



# STRUCTURE POLICY

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## **1. INTRODUCTION**

The objective of the WLA Structure Policy is to provide clarity of roles and a process as to how they are appointed. The intent is for the members of WLA to have an input into those who are running the various aspects of the sport. The Structure Policy will ensure that there is a common understanding between all members of the different roles and who they report to.

## **2. SCOPE**

The Structure Policy covers all committees and subcommittees run under the Waikato Lacrosse Association, and those that are appointed by these committees.

## **3. GOVERNANCE COMMITTEE**

The Governance Committee (GC) is the board as defined and elected as per the constitution. The role of the GC is to provide the policy, framework and strategy for the operational committees to utilise. The GC will deal with all disciplinary issues and complaints.

## **4. WAIKATO OPERATIONAL COMMITTEE**

The Waikato Operational Committee (WOC) is defined as a sub-committee in the constitution. The role of the WOC is to provide the leadership to manage the day to day running of the WLA.

The WOC will consist of the following roles:

- Administration Director
- Development Director
- Finance Director
- Health and Safety Director
- Human Resources Director
- Operations Director
- Publicity Director
- Tournament Director

These roles will be voted on at the AGM by the members of the WLA as per the same rules as the “Board” as defined in the constitution.

This policy gives the WOC the ability to:

- Have the autonomy to manage the day to day affairs of the organisation, within the policy set by the GC.
- Appoint operational roles.
- Elect their own chairperson by majority vote.

## **5. DISTRICT OPERATIONAL COMMITTEES**

The District Operational Committees (DOCs) are defined as sub-committees in the constitution. The role of a DOC is to provide operational support to run lacrosse in their district.

A DOC can operate within each district as defined by council boundaries. There must be a minimum of one member club or school in the district for a DOC to exist.

A DOC will consist of a minimum of three officers, and a maximum of eight officers.

These officers will be voted on at the AGM, by the members of the WLA who reside in the district, as per the same rules as the “Board” as defined in the constitution. All officers will be voted on and only those who receive a majority vote will become officers of a district operational committee. Officers can only be co-opted between AGMs if they receive a majority vote by the WLA members in the district.

This policy gives each DOC the ability to:

- Have the autonomy to manage the day to day affairs of the organisation, within the policy set by the GC.
- Appoint operational roles.
- Elect their own chairperson by majority vote.

## **6. OFFICIATING AND RULES COMMITTEE**

The Officiating and Rules Committee (ORC) is defined as a sub-committee in the constitution. The role of the ORC is to set and ratify the rules and by-laws for each level of competition, and to develop the officials and officiating pathway. The ORC will manage a database of all officials and their accreditation/experience.

The ORC will consist of three elected roles and two appointed roles. The elected roles will be voted on at the AGM by the members of the WLA as per the same rules as the “Board” as defined in the constitution. The appointed roles will be appointed by the GC.

This policy gives the ORC the ability to:

- Have the autonomy to manage the day to day affairs of rules and officiating, within the policy set by the GC.
- Appoint operational roles.
- Elect their own chairperson by majority vote.

## **7. APPOINTED OPERATIONAL ROLES**

Each Committee as defined in this policy has the ability to appoint operational roles to undertake operational tasks. These may be reimbursed or volunteer roles. A job description must be created for every role and submitted to the GC for approval before advertising the role.

### **7.1. Selection of Operational Roles**

The following will apply to all appointments of operational roles not already covered in separate policy.

A Selection Panel will be formed consisting of a minimum of three committee members. The Panel must declare any conflicts of interest. Conflicts will be managed or the panel member will be replaced. If required, the GC will replace a member of the Panel with someone suitably qualified. In addition the Committee can appoint up to two further Panel members.

All operational roles must be advertised. The Panel will peruse applications, select applicants and choose to conduct interviews if required. Not all applicants need necessarily be interviewed. A second interview may also be undertaken if required. All applicants must be advised of their outcome, prior to announcement.

If there are no suitable applicants for a role the Committee has the right to appoint who they see fit to the role. If there are no suitable candidates the role may be readvertised. All appointments must be submitted to the Committee for ratification to ensure due process has been followed.

## **7.2. Operational Roles**

These are key roles that have been identified to ensure the ongoing success of the WLA. This does not preclude the appointment of any other operational role that a Committee deems appropriate.

The following roles report to the Operations Director:

- Representative Programme Managers
- Representative Programme Head Coaches
- Club League Coordinator
- High School League Coordinator
- Intermediate League Coordinator
- Social League Coordinator
- Primary League Coordinator

The following roles report to the Development Director:

- Men's Equipment Officer
- Women's Equipment Officer

The following role reports to the Publicity Director:

- Website Officer

The following role reports to the Finance Director:

- Funding Officer

The following roles report to the ORC:

- Assessors Assessor
- Officials Assessor
- Officials

### **7.3. Review Process**

The purpose of conducting reviews is to ensure the needs of our members are being met. They allow continuous development of our leagues and programmes, as well as identify personal development opportunities for our staff.

#### **7.3.1. Types of Reviews**

This outlines the types of reviews and how the information will be collected, processed, and stored.

##### **A. Self reviews**

This is a review, by the staff member, of competencies against the job description, and if relevant against outcomes of the League. It will be used at the start of a League, and during any role review.

The review is discussed with who they report to to be used to identify areas the staff member may need help with.

Self reviews are stored in the Waikato Lacrosse google drive that the WOC members have access to.

##### **B. Member surveys**

These are used to gather information from participants. These can be sent to team management and/or players and/or officials and/or any other relevant person. They can be sent at any time by the WOC. The Human Resources Director will send a member survey halfway through a League and at the end of the League. They will ask questions around the running of the League. Any member survey after a League will also ask questions about the structure of the League. The Human Resources Director will send a member survey after the completion of a representative programme.

To ensure true and accurate feedback from our members is collected, individual responses will not be shared, and only stored until responses are collated. The person collecting feedback will be the only person who will see individual responses. If required, this can be anonymous but respondents should have the option to give their details so the reviewer can contact them to discuss any questions/statements. The reviewer will collate all responses into an overview. Where appropriate the overview will be shared with relevant Staff to discuss areas of success and development.

The overview will be stored in the Waikato Lacrosse google drive that the WOC members have access to.

##### **C. Role reviews**

This is a review of competencies against the job description and outcomes of the League/Programme. The reviewer will be the WOC/DOC/ORC person the Staff Member reports

to, if appropriate. This will occur halfway through, and on completion of a League/Programme. A role review could take place at any other time as the reviewer sees fit. The role review will utilise information collected from member surveys, communications received and self reviews.

The role review will take place between the reviewer and Staff Member. A role review will not take place without input from the Staff Member. This should be primarily used as a tool for growth and personal development.

When a Staff Member has a remunerated role, this review will be used as a performance management tool to assess if a role is completed satisfactorily. If at the halfway review, or any other review during the League, the reviewer finds the role is not being completed satisfactorily, they will take the review to the GC to ratify that the review is unsatisfactory. The Staff Member will be given training in the areas required and further role reviews scheduled. If there have been 3 unsatisfactory role reviews, the GC will decide on whether to give notice to the Staff Member, and how much to remunerate the Staff Member.

Note - If a Staff Member breaches the Health and Safety Policy there can be ramifications that affect their remunerated role. This would override the role review process.

Role reviews will be shared with the GC and stored in the Waikato Lacrosse google drive that the GC and WOC members have access to.

### **7.3.2. Conflicts of Interest**

If there is a conflict of interest that would affect the review process, another WOC/DOC member, or someone the WOC nominates, will conduct the review process. It is also noted that while a review process is intended as an opportunity for growth and development, some staff may feel uncomfortable. As such a staff member can request for a different WOC member to conduct their review process.