

REGULATION 14

STATE YOUTH COMMITTEE (SYC)

PROCEDURES FOR THE FORMATION AND OPERATION OF THE SYC

(9 October 2008)

Role of the SYC

1. The SYC is a committee established and appointed by the Board of Directors of Yachting Queensland Limited (hereafter "the YQ Board").
2. The role of the SYC is to:
 - a. review issues concerning youth sailing in Queensland. The YQ EO may request the SYC to review/investigate other youth sporting issues;
 - b. develop strategies and provide advice to the EO and the YQ Board with the goal of producing and maintaining quality youth sailing levels with a high State standard; and
 - c. provide advice or make recommendations to the EO, the YQ Board or affiliated members with regards to youth sailing development in a broader way.
3. The business of the SYC will be managed and administered by the SYC Chairman (nominated by the YQ Board).
4. The role and tasks of the SYC will be reviewed annually by the EO and the SYC Chairman and ratified by the Board.

SYC Tasks

5. The SYC shall carry out the following tasks (this is not an exhaustive list):
 - a. develop and maintain a State Squad athlete data base;
 - b. review the youth sailing objectives in the YA Strategic and Operational Plans;
 - c. Provide advice and make recommendations to the EO with regards to matters that may have an impact on the retention of current youth athletes and the development of new participation policies.
 - e. Provide recommendations to the EO for the annual budget bids regarding youth sailing aspects.

- f. Devise, plan and implement activities to ensure the achievement of the objectives set out for the youth sailing Performance Indicators in the YQ Strategic Plan.
- g. Advise and make recommendations to the EO as it sees fit on any youth development, participation or youth related matter.

SYC Composition

6. The Committee is to comprise of up to six members who are selected by YQ. The YQ Board shall nominate the person to Chair the committee.

7. When making appointments to the SYC consideration will be given to maintaining a balanced Committee with respect to:

- a. An area of expertise involving youth sailing or youth athletes;
- b. Breadth and depth of relevant expertise;
- c. Liaison with other relevant organisations; and
- d. Capacity to formulate and plan projects and to lead Working Groups

8. The composition of the SYC should be representative of YQ administration, coaching and business areas.

9. The YA High Performance Coach (QLD) and the YQ EO and the Sailing High Performance Coach QAS should be permanent members of the committee.

10. The SYC may coopt any YQ personnel onto the committee to assist it completing a given task.

SYC Communication and Reporting

11. The SYC shall provide the EO YQ with a written report/minutes following all meetings.

12. Communication will be via e-mail and meetings held between SYC members.

SYC Recommendations

13. SYC recommendations to YQ will be based on a majority vote. Recommendations are to be forwarded to the EO.

Role and Duties of SYC Chairman

14. The SYC Chairman will preside over all meetings and lead discussions, according to the associated agenda, and all decision-making.

15. The Chairman will oversee the preparation of meeting agendas and minutes and ensure that the associated follow up work is performed by designated people.

Eligibility for Membership

16. In considering candidates for appointment as members of the SYC consideration will be given to the following:

- a. The status and number of other current YQ appointments held (should hold no more than one other YQ Committee appointment);
- b. Relevant youth sailing, coaching or management experience (must have current involvement in youth sport as either a coach, or administrator, or manager);
- c. Capacity and commitment to carry out the task; in particular, availability of and preparedness to allocate the time required to respond promptly and properly on issues under Committee discussion by e-mail; and

Period of Appointment of Members

17. Members will be appointed to the SYC for a term of two years. Appointments will normally commence at the conclusion of YQ Annual General Meeting in October. The Chairman's term will be detailed by YQ.

18. To maintain continuity the terms of half (or as near to half as possible) of the Committee members will expire and replacements will be appointed each year. Retiring member may submit a nomination for re-election.

19. In the event of a member leaving the Committee prior to the expiration of his/ her term a replacement will be appointed for the remainder of that member's term using the procedures in paragraph 21 of this Regulation.

Procedures for the Appointment of SYC Members

20. Vacancies will occur:

- a. when an SYC member's 2-year term expires;
- b. if a member resigns; or
- c. if YQ terminates a member's appointment.

21. In any case replacements will be appointed according to the following procedure:

- a. Advertisements will be circulated prior to the YQ AGM each year in the case of vacancies arising from the normal expiration of a 2-year term or as soon as possible after a casual vacancy occurs.
- b. YQ will refer applications to the SYC for its consideration.
- c. The Chairman of the SYC will submit to the EO a list of those candidates who it considers would be suitable, together with a recommendation of its most preferred applicant(s).
- d. The YQ Board will confirm the candidates who it considers most suitable.
- e. Each successful applicant, and all other applicants, will be informed of the appointment by the EO YQ.

Voting

22. At any scheduled SYC meeting (either face-to-face or by any electronic means (telephone, facsimile, email)) three members will constitute a quorum for voting purposes. Each SYC member including the Chairman will be entitled to one vote on any motion.

23. If on a motion the voting is tied then it will be determined by a casting vote of the Chairman.

Responsibilities of Membership

24. It is expected that SYC members will undertake to apply their knowledge and expertise to the matters that come before the Committee in a manner that is in the best interests of YQ and the further development of youth sailing in Queensland, independently of any other affiliations that they might have.

SYC File

25. All files relating to the activities of the SYC will be held and maintained by the YQ Administrative Assistant.