

Boccia Ireland

Terms of Reference

September 2017

## 1. INTRODUCTION

The sport of boccia had previously been governed by Cerebral Palsy Sport Ireland (CPSI) since its introduction to Ireland in the 1980's. The sport is unique to the Paralympic Games and is played primarily by athletes with high levels of cerebral palsy and other similar conditions. The sport has traditionally been a medal winning sport for Ireland at Paralympic Games.

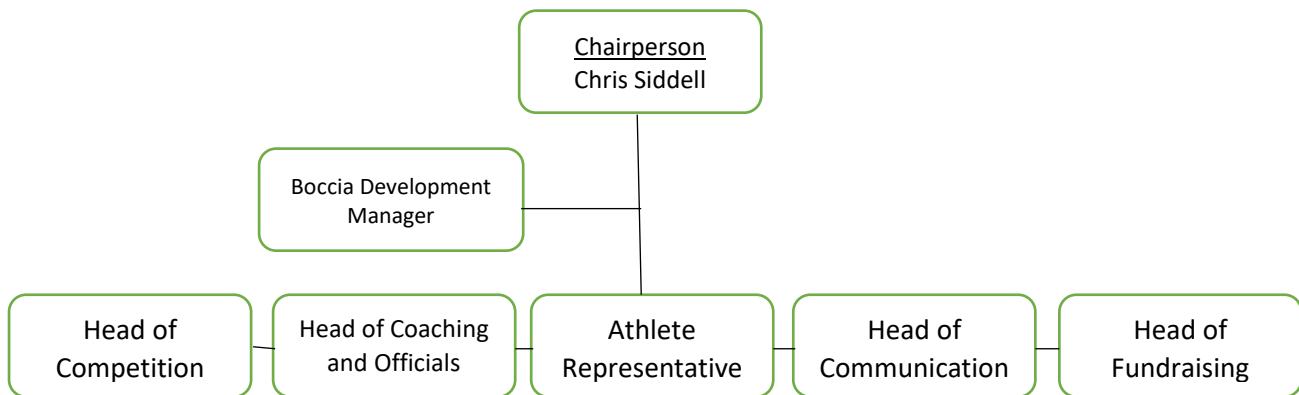
In 2015, CPSI entered liquidation. In consultation with a range of stakeholders it was agreed that the sport would seek to become an independent autonomous NGB by 2021. To facilitate this in the interim period, Paralympics Ireland would become the National Member in Ireland of Boccia International Sports Federation (BISFED) and govern the sport as an Official Sub-Committee of Paralympics Ireland called Boccia Ireland. This document is the Interim Terms of Reference for Boccia Ireland for the period of September 2017 to September 2018.

## 2. BOCCIA IRELAND STRUCTURE

### 2.1 COMPOSITION

2.1.1 Boccia Ireland shall operate as an executive sub-committee of Paralympics Ireland and shall normally consist of seven primary positions, including the chairperson. Additional individuals with specific skills to develop the sport further may be appointed by the Board. The maximum number of individuals on the committee is 10.

Current Positions



2.1.2 The President of Paralympics Ireland, or his/her nominee, is permitted to attend and speak at any meeting of the Boccia Ireland Executive Sub Committee.

## **2.2 APPOINTMENT OF MEMBERS**

2.2.1 The Paralympics Ireland Board shall appoint the Chairperson of Boccia Ireland.

2.2.2 The Paralympics Ireland Board shall approve the appointment of all members of Boccia Ireland Sub-Committee.

2.2.3 The Boccia Ireland Sub-Committee, at the discretion of the Chairperson, may nominate additional members to Paralympics Ireland for appointment to the Sub-Committee on the condition maximum number of members stated in 2.1.1 are not passed.

2.2.4 The Boccia Ireland Sub-Committee, at the discretion of the Chairperson, may co-opt specific individuals to attend the NCC meetings (or parts of meetings) where appropriate in a non-voting capacity.

## **2.3 TERMS OF OFFICE**

Members of the Boccia Ireland Sub Committee shall normally serve for a two year term. Members may be re-appointed to serve for up to three further terms.

## **2.4 VACANCIES**

Vacancies in the Boccia Ireland Sub-Committee occurring through resignation, or any other reason, should be filled by appointment of the Paralympics Ireland Board, following nomination by the Chairperson of the Sub-Committee.

# **3. BOCCIA IRELAND SUB-COMMITTEE FUNCTION**

## **3.1 AUTHORITY**

The Boccia Ireland Sub-Committee is accountable to the Paralympics Ireland Board and may be invited to any Paralympics board meeting, or part thereof to report on the activity and / or progress of the sub-committee.

The Boccia Ireland Sub Committee shall not enter in to any agreement (contracts, costs, liabilities or undertakings) or engage in any activity on behalf of Paralympics Ireland without the prior approval of the Board of Paralympics Ireland.

All activities of Boccia Ireland must be consistent with the ethos and values of Paralympics Ireland at all times.

### **3.2 ROLE**

The Boccia Ireland Sub-Committee shall, on behalf of the Board of Directors of Paralympics Ireland undertake the following roles:

3.2.1 Review the governance structure of boccia in Ireland, including these terms of reference, and make recommendations to the Board of Paralympics Ireland for the terms of reference annually to ensure its medium to long term viability and sustainability.

3.2.2 Continue to develop a structure to reflect the preferred structure of an independent NGB (as defined by Sport Ireland) in preparedness for independence at a later date.

3.2.3 Implement all areas of the 2017-2021 Strategic Plan for Boccia Ireland, including becoming an independent NGB recognised by Sport Ireland by 2021.

3.2.4 Prepare an annual operational and financial plan for approval by the Board of Paralympics Ireland.

3.2.5 Develop an athlete pathway for the sport from participation to International level with a focus on training and competitions in accordance with athlete ability.

### **3.3 MEETINGS**

3.3.1 The Boccia Ireland Sub-Committee will meet in committee form with agenda's set and minutes recorded. The Chairperson is responsible for the organisation of meetings and the setting of agendas.

3.3.2 The Boccia Ireland Sub-Committee will convene at least 8 times per annum, meetings in excess of this at the discretion of the Chairperson to conduct the remit of the Sub-Committee effectively are permitted.

3.3.3 On occasion, "virtual" or "dial-in" attendance of meetings is permitted, at the discretion of the chairperson.

### **3.4 VOTING**

3.4.1 Each member of the Boccia Ireland Sub-Committee will have one vote each. In the event of a tied vote, the Chairperson will have a casting vote.

3.4.2 No proxy or absentee voting is permitted.

3.4.3 A quorum for decisions to be binding is 50% of voting members.

### **3.5 REPORTING**

3.5.1 The secretary, who shall be the Boccia Development Manager, shall ensure written minutes of all Sub Committee meetings are produced and agreed with the Chairperson prior to distribution to the other members.

3.5.2 The secretary will produce a quarterly report to the CEO of Paralympics Ireland on all matters related to Boccia Ireland as well as an annual financial plan.

3.5.3 Any conflict or potential conflict of interest should be reported to PI immediately.

3.5.4 A report on the activities of the Sub-Committee will be developed by the secretary and will be included in the overall annual report of Paralympics Ireland Board.

3.5.5 The CEO shall ensure that recommendations to the Paralympics Ireland Board resulting from Boccia Ireland Sub-Committee meetings are included on the agenda of the Paralympics Ireland Board and that the subsequent decisions from the Paralympics Ireland Board are communicated to the members of the Sub-Committee.

3.5.6 The Chairperson of the Sub-Committee or the Boccia Development Manager may be invited to attend and speak at Paralympics Ireland Board or general meetings.

### **3.6 DISSOLUTION**

The Boccia Ireland Sub-Committee can only be dissolved by a decision of the Paralympics Ireland Board.