

THE CHRISTCHURCH HEROES LGBTI+ INCLUSIVE SWIMMING TERMS OF REFERENCE

1. NAME

- 1.1. The name of the Team shall be "The Chch Heroes Swimming Team"; hereinafter referred to as *the Team*.

2. OBJECTIVES

- 2.1. The objectives of the Team shall derive, and not be a conflict with, the aims and objectives of any affiliated organisation/s such as The Christchurch Heroes LGBTI+ Sports Teams Charitable Trust; hereinafter referred to as *the Club/s*.
- 2.2. The Team shall exist to enhance the sporting experience and sporting life of LGBTI+ members in Canterbury through Swimming.

3. MEMBERSHIP

- 3.1. Membership must be open to all people living in the Canterbury Region, who have contributed more than four weeks to the team as a player, volunteer or a committee member but final membership is at the discretion of the Team Committee.
- 3.2. Membership shall be a minimum of 10 members.
- 3.3. Current Members of the Team including players, volunteers and members of the committee should usually constitute no less than 70% of the total team membership members of *the affiliated club that the team is affiliated to*.
- 3.4. The Clubs Manager must be provided with a regularly updated Team membership list including member's names and email addresses.
- 3.5. The Team Committee and the Clubs Manager will each maintain an up-to-date membership list on file.

4. SUBSCRIPTION

- 4.1. Membership fees are to be set by the Team Committee in agreement with the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board and shall take into consideration subscription to the affiliated club, the contribution towards operational costs of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust, Uniforms and other costs that the Team may incur.
- 4.2. Membership fees shall only be paid to the Team through the Teams' account.

5. OFFICERS AND TEAM COMMITTEE

- 5.1. The Team Committee members shall be elected at the Teams' Annual General Meeting, or, if necessary, at a Special General Meeting and shall hold office

until the next Annual General Meeting, unless they:

- 5.1.1. Resign, or
- 5.1.2. Are called upon to resign by a simple majority of a General Meeting of the Team.
- 5.2. All team members shall be eligible for election to the Committee and candidates for election must be nominated and seconded by members of the team at the General Meeting.
- 5.3. All elections for officers shall be by a show of hands or secret ballot.
- 5.4. The Committee shall at a minimum consist of the following officers; Chair; Deputy chair; Treasurer, Secretary and the Team may decide to elect other members to the Committee up to a maximum of 10 members.
- 5.5. The Chairperson, Deputy-Chairperson, Treasurer and Secretary must be members of the affiliated club. However, in some circumstances, this may not be possible, but this will be the exception.
- 5.6. The Chairperson, Treasurer and Secretary cannot be the same person.
- 5.7. All officers shall be required to be members of the Team and at least half of the Team Committee must be a member of the club.
- 5.8. Chairperson**
 - 5.9. Shall have overall responsibility for the affairs of the Team and shall chair all committee and General Meetings of the Team.
- 5.10. Deputy Chairperson**
 - 5.11. Shall assume the responsibilities of the Chairperson should the Chairperson be absent or unable to fulfil his/her duties.
- 5.12. Treasurer**
 - 5.13. The Treasurer will manage the financial affairs of the Team. They will maintain the financial records of the Team with support from the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Treasurer to prepare and present the end of year accounts. They will maintain and inform the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust of the record of any equipment or property purchased, cost, proof of purchase and storage location. They will ensure that a complete list from all Team members is supplied to the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust at the end of each year.
- 5.14. Secretary**
 - 5.15. The Secretary shall keep accurate non-financial records of the Team including; membership list, issue notice of General Meetings, take and distribute the minutes of all Committee and General Meetings, and manage the correspondence of the Team. They will also ensure that affiliation/s is valid.

5.16. Players/Team Member Representative

- 5.17. The Players/Team Member Representative must be a player or sportsperson of the Sports Code and shall liaise and represent the views of all the sports code players on the Team Committee.

5.18. Ex-Officio

- 5.18.1. The Chairperson of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board or their chosen representative shall be an Ex-Officio of the Team. All Team meetings must include an invite to the Ex-Officio and shall have voting rights.

6. COMMITTEE MEETINGS

- 6.1. The Committee as provided for in clauses 5.1 and 5.2 shall conduct the business of the Team.
- 6.2. Meetings of the Committee shall be held as the Committee deems appropriate or if the President or any two members of the Committee instructs the Secretary to call a meeting of the Committee. At least two days' notice of committee meetings shall be given and there must be access to video or phone conferencing facilities.
- 6.3. All committee members shall be entitled to attend and vote at such meetings.
- 6.4. The quorum for a meeting of the Committee shall be three members.
- 6.5. Should any of the committee resign during their term in office, the team needs to hold a Special General Meeting, as per these Terms of Reference.

7. TEAM MANAGEMENT AND VOLUNTEERS

- 7.1. The Team Manager or Co-Managers shall be appointed by the Team Committee.
- 7.2. The Team Manager or Co-Manager shall run for election of the Team Committee but shall not be the Treasurer.
- 7.3. Volunteers shall be appointed by the Team Manager or Co-Managers.
- 7.4. The Team Manager or Co-Managers must report to the Team Committee on a regular basis for guidance and direction.
- 7.5. The Team Manager or Co-Manager shall have overall management responsibilities of the Team and Volunteers.
- 7.6. The Team Manager or Co-Managers shall appoint as many people as they want to provide the Team Manager or Co-Managers can manage the volunteers effectively and within budget but they must let the Team Committee know of volunteer changes and roles.
- 7.7. Team Managers or Co-Managers and Volunteers are welcome to also work alongside the Heroes Trust Management and Volunteers.

- 7.8. Suggested volunteers could include but are not limited to the following:
- 7.8.1. Team Medic/Health and Safety/Player Welfare Representative;
 - 7.8.2. Events/Volunteer Representative;
 - 7.8.3. Events volunteer
 - 7.8.4. Fundraising Representative;
 - 7.8.5. Graphics Designer;
 - 7.8.6. Social Media Guru;
 - 7.8.7. Media and Comms Advisor; and
 - 7.8.8. Website Editor.
- 7.9. Team Managers or Co-Managers are welcome to attend Team Committee meetings to help advise the Team Committee where appropriate and shall have voting rights.

8. **FINANCIAL**

- 8.1. The Teams' bank account shall be held by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust unless otherwise approved by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board Financial Officer.
- 8.2. The Committee shall appoint two team signatories, one of which must be the Treasurer.
- 8.3. No Team Member shall receive personal pecuniary gain from any team activities or exchanges.
- 8.4. The expenditure of Team funds shall require a committee resolution signed by the two team signatories and a Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board signatory.
- 8.5. Reimbursements to any Team member for team expenditure may only be authorised by the Team Committee upon proof of purchase.
- 8.6. Any sponsorship agreements made by the Team must be made in consultation with the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust and may not conflict with any existing or potential sponsorship or advertising agreements of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.
- 8.7. The Christchurch Heroes LGBTI+ Sports Teams Charitable Trust shall not be liable for any debt incurred by the Team.

9. **ASSETS AND PURCHASES**

- 9.1. All equipment granted to the Team by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust or bought with grants or sponsorship shall remain the property of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.

- 9.2. All equipment must be held at the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust storage room or proof of adequate storage provided to the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust board. If the Team needs to use the equipment for training or a game, it must be signed out by a member of the Team and signed back in on the return. It is the responsibility of the Team manager to ensure that all equipment is returned.
- 9.3. All equipment and uniforms must be returned to the Team upon any Team Member leaving the Team.
- 9.4. Equipment, as set out in clause 8.1, may not be sold, bailed, encumbered, modified or disposed of without the permission of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board.
- 9.5. Clothing and uniforms purchased with Christchurch Heroes LGBTI+ Sports Teams Charitable Trust grants or sponsorship must have the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust and the sponsors logo on it.
- 9.6. Events supported by Christchurch Heroes LGBTI+ Sports Teams Charitable Trust or sponsors must display the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust and the sponsors' logos on any promotional material and signage on the day.
- 9.7. Any sale of assets purchased with Christchurch Heroes LGBTI+ Sports Teams Charitable Trust grants and sponsorship must be approved by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board. Any proceeds of the sale will be considered by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board on a case by case basis.

10. GENERAL MEETINGS

- 10.1. The Team shall hold an Annual General Meeting in the first six (6) months of the year every year, preferably in the month of March.
- 10.2. The regular business of the Annual General Meeting shall be to;
 - 10.2.1. Receive an annual report presented by the Chairperson;
 - 10.2.2. Receive a budget for the forthcoming year and financials of the previous year presented by the Treasurer;
 - 10.2.3. To elect officers and Team Committee members elections.
- 10.3. Motions are passed by way of simple majority except for rule changes.
- 10.4. No less than seven days' notice of General Meetings shall be given by way of public notice and a posting on the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust website and any other official social media channel of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.
- 10.5. The quorum of General Meetings shall be the smaller number of, one third or

20 members of the Team.

11. RULES

- 11.1.* These rules have been agreed between the Team and the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.
- 11.2.* The Christchurch Heroes LGBTI+ Sports Teams Charitable Trust must provide appropriate administrative support including banking, affiliation, and advice required to support grants and sponsorship.
- 11.3.* All teams must be affiliated to the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.
- 11.4.* The Team Secretary and the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board Secretary shall keep copies of these rules.
- 11.5.* Copies of the Teams Terms of Reference will be provided to the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust on request.
- 11.6.* These rules will be reviewed annually between the teams and the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.

12. AFFILIATION TO THE CHRISTCHURCH HEROES LGBTI+ SPORTS TEAMS CHARITABLE TRUST

- 12.1.* The Team shall apply for affiliation to the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust and will abide by the decisions and rulings of its board.
- 12.2.* Affiliation of any team is at the discretion of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Board, however, there must be a valid reason for non-affiliation.
- 12.3.* Affiliation may lapse upon the breach of the rules and policies of Christchurch Heroes LGBTI+ Sports Teams Charitable Trust and the Team.
- 12.4.* The conduct of the affairs of the Team shall be in accordance with these rules and the policies of the team as well as the rules and policies of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.
- 12.5.* At least one team member must attend the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust General Meeting.
- 12.6.* The Team agrees to abide by the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust Code of Conduct Policy.

13. WINDING UP

- 13.1.* The Team shall be wound up if a motion to that effect is passed by a two-thirds majority at a Team General Meeting and with the permission of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust.

13.2. The Team shall be wound up after failing to re-affiliate with the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust within 12 months of affiliation lapsing as set out in clause 11.

13.3. Upon windup or de-affiliation, all assets of the Team become the property of the Christchurch Heroes LGBTI+ Sports Teams Charitable Trust as set out in clause 8.1.

14. SIGNED BY

Team Chairperson Name:

Date:

Signature:

Team Deputy Chairperson Name:

Date:

Signature:

Team Secretary Name:

Date:

Signature:

Team Treasurer Name:

Date:

Signature:

9.1