



# **MOUNTAIN BIKE**

## **ADVISORY GROUP**

# **TERMS OF REFERENCE**

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Updated: 25<sup>th</sup> June 2019

# MOUNTAIN BIKE - ADVISORY GROUP

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### 1. Purpose

The Mountain Bike Advisory Group is responsible for the oversight of mountain biking in Western Australia, providing strategic input into the Board of WestCycle and operational input to the staff of WestCycle.

### 2. Objectives

- 2.1 Assist in the development, maintenance and ongoing assessment against a 3-year Priorities Plan for mountain biking in Western Australia linked to objectives outlined in a range of Western Australia focused Strategic Plans and documents as well as the Strategic Plan(s) of the relevant National Sporting Organisation(s) and Member Organisations.
- 2.2 Represent the interests of the mountain biking community.
- 2.3 Represent the interests of WestCycle's Member Organisations, Affiliate Organisations, Affiliate Clubs, Individual Members and the general mountain bike community to the relevant WestCycle Elected Director, the WestCycle Board and the WestCycle Management Team
- 2.4 Provide insight into matters of importance to the mountain bike community.
- 2.5 Act as a conduit for the mountain bike cycling community.
- 2.6 Provide insight, guidance and support to the Trail Development Advisory Group
- 2.7 Encourage and promote the sport mountain biking in Western Australia with a focus on increasing participation and the inclusion of under represented groups.
- 2.8 Provide strategic direction and policy for mountain biking in Western Australia
- 2.9 Oversee the development of a framework to guide decision making as it relates to the allocation of dates, locations and events on the mountain bike events calendar which encourages participation and event innovation.
- 2.10 Provide input into State Team selection processes and State Development Academy Squad matters.
- 2.11 Provide input into Junior Development and strategies to strengthen the pathway for juniors.
- 2.12 Provide guidance on State Championship and Open Series including dates, locations and other relevant matters.
- 2.13 Identify areas for WestCycle to work with Affiliate Clubs on their development to ensure Western Australia has strong clubs.
- 2.14 Develop strategies and policies to grow mountain biking and membership within it across Western Australia
- 2.15 Act as an arbiter, fulfilling the duties of the State body as identified in National policies on matters pertaining to the conduct of mountain biking in Western Australia, including disciplinary matters
- 2.16 Provide advisory support in the review and implementation of policies and rules which may be developed by WestCycle and/or Cycling Australia and/or Mountain Bike Australia or other relevant National Bodies (as applicable), including member protection, anti-doping, health and safety, junior sport, and such other matters as may arise as issues to be addressed in mountain biking.
- 2.17 Undertake to do all such things and activities, which are necessary, incidental or conducive to the advancement of mountain biking in Western Australia.

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### 3. Key Stakeholders and Communication Points

- All relevant "Affiliate Clubs"
- All relevant Member Organisations and Affiliate Organisations to WestCycle
- Mountain Bike Trail Development Advisory Group
- Various Management Committees including but not limited to: Womens Cycling Committee; Event Sanctioning Committee;
- WestCycle Elected Director - Off Road Cycling
- WestCycle CEO and General Manager Mountain Biking
- All relevant National Sporting Organisations
- Department of Local Government, Sport and Cultural Industries - Sport and Recreation WA
- Department of Biodiversity, Conservation and Attractions

### 4. Advisory Group Composition

- 4.1 4 x Elected Members - members elected by relevant Affiliated Clubs (minimum 1 regional Club)
- 4.2 1 x Appointed Member - representing CX / XC
- 4.3 1 x Appointed Member - representing All Mountain, Down Hill and Enduro.
- 4.4 1 x Appointed Member representing the Munda Biddi Trail Foundation
- 4.5 2 x WestCycle Appointed Members

### 5. Membership Terms

- 5.1 Elected Affiliate Club members
  - 1. 2 years from the date of election
  - 2. A maximum of 3 consecutive terms
- 5.2 Appointed Members (organisational appointments)
  - 1. Appointments are organisational appointments to the Advisory Group (not individuals) and can be changed at any time, requested in writing from the President, Chair or other authorised representative of the Appointed Organisation.
  - 2. There is no tenure on the term of an Organisational Appointee. If the Appointed Organisation is an Affiliate Organisation or Member Organisation of WestCycle the Membership must be maintained to be entitled to hold Membership of an Advisory Group.
  - 3. It is the responsibility of the Appointed Organisation to ensure their representative is the most appropriate appointee to the Advisory Group.
  - 4. WestCycle holds the sole discretion to require a change of representative of the Appointed Organisation on the Advisory Group
- 5.3 Appointed Members (WestCycle Appointed)
  - 1. 2 years from the date of appointment
  - 2. A maximum of 3 consecutive terms
  - 3. The Board of WestCycle hold the right to replace, revoke or reallocate a WestCycle appointed member of the Advisory Group at its sole discretion at any point in time during the term.

### 6. Method of Election

- 6.1 The Elected members are to be elected by the Affiliate Clubs associated with the specific Advisory Group.
- 6.2 All Affiliate Clubs will be requested to provide nominations to the positions as they become available.
- 6.3 If there is a stated quota for representatives from regional areas these will be cast as a separate ballot with all Clubs entitled to vote on both ballots.
- 6.4 Should the number of nominees exceed the available positions, each Affiliate Club shall have one casting vote in a secret ballot in a form at the discretion of WestCycle (electronic means acceptable).
- 6.5 The nominee with the largest number of votes succeeds as the elected candidate
- 6.6 In the situation of a tied vote for one position all other nominees will be removed from the ballot and Clubs asked to vote on the two tied nominees.
- 6.7 If there is still a situation of a tied vote the WestCycle Elected Director will be given the casting vote

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### 7. WestCycle Elected Director

The Advisory Group has a direct relationship with the relevant WestCycle Elected Director on the Board of WestCycle Incorporated. If required, the WestCycle Elected Director will act as a mediator in any disputes within the Advisory Group and will hold a casting vote in matters that are unable to be resolved within the group.

### 8. Code of Conduct

All members must abide by the Code of Conduct policy and agree to its terms prior to commencement on the Advisory Group. The Code of Conduct relates to topics such as confidentiality; operating in the interest of cycling and managing conflicts of interest.

### 9. Advisory Group Roles

#### 9.1 Chairperson

1. The members of the advisory group must elect a Chair, if the advisory group is unable to elect a Chair the appropriate WestCycle Elected Director will appoint one.
2. The Chair shall hold the position for a period of one year
3. The Chair may be re-elected to the position after each term as Chair as long as the Member elected as Chair is eligible to be the on advisory group and their term has not expired.
4. The responsibilities of the Chairperson include:
  - Guiding the meeting according to the time available
  - Ensuring all discussion items end with a decision, action or definite outcome
  - Be the primary point of communication between the Advisory Group and Management staff within WestCycle
  - Be the primary point of communication between the WestCycle Elected Director and the advisory group

#### 9.2 Secretariat Duties

1. Where possible WestCycle will nominate a staff member to provide secretariat duties to the Advisory Group.
2. In the case a staff member being unavailable the Chair will nominate a member of the advisory group to fulfil the requirements
3. This position within the Advisory Group does not hold any voting rights
4. The Secretariat duties include:
  1. Maintaining an up to date register of all members of the Advisory Group
  2. Arranging the venue for meetings including catering if required
  3. Recording of meeting minutes and distribution of agenda, previous meeting minutes and papers for discussion prior to the next scheduled meeting
  4. The minutes should clearly outline any specific items to be highlighted to the Board of WestCycle and be provided to the CEO of WestCycle for inclusion in the CEO report to the Board of WestCycle

#### 9.3 Management Team

1. The position of General Manager associated to the Advisory Group will be the representative of the WestCycle Management Team. All correspondence with WestCycle staff shall be directed through this position.
2. In the absence of this position the CEO of WestCycle will fulfil these responsibilities.
3. This position within the Advisory Group does not hold any voting rights

### 10. Meeting Quorum

A quorum of the advisory group is 1 greater than 50% of the members of the advisory group.

### 11. Frequency and Duration of Meetings

The frequency of the meetings shall be agreed upon by the advisory group, with a minimum expectation of quarterly. Decisions can be made via circular resolution if required.

### 12. Updating of Terms of Reference

- 12.1 These Terms of Reference should be reviewed on an annual basis and can be updated as required through the following process:
  - Advisory Group Members cast a vote on the changed Terms of Reference.

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- Chair proposes changes to Elected WestCycle Director
- WestCycle Elected Director to present revised Terms of Reference to WestCycle Board for approval.
- WestCycle holds the right to update the Terms of Reference at its sole discretion.