

Terms of Reference

Boccia Ireland Committee

Introduction

The sport of boccia had is unique to the Paralympic Games and is played primarily by athletes with high levels of cerebral palsy and other similar conditions.

These Terms of Reference will govern the scope, role, function, and composition of the Committee while governed by PI until a more suitable organisation can be identified, and agreement put in place for the transfer of the NGB responsibilities.

Adopted and approved by the Board of Paralympics Ireland (PI)

10th April 2024

*For review – 1st June 2025

*May be further revised by the PI Board as required.

Scope

The terms of reference are relevant to the Coach-Led, Pathway Development of the sport of Boccia in Ireland. These include regional, national, and international training and competitions organised/run by Boccia Ireland.

Purpose and role

The purpose of the Boccia Ireland (BI) Committee is to assist PI in fulfilling its strategic responsibilities as they relate to the development Boccia in Ireland.

The primary role of the Committee is to act in a decision-making capacity on matters that may include the following:

- Developing and implementing a participation and competition pathway for the athletes.
- Developing and implementing any High-Performance plans that are in place with Paralympics Ireland (if applicable).
- Providing quarterly progress reports for stakeholders including Boccia clubs and Paralympics Ireland.
- Developing and implementing selection criteria for participation in performance programmes including, training camps, national competitions, international competitions.
- Developing and implementing an education and training pathway for volunteers.
- Developing, reviewing and making decisions where appropriate on competition rules, regulations, and fixtures.
- Ensuring compliance with national policies such as the rules of the sport, the Code of Conduct, player registration, Volunteers processes, Safeguarding etc.
- Developing and/or reviewing proposals that relate to Boccia development.
- Assisting in the development of operational policies.

Meetings

The BI committee must meet appropriately to carry out its function in tandem with the timelines required to plan for annual events to include long term cycle of events.

The proposed regularity of meetings is bimonthly.

The structure of the Committee shall be as follows.

1. Chairperson
2. Secretary
3. Head of Coaching and Development
4. Head of Competitions
5. Athlete's Commission Representative (when required)
6. PI Staff representatives (as required)

PI Staff Support

Additional support to the committee will be provided to the BI Committee by PI Staff in the following areas:

Communications – Management of BI Website and Social Media Platforms.

Safeguarding – The PI Safeguarding Officer will also be the BI Safeguarding Officer.

Classification – PI Classification Manager will also manage BI Classification requirements.

Plans and Programmes - The PI Sport Director will approve Annual Performance Plans and Budgets.

The BI Head of Coaching will report directly to the PI Sports Director.

Athlete sand Commission Work – Aside from the Athlete's Commission Representative no current athlete may form part of the Committee. This is due to potential or perceived Conflict of Interest..

Athletes who have concerns or issues they believe are not adequately managed by the Head of Coaching and Development or BI committee members, will have access to the PI Athlete's Commission who will, on agreement that the athlete has a valid issue, raise the matter with the Chairperson of the BI Committee and/or request to attend a meeting of the BI Committee to discuss the issue.

Quorum

- A minimum of 3 committee members must be represented at meetings.
- A minimum of one representative from the following must be in attendance, Chairperson, Secretary, staff,

Decision making

- The BI Committee has decision making responsibility.
- Where a decision requires a vote, a simple majority vote will pass the decision.

- In the event of a tie, the Chairperson has the casting vote.
- Notes
 - Committee members may not attend meetings or contribute in any way to matters regarding selection criteria involving family members.

Agenda, Notice, Minutes, Reporting

- Agenda – The Chairperson will be responsible for drawing up the agenda (supported by any necessary explanatory documentation) and the Secretary will circulate it to the members of the BI committee prior to each meeting.
- Notice – The Chairperson must notify the members of the Committee of the date, time and location of the meetings as far as possible in advance, but not less than 5 days before the meeting.
- Minutes – Minutes will be taken by the BI committee Secretary at each meeting. Minutes should be circulated to all BI Committee members within one week of the previous meeting.
- Reporting – progress reports for the Board Paralympics Ireland should be provided on a quarterly basis.
- An annual report should be forwarded to the CEO of PI following the conclusion of each season detailing the activities of the past season.