

## **British Fencing Competitions and Calendar Committee**

### **Terms of Reference**

#### **Authority**

The BF Competitions and Calendar Committee is authorised by the British Fencing (BF) Board to conduct its business in accordance with the responsibilities set out below.

#### **Reporting Requirements**

The Chair reports to the CEO, who reports to the BF Board of Directors. The Chair must present a report to the Board of Directors annually and to the CEO bi-annually.

#### **Purpose**

The purpose of the BF Competitions and Calendar Committee is to develop and implement an Events Strategy and Calendar in line with BF objectives.

#### **Core Composition** (Total 8 votes, quorum 5)

- Chair x 1 + casting vote
- Vice-Chair x 1
- International portfolio x 1 (appointed by International Relations Committee where a relevant IF position exists)
- Domestic portfolio x 1
- Technical portfolio x 1 (appointed by the Guild of Armourers/Committee)
- Calendar portfolio x 1
- Officials portfolio x 1 (appointed by Referee Committee)
- Event development portfolio x 1

#### **Additional Members** (non-voting)

- Committee secretary (non-voting)
- Invited advisers as and when required (not standing invite)
- Staff/consultants to attend as and when required

#### **Principal Responsibilities**

1. To develop and implement an Events Strategy in line with the strategic objectives of British Fencing.
2. To develop a calendar and development programme in line with this strategy in consultation with key committees (such as the International Committee) and
3. To prepare and monitor an annual events budget, in line with this strategy.
4. To appoint Event Managers to BF domestic and international events.
5. To recommending policy to the BF Board in relation to the activities of the committee.
6. Establishing procedures for licensing competitions.
7. To recommending bids for international competitions to the Board.
8. To receive reports and budgets for BF events from Event Managers.

#### **Meeting Frequency**

The BF Competitions and Calendar Committee will meet annually to set the annual calendar and appoint Event Leads for BF events; and as and when required for specific events.