



LACROSSE
SOUTH AUSTRALIA



BOARD VACANCIES

INFORMATION AND POSITION DESCRIPTIONS

About Lacrosse South Australia

Lacrosse South Australia (LSA) is the peak State Sporting Organisation (SSO) responsible for the governance, development, promotion and administration of lacrosse in South Australia. LSA is a not-for-profit organisation and is required to abide by the Associations Incorporations Act 1985.

All Board Directors are volunteers. LSA currently has 2 paid staff positions:

- Executive Officer: full time position
- Sport Administration Assistant: part time position

LSA's mission is to administer, promote, develop and grow the sport of lacrosse in South Australia. We are a committed and motivated organisation servicing the needs of our member clubs and stakeholders providing a safe, fun and friendly environment and we value the following guiding principles:

- Respect
- Fair Play and Integrity
- Enjoyment and participation
- Inclusion
- Collaboration and co-operation
- Transparency
- Resilience

POSITION INFORMATION

Position Title: Director

Reports To: LSA Board

Remuneration:

This is a volunteer position, any out-of-pocket expenses will be reimbursed.

Overview:

The primary function of an LSA Director is to provide strategic direction to the sport of lacrosse and its stakeholders. This position assumes the overall responsibility for the governance of the operations of LSA, in line with the Board's agreed strategic direction.

Key requirements:

- Abide by LSA policies and procedures and Director Code of Conduct.
- Hold and provide a current Working with Children Check.

Key Relationships:

Directors must abide by the LSA Communication Policy and be able to relate effectively with:

- The Chairman and fellow Board of Directors
- All staff
- Contractors
- Committee Chairs and members
- Member Clubs including office bearers
- SA Squad/Team members and Team Staff
- All external stakeholders including funding bodies (Office for Recreation, Sport and Racing), Lacrosse Australia, sponsors etc.

Key Responsibilities:

1. **Board Directors** share a common 'fiduciary' duty and are responsible to the stakeholders for:
 - Incorporating good governance into all activities.

- the achievement of appropriate outcomes
 - the financial security of the organisation and;
 - the expression of a moral and social responsibility to the members and the community at large
 - conduct in the interests of the organisation as a whole, free from undue influence.
2. **Directors** have a moral duty to LSA and the sport of lacrosse and must abide by the LSA Code of Conduct Policy. This duty involves:
- Keeping up to date with the sport
 - Ensuring the sport is run ethically and with integrity
 - Presenting the organisation and lacrosse in a positive manner.
3. **Directors** have a legal responsibility which includes:
- Acting honestly and in good faith
 - Performing competently by exercising care, skill and diligence in making decisions
 - Acting in the best interests of LSA
 - Declaring any conflict of interest, actual or perceived.

Key Duties of Directors:

- Planning and Policy – Establish the policy framework for governing the Association from which all operational policies and actions are developed; Set objectives, define and implement policy and establish strategic direction and priorities.
- Financial Management – Undertake equal responsibility for the financial integrity of LSA and monitor the financial health of the organisation.
- Legal Compliance – Ensure compliance with policies, laws and regulations ensuring the LSA remains viable and effective in the present and for the future.
- Risk Management – Develop and implement policies to reduce potential legal liability and create a safer environment.
- Representation and Relationships - Provide effective representation in negotiation and liaison with the Lacrosse Australia (LA), the Office for Recreation, Sport and Racing (ORSR) and other key external stakeholders.
- Member Relationships – Manage communication with Member Clubs to ensure they are aware of the LSA vision, goals, policies and priorities and assist in developing their programs in harmony with state, national plans and objectives
- Monitoring and Evaluation – Monitor the performance of LSA against agreed goals, assess appropriateness of policies and practices to provide for LSA's continuity, and evaluate the achievement of the strategic plan and annual budget outcomes.
- Committee co-ordination - Co-ordinate LSA sub-committees to ensure that all committees operate efficiently, effectively and assist them in achieving their expected outcomes.
- Marketing and Communications – Contribute to the good image of lacrosse in the community through strategic networking and relationship building, and website input.

CURRENT VACANCIES

MEMBERSHIP AND PARTICIPATION

GROWING THE SPORT - to increase the number playing the sport whilst retaining the current involvement of players, coaches and officials.

Priority 1 Strategies

- Review current competition structures to ensure quality competition opportunities are provided for all competitions
- Focus improvements and efficiencies in population growth areas
- Appoint new Development officers to grow the game.

Priority 2 Strategies

- Develop new opportunities through conduct of marquee events
- Support mechanism for starting new teams
- Focus on creating stronger club culture across the sport.

Priority 3 Strategies

- Work with LA to develop national approach to growing the sport.

DEVELOPMENT

IMPROVING THE SPORT - to improve the quality of experience for all involved with the sport (players, coaches, officials and administrators).

Priority 1 Strategies

- Improve Coach and Umpire mentoring and education programs at all levels by providing suitable resources and leadership opportunities
- Work with LA to establish consistency in Coach education programs and Rules clarification across all states and all competitions
- Assist in the development of Junior Development Plan for member clubs
- Set growth targets for member clubs with achievement incentives
- Provide development support to new and struggling clubs.

Priority 2 Strategies

- Expand junior development resources
- Create process to increase the number of accredited elite coaches
- Develop a Volunteer management program to better recognise and recruit volunteers and specifically target parent volunteers
- Alignment of schools program with member clubs
- Develop new products/programs to attract new target groups
- Conduct review of umpire standards and processes
- Initiate a mid-term state-wide Club Forum and member satisfaction survey process to ascertain their future and current needs.

PERFORMANCE AND COMPETITIONS

EXCELLING IN THE SPORT - to increase and maintain participation at all levels and within all areas of the sport.

Priority 1 Strategies

- Conduct review to improve operation, conduct and competitiveness of all competitions
- Explore opportunities to introduce new competition categories
- Increase the focus on highlighting state, national and international performance of SA players and officials

- Review current High-Performance program.

Priority 2 Strategies

- Facilitate coaching camps for Junior skill development.

OTHER ELECTED BOARD ROLES (CURRENTLY FILLED BY DIRECTORS)

GOVERNANCE & ADMINISTRATION

LEADING THE SPORT - to ensure the sport demonstrates leadership as a well-managed organisation.

Priority 1 Strategies

- Develop a Lacrosse SA positioning statement detailing its role and expectations of, and with, member clubs
- Conduct review of governance systems (e.g. procedures and policies, organisational structure of Board portfolios)
- Implement performance review and evaluation of staff and Board positions
- Investigate recruiting external personnel with specific skill set for Board of Management
- Review and update duty statements and job roles for all staff and board positions
- Develop increased collaboration with member clubs
- Initiate professional development opportunities for staff and Executive Board members
- Implement succession planning for staff and Board recruitment
- Explore the appointment of a full-time administration role
- Assist member clubs in becoming more professionally administered.

Priority 2 Strategies

- Strengthen relationship with LA
- Provide leadership to member clubs to develop individual strategic plans aligned to the state association's strategic plan.

MARKETING AND PROMOTION

SELLING THE SPORT - to increase the profile and awareness through showcasing and marketing all aspects of the sport.

Priority 1 Strategies

- Develop a unified marketing strategy across the sport to appeal to different target groups/ages
- Create more extensive avenues/links for promoting the sport
- Identify key selling points to promote the sport
- Establish networks and relationships with key media personnel to deliver increased media presence for the sport.

Priority 2 Strategies

- Identify new markets to attract to the sport
- Facilitate opportunities to recognise success of high achievers in the sport
- Create increased brand awareness to raise profile and value of involvement in the sport.

FACILITIES & FINANCE

BUILDING THE SPORT - to secure financial sustainability with the capacity to maximise opportunities to benefit the sport.

Priority 1 Strategies

- Continue ongoing relationship with member clubs to maintain quality facilities
- Assist clubs to source funding to improve and upgrade facilities and infrastructure
- Conduct study into future facility needs for the sport incorporating opportunity to establish a dedicated home base for the sport
- Reallocation of resources to struggling clubs
- Review current financial systems.

Priority 2 Strategies

- Create sponsorship strategies.

COMMUNICATION

ENGAGING - to improve the internal and external communication and information flow to increase member and stakeholder awareness.

Priority 1 Strategies

- Review communication strategies to better facilitate use of social media
- Initiate a Board visitation scheme to enhance ongoing relationships with member clubs
- Provide stronger advocacy to LA on key operational matters that impact on the conduct of the sport
- Establish possible partnerships with supportive organisations (e.g. local service clubs).

GENERAL CODES OF CONDUCT

The following is to be adhered to unconditionally as member of LA, a Member Association (MA) or an affiliated club or a person required to comply with LA's Member Protection Policy that applies to all LA competitions.

The following requirements must be met in regard to your conduct during any activity held or sanctioned by LA, an MA or an affiliated club and in any role you hold within LA, a MA or an affiliated club:

1. Respect the rights, dignity and worth of others.
2. Be fair, considerate and honest in all dealings with others.
3. Be professional in, and accept responsibility for, your actions.
4. Make a commitment to providing quality service.
5. Be aware of, and maintain an uncompromising adherence to LA's standards, rules, regulations and policies.
6. Operate within the rules of the sport including national and international guidelines which govern LA, MAs and affiliated clubs.
7. Do not use your involvement with LA, an MA or an affiliated club to promote your own beliefs, behaviours or practices where these are inconsistent with those of LA, a MA or an affiliated club.
8. Demonstrate a high degree of individual responsibility especially when dealing with persons under 18 years of age, as your words and actions are an example.
9. Avoid unaccompanied and unobserved activities with persons under 18 years of age, wherever possible.
10. Refrain from any form of harassment of others.
11. Refrain from any behaviour that may bring LA, a MA or an affiliated club into disrepute.
12. Provide a safe environment for the conduct of the activity.
13. Show concern and caution towards others who may be sick or injured.
14. Be a positive role model.
15. Understand the repercussions if you breach, or are aware of any breaches of, this code of conduct.

DIRECTORS' CODE OF CONDUCT

Purpose of this Code of Conduct

The purpose of this Code of Conduct is to outline the type of behaviour that Lacrosse South Australia (LSA) requires from its Directors and set out clear principles and guidelines for the ethical and professional conduct of Directors in effectively carrying out their responsibilities.

Who does this Code of Conduct apply to

This Code of Conduct applies to LSA Directors whenever they are acting in their capacity as an LSA Director.

I (Name), as an LSA Director shall:

1. Acknowledge Fiduciary Duty to LSA and all stakeholders.
2. Acknowledge to act in good faith and in the best interests of the Association.
3. Commit to act with care and diligence.
4. Undertake to disclose all areas of actual and perceived conflict of interest.
5. Undertake to study and understand all financial and key reports, and not seek protection under the claim of Ignorance of the financial standing of the Association.
6. Endeavor to attend all meetings. If unable to attend provide written input so opinion can be tabled.
7. Undertake to circulate meeting papers no later than seven (7) working days prior to an LSA meeting.
8. Undertake to study all papers prior to Board meeting so balanced decisions can be made, and meetings do not revert to research and discussion.
9. Commit to serve on committees and discharge duties in a timely and efficient manner.
10. Undertake to treat each other with courtesy and respect.
11. Uphold confidentiality all Board meetings and Board related matters.
12. Act as an ambassador of LSA and not bring the Association, the sport, or fellow Board members, into disrepute.
13. Behave professionally and in ways that uphold the LSA Values (Ambition, Passion, Community, Resilience, Leadership, Professionalism).
14. Support all Board decisions regardless of own personal view.
15. Not use LSA information or resources for personal or third-party gain or benefit whilst as a current and as past Director.
16. Undertake to LSA and fellow Directors to discharge my responsibilities as a Director of LSA in accordance with the Code of Conduct.

17. Exercise the degree of care, skill and diligence that a reasonable person in a like position would exercise in LSA's circumstances.
18. Exercise powers granted to them honestly and for the purposes for which they were conferred and not for ulterior purposes.
19. Prevent insolvent trading by LSA.
20. Make reasonable enquiries at Directors meetings to ensure that LSA is operating efficiently, effectively and legally towards achieving LSA's goals.
21. Not abuse, harass, bully, intimidate, discriminate, threaten or victimise other Directors, colleagues, members and/or employees of LSA.
22. Comply with the content and themes of the Child Safety section of this Code of Conduct.
23. promote and encourage diversity, equality and inclusiveness in decision making and throughout LSA.

Child Safety

LSA is a child safe organisation and has zero tolerance for child abuse. LSA adheres to applicable child safety standards and legislation. Directors must be aware of their responsibilities outlined in LA's child safety and safeguarding documents and be clear about processes for reporting and acting on concerns or reports of child abuse.

Directors will respect, listen to and promote the rights of children and ensure behaviour and interactions with children are appropriate, respectful and adhere to the behavioural expectations outlined in LA's child safety and safeguarding documents.

Review

This Code will be reviewed by the Board annually, or earlier as required.

Director Declaration

The LSA Code of Conduct must be annually executed by all directors.

I.....(Signature)

Being a Board Director of LSA confirm that:

- I have read and understood the above, and have an understanding of the Australian Institute of Company Director's Code of Conduct. (reference document attached – www.companydirectors.com.au)
- I acknowledge that I must ensure that any personal interests or roles do not influence or interfere with the proper performance of my duties in the best interests of LSA
- I agree that I have an ongoing obligation to comply with the LSA Directors Code of Conduct

Date: