



Appendix 7

Wentworthville Leagues Club Ltd Sponsorship Charter



EXTRACT OF BOARD CHARTER

Pertaining to Sponsorship Committee

Board Charter

Wentworthville Leagues Club Ltd

Approved by the Board: September 2008

Sponsorship Committee Charter

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1. DEFINITIONS

The following definitions apply in this Charter unless the context clearly requires otherwise:

Board means the board of directors of the Club;

Charter means this Sponsorship Committee Charter;

Club means Wentworthville Leagues Club Ltd ABN 25 000 244 459;

Committee means this Sponsorship Committee;

Committee member means a person appointed to the Committee by the Board;

Constitution means the Constitution of the Club as amended from time to time;

Director means a person who is a member of the board of directors of the Club;

Member means a member of the Club; and

Secretary means the Secretary/Manager of the Club.

2. HISTORY AND STATEMENT OF PURPOSE

- 2.1 The Club understands and appreciates the vital role that the local community plays in the development of the Club. The Club has been operating in the Wentworthville, Holroyd and Parramatta region for 46 years, and considers itself a proud member of the local community.
- 2.2 It has a long history of supporting community initiatives in the region in which it operates, through funding, donations of services, in-kind professional support and "lending a hand" as and when needed.
- 2.3 The Club has a strong and proud history of growth and sporting achievement and has played a pivotal role as a participant in the Community Development & Support Expenditure (CDSE) Scheme. The Club is proud of the support that it has provided across the years to worthwhile community projects within its communities of interest.
- 2.4 The Club actively supports sporting projects managed by accredited organisations, including its own 18 sporting "sub-clubs".
- 2.5 The Club is further interested in supporting projects that are managed by accredited organisations, institutions and individuals with an emphasis toward the less fortunate and the needy in the areas of:
 - (a) Wellness – hospitals, aged care, families at risk, people with disabilities, addictions, homelessness, medical research, mental illness and others as determined by the Club;
 - (b) Culture – the arts in general including music, art, sculpture, drama (live and recorded performances) and related exhibitions performances/displays accessible across a range of socio-economic groups; and
 - (c) Community – initiatives that benefits a specific community grouping.

3. ROLE OF THE COMMITTEE

- 3.1 This Committee is established by the Board under Rule 98(a) of the Constitution.
- 3.2 This Charter sets out the role and conduct of the Sponsorship Committee.
- 3.3 The Committee must comply with the Board Charter where appropriate.

3.4 The purposes and objectives of the Sponsorship Committee are to:

- (a) promote the objects of the Club and uphold its Constitution;
- (b) provide leadership in the development of the sport of rugby league for the Club;
- (c) encourage increased participation and improved performance by individuals in rugby league and in all other accredited sporting clubs and all other accredited clubs set out in Rule 110 of the Constitution,
- (d) provide resources, services and facilities to enable individuals to pursue and achieve excellence in rugby league, and in all other accredited sporting clubs and all other accredited clubs set out in Rule 110 of the Constitution, while also furthering their educational and vocational skills and other aspects of their personal development;
- (e) to improve the sporting abilities of individuals generally;
- (f) to provide access to resources, services and facilities related to the sport of rugby league and to all other accredited sporting clubs and all other accredited clubs set out in Rule 110 of the Constitution;
- (g) encourage the other private sector sponsors to contribute to the funding of rugby league, and of all other accredited sporting clubs and all other accredited clubs set out in Rule 110 of the Constitution; and
- (h) sponsor projects in accordance with paragraph 2.7 above.
- (i)

4. AUTHORITY

4.1 The Committee does not have delegated power to make binding decisions or act on behalf of the Club.

4.2 The Committee may:

- (a) perform activities consistent with this Charter;
- (b) require the attendance of the Club's managers at its meetings;
- (c) make recommendations to the Board in respect of projects and other proposals submitted to the Committee.

5. COMMITTEE MEMBERSHIP

5.1 The Committee will have three members appointed by the Board. The Board will also appoint the Chairperson of the Committee who will be a Director.

5.2 The Secretary will be an ex-officio member of the Committee and will not have a vote.

5.3 The Board may remove a Committee member or the Chairperson for any reason.

5.4 A person ceases to be a Committee member immediately:

- (a) if he or she:
 - (i) is removed by the Board;
 - (ii) (if a Director) ceases to hold office as a Director;
 - (iii) (if an employee) ceases to be employed by the Club; or

- (iv) (if a consultant) ceased to be engaged by the Club; and
 - (b) at the Club's next annual general meeting after the date person was appointed to the Committee.
- 5.5 The Board will endeavour to appoint Committee members who:
 - (a) have skills and experience appropriate to the Club's core business;
 - (b) possess the capacity to devote the required time and attention; and
 - (c) possess sufficient knowledge in regard to the key aspects of the Club.
- 5.6 The secretary of the Committee will be the Secretary, or another person as nominated by the Board.

6. MEETINGS

- 6.1 Meetings will generally be held in accordance with Rules 118 – 127 of the Constitution, except as varied with approval of the Board under this Charter.
- 6.2 Only Committee members are entitled to attend, speak and vote at Committee meetings.
- 6.3 Each Committee member holds one deliberative vote. No Committee member has a casting vote. If there is an equality of votes the Chairperson will declare the motion to be lost in accordance with Rule 98(a)(ii) of the Constitution.
- 6.4 A quorum for any Committee meeting will be a majority of the Committee (2 members). A quorum must be present throughout the meeting.
- 6.5 The Committee may invite other persons to its meetings as it considers necessary.
- 6.6 The Committee may give the Board a standing invitation to attend its meetings.
- 6.7 Committee meetings shall be held no less than quarterly on pre-arranged dates.
- 6.8 Committee meetings may be held by any means by which Board Meetings may be held.
- 6.9 Committee members must attend each Committee meeting in person, except in unusual circumstances where other means may be used by approval of the Committee and as permitted under the Constitution.
- 6.10 The Chairperson may call a special meeting of the Committee at any time on reasonable notice.
- 6.11 If a Committee member does not agree with a decision of the Committee then that Committee member may request that their dissent be noted in the minutes. In very serious situations a Committee member may resign from the Committee and/or notify the Board or an appropriate regulatory authority. Otherwise, Committee members should support any decision of the Committee.

7. INDEPENDENCE/CONFLICTS OF INTEREST

- 7.1 Committee members must act according to their own independent judgment and must not allow their own interests, or the interests of any other person, to come ahead of the best interests of the Club and its Members.
- 7.2 Committee members must carry out their duties and exercise their powers in good faith and for a proper purpose.
- 7.3 If a Committee member becomes aware of a conflict of interest in any matter under consideration by the Committee, this should be disclosed to the Committee immediately according to the principles set out in paragraphs 5 and 6 of the Board Charter.
- 7.4 A Committee member must not gain any improper benefit (either directly or indirectly) for themselves or any other person through use of information or their position as a Committee member.

8. AGENDA/PAPERS & MINUTES

- 8.1 Committee papers and the agenda will be distributed to the Committee members in a timely and efficient manner to enable the Committee members to properly prepare for each Committee meeting.
- 8.2 If a Committee member has declared an interest in a matter under consideration (see paragraph 7 – Independence/Conflicts of Interest) then the Secretary will remove papers relating to that matter from the Committee papers to be distributed to that Committee member on instructions from the Chairperson of the Committee. If the Chairperson has declared an interest, then the Secretary will remove papers in consultation with the President.
- 8.3 Committee members should not remove Committee papers or agendas at the end of a Committee meeting. They should be handed to the Secretary for destruction at the end of the meeting. The Secretary should issue copies of approved minutes, agendas and Committee papers to each Committee member after the meeting at which they are approved (this may be with the agenda and Committee papers for the next meeting).
- 8.4 Draft minutes shall be prepared by the Secretary after each meeting for review by the Chairperson of the Committee.
- 8.5 The draft minutes shall be distributed to the other Committee members with Committee papers and be tabled at the next Board meeting for final review and approval.
- 8.6 A copy of the Committee minutes, once they have been approved by the Chairperson, should be included in the papers for the next Board meeting. The minutes should be entered into the minute book within 1 month of a Committee meeting.

9. CONFIDENTIALITY

- 9.1 Committee members must keep information obtained in their position as a Committee member and details of Committee meetings confidential.

10. SPONSORSHIP REQUESTS

Sponsorships made by the Club, or requested by applicants, must demonstrate deliverable outcomes in the community. They should:

- (a) address a community need that is not readily met by existing government programs/organisations;
- (b) contribute measurable, long-term solutions to relevant community issues;

- (c) encourage further State or local government support, shared responsibility and integration into long-term community development strategies;
- (d) develop capacity within the Club's communities of interest;
- (e) demonstrate appropriate governance and capacity to manage the specified project; and
- (f) where applicable and reasonable, be sustainable beyond the life of the Club's support.

11. ELIGIBILITY AND CRITERIA

11.1 The Committee will accept sponsorship requests from:

- (a) incorporated, not-for-profit organisations/institutions that are based in and/or deliver services within the Club's communities of interest;
- (b) not-for-profit educational institutions (e.g. universities, schools, secondary and tertiary colleges);
- (c) local government bodies; and
- (d) other organisations approved by the Board on recommendation from the Committee.

11.2 Applicants should have a proven track record of managing community projects or, be able to demonstrate that they will be able to manage the project for which support is being sought.

11.3 Not-for-profit bodies that are not incorporated can apply under the banner of an incorporated organisation that agrees to administer the funds on their behalf.

11.4 The Club values and promotes health and safety and therefore expects all successful applicants to comply with all Occupational Health & Safety (OH&S) standards and legislative requirements for all projects supported by the Club.

12. AREAS OF SUPPORT

12.1 The Club supports projects initiated by the community that aim to develop the Club's communities of interest and provide long-term results.

12.2 The Club will provide financial support for discrete, one-off projects that have measurable community benefits within its areas of focus such as education programs, health services and projects aimed at encouraging greater community involvement.

13. AREAS NOT SUPPORTED

Given that the Club has only a limited amount of funds available for sponsorships each year, there are some things that it has chosen not to support. These include:

- (a) requests for individual benefit, including those seeking support for:
 - (i) academic studies towards a [personal] degree;
 - (ii) overseas travel for any purpose;
- (b) raising funds on behalf of charitable or other organisations;
- (c) requests from political or sectarian organisations or campaigns;
- (d) requests from religious organisations for religious purposes;

- (e) requests from conference organisers or potential attendees at conferences/symposia;
- (f) commercial or advertising requests;
- (g) activities that are hazardous or dangerous;
- (h) activities that conflict with our corporate values; and
- (i) requests for recurrent funding.

14. SPONSORSHIP LIMITS AND EXCLUSIVITY

The Club limits sponsorship as set out in the annual budget. It is not necessary for the Club to be the sole sponsor on any given sponsorship project.

15. PROJECT BUDGET

The Committee requires applicants to submit a detailed project budget as part of their application in the format approved by the Committee from time to time.

16. REQUEST PROCEDURE

- 16.1 Applications must be made in writing to the Secretary at the address below:

The General Manager
 Wenty Leagues Club
 50 Smith Street (PO Box 228)
 Wentworthville NSW 2145

Initial inquiries may be made by telephone, facsimile or e-mail on the contacts below:

Telephone (02) 8868-09200
 Facsimile (02) 8868-9290
 Email: info@wentyleagues.com.au

- 16.2 Applicants may support their sponsorship request with materials (e.g. photographs, records of achievement, annual reports). The application material will not be returned so applicants should supply copies not original documents. The Committee may require that certain documents be certified as true and complete copies by an authorised person.
- 16.3 The Committee may set criteria for applications that it considers appropriate, including timetables for submission. The Committee is not required to consider applications that do not meet the specified criteria.

17. ASSESSMENT

- 17.1 Applications will initially be assessed by the Secretary who may seek additional information from applicants. Applications will then be forwarded for full assessment by the Committee which will make its recommendations to the Board.
- 17.2 Applications will be assessed by the Committee and then the Board according the criteria in this Charter and as considered by them to be appropriate at their sole discretion (or as required by law or any applicable guidelines).
- 17.3 Applicants will receive notification of the outcome of their requests after the date of the relevant Board or Committee meeting (generally within approximately two months of the application date). The Committee may recommend, and the Board may impose, any conditions they consider appropriate on approval of an application.

- 17.4 If an applicant is successful, the Committee will require that the applicant sign a binding agreement detailing the terms and conditions of the Club's support. At the end of the sponsored project, the applicant will be required to submit an evaluation report to the Committee in the form required by the Committee from time to time.
- 17.5 Only the Committee may accept applications and determine whether to recommend a project for sponsorship by the Club. Applicants must not make direct applications to the Board, any individual Director, or Executive Management.
- 17.6 The decision on whether to sponsor a project made by the Board is final, binding and not subject to review.
- 17.7 The Board and the Committee are not obliged to give any reasons for their decisions.

18. REPORTING RESPONSIBILITIES

- 18.1 The Chairperson of the Committee will regularly update the Board about:

- (a) matters relevant to the Committee's role and responsibilities; and
- (b) the Committee's recommendations for approval by the Board.

19. CORPORATE GOVERNANCE

- 19.1 The Committee must ensure that the following material is provided in the corporate governance section of the Club's annual report:
- (a) details of the names and qualifications of Committee members;
 - (b) the number of meetings of the Committee and the attendance of Committee members at those meetings; and
 - (c) the rationale for any departures from Clubs NSW *Best Practice Guidelines*.