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Terms of Reference (TOR 006)

Events Committee

**September 2023**



# Introduction

The Events Committee (the Committee) is a Committee of the British Triathlon Federation (BTF) Board.

The Committee has been established to support the BTF Board and Home Nation boards (hereinafter referred to as ‘The Boards’) in their responsibilities regarding the domestic events strategy of the sport in Great Britain.

# British Triathlon Values

The Committee shall at all times act in a manner which encapsulates the British Triathlon values:

**We are People Centred:** We openly support & challenge each other, we are customer focused, we nurture communities.

**We Are Ambitious:** We are dynamic, we are innovative and creative, we are passionate about doing our best, we create positive impact.

**We Are Inclusive:** We remove barriers to involvement, we connect people, we have fun, we work in partnership.

**We do What’s Right**: We are honest and respectful, we practice clean sport, we are accountable.

# Strategic Alignment

This committee shall align to the event-related Strategic Goals of British Triathlon, Triathlon England, Triathlon Scotland and Welsh Triathlon.

# Scope & Resources

In Scope – domestic event strategy, domestic major events (Super Series, National and British Championships), domestic events, events servicing, permitting, race pass, virtual / digital events, events resourcing.

Out of Scope – international major events (covered by BTF Board and Event Boards), rules & technical officials (covered by the Technical Committee), sustainability (covered by the Environment & Sustainability Committee), membership, marketing and promotion, participation / development events.

Territory: Great Britain.

# Purpose

The purpose of the Committee is to support the development of a high-level events strategy across domestic events to facilitate the delivery of objectives across participation, performance, age-group, and to drive the commercial success of events for all stakeholders.

# Goals, Responsibilities and Duties assigned to Events Committee

The Committee’s primary role is to advise on the event strategy of the sport. It will support the relevant staff on the following matters:

* + - * Domestic events strategy
        + Domestic competition (performance) including, but not limited to, the British Triathlon Super Series
        + Domestic competition (Age-Group) including, but not limited to, Qualifiers and Championships
        + Domestic participation events linked to Event Servicing and Event Permitting and Race Pass
      * Event governance
        + Insurance
        + Resourcing

# Committee Membership

The Committee shall compromise of:

**Members:**

* British Triathlon, Non-Executive Age-Group Director
* Triathlon England representative
* Triathlon Scotland representative
* Welsh Triathlon representative

**Staff in attendance:**

* British Triathlon Director of Development
* British Triathlon Deputy Director of Development
* Triathlon England Event Services Manager (lead staff member & secretariat)
* British Triathlon Head of Performance People and Culture Development
* Triathlon Scotland event lead
* Welsh Triathlon event lead

One of the three Home Nations representatives shall be elected as Chair for a period of up to 3 years, at which time a new chair shall be elected from one of the other two Home Nations.

Where a member is unable to attend a meeting, they are invited to assign a deputy. This is especially relevant for Home Nation representatives.

Other attendees may be invited where the agenda requires additional expertise, or the chair / secretariat requires additional support.

# Reporting

Papers will be issued, prior to the meeting, by the secretariat to the members of the Committee.

Notes of each meeting will be circulated with a copy to the Chief Executives of British Triathlon and the Home Nations.

The Committee shall report to the Board as frequently as circumstances require but not less than once a year and the Committee shall make whatever recommendations to The Boards it deems appropriate on any area within its remit where action or improvement is needed.

# The Chair will ensure a copy of the minutes is retained online in the designated area for such purpose.

# Quorum

A minimum of 3 members of the Committee must be present for the meeting to be deemed quorate.

# 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.

Where a consensus cannot be agreed, the matter shall be recorded in the minutes and will be raised to the Boards.

# Meetings

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 members to withdraw to facilitate open and frank discussion of particular matters.

The Committee will meet at least four times per year. The Chair of the Committee may convene additional meetings as they deem necessary.

Its meetings may be physically in person or using electronic means (such as teleconferencing or videoconferencing) in which each member participating in the meeting can communicate with all the other participants. The Committee may also, where necessary, deal with its business by email or other means of written electronic communication.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

# Terms of reference and Committee effectiveness

The Committee’s terms of reference and effectiveness will be reviewed at least every two years 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.

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