INTERNATIONAL FFERATION
AMERICAN FOOTBALL

COMPETITION COMMITTEE TERMS OF REFERENCE

CONTINENTAL COMMITTEE
1. INTRODUCTION

1.1 The IFAF Continental Competition Committees are authorised by IFAF Executive Board to conduct their business in accordance with the Terms of Reference as set out below. The Executive Board may review these at any time and, when appropriate, revise to accord with the changing requirements of IFAF.

1.2 The Committees are advisory and operational (where approved) and will make recommendations to the Executive Board to assist IFAF to achieve its vision, values and strategic goals as outlined in the Strategic Plan.

1.3 There shall be one committee inclusive of Flag and Tackle football.

2. COMPOSITION AND MEMBERSHIP

2.1 The Committee shall consist of a maximum of six people and minimum of four.

2.2 The Executive Board will appoint the Chair for a maximum of four years and approve the membership of the Committee who may be appointed following an application process.

2.3 The term of office for Committee members will be up to a maximum of four years, subject to an annual performance review by the Chair of the Committee who shall in turn report to the Board.

2.4 Composition of the Committee will be based on a rolling replacement process to ensure regular new members and continuity.

2.5 Applications for Membership of the Committee can be supported by Members, key stakeholders and or the Board

2.6 Effort will be made to take account of regional representation, gender, ethnicity and all areas of expertise.

2.7 The membership of this Committee should include qualities and abilities across the following areas:

2.7.1 International Events

2.7.2 Scheduling, Rankings and Logistics - Tournament

2.7.3 Project Management experience

2.7.4 Good communication skills; written and oral
2.7.5 Contract management and negotiation
2.7.6 Experience in a similar role in another sport

3. RESPONSIBILITIES

3.1 The Committee is responsible for advising the continental director, Managing Director and Executive Board and working with them to support the development and implementation of agreed priorities in the Strategic Plan, particularly, in relation to the control and review of the competitions which are sanctioned and / or delivered by IFAF. The Committee will be required to produce a unified competitions calendar which the Board will approve.

3.2 In relation to International football the Committee shall:

a) Schedule and consider requests for changes to the IFAF competitions calendar from Continental Chairs, the Secretariat, the Executive Board, a recognised IFAF committee, or competing nations or clubs submitted through the Committee Chair or designed point of contact.

b) Implement, periodically review and make recommendations for changes to the IFAF Competition Regulations as they relate to IFAF sanctioned or delivered events.

c) Maintain and implement the world and continental ranking system for national team competitions and club competitions

d) Oversee the establishment and delivery of Technical Meetings prior to all competitions

e) Oversee the Transfer of Knowledge framework between events

f) Work with the Managing Director to appoint representatives to conduct IFAF business at third party events, if requested.

g) Working with the Managing Director and the Executive Board, make recommendations on which competitions could be delivered in partnership with a third party. Once agreed by the Board, ensure any contract is adhered to.

h) Maintain a statistical record of international activity

i) Work in conjunction with other Committees and Committees in the broader context of IFAF’s competition delivery obligations

4. Operating & Reporting Procedure

4.1 The Committee will be required to operate according to procedures agreed by the Committee at the start of their term of office and approved by the Executive Board.

4.2 The Committee shall report the outcome of any responses to queries or recommendations through the Chair to the Managing Director and the Executive Board.
4.3 Discussions and decisions taken by the Committee must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the Managing Director and/or Board.

4.4 Any decisions circulated by email require a simple majority support from all the Committee members.

4.5 Any decisions at Committee meetings will require a simple majority of all those Committee members present.

4.6 Non-response within the required timeframe to a request for a decision will be regarded as support for the decision. This must be a reasonable timeframe of no less than 72 hours.

5. Meetings

5.1 The Committee may be required to attend meetings at a particular event as approved by the Board. This will include but may not be limited to major international events arranged in partnership with a third party at which a presence may be requested. If appropriate meetings may be conducted electronically by teleconference or videoconference.

5.2 The Managing Director or a person designated by the Managing Director and/or Executive Board shall usually be present at any meetings.

5.3 Meeting agendas will be prepared by the Chair in conjunction with the Managing Director and circulated to all members of the Committee no later than a week before the meeting.

5.4 Minute takers will be rotated through the membership of the Committee with the exception of the Chair.

5.5 Minutes of all meetings will be circulated to the Board and IFAF Managing Director via the Chair.

5.6 A quorum of a minimum of 50% of the Committee shall be required for all meetings.

5.7 In the absence of the Chair, he/she will appoint a Deputy.

6. Budget and spending authority

6.1 Meeting expenses will be covered in accordance with IFAF’s financial and travel policy.
6.2 Any other expenses must be approved through the Managing Director and/or the Director for Finance in accordance with IFAF’s financial policy and budgets

6.3 No member has signing authority on behalf of IFAF.