



SWANS WAFL FOOTBALL AFFAIRS COMMITTEE

Terms of Reference 2021

1. Purpose and Scope

The purpose of Swan Districts Football Club (SDFC) is to build community and develop people. Our vision is to be a well-connected and engaged community club which improves social outcomes and sense of well-being in the Swans community. In turn, this will improve the club's relevance by creating a reciprocal sense of belonging between Swans and the community the club belongs.

The purpose of the WAFL Football Affairs Committee (Committee) is to act in an advisory capacity on all WAFL football related matters ensuring the club has an environment in which all players, coaches and support staff can perform the best they can.

The Committee will assist the Board fulfil its strategic responsibilities as they relate to the WAFL football operations and to also provide guidance to the Football Operations staff.

2. Values

The following enduring SDFC values represent what we stand for and how we behave. These values are the cornerstone of the club and are to be used to guide the actions of the Committee.

- We act with integrity
- Everyone matters
- Raise the bar to be the best you can
- We fly together

3. Objectives

The Committee will achieve the following objectives in supporting the Football Development component of the SDFC Strategic Plan (2018-2022).

- Monitor the player list with respect to succession planning and continued and sustained competitiveness.
- Undertake a needs assessment to develop a commensurate recruitment plan with an aim to assembling a list which provides the Club with the best chance of on-field success.



- Monitor compliance of the WAFL Total Player Payments Cap (TPP) and Points System.
- Oversee compliance of WAFL Rule and Regulations and Policies and participate in any reviews when required.
- Provide advice and feedback on the WAFL competition structure and fixture.
- Oversee club tribunal, disciplinary and disputes processes and matters.
- Participate in reviews and provide feedback of the AFL/WAFL Club Partnership Model when and where required.
- Recommend and oversee a club coaching philosophy.
- Promote of a culture throughout all football operations that reflect the club's values.
- Oversee the club's WAFL Player Integrity Compliance.
- Oversee the WAFL football coaching and support staff structure including employee and honorary volunteer staff and contractors. This includes providing recommendations to the Board regarding the appointment of the Head Coach.
- Monitor and review the WAFL football operations budget income and expenditure.
- Monitor the delivery of the club's talent program and compliance with WAFC funding requirements.
- Ensure there is a positive relationship between the club and the WAFC District and Regional programs.
- Monitor the Town of Bassendean's maintenance of the Steel Blue Oval playing surface.
- Monitor the club's WAFL player welfare program.
- Oversee the club's medical, rehabilitation and strength and conditioning programs.
- Oversee player promotions, support of club functions and sponsors and public relations.
- Oversee the establishment and management of a recruitment network to identify new and emerging talent.
- Oversee a program providing player employment, education and training.
- Oversee initiatives that help improve the football program including game data and vision.
- Provide an annual report to the Board on the progress of the club's football strategic plan.

4. Authority

The Committee will focus on governance processes affecting the deliverables associated with the strategic plan and operations of the Association. For this purpose, the Committee is delegated the necessary power and resources to meet its charter.

The Board does not authorise the Committee to commit to expenditure or enter into contractual agreements on behalf of SDFC without a specific instrument of delegation.

5. Membership

The membership of the Committee should comprise:



- SDFC WAFL Football Director as Chairperson.
- SDFC President (ex-officio)
- SDFC Chief Executive Officer (CEO).
- SDFC Football Operations Manager (FOM).
- Up to two other co-opted persons with relevant football operations expertise and skills.

The League/Head Coach and other club personnel will be invited to attend the meeting or part thereof from time to time as requested by the Committee.

Membership of the Committee will be appointed and changed at any time by the SDFC Board.

6. Relationship with Management

The Chairperson will provide advice and guidance to the Committee and review management's completion of tasks as required. SDFC management shall undertake an executive role on the Committee by:

- Liaising with the Chairperson in the preparation of the agenda and minutes.
- Making recommendations to the Committee.
- Executing actions approved by the Committee.

The Chairperson will provide reports and advise recommendations of the Committee to the Board.

7. Operation Principles

- Meetings will be held monthly.
- Quorum to be three members, one of which must be a SDFC Board Member or CEO.
- The Committee will nominate a Secretariat.
- An agenda and notice of the meeting to be provided to the Committee one week prior to the meeting.
- Each member must attend a minimum of seven meetings during a 12-month period.
- Minutes of each meeting will be circulated and reported to the SDFC Board through the Committee Chairperson.
- There will be an annual review of the Committee's effectiveness.
- Members of the Committee are subject to the SDFC Code of Conduct. All members will be provided with a SDFC induction.
- The FOM will provide a monthly written report to the Committee.

8. Evaluation of Committee Effectiveness

The Committee will undertake an annual self-evaluation of effectiveness. The following matters will be considered:



- These terms of reference.
- The composition of the Committee.
- The operating principles of the Committee.
- The attendance and performance of respective members of the Committee.