

# **WPS Sport Committee**

## **Terms of reference**

These terms of reference for the Sport Committee of each IPC Sport (**Sport Committee**), and any amendments thereto, will be approved by the IPC Governing Board.

These terms of reference are subject to the provisions of the IPC Constitution and the IPC Sports Regulations. In the event of any conflict or dispute, the terms of the IPC Constitution and the IPC Sport Regulations shall prevail.

Unless specified otherwise, defined terms used in these terms of reference (denoted by initial capital letters) have the meaning given to them in the IPC Constitution.

### **1. Authority**

- 1.1 The Sport Committee is advisory to the World Para Sport (WPS) Unit Board and the relevant IPC Sport management team.
- 1.2 The Sport Committee has no authority to make decisions for or on behalf of the IPC and/or the relevant IPC Sport, or to incur any expense or bind the IPC and/or the IPC Sport to any financial or other commitments. The Sport Committee is advisory only, and can only make recommendations to:
  - (a) the WPS Unit Board, through the WPS Managing Director, on the transition of the relevant IPC Sport to separation; and
  - (b) the management of the relevant IPC Sport, on the ongoing delivery of the sport while the IPC remains its international federation.

### **2. Role**

- 2.1 The Sport Committee will be responsible for the following:
  - (a) When requested by the IPC Sport management and the WPS Managing Director, reviewing the relevant Para sport's 'leaving plan'.
  - (b) When requested by the IPC Sport management and the WPS Managing Director, supporting the implementation of the relevant 'leaving plan'.
  - (c) Reviewing the competition calendar and qualification rules as requested by the IPC Sport management or the WPS Managing Director for the period it remains within the IPC, for approval by the WPS Unit Board.

- (d) Reviewing submissions for the Paralympic Games Programme as requested by the IPC Sport management or the WPS Managing Director for approval by the WPS Unit Board, and if approved, to the IPC Governing Board.
- (e) Reviewing the appointments of technical delegates for the Paralympic Games, the World Championships of the relevant Para sport, and other competitions when requested by IPC Sport management.
- (f) Advising and assisting IPC Sport management on sport technical matters, when requested by IPC Sport management or the WPS Managing Director.
- (g) Advising management, as requested by IPC Sport management or the WPS Managing Director, on matters related to the rules of the sport.

### **3. Membership**

- 3.1 The size and composition of the Sport Committee will be decided by the WPS Unit Board. The Sport Committee will ordinarily consist of 5 members, with at least one-third of all members elected to the Sport Committee and at least 40% of each gender represented. At a minimum, the Sport Committee must include the following:
  - (a) One elected chairperson.
  - (b) Such number of other elected members determined by the WPS Unit Board.
  - (c) One athlete from the relevant WPS athletes' committee.
  - (d) Depending on the final size and composition of the Sport Committee, the WPS Unit Board may appoint additional members as required.
- 3.2 The process for election and appointment of Sport Committee members will be approved by the WPS Unit Board on the recommendation of the WPS Managing Director.
- 3.3 All Sport Committee members must meet the following requirements:
  - (a) Have governance experience in the relevant IPC Sport, either with a National Paralympic Committee or a relevant national federation.
  - (b) Have sport technical experience in the relevant Para sport.
- 3.4 A member's election or appointment to the Sport Committee is subject to the member agreeing to the obligations, expectations and commitments set out in the letter of appointment.

- 3.5 Any vacancies on the Sport Committee (occurring through resignation, removal, death or any other reason) will be filled by appointment of the WPS Unit Board until the next election held by the relevant IPC Sport.
- 3.6 No substitutes are allowed for members of the Sport Committee. Members are elected or appointed in their personal capacity and are not representatives of any member or stakeholder within the Paralympic Movement, including those they may be employed by or otherwise associated with.
- 3.7 The Sport Committee will be automatically disestablished upon separation of the IPC Sport from the IPC, and additionally may be disestablished by the WPS Unit Board at any time, at the WPS Unit Board's absolute discretion.

#### **4. Term of office**

- 4.1 Membership of the Sport Committee will begin on the date of election or appointment and, subject to Article 4.2, will end on the appointment of a new Sport Committee by the incoming WPS Unit Board, i.e. a term of office of approximately four years (corresponding broadly to the term of office of the members of the WPS Unit Board).
- 4.2 The membership of any individual on the Sport Committee may be terminated by the WPS Unit Board at any time, at the absolute discretion of the WPS Unit Board.
- 4.3 Individuals may serve a maximum of two consecutive terms on the Sport Committee or until the Sport Committee is disestablished (in accordance with Article 3.7).

#### **5. Organisation**

- 5.1 The Sport Committee will receive its direction from the WPS Unit Board, through the relevant IPC Sport management or the WPS Managing Director.
- 5.2 The Sport Committee will be assigned a member of the relevant IPC Sport management team to act as liaison and to manage and assist the Sport Committee in its role as set out in Article 2.
- 5.3 Ordinarily, the Sport Committee will meet two times per year, using virtual technologies as determined by the chairperson. Any meetings in person may take place at the World Championships of the relevant IPC Sport with prior approval by the sport's management. Additional meetings may be requested by IPC Sport management.
- 5.4 The chairperson of the WPS Unit Board, the WPS Managing Director and such member(s) of the IPC management team as determined by the WPS Managing

Director team are entitled to attend meetings of the Sport Committee, with speaking rights only.

- 5.5 Decisions of the Sport Committee will generally be made by consensus. If a consensus cannot be reached there will be a vote with each member having one vote. A majority of votes in favour of a decision by those members present at the meeting is required for it to be passed. In the event of a tie in votes the chairperson will have the right to a casting vote.
- 5.6 The quorum for meetings and decisions of the Sport Committee will be a majority of the total number of members on the Sport Committee.
- 5.7 Minutes of Sport Committee meetings will be produced and circulated to the Sport Committee, and any amendments agreed by the Sport Committee. The final minutes will then be archived by the relevant IPC Sport.
- 5.8 Subject to the approval of the WPS Unit Board, the Sport Committee may decide to allocate specific responsibilities of the Sport Committee to a smaller group or groups of members within the Sport Committee with the necessary expertise for the task (in which case, the quorum and voting requirements will be adapted and read accordingly).
- 5.9 The WPS Managing Director or the IPC Sport management team may engage advisors to provide particular expertise or advice to the Sport Committee (including any sub-groups of the Sport Committee), following consultation with the chairperson. The role of any adviser should not duplicate or conflict with the role of the Sport Committee. Such advisers are not members of the Sport Committee.
- 5.10 In undertaking any work in connection with the Sport Committee, each Sport Committee member must act for the benefit of and in the best interests of the IPC.
- 5.11 All meetings and work of the Sport Committee are confidential. No documents, information, discussion or decisions made at a Sport Committee meeting or otherwise exchanged or agreed in connection with the work of the Sport Committee may be disclosed (other than, through the chairperson, to the WPS Unit Board, the WPS Managing Director and relevant members of the IPC Sport management team) unless:
  - (a) the chairperson of the WPS Unit Board, the WPS Managing Director and the chairperson of the Sport Committee all authorise such disclosure;
  - (b) the matter is in the public domain; or
  - (c) such disclosure is required by law or any applicable authority, including the IPC Constitution and regulations.

- 5.12 The Sport Committee and its members may not make any public statements (including on social media) about the Sport Committee or any aspect of its work unless approved in advance by the WPS Managing Director and the chairperson of the WPS Unit Board.
- 5.13 The chairperson of the Sport Committee will ordinarily provide an annual report to the WPS Unit Board (written and/or verbal), as requested by the WPS Unit Board. The chairperson will otherwise report on the work of the Sport Committee at such times as requested by the WPS Unit Board. The chairperson of the Sport Committee (or their designee) may be invited to attend meetings of the WPS Unit Board and/or may be invited to provide a written and/or verbal report at a meeting of the IPC Governing Board on a specific topic.

## **6. Finances**

- 6.1 The IPC will produce a budget for the WPS Unit (including a budget for the Sport Committee). The budget will be included in the overall IPC budget and submitted for approval to the IPC Governing Board in accordance with IPC financial policies.

## **7. Evaluation process**

- 7.1 During the last year of the term of office, the chairperson of the Sport Committee will ordinarily submit to the WPS Unit Board a summary report on the work conducted by the Sport Committee during the term along with any recommendations for the next term of office, unless not required by the WPS Unit Board.
- 7.2 At the end of the Sport Committee's term of office, the outgoing WPS Unit Board may evaluate the overall work of the Sport Committee and may make recommendations to the incoming WPS Unit Board, including on the mandate, structure and/or membership of the Sport Committee.