

Terms of Reference for The Alpine Committee (AC)

The committee's ToRs are aligned to support the overall vision, mission and values of Snowsport England which can be found on the Snowsport England [website](#)

<p>Name of Committee: Alpine Committee (AC)</p>
<p>Type: Standing Committee</p>
<p>Purpose:</p> <p>The primary role of the Alpine Committee (AC) is to organise and administer Snowsport England (SE) alpine ski racing events on snow and artificial surfaces. AC will also support other SE alpine events, such as training on snow and artificial slopes, as appropriate.</p> <p>AC will develop and deliver officials' training for the discipline – agreeing a clear pathway to encourage officials to progress – ultimately linking with the Technical Delegate (TD) pathway. They will recruit and appoint the key officials for SE events.</p> <p>AC will provide and develop ideas and rules for consideration by the GBR Alpine and Telemark Technical Delegate forum.</p> <p>Through its work the AC will help deliver the company's vision and mission objectives within the discipline, with a key focus on:</p> <ul style="list-style-type: none"> • Increasing awareness of Snowsport • Growing the sport and expanding the diversity and inclusivity of those participating • Nurturing and developing volunteers • Increasing satisfaction levels within our clubs, members, and volunteers • Identifying and developing talent
<p>Scope:</p> <ul style="list-style-type: none"> • To develop and support the SE Strategy for alpine ski racing • To help make alpine ski racing more inclusive and diverse for both officials and participants • To provide and develop ideas and rules for consideration by the GBR Alpine and Telemark Technical Delegate forum • To organise and administer SE alpine ski racing events on snow and artificial slopes • To support other SE alpine events such as training on snow and artificial slopes as appropriate • To work with the Talent Management Group, to develop a clear pathway for athletes to progress from grassroots to GB Snowsport (GBS) • To liaise with regions and clubs as needed to support delivery of strategy for alpine ski racing • To recruit, allocate and recognise officials and other volunteers • To develop communication links to members via SE website and GBSki for alpine ski racing information and updates • To disseminate the latest rule amendments and information issued by GBR Alpine and Telemark Technical Delegate forum
<p>Authority: (as delegated by the Snowsport England Board)</p>

- AC will liaise with Snowsport Wales (SSW) and Snowsport Scotland (SSS) to agree the Artificial Race Calendar for all national races (Club Nationals, GBR series and Championships). For those races run by SE, AC will agree contracts with the facilities
- AC will consult with the CEO of Snowsport England on calendar submissions to GBS by SE affiliated clubs (BASS & FIS races only)
- AC will develop and deliver officials' training in partnership with other Home Nations (HNs)
- AC will be responsible for the appointment of key officials for SE alpine competitions

Membership:

The committee will be comprised of the following roles:

- Chair
- Secretary
- Finance
- Technical
- Officials' Training
- Snow Events
- Artificial Surface Events
- Regional Representatives
- Equipment
- ROC Alpine Championships Rep
- Coaches Representative (attend as required)
- Alpine Squad Manager (attend as required)
- Course Setter (attend as required)

Named board director as a point of contact to raise issues with the SE board as required.

Recruitment of Committee Chair:

The committee chair is appointed by the SE board. After each AGM, the board will either reappoint the current chair if they are willing to stand or appoint a new chair. Every 3 years the board will poll the committee for nominations for a new committee chair.

Recruitment of Committee Members:

This to be conducted via an open process with visible role descriptions, recruitment will be based on necessary knowledge and experience. Consideration should be given regarding diversity when recruiting volunteers.

- All members must be signed up to the SE [Code of Conduct](#)
- All members must have role descriptions which they have signed to show understanding of role
- All members must complete and sign a declaration of interest form annually
- All committee members must be registered on the SE Membership system

Meeting Requirements:

- Minimum 3 meetings per annum
- Minimum of 4 members to be quorate
- These will be a mixture of face to face and virtual meetings
- Minutes and actions will be recorded at each meeting and circulated to members of the AC for approval
- Once approved and no later than 21 days after the meeting has taken place the minutes will be sent to the office for publication on the website and sent to the board and regional chairs

Reporting and Communication:

- AC will feedback to the SE board, regions and clubs following AC meetings via the SE staff
- AC will work with the SE staff, regions, and clubs to promote all race events and increase participation
- AC will support regions and clubs in all aspects of alpine ski racing
- AC will link with race officials / volunteers
- AC will link with other standing committees and groups
- AC will link with SE staff

Collaboration:

All SE committees, advisory and action groups are integral parts of Snowsport England and should act accordingly to support the organisation's vision and mission. The AC will collaborate as required with the other committees and action groups.

Internal and External Communications:

The staff member on the AC committee will ensure the SE team are aware of the workings of the group and will share items when appropriate and help with any logistics required between the SE office and the AC committee.

Individuals from the AC may attend other committee's or group's meetings by prior arrangement, to facilitate clear communication through the SE organisation.

The annual planner may be shared with all key committees to allow everyone to understand what priorities the AC is working on.

Resources and Budget:

- To draft annual alpine budget and work with Finance Director and SE CEO to obtain SE board approval
- To manage approved budget and report any variances quarterly
- Any expenditure over £250 outside of budget needs to be approved by SE CEO

Deliverables:

- List of Key Performance Indicators to deliver annually
- Production of annual plan
- Report submitted for the SE Annual General Meeting (AGM)

Intellectual property:

Output produced by the AC will become the intellectual property of Snowsport England ** and shall not be reproduced without the prior written permission of the Chief Executive. ** Except for any specific contributions made by authors / contributors with whom the original ownership of the intellectual property of any such contributions remains and which were or will have been recognised as such beforehand by Snowsport England.

Review:

The Terms of Reference will be reviewed annually

Date the ToR was adopted: September 2020

Enquiries/Contact

If anyone is interested in joining the Alpine Committee or wishes to know more, please email the secretary - alpinecommitteesecretary@snowsportengland.org.uk



Role	Person Specification	Responsibilities
Chair/Joint Chair	<ul style="list-style-type: none"> Must be an active Alpine Race Official 	<ul style="list-style-type: none"> To lead on developing and supporting the agreed SE strategy for Alpine racing To plan and run Alpine Committee meetings To plan for recruitment and renewal of the Committee To liaise with the CEO, as appropriate, to keep an overview of Snowsport England affairs To prepare reports for the Board as requested including an annual report for the AGM To support the vision, mission, and values of Snowsport England To advocate for Snowsport England and represent the committee at external meetings and events
Secretary		<ul style="list-style-type: none"> To prepare and circulate agendas (with supporting papers) in consultation with the Chair To receive agenda items from other committee members To check that a quorum is present To minute meetings and circulate the draft minutes to all committee members To ensure that minutes are approved by the committee and published within 21 days of the meeting To check that committee members have carried out action(s) agreed To ensure up-to-date records are kept of committee membership To maintain a list of all SE event trophies and their holders
Finance	<ul style="list-style-type: none"> Must have a knowledge of budget setting Must be confident with spread sheets 	<ul style="list-style-type: none"> To assist with the preparation of the alpine budgets for approval by the SE board (by the end of Oct each year) To monitor the approval and control of income and expenditure To feedback as appropriate to finance director on quarterly accounts To prepare management reports on income and expenditure for the Alpine Committee
Technical	<ul style="list-style-type: none"> Must be a GBR Technical Delegate 	<ul style="list-style-type: none"> To liaise with the GBR Alpine & Telemark TD forum To ensure that the SE Race Manual is updated for use by those involved in race organisation To provide technical advice on alpine matters to AC and SE
Officials' Training	<ul style="list-style-type: none"> Must be at least a level 3 official 	<ul style="list-style-type: none"> To administer the recruitment, training, and registration of race officials to ensure continuity of a supply of volunteers To develop training resources accordingly To keep a record of all volunteering and to lead on volunteer recognition
Snow events		<ul style="list-style-type: none"> To lead on calendar structure for snow events and BASS events held at indoor venues outside the UK. To consult with the CEO of SE on calendar submissions to GBS by SE affiliated clubs (BASS & FIS races only)
Artificial Surface Events		<ul style="list-style-type: none"> To be the lead for the organisation and running of events on artificial surfaces To lead on artificial surface events calendar structure

Regional Representatives		<ul style="list-style-type: none"> • To communicate with regions and clubs and include them in decision making feedback when required • To act as a conduit for liaison with SE Regions • To assist the lead for Artificial Surface Events
Equipment		<ul style="list-style-type: none"> • To take responsibility for race equipment purchased by SE • To manage and track all race equipment • To prepare and recommend a plan for replacement of race equipment as required
ROC Alpine Championships Rep	<ul style="list-style-type: none"> • Must be Chief of Championships, Chief Race Director or Race Secretary of Alpine Champs ROC 	<ul style="list-style-type: none"> • To liaise between AC and the Alpine Championships Race Organising Committee
Coaches Representative	<ul style="list-style-type: none"> • Must be a qualified active alpine coach 	<ul style="list-style-type: none"> • To liaise with the Coaching and Technical Panel (and coaches) ensuring they are included in decision making feedback when required
Alpine Squad Manager		<ul style="list-style-type: none"> • In attendance – liaise between AC and Talent Management Group • To liaise with the Talent Management Group and other AC members to develop a clear pathway for race athletes to progress from grassroots to GB Snowsport
Athlete's Rep	<ul style="list-style-type: none"> • Post filled by Lead for Dry Slope Ambassadors 	<ul style="list-style-type: none"> • To act as a conduit for liaison with athletes (both to and from the committee)
Course Setting	<ul style="list-style-type: none"> • Must be on the Course Setter "A list" 	<ul style="list-style-type: none"> • To maintain the course setters' policy and training • To review submissions from coaches for inclusion on the course setters list

