



Sport Committee

Terms of Reference

Date approved by the Board: 24th March 2021

The British Rowing Board (**'the Board'**) has established the Sport Committee to be the coordinating committee for the development of all forms of Rowing.

The references in these Terms of Reference to **constituent Committees** and **specialist panels** are to the Committees which report to the Sport Committee and specialist panels established by the Board.

I. Membership

- I.1. The Sport Committee will be comprised of the persons referred to in these Terms of Reference. At least two members will be members of the Board. The Chair and the Deputy Chair of the Board may not be a member of the Sport Committee.
- I.2. The Chair of the Sport Committee shall be the person appointed by the Board following an election by the Regional Representatives of British Rowing. The Chair of the Sport Committee shall serve as a Director of British Rowing *ex officio*.
- I.3. There shall be two Deputy Chairs of the Sport Committee. Both Deputy Chairs will be appointed through an open selection process.
- I.4. The Chief Executive Officer of British Rowing shall be an *ex officio* member of the Sport Committee.
- I.5. The Chairs of the following constituent Committees shall be members of the Sport Committee:
 - National Coaching
 - National Competition
 - National Umpiring
 - Junior Rowing
 - Masters Rowing



- Recreational Rowing
 - Rowing Safety
- 1.6. The term of service for Sport Committee members will be:
- 1.6.1. Chair of the Sport Committee: a period of up to four years, subject to renewal and/or extension as provided for in the Articles of Association.
 - 1.6.2. The Deputy Chairs of the Sport Committee: a period of three years, extendable for up to a maximum of a further three years at the discretion of the Board.
 - 1.6.3. The Chief Executive Officer: the duration of that person's engagement by British Rowing as Chief Executive Officer.
 - 1.6.4. Chairs of the constituent Committees: the duration of that person's appointment as Chair of that constituent Committee.
- 1.7. The Board will ensure that wherever possible the terms of service of the Chair of the Sport Committee and the Deputy Chairs of the Sport Committee do not expire within the same calendar year.
- 1.8. The Chair of the Sport Committee will cease to be a member of the Sport Committee with immediate effect if they cease to be a member of the Board.
- 1.9. Members of the Sport Committee shall be subject to and comply with the British Rowing Code of Conduct, Policies and Guidance¹ published from time to time by British Rowing.

2. Record Keeping

- 2.1. The Chair of the Sport Committee may appoint a person to act as secretary to the Sport Committee. This person will be responsible for co-ordinating its

¹ <https://www.britishrowing.org/about-us/policies-guidance/>



business and servicing its meetings, including the preparation of Sport Committee meeting records.

2.2. The person appointed to act as secretary to the Sport Committee will not be a member of the Sport Committee, unless they fill another role on the Sport Committee.

3. **Quorum**

3.1 A duly convened meeting of the Sport Committee at which a quorum of seven members (including either the Chair of the Sport Committee or at least one Deputy Chair of the Sport Committee) is present shall be competent to exercise all or any of the authorities, powers and discretions vested in or exercisable by the Sport Committee.

4. **Frequency of meetings**

4.1. The Sport Committee will meet at least four times a year at appropriate times in the reporting and audit cycle, co-ordinated in advance of the Board so that the Board may receive the Sport Committee's report and recommendations from each meeting prior to meetings of the Board.

4.2. The Sport Committee may meet using telephone conference, video-conference or other electronic means.

5. **Attendance at Sport Committee meetings**

5.1. Sport Committee meetings will normally be attended by:

- Members of the Sport Committee
- The Chair and/or Deputy Chair of British Rowing
- Any person invited by the Chair of the Sport Committee to attend a particular meeting (such as the Honorary Rowing Safety Advisor, the Chair of the Medical Advisory Panel, or *ad hoc* advisors).

5.2. The Chair of the Sport Committee may, with the agreement of the Chief Executive Officer ask any employee(s) of British Rowing, officials and/or volunteer(s) to attend a meeting of the Sport Committee to assist the Sport



- Committee with its discussions on any particular matter.
- 5.3. All meetings will be chaired by the Chair of the Sport Committee. In the absence of the Chair the attendees shall appoint one of their number to chair the meeting. This person may be one of the Deputy Chairs.
- 5.4. The Sport Committee may ask any or all of those who normally attend but who are not members of the Sport Committee to withdraw from the discussion of particular matters, if the Chair of the Sport Committee reasonably believes that the presence of such a person would inhibit the ability of the Sport Committee to have open and frank discussions in relation to any particular issue.
- 5.5. A member of the Sport Committee (other than the Chair or the Deputy Chairs of the Sport Committee) may appoint a delegate to attend a meeting of the Sport Committee if the member is unable to attend a particular meeting and provides notice of such appointment to the Chair of the Sport Committee in advance of the meeting. The attendance of such a delegate will be at the discretion of the Chair of the Sport Committee (or such other person who is presiding over the particular meeting in the absence of the Chair of the Sport Committee).

6. Notice of meetings

- 6.1. Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the items to be discussed and any relevant papers shall be sent to Sport Committee members and all other persons required to attend, no later than five working days before the date of the meeting.
- 6.2. In addition to its scheduled meetings, ad hoc meetings of the Sport Committee may be called at the request of the Chair of the Sport Committee and/or the Board.

7. Minutes of meetings

- 7.1. The person appointed pursuant to paragraph 2 will arrange for a record of the



- proceedings and decisions of each meeting to be made, including the names of those present and in attendance and any declarations of conflict of interest.
- 7.2. Draft minutes of the meetings shall be circulated within ten working days of the meeting taking place to the Chair of the Sport Committee and then to all members and attendees of the Sport Committee.
- 7.3. The minutes of the meeting shall be approved by the Sport Committee at its subsequent meeting.

8. Duties and responsibilities

- 8.1. The Sport Committee's role is to support the Board in its execution of its responsibilities for the long-term success of British Rowing, and the strategy and plans developed by the Board and the Executive in respect of the sport of Rowing, including to:
- 8.1.1. Lead and coordinate the work and outputs of the constituent Committees and specialist panels to foster a consistent approach to the development of Rowing across the whole sport; receive reports from the constituent Committees and specialist panels; and consider the information and recommendations therein;
 - 8.1.2. Coordinate the work outputs from the constituent Committees and specialist panels with the Executive and British Rowing staff in line with British Rowing's strategic and operational plans;
 - 8.1.3. Advise the Board and the Executive as to proposed policies and activities relevant to Rowing and the effectiveness of existing Rowing policies and activities;
 - 8.1.4. Make recommendations in respect of Rowing policies and activities;
 - 8.1.5. Respond to requests made by the Board and the Executive Team for specific actions and/or activities.
- 8.2. This will be achieved by:
- 8.2.1. Monitoring the implementation of ongoing Rowing policies and activities;
 - 8.2.2. Maintaining oversight as to the activities, initiatives and policies adopted



by the Executive Team and the constituent Committees and specialist panels;

8.2.3. Coordinating through the Regional Rowing Councils and Regional Chair Forum to enable alignment with Clubs, Competitions and other stakeholders in Rowing.

8.3. Unless expressly authorised by the Board and/or the CEO and/or British Rowing policies the Sport Committee has no authority to incur any costs or expenses or approve any expenditure on the part of British Rowing.

9. **Reporting responsibilities**

9.1. The Chair of the Sport Committee will report to the Board if necessary or if requested to do so by the Board by submitting a copy of the draft minutes to the Board. The Chair of the Sport Committee will draw to the Board's attention any significant matters which the Sport Committee considers relevant.

9.2. The Chair of the Sport Committee will provide an annual report to the Board summarising its conclusions from the work it has done during the year.

10. **Resources**

- 10.1. The Sport Committee should be provided with reasonable access to:
- sufficient resources to carry out its duties;
 - appropriate and timely training, both in the form of an induction programme for new members and on an on-going basis for all members;



- procure specialist ad-hoc advice subject to prior approval from the Chief Executive Officer;
- any information it requires in order to perform its duties.

II. **Performance Review**

II.1. The Sport Committee shall arrange in consultation with the Board for periodic reviews of its own performance including periodic self-assessment and annually review these terms of reference to ensure that it is operating at maximum effectiveness, recommending any changes it considers necessary to the Board for approval.