



## TERMS OF REFERENCE

### Workforce Development and Safeguarding Sub-committee

(the “Sub-committee”)

Approved the Board of Directors of England Boxing (the “Board”)

#### 1 Function

The Sub-committee is established under article 78 of the Articles of Association England Boxing (EB) for the purposes of encouraging participation in the sport of Boxing by means of education and training and improving the standards of safety and safeguarding in Boxing, specifically: -

- 1.1 Overseeing England Boxing’s interests in all aspects of the EB Workforce Development programme by: -
  - 1.1.1 Developing the England Boxing policies and strategies in relation to workforce in accordance with the overall England Boxing Strategic Plan;
  - 1.1.2 Ensuring that England Boxing meets, and is seen to meet, the needs of the boxers, the clubs, and the regional associations;
  - 1.1.3 Assisting member clubs and regions in matters of Workforce Development and development of officials;
  - 1.1.4 Ensuring England Boxing’s communication with coaches, officials, clubs and regional associations with regards to championships and competitions, is effective, and meets the needs of the organisation.
- 1.2 Overseeing England Boxing’s interests in all aspects of safeguarding of the sport of Amateur Boxing, for staff, volunteers and the membership by: -
  - 1.2.1 Ensuring that safeguarding children and adults is embedded into all aspects of England Boxing’s work;
  - 1.2.2 Providing strategic oversight for all aspects of safeguarding work across the organisation and providing assurance that the agreed policies, procedures and standards for England Boxing’s work on safeguarding are fit for purpose and being adhered to;
  - 1.2.3 Identify, respond and escalate, as appropriate, organisational risk within England Boxing related to safeguarding;

- 1.2.4 Monitoring and evaluating performance, including scrutiny of data related to safeguarding, and making recommendations when necessary;
- 1.2.5 Raising the profile of children and adults' safeguarding in all England Boxing's work and promoting proactive communications to raise awareness both internally and externally.

## **2 Composition**

- 2.1** The Sub-committee shall have no minimum of member but there shall be a maximum number of 10 members and shall comprise of the following: -
  - 2.1.1 A Chair: Each and every Sub-committee must be chaired by a Director of England Boxing, who shall report directly to the Board;
  - 2.1.2 A Deputy Chair appointed by the Sub-committee, at its discretion, from amongst the Standing Members and Ex-Officio Members of the Sub-committee;
  - 2.1.3 There should be a minimum of two active EB coach educators on the Sub-committee, and they should make up no more than 40% of the committee;
  - 2.1.4 Such other members with relevant expertise as may be nominated by the Board and appointed by the Board subject to the maximum number of members specified in paragraph 2.1 of these Terms.
- 2.2 The Board will endeavour always to include individuals other than existing Board members to such Sub-committees.
- 2.3 It will be for the Board to formally appoint members of each Sub-committee.
- 2.4 Term: Four years, subject to a normal maximum of two four-year terms with the option of additional terms beyond the standard two terms, only to avoid the loss of valuable years of experience and knowledge.
- 2.5 The following shall have the right to receive notice of and attend (but not vote at) meetings of the Sub-committee: -
  - 2.5.1 The England Boxing Chief Executive Officer;
  - 2.5.2 The England Boxing Workforce Development Manager;
  - 2.5.3 A member of the England Boxing Staff with responsibility for Safeguarding.
- 2.6 In addition, the Sub-committee Chair may invite other individuals to attend any Sub-committee meeting (including any third party with expertise that may be required). Such individuals will attend Sub-committee meetings by invitation only and are not members of the Sub-committee.

- 2.7 Members of the Sub-committee are bound by the policies of England Boxing and its Code of Conduct.
- 2.8 The Chair should seek to achieve a fair and representative balance of age, gender, ethnicity and disability amongst the membership of the Sub-committee

### **3 Competencies**

- 3.1 Sub-committee members should, wherever possible, be appointed for their knowledge, skills and ability appropriate to the purposes of the Sub-committee in the following areas: -
  - 3.1.1 The needs of clubs, regional associations and boxers;
  - 3.1.2 Coaching & officiating;
  - 3.1.3 Sport science and / or being a performance analyst;
  - 3.1.4 High performance sport;
  - 3.1.5 Process and / or sport management;
  - 3.1.6 Safeguarding, child & adult welfare in sport.

### **4 Responsibilities**

- 4.1 The Sub-committee shall be responsible for: -
  - 4.1.1 Developing policy and strategy, in liaison with other England Boxing groups and Sub-committees as necessary, on workforce development & coaching and in accordance with the overall England Boxing Strategic Plan.
  - 4.1.2 To ensure implementation of the England Boxing safeguarding protocols and monitor the effectiveness and impact of the protocol both internally and externally and recommend and implement improvements where needed;
  - 4.1.3 Use the England Boxing governance structures to ensure that safeguarding issues are considered and addressed at the appropriate level;

### **Specific Authority**

- 4.2 The Sub-committee has specific authority to: -
  - 4.2.1 Determine policy with respect to the England Boxing National Coaching Level Scheme, and any other England Boxing sponsored coaching schemes;

- 4.2.2 Approve the expansion, modification or discontinuation of syllabi relating to course content under the various schemes;
- 4.2.3 Approve the acceptance or otherwise of any existing or new England Boxing Coach Education tutor/course deliverer;
- 4.2.4 Advise the staff in the Workforce Department who are responsible for management and execution of the Coach education schemes;
- 4.2.5 To ensure implementation of the England Boxing safeguarding protocols and monitor the effectiveness and impact of the protocol both internally and externally, and to recommend and implement improvements where needed.

## **5 Meetings**

- 5.1 The meetings and proceedings of any such sub-committee shall be governed by the provisions of these Articles for regulating the meetings and proceedings of the Board so far as possible and applicable and so far as the same shall not be superseded by any regulations made by the Board.
- 5.2 The Sub-committee shall meet a minimum of six times during the calendar year and at other times as considered appropriate by the Sub-committee Chair.
- 5.3 At the start of each meeting any possible conflicts of interest shall be declared, or at the point a conflict becomes apparent. Any conflicts declared should be recorded in the minutes.
- 5.4 The quorum for the Sub-committee meetings shall be 50% of the voting members of the Committee.
- 5.5 Decisions of the Sub-committee may be made by electronic or written means provided that appropriate and reasonable care has been taken to ensure that all persons who would otherwise be entitled to participate in the decision (if taken at a meeting) have been appropriately briefed and given the opportunity to participate in the decision.
- 5.6 A Sub-committee member may participate in a meeting of the Sub-committee by way of video conferencing or conference telephone or similar equipment which allows every person participating to hear and speak to one another throughout such meeting. A person so participating shall be deemed to be present in person at the meeting and shall accordingly be counted in the quorum and be entitled to vote.

## **6 Operational Matters**

- 6.1 The Sub-committee, through its Chair or other nominated member, shall liaise with other Sub-committees and England Boxing Staff in relation to the England Boxing Championship & competition strategy implementation plan.

- 6.2 A minimum of one member of the Sub-committee will be included in any interview panel convened for the appointment of any senior manager to the department.
- 6.3 Subject to the approval of the Board, the Sub-committee may engage experts or advisors to provide advice on workforce development / coach education matters as the Sub-committee may deem appropriate.
- 6.4 The Sub-committee does not have any direct financial authority for spending budget money. Any financial commitment must be signed off by the relevant staff and/or Board member, in accordance with the Finance policy and the Scheme of Delegation.
- 6.5 The meetings and proceedings of any such Sub-committee shall be governed by the provisions of the Articles for regulating the meetings and proceedings of the Board so far as possible and applicable and so far as the same shall not be superseded by any regulations made by the Board.
- 6.6 All designs, inventions, work, creations, programs, discoveries or improvements conceived apprehended or learned by a member of an England Boxing (Sub)-committee during the course of serving on the Sub-committee (whether alone or together with any other person or persons) and any intellectual or industrial property rights throughout the World relating to such designs and inventions shall be the exclusive property of England Boxing.

## **7 Reporting**

- 7.1 A record of each meeting shall be produced (minutes) including an action list after each meeting and clearly identifying items to be approved by the Board. The Board will receive the minutes of each Sub-committee.
- 7.2 The Sub-committee shall provide the Board with an annual report of its activities, that will become part of England Boxing's overall Annual Report.
- 7.3 The Sub-committee shall keep a record of attendance for all meetings and make that record part of its annual report.
- 7.4 All acts and proceedings of such Sub-committees and any proposals to be ratified by the Board shall be reported in due course to the Board.

## **8 Support**

- 8.1 Administrative support to the Sub-committee shall be provided by one or more members of staff from the relevant departments.
- 8.2 The work of the Sub-Committee relates to the relevant departments, but the Sub-committee does not supervise the work of these departments.

## **9 Review of these Terms of Reference**

- 9.1 The Sub-committee shall review its performance and Terms of Reference every four years (or more frequently as required) and make recommendations to the Board with regard to any changes.

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