH : **Victoria**

TENURE : **12 months**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED : 

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The role of the Treasurer is to be responsible for the financial supervision of Australia Lacrosse Referees Association Victoria (ALRAV) in order to allow the Committee to provide good governance. The Treasurer is responsible to regularly report on the Club's financial status to both the Committee and the Association's members.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- administering all financial affairs of ALRAV
- accurate receipting of all incoming monies and paying all accounts
- accurate banking of all monies received
- arranging and despatching any invoices produced for periodical payment
- issuing and administering membership payments
- administering all external subscriptions
- administering member reimbursements
- Be a signatory on ALRAV bank or financial account/s
- maintaining accurate records of all income and expenditure
- supporting any required auditing processes
- providing advice to the Committee in their management of ALRAV finances
- preparing monthly financial reports – present at monthly committee meetings
- acting as liaison for ALRAV with any governing body (Lacrosse Victoria, Australian Lacrosse Association) on financial matters
- ensuring development and Committee review of any required financial policies and procedures
- leading the annual budget process and ensure an appropriate annual budget is provided to the Committee for approval.

3. KEY ATTRIBUTES

The Treasurer should:

- have a good working knowledge of accounts management
- be informed of all financial requirements relating to incorporated bodies and be able to present reports to ALRAV in varying formats.
- Be able to maintain accurate financial records

- be able to work collaboratively with other Committee Members and develop good relationships internally and externally
- be a good role model with a high degree of integrity, honest and trustworthy.
- have experience with computer software, including Excel, custom book keeping products, MS Outlook and the internet.



Australia Lacrosse Referees Association

POSITION DESCRIPTION


POSITION : **Historian**

BRANCH : **Victoria**

TENURE : **5 years**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED : 

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The role of the Historian is to manage the ALRA /ALA Recognition Policy and maintain a historical record of the number of games that any official taking part in an Australian Lacrosse Association or Lacrosse Victoria sanctioned Event has completed.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- maintaining a record of the number of games any official completes
- managing the compliance and achievements within the ALRA / ALA Recognition Policy
- Other duties as nominated by the President and / or Committee relating to historical matters and records

3. KEY ATTRIBUTES

The Historian should:

- be organised
- be a meticulous record keeper
- have a strong understanding of the history of Lacrosse officiating in Victoria
- have a good working knowledge of the ALA/ALRA recognition policy
- be a person who can develop good relationships internally and externally
- be able to work collaboratively with other Members on historical matters



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **Ordinary Committee Member**

BRANCH : **Victoria**

TENURE : **12 months**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED :

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The role of the Ordinary Committee Member is to be a part of the Executive Committee for the Australia Lacrosse Referees Association Victoria (ALRAV) in order to assist in providing leadership to the Association. It is often considered that the Ordinary Committee Member reflects the views and opinions of the general member population in consideration of decisions made by the Committee that will affect the Association.

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- attending Committee meetings and partaking in relevant discussion and decisions surrounding the organisation
- representing the Association at meetings and forums as agreed with the Committee or as delegated at the request of the President
- assisting in ALRAV planning to ensure appropriate strategic plans and policies are developed by the Committee and enacted as required
- Other duties as nominated by delegation of the President and/or Committee

3. KEY ATTRIBUTES

The Ordinary Committee Member should:

- be committed to meeting the overall goals of the organisation
- have a working knowledge of the Committee rules and duties of the Committee
- be well informed of all organisation activities and be able to contribute to discussion on key topics
- be a person who can develop good relationships internally and externally
- be able to work collaboratively with other Committee Members
- be a good role model and a positive image for the Association



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **Quartermaster / Property Officer**

BRANCH : **Victoria**

TENURE : **Annual**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED :

NAME OF INCUMBENT :

SIGNED :

DATED :

1. POSITION OBJECTIVE(S)

The Quartermaster / Property Officer is primarily responsible for sourcing, holding, maintaining, distributing and recording a stock of equipment that is required for a Lacrosse referee to function, e.g. (but not limited to) flags, shirts, socks, whistles etc..

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- Sourcing, holding, maintaining, distributing and recording a stock of equipment that is deemed standard requirements.
- Providing to the Treasurer on an annual basis (prior to disbursement of fees) a list of purchases made by members, so that expenses can be recovered.
- On an as-required basis source non-standard items (e.g. leisure wear) for the association.
- Be responsible for ensuring that accurate and sufficient documentation exists to enable audit of stock levels.
- Ensure that invoices for purchased stock are provided to the Treasurer for payment.

3. KEY ATTRIBUTES

The Quartermaster / Property Officer should:

- be organised.
- be able to work collaboratively with other Members and develop good relationships internally and externally.
- as fiscal transactions are involved be a good role model with a high degree of integrity, honest.
- have experience with computer software including word processing, spreadsheet products email and the internet.



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **Minutes Assistant Secretary**

BRANCH : **Victoria**

TENURE : **Annual**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED :

NAME OF INCUMBENT : _____

SIGNED : _____

DATED : _____

1. POSITION OBJECTIVE(S)

The Minutes Assistant Secretary, supports the Secretary in his/her duties, and is primarily responsible for providing the Agenda and Minutes of both the Committee and the organisation in general .

2. KEY RESPONSIBILITY AREAS

Specific duties include but are not limited to:

- develop meeting agendas in consultation with other Committee members and distribute prior to the meeting
- recording the Minutes of Committee meetings
- provide a summary of Committee Minutes for distribution to all Association members
- help the Secretary in providing communication from the Committee to Association members and other relevant stakeholders
- assist the Secretary in his role, in any way the Secretary sees fit

3. KEY ATTRIBUTES

The Minutes Assistant Secretary should:

- be organised
- be a good communicator with the ability to listen, distribute information and understand issues in a timely and considerate manner
- be able to work collaboratively with other Committee Members and develop good relationships internally and externally
- be a good role model with a high degree of integrity, honest and an ability to maintain confidentiality
- have experience with computer software including word processing products email and the internet.



Australia Lacrosse Referees Association

POSITION DESCRIPTION

POSITION : **Chief Referee and Deputy Chief Referee**

BRANCH : **Victoria**

TENURE : **Annual**

APPROVED BY : **President ALRAV**

DATE APPROVED : **27 September 2016**

SIGNED :

NAME OF INCUMBENT :

SIGNED :

DATED :

For a standardised approach and consistency across States ALRAV will utilise the ALA approved position descriptions



POSITION DESCRIPTION

TITLE: ALA Men's Chief and Deputy Chief Referees
(Identified by jurisdiction e.g. Victoria Chief Referee or Indoor Chief Referee)

REPORTS TO: Via ALA Men's Referee in Chief (RIC)
To the ALA Director, Officiating

POSITION OBJECTIVES: To foster the development and accreditation of officials for men's lacrosse in their respective Australian jurisdictions (i.e. State or other variation of the game such as Men's International Indoor)

REMUNERATION: Honorary role

TERM: 1 year (12 months) from 1 November, each calendar year

POSITION SUMMARY: As a member of the Men's National Technical Committee (MNTC), support the ALA the RIC in the application and maintenance of the MNTC Terms of Reference and Officiating Policy regarding the provision and management of training, accreditation, selection and assessment standards of officials for all trial, interclub, premiership, championship, tournament and international men's lacrosse matches as arranged or sanctioned by the ALA.

APPLICATION

The appointed Chief Referee is responsible and accountable for the overall management of these responsibilities within their jurisdiction.

The appointed Deputy Chief supports the Chief Referee by performing the role of second in charge and assuming the role of Chief Referee and managing these responsibilities during temporary absences of the Chief.

When making a selection for a Chief or Deputy Chief position, the specific requirements and responsibilities listed below will be considered in the context of the relevant jurisdictional appointment (e.g. to men's field lacrosse, indoor lacrosse or other ALA approved competitions).

SPECIFIC REQUIREMENTS

Qualifications:

1. Eligible for appointment to ALA Assessor Accreditation Level 3 (minimum)

Skills:

Essential

2. Interpersonal skills so as to be able to develop good rapport and work effectively with other people in the lacrosse community and any associated organization's personnel.
3. Possess the ability and have earned the respect to be an active point of contact with any State Lacrosse Association, other competition committees and officiating groups and/or the ALA.

Desirable

4. Ability to chair meetings, seminars and workshops and run professional presentations and education for coaches, administrators and officials.
5. Strong verbal and written communication capabilities
6. The management capability to effectively delegate tasks and manage the production of required results.
7. Organizational capabilities to enable many tasks to be progressed and completed in parallel.
8. Good application of internet communications (specifically email and ideally Skype) and relevant tools (specifically MS WORD & EXCEL).

RESPONSIBILITIES

1. To support the role and responsibilities of the MNTC within the relevant jurisdiction by:
 - a) Providing guidance for referees and assessors in all men's officiating matters within their jurisdiction pertaining to performance; i.e. Knowledge of Rules, their Interpretation and Application, Positioning, Fitness, Communication etc.
 - b) Implementing and imparting the considered judgements on the respective men's Rules/Interpretations within the respective jurisdiction in consultation with the ALA Referee in Chief and the other members of the MNTC, particularly in respect of any State and/or National idiosyncrasy.
 - c) Seeking and maintaining constructive rapport with Coaches, Players, Referees, Assessors and ALA Association officials within the relevant jurisdiction.
 - d) Establishing and leading assessment panels to support activities within the relevant jurisdiction as required.
 - e) Establishing and maintaining a jurisdictional Register of qualified Referees and Assessors to include a year by year record of their accreditation level and national grading ranking (to support annual updating of the National Grading System (NGS)).
 - f) Organising attendance by referees and assessors, from their jurisdiction, at all National Championships and/or Tournaments in accordance with the documented procedures of ALA.
2. To support the activities of the MNTC by accepting appointments to attend National Championships and/or Tournaments carry out the assessment and training of referees and assessors or, undertake the role of Referee in Chief for when required.
3. To undertake any other duties as may be requested from time to time by the MNTC and/or ALA.

Key Performance Indicators (KPI's)

1. Accuracy and currency of officiating records
2. Timeliness, frequency and clarity of reporting on jurisdiction responsibilities
3. Regular and positive communication with officiating bodies of the relevant jurisdiction (e.g. ALRA, Indoor Committees etc.)
4. Response to feedback or requests for information from MNTC and/or ALA
5. Satisfactory liaison with State and ALA Board Directors

January 2015