

# TERMS OF REFERENCE

## Dogs SA Advisory Committees

### PURPOSE

Dogs SA Advisory Committees exist to provide advice to Dogs SA Council to assist Council in the management, promotion, and growth of their respective disciplines. It is essential that Advisory Committees work closely with Council and the relevant Affiliated Clubs to encourage participation and assist in the advancement of those disciplines.

### SUMMARY OF ADVISORY COMMITTEES AND THEIR RESPECTIVE DOG SPORTS

To provide clarity the following table lists the Dogs SA Advisory Committees, their respective sport(s) and their related Dogs Australia Committee.

Dogs SA Advisory Committees	Dog Sports	ANKC Committees
Obedience	Obedience Trials	Obedience & Tracking
	Rally Obedience Trials	
	Endurance Tests	
Agility	Agility Trials	Agility
	Agility Jumping Trials	
	Agility Games	
Retrieving & Field Trials (RAFT)	Retrieving Ability Tests for Gundogs	Retrieving & Field Trial
	Retrieving Trials for Gundogs	
	Field Trials for All Pointing Breeds of Gundogs	
	Field Trials for Pointers and Setters	
	Field Trials for Utility Gundogs	
	Ability Tests for Utility Gundogs	
Tracking	Tracking Trials	Obedience & Tracking
	Track & Search Dog Trials	
Dances with Dogs	Dances with Dogs Competitions	Dances with Dogs
	Trick Dog Tests	
Herding <sup>[1]</sup>	Herding Trials	Herding
Earthdog	Earthdog Tests	Earthdog
Scent Work	Scent Work trials	Scent Work
Lure Coursing	Lure Coursing & Sprint Dog	Lure Coursing
Canine Grooming	Canine Grooming Competitions	Canine Grooming

## FUNCTIONS AND RESPONSIBILITIES: GENERAL

The Terms of Reference set out the objectives, membership, roles and responsibilities, reporting, administrative arrangements, and review process for all Advisory Committees; expanding on the functions and responsibilities as described under the Dogs SA Rules.

Each Advisory Committee reports to the Dogs SA Council, and acts as liaison for its respective canine activity community.

The role of an Advisory Committee is to:

- Provide advice and recommendations about all matters related to its sport to Council to assist with Council's decision making.
- Recommend to Council the nomination of the Advisory Committee member to be the sport's representative on the relevant Dogs Australia Committee.
- Act as the point of contact for any rule clarification from the relevant Dogs Australia Committee when necessary.
- Provide advice and guidance to affiliated clubs and relevant stakeholders to achieve the most efficient and effective support for the relevant sporting community.
- Provide strategic oversight of the relevant sporting activities including emerging issues and removing obstacles for effective sporting operations.
- Provide support and encouragement to Affiliated Clubs to assist their ongoing viability and that their training methodologies and practices are consistent with contemporary standards.
- Work with the Dogs SA office and Affiliates and non-affiliate Clubs to ensure that there are as few event calendar clashes as possible.
- Promote and facilitate the exchange of good sport practice, evaluation, research, and information.
- Co-ordinate SA's contribution to any national rule reviews to guide and shape the sport in the long-term in accordance with both Dogs Australia "Procedure for Reviewing Existing Rules and Documents" and Dogs SA's "Procedures for Dogs Australia Delegates".
- Conduct State and/or National Trials/Tests/Competitions/Games/Events, excluding those sports that are non-competitive (i.e., do not score competitors but only have a pass/fail scoring systems).
- Liaise with and follow-up matters arising from the relevant Judges' meetings and Judges' Training.
- Conduct Judges' Training for the relevant sport by:
  - Organising a mentorship program, partnering aspirants with experienced judges.
  - Holding theoretical and practical examinations, organising locations, equipment, and judges, and supporting judges towards a Judges' license in the various divisions/classes/etc. of the relevant sport.

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- Facilitating opportunities for judges already holding a license to further improve their knowledge and skills, including through provision of extension seminars, workshops, mentorship, or remedial support.
- Conduct an Advisory Committee Special General Meeting (SGM) as described in Dogs SA Rules.
- Submit an Annual Report to Council in accordance with SACA Rules Part XIII 2(c).
- Liaise with Dogs SA on the financial management of the Advisory Committee's funds, including the submission of an annual draft budget each September.
- Provide guidance to affiliated clubs about compliance with anti-discrimination laws and promoting participation including juniors, rural/remote people and people with disabilities
- Members of Advisory Committees must always act in accordance with the Dogs SA Rules and Governance Charter.

## FUNCTIONS AND RESPONSIBILITIES: SPECIFIC DOG SPORTS

The Agility and Obedience Advisory Committees shall:

- Oversee the measuring of dogs new to these disciplines as per the height card protocols.

The Agility Advisory Committee shall:

- Ensure that all Affiliates have access to timing devices for their trials as per the application process.

The Earthdog Advisory Committee shall:

- Enable clubs to have access to tunnel liners for their tests.
- Assist with the maintenance of the Earthdog Enclosure at David Roche Park.
- Maintain records of qualifications and titles awarded, to award Earthdog of the Year at the SGM.

## MEMBERSHIP

The membership and voting process of an Advisory Committee is described in Dogs SA Rules.

- A minimum of Four and not more than Seven Committee members elected annually at the Special Meeting of Members
- The Chair of the Committee will be elected by those members elected to the Committee at the Special General Meeting of Members as soon as practicable after that meeting
- If insufficient written nominations to fill the Committee are received, nominations may be taken from the floor at the SGM to fill vacant positions
- If the number of nominations taken from the floor during the SGM result in more than the required number of positions to be filled, a silent ballot must be taken by those financial members present at the SGM as to which nominees are to fill the vacant positions
- If there are still insufficient nominations to fill the Committee, the Committee may fill any vacancies
- For Agility and Obedience Advisory Committees: No more than 2 positions can be appointed from the one (primary) Affiliate club and must be declared on nomination form

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- Where there is a regional affiliate, one Committee position should be held open for country/regional representatives
- Council may provide exemption from specific requirements of Advisory Committee numbers and roles where appropriate
- Where Council considers it necessary it may appoint a person of its choosing to the role of Chair of an Advisory Committee
- Any nominations for casual vacancies will be in writing and addressed to the Advisory Committee Secretary

## LIAISON COUNCILLOR

A Liaison Councillor may be appointed to assist an Advisory Committee either at the request of that Committee or at the discretion of the Council.

A Liaison Councillor will not be a formal member of that Committee and will have no voting rights.

## MEMBER ROLES

Advisory Committees may appoint members to specific roles as they see fit to conduct the business required of them.

## MEETINGS

An Advisory Committee shall meet when necessary or as requested by Council. Meetings may be held in person, or via electronic means as the situation requires. Members unable to attend a meeting in person, may use electronic options and will be counted as 'present' at the meeting.

An Advisory Committee shall conduct a Special General Meeting (SGM) annually during the month of November at which a report will be presented reviewing the work of the Committee for the year. Where applicable, any Annual Awards will be presented at the SGM.

At least fourteen days' notice of the Advisory Committee SGM shall be published in at least one edition of the Dogs SA Journal. The agenda for the SGM is to be published at least fourteen days prior to the meeting.

## SUB COMMITTEES

To support the work of an Advisory Committee, the Advisory Committee may establish standing or ad-hoc sub-committees. The Advisory Committee may co-opt extra assistance for specific tasks, but the presence of persons co-opted at sub-committee or Advisory Committee meetings shall not constitute membership of the Advisory Committee. The Advisory Committee shall receive reports from its sub-committees and be responsible for monitoring and evaluating each sub-committee's activities against their functions and responsibilities.

## AGENDAS AND SUBMISSIONS

The relevant Office Bearer (potentially the Secretary) will circulate a formal agenda in advance of each meeting, together with meeting papers. Late papers or urgent matters require approval of the Chair.

Other papers are due at least four business days before the meeting at which the matter is listed. The author of the paper is responsible for the relevant Office Bearer receiving papers on time and in the agreed format.

The relevant Office Bearer has responsibility for quality control of papers (ensuring papers achieve their purpose). Papers must succinctly state what the paper is about, and action required (decision, discussion, noting).

Actions resulting from the meeting will be allocated to specific individuals, with a target date identified for completion. The relevant Office Bearer will conduct action monitoring.

## MINUTES AND ACTIONS

The Advisory Committee is required to submit full details of proceedings at their meetings, including actions and recommendations to the Council.

The Advisory Committee is required to submit full details of income and expenditure in respect of any events (trials, seminars etc) within 30 days of that event, to the Council.

## CONFLICT OF INTEREST

If a member of an Advisory Committee believes that a conflict of interest exists, or would be perceived to exist, in respect of any matter placed before the Advisory Committee, the conflicted member should declare their interest and not take any part in the discussions or decisions in respect of that matter.

If a member of an Advisory Committee believes that another member of that committee may have a conflict of interest in relation to any matter before the committee, they may raise the issue with the Chair of the Advisory Committee.

## REVIEW

Each Advisory Committee will review these terms of reference and functional performance of the Advisory Committee annually to ensure it remains consistent with the Advisory Committee's authority, purpose, function, and responsibilities. Any recommended changes should be forwarded to the Executive Office for consideration by Council.

## FUNCTIONS AND RESPONSIBILITIES: NEW OR MINOR SPORTS

With well-established sports, the running of events is carried out by affiliated clubs and so also is the training and promotions for the sport.

For an ANKC sport that is not yet holding events in this State, Dogs SA may authorise the establishment of a Working Party, provided it was demonstrated that there was sufficient potential for the sport to proceed. This Working Party would:

- Undertake the promotion of the sport with the SA Dog Sport community
- Hold information sessions
- Hold training sessions
- Identify potential Foundation Judges
- Hold mock trials.

After 1 to 2 years there should be a review of the Working party's progress by Dogs SA and if there is sufficient participation by the SA Dog Sport community then Dogs SA may support the establishment of an Advisory Committee.

Once an Advisory Committee is established, in addition to the normal functions and responsibilities outlined in this document it would also need to expedite a Foundation Judges program. Additionally, there will usually be a need for the Advisory Committee to undertake the roles usually undertaken by affiliated clubs, i.e.:

- Undertake promotion of the sport, including demonstrations
- Provide training sessions
- Organise workshops, often with interstate experts in the sport
- Hold mock trials
- Hold scheduled trials for ANKC qualifications & titles

After 2 to 3 years, it is expected that either existing affiliated clubs and/or a newly established club would enable the Advisory Committee to cease its involvement in the activities normally undertaken by affiliated clubs. However, the Advisory Committee may continue to undertake promotion, training, and the holding of trials if necessary.