

BBNZ Terms of Reference – Player Representative Accreditation Panel

Purpose:

The purpose of the Player Representative Accreditation Panel is to:

- Oversee and administer the accreditation process for Player Representatives.
- Assess and determine accreditation outcomes.
- Ensure alignment with BBNZ values and integrity frameworks.

Activity/ Scope of Managed Activity

The responsibilities of the committee are as follows:

- Reviewing applications.
- Ensuring checks.
- Determining outcomes.

Membership and Structure

- **Membership** - Is 7 members including BBNZ Board Chair, BBNZ CEO, BBNZ HP General Manager, and 4 appointed members
- **Chairperson** – The BBNZ Board chair shall call and chair any meetings of the panel in whatever format. In the absence of the chair, another member will chair any meetings as discussed with the chairperson prior or in agreement with the membership at the time.
- **Term** –Members are appointed to this panel for a period of 3 years, with the option of extending for a further 3 years. Maximum term of 6 years
- **Record Keeping** – The Chairperson or their nominee shall record actions and decisions made following each meeting.
- The committee may invite external parties if required and agreed by all members

Meetings

- **Frequency** -The panel shall determine its own frequency of meetings.
- **Format** – Meetings will take place virtually.
- **Actions** shall be recorded at all meetings by the Chairperson or their nominee
- **Reporting** – The Chair of the panel shall report verbally (at least) or in writing following each panel meeting to the BBNZ Board. Accredited representatives will be listed on the BBNZ website with contact information as per the Charter available for public view.

Decision making

- A quorum shall be not less than 4 members
- Where decisions (if any) are required within the panel - voting shall be by simple majority of the membership group. In the event of a tie the Chairperson or Acting Chairperson shall cast an additional vote.

Operations, Papers and Presentation

Any information or action papers presented to the panel shall be provided at least five working days prior to the next meeting.

Delegated Authorities and Powers

- **Budget** – There is no budget directly associated with this panel
- **Review and Accredited**- The panel has the authority to grant, renew or decline accreditation.