



## **DBSA SWEEP COMMITTEE CHARTER**

**Established June 2018**

### **Purpose**

The DBSA Sweep Committee (SC) is a committee established and appointed by the Board of DragonBoat SA to provide specialist assistance and advice in training, assessing and maintaining consistent standards across all Sweeps who are affiliated with members of DBSA.

### **Objective**

- Organise and run Sweep Training Courses
- Assess Sweeps for progression through Sweep levels and reaccreditation and provide feedback on the outcome of the assessments
- Update RevSport accordingly with Sweep level
- Recommend updates for the Sweep Training course
- Communicate with DBSA sweeps to maintain safety and consistency
- Set an annual Training Course timetable
- Review policies and procedures which affect sweeps and make recommendations to the DBSA Board
- Set an annual meeting schedule (minimum 4 meetings per year)

### **Accountability**

The SC will report directly to the DBSA Board via providing regular copies of meeting Minutes.

### **Structure**

- The SC will consist of suitably qualified delegates invited by the DBSA Board
- Delegates will be appointed for a two (2) year term from 1<sup>st</sup> July
- Upon expiration of a delegates term, he/she may renominate for the Sweep committee and DBSA will review the nomination and address as required
- The SC shall submit delegate nominations to DBSA and upon approval, DBSA shall appoint them to serve on the committee
- When nominating a delegate, the SC will consider the relevant experience of the nominee and his/her ability to work within the committee framework

## **Chair of the Committee**

Sweep Committee meetings will be chaired by a member appointed by the DBSA Board.

The Chair will preside over their delegated meeting and facilitate discussion according to the associated agenda

- The Chair will oversee the preparation of the meeting agenda and ensure that the designated people perform the associated follow up work

## **Meetings and Quorum**

- At any scheduled meeting of the SC two thirds of delegates will constitute a quorum for voting purposes
- Each SC delegate is entitled to one (1) vote which includes the Chair
- A minimum of seven (7) days' notice is required for any meeting

## **Responsibilities**

- Sweep Committee delegates will undertake to apply their knowledge and skill to the matters that come before the committee in a manner that is in the best interests of DBSA and the further development of Dragon Boat Racing, independent of any other affiliations that they may have
- In particular, delegates will be expected to commit themselves to carrying out assigned tasks within allocated time frames and respond responsibly, reliably and promptly to internal committee communications