



REGISTRATION AND GRADING COMMITTEE CHARTER (Season 2020)

In accordance with the Manly Warringah Football Association Ltd Constitution, clause 23.1, the MWFA Ltd Board may by instrument in writing delegate any of their powers to Committees consisting of such persons they think fit (including Directors, individuals and consultants), and may vary or revoke any delegation.

This charter is the 'written instrument' referred to at Clause 23.1 of the Constitution delegating power to meet under the direction of the Director, Registration and Grading to assist with the process of implementing strategic changes and rule changes of the MWFA Competitions, as per Clause 23.2 of the MWFA Ltd Constitution.

ROLE / PURPOSE

The role of the Registration and Grading Committee is to:

- Assist the Director Registration and Grading, CEO and Competitions Manager by providing advice, experience, knowledge and input to frame recommendations to go to the MWFA Ltd Board in relation to the grading of players and teams for MWFA Competitions.
- The Grading and Registration Committee will operate under the direction of the Director Grading and Registration, who will report back to the CEO and/or Board
- The Grading and Registration Committee can be consulted through electronic means (email) or meetings from time to time throughout the season.
- The Grading and Registration Committee may be asked to attend and take part in broader Forums that involve operational aspects of MWFA Competitions
- The nominated MWFA Registrars within the Registration and Grading Committee will be responsible for working with the MWFA Competitions Manager and MWFA office to ensure all MWFA participants are appropriately registered

TERM

The term of the Grading and Registration Committee (season 2020) is from 2019 MWFA Ltd Annual General Meeting (25 November 2019) through to the 2020 Annual General Meeting (30 November 2020).

MEMBERSHIP OF COMMITTEE

- The MWFA Office will send an Expressions of interest to all Members and Clubs along with the Notice of Annual General Meeting, at least 45 days before the Annual General Meeting. Membership of the Committee is subject to the approval of the Board and will be announced at the Annual General Meeting on an annual basis.
- It is expected, but not required, that each member of the Committee will be affiliated with a Member Club and/or with the Manly Warringah Football Referees Association (MWFRA).
- The committee can not contain more than one person per Affiliated Club or Member.
- Members are committed to attending every Committee meeting to the extent reasonably possible.

LEAD

The Grading and Registration Committee will be led by the Director, Grading and Registration as well as the CEO and Competitions Manager from time to time.

The Director, Grading and Registration will report to the MWFA Ltd Board at each MWFA Ltd Board Meeting, which will be included in the minutes of the MWFA Ltd Board Meeting.

MEETINGS

- At least seven days notice will be given for any meeting of the Grading and Registration Committee.
- An agenda will be circulated at least 48 hours prior to any meetings of the Grading and Registration Committee
- A Grading and Registration Committee Meeting quorum is at least half of the members (including the lead)
- An MWFA Ltd Board Member (other than the Director, Grading and Registration Strategy), the MWFA CEO and Competitions Manager are able to attend Grading and Registration Committee Meetings at their discretion.
- If the Director Grading and Registration is unable to attend a Grading and Registration Committee Meeting, the meeting will be led by a Member of the Board or the MWFA CEO.
- Meeting Notes will be kept at all Grading and Registration Committee Meetings. These notes will be circulated to all Grading and Registration Committee Members present at the meeting within 48 hours for comment before they are submitted to the MWFA CEO and/or Board no later than four (4) working days following the meeting.
- The Director Grading and Registration may invite anyone to attend a Grading and Registration Committee Meeting if he/she believes that person can add knowledge or input to a agenda item.

ELECTRONIC MEETINGS

Throughout the season, the Grading and Registration Committee, or specific members, may be asked through electronic means (email) to consider matters involving grading, re-grading and the release of draw changes.

ROLES AND RESPONSIBILITIES

- The Grading and Registration Committee is responsible for considering the broader interests of football when making decisions and recommendations that are in line with the Objects of the Manly Warringah Football Association Ltd (Clause 3.1 of the MWFA Ltd Constitution).
- Fostering collaboration with the MWFA Board, staff, Clubs and Affiliates (Manly United, the MWFA and the Manly Warringah District Soccer Football Club)
- Considering the rights and expectations of all players no matter of age, ability or gender when making recommendations and decisions.
- Utilising their experience, knowledge and broader understanding of the game and the landscape of football on the Northern Beaches to assist the MWFA Board and staff to administer its competitions.

RECOMMENDATIONS TO THE BOARD

Any recommendation of the Committee may or may not be adopted by the Board in its discretion. In cases where a recommendation is not adopted, the Board will advise the Grading and Registration Committee of this decision and the reasons for not adopting the recommendation.