

Terms of Reference for The Freestyle & Snowboard Committee

The committee is 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: Freestyle & Snowboard Committee</p>
<p>Type: Standing Committee</p>
<p>Purpose:</p> <p>To help deliver on the Vision and Mission objectives of the organisation within Freestyle and Snowboard, 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 Sport England (SE) strategy for Freestyle Skiing and Snowboarding • To help make Freestyle Skiing and Snowboarding more inclusive and diverse for both officials and participants • Working with the Talent Working Group (TWG), to develop a clear pathway for athletes to progress from grass roots to GB Snowsport (GBS) • To liaise with Regions and Clubs as needed to support delivery of strategy for Freestyle Skiing and Snowboarding • To recruit and allocate officials and other volunteers to events • To recognise officials • To develop communication links to members via SE website for Freestyle Skiing and Snowboarding information and updates • Develop a national programme of freestyle ski and snowboard where facilities allow • Produce and publish selection policies for England Squads • Manage England Squads in moguls and park & pipe • Develop a plan for ski and snowboard cross • Ensure rules and regulations are up to date in all freestyle disciplines where domestic activity takes place
<p>Authority: (as delegated by the Snowsport England Board)</p> <p>Act as the guardians of freestyle skiing and snowboarding.</p> <ul style="list-style-type: none"> • Domestic competition calendar To organise a series of domestic competitions in freestyle skiing and snowboarding. Link with Snowsport Scotland (SSS), Snowsport Wales (SSW), facilities and external events to link competitions together • Develop and deliver officials training Agree a clear pathway for development of officials in partnership with other Home Nations (HN's)

- **Appointment of key officials for SE competitions**
- **Squad selection policies and activity programmes**

Membership:

The committee will be comprised of the following:

- Chair
- Secretary
- Finance
- Freestyle and Snowboard Discipline representatives
- Events (lead)

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

Recruitment of committee Chair:

The committee chair is appointed by the Snowsport England 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 their 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 (mixture of face to face and virtual meetings)
- Minimum of 4 members to be quorate
- Minutes and actions will be recorded at each meeting and circulated to members of the Freestyle & Snowboard Committee 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

Reporting and Communication:

- Complete an annual report for Annual General Meeting (AGM)
- Report to SE board
- Feedback to regions and clubs on progress
- Link with race officials / volunteers
- Link with other standing committees and groups
- Liaise 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 Freestyle & Snowboard committee will collaborate with the following key committees and advisory groups:

- Discipline committees to share best practice
- Talent Management Group (TMG) for guidance on selection policies, competition programmes, squad activity and links with GBS
- Coaching and Technical Panel (CTP) to make sure appropriate training and courses are in place.

Participation:

Ensure participation programmes and school competition feed into the Alpine Ski races and any campaigns are mutually supported.

Internal and External Communications:

- The staff member on the committee will ensure the SE team are aware of the workings of the group and will share items when appropriate
- Individuals from the Freestyle & Snowboard committee may attend other key committee meetings to ensure information is flowing through Snowsport England appropriately
- The annual planner may be shared to all committees to show what the Freestyle & Snowboard Committee is working on

Resources and Budget:

- To draft Freestyle & Snowboard committee budget and work with SE Finance Director and SE CEO for board approval
- To manage approved budget and report any variance
- Any expenditure over £250 outside of budget needs to be approved by SE CEO

Deliverables:

- List of Key Performance Indicators annually to deliver
- Production of annual plan

Intellectual property:

Output produced by the committee will become the intellectual property of Snowsport England ** and shall not be reproduced without the prior written permission of the CEO ** 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 adopted: September 2020

Freestyle & Snowboard Committee - roles, responsibilities, and skills:

Role	Responsibility
<p>Chair / Joint Chair</p>	<p>The Chairperson has a strategic role to play in representing and delivering the vision and purpose of Snowsport England. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.</p> <p>Ensure the committee functions properly:</p> <ul style="list-style-type: none"> • To plan and run meetings in accordance with the Terms of Reference • To ensure matters are dealt with in an orderly, efficient manner • To bring impartiality and objectivity to meetings and decision-making • To facilitate change in line with Snowsport England’s strategy • To plan for recruitment and renewal of the Committee <p>Ensure the committee is managed effectively:</p> <ul style="list-style-type: none"> • To liaise with the CEO, as appropriate, to keep an overview of Snowsport England affairs • To co-ordinate the committee to ensure aims are being met and reviewed • To facilitate change and development within the committee’s scope <p>Represent the organisation:</p> <ul style="list-style-type: none"> • To effectively communicate the vision and purpose of the committee and Snowsport England • To advocate for Snowsport England and represent the committee at external meetings and events • To be aware of current issues that might affect the committee <p>Skills / prerequisites:</p> <ul style="list-style-type: none"> • Good leadership skills • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Ability to ensure decisions are taken and followed-up • Good timekeeping • Tact and diplomacy • Understanding of the roles/responsibilities of a committee • Experience of organisational and people management

<p>Secretary</p>	<p>Ensure responsible administration:</p> <ul style="list-style-type: none"> • To prepare agendas in consultation with the Chair • To circulate agendas and any supporting papers in good time • To receive agenda items from other committee members • To check that 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 <p>Qualities and skills required:</p> <ul style="list-style-type: none"> • Organisational ability • Experience of committee work and procedures • Minute-taking experience (if this is not being delegated) • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Approachable and sensitive to the feelings of others • Well organised and an eye for detail • Ability to work well with the Chair • Good timekeeping <p>Time commitment:</p> <p>The role of Secretary requires an estimated commitment of 2 hours per month.</p>
<p>Finance</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> • To assist with the preparation of the Freestyle & Snowboard budgets for approval by the SE board (by the end of October each year). • To monitor the approval and control of income and expenditure • To feedback to operations manager on quarterly accounts • To prepare management reports on income and expenditure for the Freestyle & Snowboard Committee <p>Skills / prerequisites:</p> <ul style="list-style-type: none"> • A knowledge of budget setting • Confident with spread sheets and numbers
<p>Discipline Reps</p>	<p>Responsibilities:</p> <ul style="list-style-type: none"> • Act as lead for respective discipline within the committee • Plan and deliver the programme of activity for the respective discipline in collaboration with other committee members/SE staff or additional volunteers • Be the point of contact for their respective discipline <p>Skills / prerequisites:</p> <ul style="list-style-type: none"> • Experience of working within their respective discipline

	<ul style="list-style-type: none">• Understand the landscape of Snowsport within England• Well organised and an eye for detail• Good communication and interpersonal skills
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