



THE UNIVERSITY OF
MELBOURNE

Melbourne University Sport Charter

Made under section 7(3) of the Vice-Chancellor Regulation

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1 Definitions

Unless the contrary intention appears, these meanings apply:

University means the University of Melbourne.

University Regulatory Framework means the instruments that govern the University's operations which include:

- (a) the *University of Melbourne Act 2009* (Vic);
- (b) University Statute;
- (c) University Regulations;
- (d) University Policies;
- (e) University Processes; and
- (f) Delegations Framework,

and which may be amended from time to time – accessible at <http://www.unimelb.edu.au/governance/regulatory-framework>

MU Sport means Melbourne University Sport.

Board means the Advisory Board.

Club means a sporting club affiliated or directly under the management of the University as determined by MU Sport

VC means the Vice-Chancellor of the University.

CE member means the Chancellery Executive member of the Board appointed by the VC

Director means the Director of Sport.

Special Majority means more than three-quarters of the votes cast by the Board members eligible to vote are in favour of the decision.

2 Establishment

Melbourne University Sport (**MU Sport**) is a department of the University of Melbourne (**University**) established pursuant to the *University of Melbourne Act (2009)*, Part 3 – Structures and Staff, section 7(1)(b) of the Vice-Chancellor Regulation.

3 Recitals

A. Establishment

MU Sport was established to provide the professional management of the fitness, sports and recreation facilities, programs and activities of the University and provide high-level policy, business and financial advice on the development and management of sport and recreation at the University.

B. History

Students have participated in sport and recreation activity since the formation of the University coming together to form clubs and teams to compete in weekly or regular community competitions with the first recorded contest a cricket match in 1857. The Boat Club was established in 1859.

Intersarsity competition against Sydney University commenced in 1870 in rowing and cricket and the University adopted the British practice of awarding sporting 'Blues' for

outstanding sporting performance. In 1874, the land north of Tin Alley, the Sports Precinct, was provided to the University for recreational purposes, with the first Pavilion built in 1906. The Boat House was constructed on the Yarra River in 1908. The inaugural Director of Sport was appointed in 1904 to provide professional management of the sporting facilities and to support the sporting activities of students and clubs at the University.

The Sports and Physical Recreation Committee (SPRC) was established in 1904 as the governing body for sport at the University. The Sports Union, the forerunner to the Melbourne University Sport Association (MUSA), was established in the same year as a student organisation consisting of affiliated sporting clubs with representatives on the SPRC. The SPRC was replaced by the Board in 2009 with all members appointed by the University.

In 2016 the University Statutes and Regulations were revised, and this charter sets out the governance and management arrangements of MU Sport replacing the revoked regulations for semi-autonomous bodies.

C. Vision

Sport Matters at Melbourne – *it Inspires, Connects and Leads.*

4 Aim and Objectives

4.1 Aim

- (a) That MU Sport is recognised as the leading Australian University department for the provision of programs that improve student and staff physical and mental health, reduce social isolation and create lifelong connections to the University.

4.2 Objectives

The objectives of MU Sport are to:

- (a) Enhance the campus experience and improve the physical wellbeing of all students and staff by providing opportunities to engage in regular physical activity at the University;
- (b) Support the development of leadership capabilities in programs and clubs that enable students, staff and alumni to demonstrate leadership and active citizenship;
- (c) Provide opportunities for student athletes, clubs and teams to compete successfully at events and competitions that engage our students, staff and alumni;
- (d) Provide access to quality facilities for all sport and club programs that are conveniently located, with the flexibility and capacity to meet the diverse and constantly changing needs of the University community;
- (e) Determine and implement appropriate duty of care and risk management practices for all sporting activities to ensure the safety of participants and the good conduct of student athletes, teams and club participants and officials;
- (f) Ensure the recruitment and ongoing support for student athletes by the provision of comprehensive athlete development services, mentoring, sporting scholarships and advocacy;
- (g) Be responsible for the oversight and management of the activities of all affiliated sporting clubs in line with University and MU Sport policy and

procedures, national or state body rules and regulations and industry best practice specific to the activity;

- (h) Recognise the achievements of athletes, teams and clubs with Sporting Awards and Blues;
- (i) Support alumni engagement activities and encourage giving to support clubs, sporting programs and facility development;
- (j) Collect, curate and display archival material on the sporting history of the University to engage visitors, alumni and current and prospective students;

4.3 Supports objects of the University

The objectives of MU Sport are consistent with and support the objects as articulated in the University of Melbourne Act 2009 (Vic). Specifically, the objectives of MU Sport are aligned with the University's commitment to:

- (a) equip graduates of the University to excel in their chosen careers and to contribute to the life of the community;
- (b) to serve the Victorian, Australian and international communities and the public interest by enriching cultural and community life;

5 Adherence to University Regulatory Framework

5.1 Overarching obligation

As a University department, MU Sport, and affiliated clubs, will adhere to the University Regulatory Framework.

5.2 Budget

Without limiting section 5.1, the budget of MU Sport will follow the University Planning and Accountability Framework and accord with the principles applicable to all budget divisions of the University.

6 Governance structure overview and reporting lines

MU Sport governance arrangements at a high level are as follows:

- (a) MU Sport is governed by a Board that reports to the Vice-Chancellor of the University (**VC**).
- (b) The Board has the discretion to establish sub-committees as needed.
- (c) The activities of MU Sport are managed by the Director of Sport (**Director**) who reports to:
 - (i) The Board on all strategic outcomes captured in the Strategic Plan for Sport.
 - (ii) A member of the Chancellery Executive nominated by the VC on their performance and all operational matters.
- (d) The **Director** is supported by:
 - (i) The Board and sub-committees as considered necessary for the good management of MU Sport.
- (e) The foregoing governance arrangements may be amended from time to time with the approval of the VC.
- (f) The Board must report on progress in achieving strategic outcomes via the nominated Chancellery Executive member to the VC, who may provide a report to the University Council on a semi-annual basis.

7 Vice-Chancellor of the University

The VC has the ultimate responsibility for the performance of MU Sport.

8 The Board

8.1 Roles and Responsibilities of Board

The role of the Board is to provide advice on the strategic direction of sport at the University and its key responsibilities are as follows:

- (a) uphold the objectives of MU Sport as outlined at section 4.2;
- (b) recommend sport strategic and capital plans to the VC, via the CE member, for approval; in the context of the University's strategic plans and monitor performance against the plans;
- (c) make a recommendation on the appointment of the Director to the VC, via the CE member, and provide advice on any particular terms that may be applicable to the appointment;
- (d) advise the VC via the CE member on sport and recreation policy;
- (e) recommend the annual budget for submission as part of the University planning and budgeting cycle and monitor performance against plan and budget;
- (f) advise on medium and long-term planning of the University sport and recreation facilities;
- (g) monitor and advise on industry developments relevant to the provision of University sport and recreation;
- (h) oversee the operations of MU Sport in a manner consistent with plans and budgets approved by the University for that purpose;
- (i) fulfil trust obligations in regard to the Sport Foundation and other sport related trusts of the University;
- (j) determine the affiliation requirements and procedures for clubs on the advice of the Director;
- (k) monitor the performance of the Director in conjunction with the CE member and subject to the terms of their appointment, and receive reports from the Director at its meetings on the operation and management of MU Sport;
- (l) monitor the stakeholder relations between the Director and sporting clubs, state and national sporting organisations, the residential colleges and any other stakeholders.

8.2 Board membership

- (a) The Board shall consist of the following nine members:
 - (i) a Chancellery Executive Member nominated by the VC;
 - (ii) four external members (from which the Chair is appointed), including members with specific expertise in the fields of sport and recreation;
 - (iii) two University of Melbourne staff members; and
 - (iv) two currently enrolled University of Melbourne students.

- (b) For the purposes of quorum, the Director is considered a member of Board as non-voting ex-officio.
- (c) The composition of the Board may be reconfigured at any time by the VC on recommendation of the Chancellery Executive Member and Chair.

8.3 Selection of the Board

- (a) In appointing the members outlined in sections 8.2(a), a nominating committee consisting of the Chair and the Chancellery Executive Member shall make recommendations to the VC for approval of new members.
- (b) In appointing the Board members under section 8.2 (a), the nominating committee will be conscious of the need to ensure appropriate diversity in the Board membership around gender, disciplinary background, and relevant expertise in the fields of sport and recreation.
- (c) Casual vacancies on the Board are filled according to the selection process and considerations outlined at sections 8.3(a) and (b).

8.4 Board Chair and Deputy Chair

- (a) The Board may recommend a Chairperson to the VC, via the CE member, for appointment.
- (b) The Board Chair must be independent of the University.
- (c) The position of Deputy Chair will be held by the Chancellery Executive Member.

8.5 Term of Board membership

- (a) Student members falling under section 8.2(a)(iv) are appointed annually for up to three years.
- (b) Without limiting section 8.5(a), the members described at sections 8.2(a)(ii) and (iii) are appointed for a three-year term and may be reappointed for one further term.
- (c) The Chancellery Executive Member shall hold office at the discretion of the VC
- (d) The Chair shall hold office initially for three years and be eligible for a maximum of two further terms of two years

8.6 Removal of Board members

- (a) The Chancellery Executive Member and members identified in 8.2 (a)(iii) may be removed with or without cause by the VC.
- (b) Any of the members described in sections 8.2(a)(ii) may be removed by a Special Majority of the Board members or by the decision of the VC

8.7 Meetings of the Board

- (a) The Board will meet at least four times each year.
- (b) The Board Chair is responsible for the conduct of all Board meetings. This includes ensuring that all agendas of Board meetings are comprehensive and within the remit of the Board's role and responsibilities.
- (c) Meetings of the Board may be held by telephone, videoconference, or similar medium, but the Board will hold at least one in-person meeting per year.
- (d) With the approval of the Chair and noting the business of the day the Director may invite other members of the Executive of MU Sport to attend a Board meeting

8.8 Quorum

- (a) A quorum for a meeting of the Board requires the presence of five members of the existing membership of the Board and must include either the Chair or the Chancellery Executive Member as Deputy Chair. At least one University staff member must be in attendance to achieve quorum.
- (b) The quorum must be present at all times during the meeting.
- (c) Without limiting section 8.7(c) participation in a meeting by telephone, videoconference or similar medium will constitute presence at a meeting.

8.9 Voting

- (a) Unless otherwise specified in this Charter, all matters to be voted on will be determined by majority vote of all members of the Board present at the meeting and eligible to vote.
- (b) In the event of a deadlock, the Chancellery Executive Member will have the deciding vote
- (c) A Board member must declare and withdraw themselves from voting on any matters before the Board which raise a Conflict of Interest.

8.10 Board Sub-Committees

- (a) The Board may establish such sub-committees as it considers necessary for its good management.
- (b) Non-Board members of sub-committees shall normally be appointed for a term of two years and be eligible for reappointment if approved by the Board
- (c) The Board is responsible for setting and reviewing the Terms of Reference for Board Sub-Committees.

9 Director of Sport

9.1 Delegation

The Director is a Level 3a delegate under the University's Delegations Framework.

9.2 Appointment

The VC may, on the recommendation of the Board via the CE member, appoint a Director.

9.3 Role and Responsibilities

The Director is responsible for the day-to-day management of Melbourne University Sport,

The Director's duties are to:

- (a) Lead the strategic planning for sport within the University, establish a clear framework for sport within the University's strategic planning framework and ensure synergy between Melbourne University Sport and the objectives of the University;
- (b) Provide leadership to the MU Sport Board, department staff, clubs officials, residential colleges, sporting alumni and other stakeholders in championing sport within the University;
- (c) Provide advice to the University and MU Sport Board on University policy and procedure that impact on the business and operational requirements of the department and in providing effective governance and decision making;

- (d) Develop and maintain strategic relationships with faculties, residential colleges, alumni groups student services, sporting clubs, national and state sporting organisations in delivering sport, fitness and recreation opportunities for the University community;
- (e) Represent the University on all matters concerning sport and recreation and engage with local, national and international University and sport industry groups;
- (f) Be responsible for the development of the sport capital plan in line with the University's capital plan;
- (g) Be responsible for the strategic oversight and management of clubs including the alignment of club and member affiliation agreements with the strategic objectives and risk management requirements of the University and MU Sport;
- (h) Be responsible for the management, maintenance and access arrangements to all sporting facilities of the University in line with University strategy and policies. Ensure appropriate agreements are in place to ensure access to the required external facilities and grounds for the University community;
- (i) Be responsible for the adoption of appropriate business management practices and systems and for the reporting on performance plans and the annual budget;
- (j) Lead an innovative and efficient organisation committed to delivering quality programmes, services and facilities with an outstanding customer service culture;
- (k) Ensure that all staff and volunteers, programs, services, clubs, facilities and equipment operate within the policies set by the University with reference to financial, EH&S, risk, equity and diversity, personnel and governance responsibilities.

10 Charter Review

The Board shall review this charter on an annual basis and make any appropriate changes.

Version	Approved by	Approval date	Effective date	Sections Modified
1	Vice-Chancellor	16 May 2018	16 May 2018	Revised Charter