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Club and Competition Committee

Terms of Reference

November 2021

## Club and Competition Committee Terms of Reference

### Introduction

The Club and Competition Committee (the “Committee”) is a Committee of Goalball UK.

The Committee has been established to support the Board in their responsibilities for strategic matters.

The Committee is authorised by the Board to seek any information it requires from any employee or consultant of Goalball UK to perform its duties.

### Composition

The Committee shall consist of up to nine members, at least two but not more than three of which shall be GUK staff, with at least one member adopted to the group to represent each of the following groups: player, coach & official.

The Committee will be chaired by a nominated independent member. In the absence of the Chair, the Committee may nominate a non-Executive Board Member to deputise in his/her absence.

Other members may be any nominees appointed by the Board or any member of staff, from time to time.

### Reporting

Where reasonably possible, minutes of each Committee Meeting will be tabled to the subsequent Board meeting and, where necessary, the Board Director responsible for the Committee will provide a report to the Board on any substantive matters of importance and any material issues or concerns.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

The Committee will provide the Board with an Annual Report, timed to support the finalisation of the accounts, summarising its conclusions from the work it has done during the year.

### Responsibilities

The Committee will advise the Board. The scope of its role includes the following:

1. to agree the locations and days for each tournament, to ensure a good spread of tournaments at all levels during the season. (NGB responsible for presenting the proposed structure to the committee);
2. to agree/ monitor and enforce the domestic rules which will be observed at each tournament. These will fall within IBSA rules but maybe adapted by the committee.
3. to agree the rules governing entry for clubs and teams in competitions.
4. to discuss and advise on topical issues surrounding tournaments.
5. to discuss and advise on player ratings during the season, to ensure players are participating at the correct level.

### Rights

The Committee may:

Co-opt additional members to provide specialist skills, knowledge, and experience; any such positions will be reviewed one year after their appointment.

Appoint independent non-Board members for a period of three years, which may be extended for further periods (normally up to three years), subject to the approval of the Board.

Procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

### Access

The External Auditor will have free and confidential access to the Chair of the Committee.

### Meetings

The Committee will meet at least four times a year. The Chair of the Committee may convene additional meetings as he or she deems necessary.

The Committee meetings can be attended by the Office Manager who will provide a secretariat service to the Committee, and a representative of the External Auditor as required.

The Committee may ask any other officials of the organisation to attend to assist it with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not NGB staff to withdraw to facilitate open and frank discussion of particular matters.

The Board may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee’s advice.

Meeting papers will be circulated no later than five (5) working days ahead of each meeting.

### Quorum

A minimum of three members of the Committee. In order to be quorate, the Committee must not be made up of either 100% Goalball UK staff members or 100% non-Goalball UK staff members.

### Resolutions and Voting

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote. In the case of a tie the Chair has the casting vote.

### Terms of Reference and Committee Effectiveness

The Committee’s terms of reference and effectiveness will be reviewed at least annually by the Board and the Committee, including a review of membership and relevant skills and any changes considered necessary must be approved by the Board.

Appointed members will have a 4-year term, with 8 years being the maximum term served by an individual. Staff and non-executive board members’ term will be whilst they are in office.