



CYCLING NEW ZEALAND SCHOOLS FOCUS GROUP

TERMS of REFERENCE

November 2020

1. PURPOSE

The Cycling New Zealand Schools Focus group is for a selected group of school cyclists who, on behalf of their fellow riders, provide feedback and advocate for the continued development of the Schools Cycling programme.

The Focus Group is established by the Cycling New Zealand Schools (CNZS) Executive and is maintained by Cycling New Zealand (CNZ) through their partnership agreement.

The purpose of the Focus Group is to support the continued development of the Schools cycling programme with the following focus.

- 1.1 To provide feedback on how to increase participation and growth in schools cycling;
- 1.2 To advocate for cycling as a sport in their school and region;
- 1.3 To advocate the '[Balance is better](#)' philosophy and provide feedback to support the initiative through to Sport NZ;
- 1.4 To ensure relevant and appropriate information is being provided through the available platforms;
- 1.5 To help to ensure that a sustainable, suitable and effective range of support and information exists to support student's continuation in the sport of cycling post school.

2. ROLE OF THE FOCUS GROUP

- 2.1 The Focus Group will contribute in a positive and constructive way to the discussions and deliberations in line with the strategic vision of both Cycling New Zealand and Cycling New Zealand Schools in regards to the development of schools cycling;
- 2.2 The Focus Group will be responsible for guiding and providing formal and informal responses on an array of matters on behalf of the other school cyclists;
- 2.3 The Focus Group will provide an avenue for schools riders to channel feedback through their peer groups which can be collated and then summarised and provided by the Focus Group to CNZ.
- 2.4 Acting as role models among schools cyclists;

3. MEETINGS

- 3.1. The Focus Group will meet with CNZ, in person or via other communication methods, at least four times per year or as reasonably required to effectively deliver on the purpose.
- 3.2. The timing of these meetings shall be decided at the first scheduled Focus Group meeting where it is expected that the decided upon frequency shall be respected unless there is a motion to change the frequency and timing in a subsequent meeting;
- 3.3. CNZ will provide an activity report to the CNZS Executive after each meeting.
- 3.4. A representative from CNZS Executive will be invited to attend meetings.

4. COMPOSITION

The Focus Group will be comprised of a maximum of eight (8), ensuring an appropriate skills mix and a balance in diversity considering gender, age, region, stage in CNZS journey and their primary code (e.g. MTB, Track, Road, CX)

As a general rule, members of the Focus Group should be highly engaged individuals that represent the collective and are able to communicate articulately through written and verbal forums. While members may come from a specific cycling codes, it is expected that each and every member contribute keeping all codes and disciplines in mind at all times.

5. ELIGIBILITY

To be eligible for election or appointment to the Focus Group a rider must:

- 5.1. Be a current member of an affiliated schools cycling team;
- 5.2. Have approval from a parent or guardian;
- 5.3. Have endorsement from their school.

6. NOMINATION PROCESS AND TERM

The Focus Group will be appointed by CNZS Executive from applications received through an expression of interest process managed by CNZ. This will be promoted through social media and through affiliated schools.

Expressions of interest will be called for no later than 14 February in each year with appointments to be made no later than 28 February in each year. Once named, the Focus Group will serve through to the end of the School year.

7. RESIGNATION AND REMOVAL

A member of the Focus Group:

- 7.1. may resign from the Focus Group at any time on written notice to the CNZ; or
- 7.2. will have their appointment suspended or terminated by CNZ (either immediately or on such notice as CNZ sees fit) prior to the end of their term if CNZ or CNZS considers that the member:
 - 7.2.1. Is unable or failing, without acceptable excuse, to fulfil the responsibilities and duties as an focus group member, including but not limited to attending meetings or breaching the code of conduct or CNZ or CNZS regulations;
 - 7.2.2. Has a conflict of interest such that they are no longer capable of performing their responsibilities; or
 - 7.2.3. Is not acting, or has not acted, in the best interest of fellow riders, CNZ and CNZS.

8. FOCUS GROUP CHAIR ELECTION PROCESS

Once established, the Focus Group will conduct an election amongst themselves, managed by CNZ in order to elect the chair for the duration of the term.

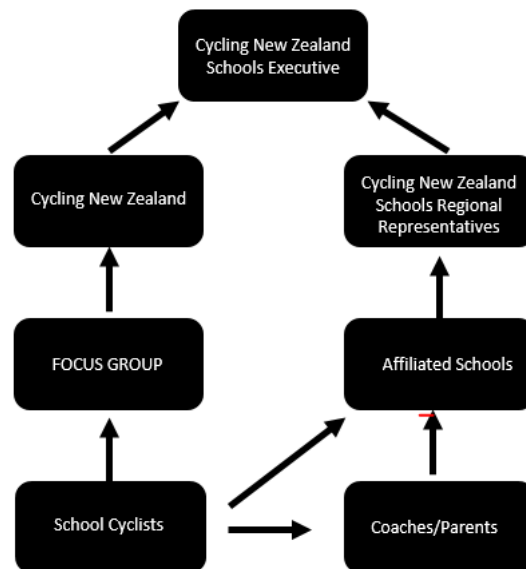
9. REPLACEMENT

Pursuant to section 7 (Resignation and removal), should a Focus Group member resign or be removed CNZS may:

- 9.1. Decide to leave the position unfilled and wait for the next election process to take its course, as stated in section 6 (Nomination process and term);
- 9.2. Nominate a replacement to hold the vacated position until the end of the term. For this option to be considered, a replacement would have to be aligned with Sections 1 (Purpose), 2 (Role of Focus Group) as well as meet the eligibility requirements in Section 5 (Eligibility). The Replacement maybe selected from the original expression of interest, an additional expression of interest process maybe conducted or an individual may be approached directed outside of an expression of interest process.

10. COMMUNICATION FLOW

The Focus Group does not replace other key communication channels, it is developed to create an additional opportunity for school riders to be heard. An example of the communication channels are shown below:



11. REVIEW OF FOCUS GROUP

By December of each year the Focus Group, in consultation with CNZ and on behalf of CNZS Executive, will review its structure, roles, expectations and success of delivering on the purpose as outlined above with any outcomes to be implemented prior to the following year.