



DBSA SWEEP COMMITTEE CHARTER

Reviewed January 2024

Purpose

- The purpose of the DBSA Sweeps Committee is to ensure that the National Sweep Training Program is followed, and a high level of sweep competency is maintained in SA with safety being of the utmost importance.

Objectives

- Organise and run the National Sweep Training program in South Australia.
- Assess Sweeps for progression through Sweep levels and reaccreditation and provide feedback to Sweeps on the outcome of their assessments.
- Assist with the ongoing development of sweeping skills in South Australia with an emphasis on education.
- Throughout the season, act on all matters brought to the committee's attention, with acknowledgment of Board suggestions, in a professional and transparent manner.
- Advise AusDBF of any Sweep level upgrades and first aid qualifications for updating in RevSport.
- 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.

Structure

- The Sweep Committee will consist of between four and six accredited sweeps with a minimum Level 3 accreditation.
- Delegates will be appointed for a two (2) year term from 1st January and can serve a maximum of three consecutive terms unless approval has been granted by the DBSA Board to extend the individual's term.
- Committee nominations will be submitted to DBSA and upon approval, DBSA shall appoint them to serve on the committee.
- When nominating for the committee, the relevant experience of the nominee and his/her ability to work within the committee framework will be considered.

Chair of the Sweep Committee

- The DBSA Board will appoint a Chair for the committee.

Meetings

- The Sweep Committee shall meet at least quarterly.
- Minutes including action items, decisions and recommendations, must be taken and submitted to the DBSA Board as soon as practical after the meeting.
- A quorum will consist of three (3) members.

Conflict of Interest

- If a committee member is deemed to have a real or perceived conflict of interest in a matter that is being considered at a meeting, they will be excused from discussions and deliberations on the issue where a conflict of interest exists and must not be present for consideration of that matter.

Accountability

- The DBSA Sweep Committee is accountable to the DBSA Board.

Reporting

- The Committee will report to the DBSA Board at a minimum each quarter period end.
- The Chair will be invited as required, to attend and provide updates on the Sweep Committee's progress to the DBSA Board at Board meetings and at other times when relevant.

AusDBF Sweep Committee

- A member of the Sweeps Committee will be appointed by DBSA Board as South Australian delegate on the AusDBF Sweeps Committee.