NEW LAMBTON FOOTBALL CLUB (NLFC)

FEMALE CONSULTATIVE GROUP (FCG)

CHARTER (TERMS OF REFERENCE)

VERSION 1

DOCUMENT CONTROL

Item	Details
Document Title	Female Consultative Group Charter (Terms of Reference)
Version	1
Status	Approved
Owner	New Lambton Football Club Committee
Effective Date	Upon Committee Approval
Review Cycle	Annual

APPROVAL

This Charter is formally adopted by resolution of the New Lambton Football Club Committee.

Role	Name	Approved / Not Approved	Date
President	Steve MANNING	Approved	20/10/2026
Secretary	Megan PAYNE	Approved	20/10/2026
Executive Sponsor	David THOMAS	Approved	20/10/2026

FOREWORD

New Lambton Football Club (NLFC) recognises the importance of structured female representation in club governance and football development.

The Female Consultative Group (FCG) is established to ensure that female players, coaches, referees, volunteers, and families have a formal mechanism through which their lived experience, needs, and development priorities are captured and presented to the NLFC Committee.

This Charter formalises that structure in alignment with:

- Northern NSW Football (NNSWF) governance frameworks
- NNSWF Member Protection Policy
- NNSWF Safeguarding and Child Protection requirements
- NSW Government Community Consultative Committee Guidelines (2023)
- Sport Australia governance principles

1. PURPOSE

The Female Consultative Group (FCG) is established to provide structured, inclusive and representative advice to the NLFC Committee on all matters relating to female participation in football.

The FCG exists to ensure that female voices are embedded in decision-making processes affecting:

- Players
- Coaches
- Referees
- Volunteers
- Families
- Female football pathways within NLFC

The FCG is an advisory body only and:

- Has no executive authority
- Has no financial delegation
- Has no governance authority over NLFC operations
- Cannot bind the NLFC Committee

2. AUTHORITY AND STATUS

The FCG is established under resolution of the NLFC Committee and operates as a formally recognised sub-committee.

The FCG:

- Reports directly to the NLFC Committee via the Executive Sponsor
- Provides recommendations, consultation findings and strategic advice
- May be tasked with consultation activities by the Committee
- Does not have independent decision-making authority

The FCG operates in alignment with:

- Northern NSW Football (NNSWF) governance policies and competition rules
- NNSWF Member Protection Policy
- NNSWF Safeguarding Framework
- Sport Australia Governance Principles
- NSW Community Consultative Committee Guidelines (2023)

Where conflict exists between FCG advice and NNSWF regulations, NNSWF regulations prevail.

3. STRATEGIC ALIGNMENT

The FCG supports NLFC strategic objectives and NNSWF participation frameworks across:

3.1 Participation Growth

- Increasing female registrations across MiniRoos, junior, youth and senior programs
- Supporting entry pathways for new female participants

3.2 Retention

- Identifying barriers to continued participation
- Improving female player retention across age groups

3.3 Coaching Pathways

- Encouraging female participation in NNSWF coaching accreditation programs
- Supporting mentoring and development pathways

3.4 Refereeing Pathways

- Supporting female referee recruitment and retention
- Alignment with NNSWF referee development structures

3.5 Culture and Inclusion

- Improving club culture for female participants
- Ensuring safe, respectful football environments

3.6 Facilities and Experience

- Improving training and match-day environments
- Ensuring appropriate access, safety and inclusion

4. GUIDING PRINCIPLES

The FCG operates under the following binding principles:

- Inclusion of female voices in all consultation processes
- Respect for all participants at all times
- Transparency in recommendations and reporting
- Accountability to NLFC Committee
- Community representation across female football groups
- Evidence-based decision making (participation data + lived experience)
- Continuous improvement in participation outcomes
- Compliance with NNSWF governance and safeguarding frameworks

5. ESTABLISHMENT

The FCG is formally established by NLFC Committee resolution as a standing advisory sub-committee.

6. OBJECTIVES

The FCG has the following objectives:

- Increase female participation across NLFC programs
- Improve retention of female players
- Strengthen female coaching and refereeing pathways
- Improve female football experience at NLFC
- Promote equity in participation and leadership opportunities
- Provide structured consultation feedback to NLFC Committee
- Act as the primary consultation mechanism for female stakeholders

7. SCOPE

The FCG scope includes:

- Female participation pathways (MiniRoos through seniors)
- Coaching development pathways (NNSWF accredited)
- Refereeing pathways (NNSWF aligned)
- Facilities impacting female participation
- Welfare and safeguarding (NNSWF Member Protection compliance)
- Leadership and governance participation
- Communication and consultation with female stakeholders

8. FUNCTIONS

The FCG performs the following functions:

- Advisory function (formal recommendations to Committee)
- Consultation function (structured engagement with female stakeholders)
- Strategic input function (planning and policy contribution)
- Monitoring function (tracking participation outcomes)
- Advocacy function (representing female football needs)
- Reporting function (formal Committee submissions)

9. MEMBERSHIP STRUCTURE

The FCG consists of:

- Chair
- Deputy Chair
- Secretary
- Executive Sponsor (NLFC Committee representative, non-voting)
- 6–10 General Members

Total membership not to exceed 14 unless Committee approves.

10. MEMBERSHIP REPRESENTATION

Representation must include where possible:

- Female players (MiniRoos, junior, youth, senior)
- Female coaches
- Female referees
- Parents/caregivers of female players
- Volunteers supporting female football
- Community members with relevant experience

Diversity across age, culture, experience, and participation level is required.

11. APPOINTMENT OF MEMBERS

Members are appointed by NLFC Committee via:

- Expression of Interest (EOI) process
- Skills and representation assessment
- Committee resolution

Selection criteria include:

- Commitment to female football development
- Understanding of community football under NNSWF
- Ability to contribute constructively
- Alignment with NLFC values
- Safeguarding awareness

12. TERM OF APPOINTMENT

- Standard term: 2 years
- Reappointment permitted
- Staggered rotation encouraged

13. OFFICE BEARERS

Chair

- Sets agenda
- Leads meetings
- Represents FCG to Committee
- Oversees recommendations

Deputy Chair

- Supports Chair
- Acts in Chair absence

Secretary

- Agendas
- Minutes
- Records
- Correspondence

Executive Sponsor

- NLFC Committee link
- Governance oversight
- Receives and presents reports to Committee

14. GENERAL MEMBERS

General members:

- Represent stakeholder groups
- Participate in meetings and consultation
- Contribute to recommendations

15. CASUAL VACANCIES

Filled by Committee appointment or interim arrangement.

16. REMOVAL FROM OFFICE

Removal may occur for:

- Misconduct
- Non-attendance (3 consecutive absences without apology)
- Policy breach (NLFC, NF or NNSWF)
- Conflict of interest not manageable

Procedural fairness applies.

17. RESIGNATION

Members may resign in writing to Chair and Executive Sponsor.

18. SUBSTITUTES

Only permitted with Chair approval and must represent same stakeholder group.

19. ATTENDANCE EXPECTATIONS

- Minimum 75% attendance expected annually

20. MEETINGS

- Monthly during season
- Bi-monthly off-season
- Annual planning workshop
- Extraordinary meetings as required

21. AGENDA

Prepared by Chair and Secretary.

Standard agenda:

- Opening
- Apologies
- Previous minutes
- Matters arising
- Reports
- General business
- Strategic discussion
- Recommendations
- Close

22. QUORUM

- 50% + 1 voting members
- Must include Chair or Deputy Chair
- No formal decisions without quorum

23. DECISION-MAKING

- Advisory only
- Consensus preferred
- Majority vote if required
- Chair casting vote applies

24. WORKING GROUPS

May be formed for specific initiatives:

- Participation
- Coaching
- Refereeing
- Facilities
- Inclusion

External members may be included with approval.

25. REPORTING

Minimum quarterly reporting to NLFC Committee via Executive Sponsor including:

- Recommendations
- Risks
- Participation insights
- Progress updates

26. RECOMMENDATIONS

Must be:

- Clearly written
- Evidence-informed
- Actionable
- Recorded in Committee minutes

27. ANNUAL WORK PROGRAM

Includes:

- Strategic priorities
- Projects
- KPIs
- Consultation activities
- Engagement plan

Requires Committee approval.

28. RECORDS

Includes:

- Agendas
- Minutes
- Reports
- Work plans
- Consultation outputs

29. CONFLICT OF INTEREST

Must be declared and managed by:

- Disclosure at meetings
- Recusal from discussion/vote
- Recording in minutes

30. CONFIDENTIALITY

Members must not disclose:

- Personal information
- Internal Committee matters
- Sensitive club matters

31. CODE OF CONDUCT

Mandatory compliance with:

- NLFC Code of Conduct
- NNSWF Member Protection Policy
- NNSWF Safeguarding Framework

32. RISK MANAGEMENT

FCG identifies risks but does not implement operational controls.

33. RECORDS MANAGEMENT

Records stored securely under NLFC governance systems.

34. PERFORMANCE REVIEW

Annual review by NLFC Committee assessing:

- Effectiveness
- Participation outcomes
- Governance alignment
- Strategic contribution

35. CHARTER REVIEW

Reviewed annually or as required.

36. APPROVAL

Adopted by NLFC Committee resolution.