



## **Age Group Committee Terms of Reference**

### **Introduction**

The Great Britain Age-Group competition offers all Home Nation members a unique opportunity to compete at International Level in triathlon, duathlon, aquathlon, winter and cross triathlon.

Those who qualify can represent Great Britain and enjoy the experience of racing at an International Triathlon Union (ITU) World Championship or European Triathlon Union (ETU) European Championship.

The age group committee will ensure qualification criteria is set and applied fairly across all qualification events and championships. They will carry out regular reviews of policy, processes and criteria in line with World and European Age Group events.

### **Membership**

The Age Group Committee will have the following membership:

- Senior Director with overall responsibility for Age Group Teams (Chairperson)
- Age Group - Operations
- 1 x Representative from each Home Nation

The Committee should consist of a minimum three (3) members:

- not less than one non-executive BTF Board members.
- not less than three HN Representatives.

The Committee will be Chaired by the BTF Director for Age Group Teams. In the absence of the Chair, the Committee may nominate a HN Representative to deputise in his/her absence.

The secretariat function will be provided by the Age Group administrator.

## Reporting

Where reasonably possible, minutes of each Committee Meeting will be tabled to the subsequent Main Board meeting and, where necessary, the Chair of the Committee will provide a report to the Main Board on any substantive matters of importance and any material issues or concerns.

The Committee shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed.

## Responsibilities

The Committee will advise the Board and Chief Executive (as the Accounting Officer) on:

- Ensure BTF has a strategy to develop the success of, and support the Age Group Team members
- Set and Review the pre-qualification criteria for ETU and ITU “Age Group” Events
- Set and Review the performance qualification criteria for Age Group places for ETU and ITU events with and without qualifying races.
- Decide and review parameters for allocating discretionary places at ETU and ITU Age Group events.
- Allocate discretionary places to athletes
- Monitor and review process for appointing team managers and support staff.

## Rights

The Committee may:

- co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience;
- appoint independent non-Board members for a period of three years, which may be extended for further periods (normally up to three years), subject to the approval of the Main Board;
- procure specialist ad-hoc advice at the expense of the organisation, subject to budgets agreed by the Board.

## Access

The BTF President and CEO will have free and confidential access to the Chair of the Age Group Committee.

## Meetings

The Committee will meet annually. The Chair of the Committee may convene additional meetings as they deem necessary. These may be held remotely.

The Committee meetings will normally be attended by the members of the Age Group Operational Team.

The Committee may ask any other officials of the organisation to attend to assist it

with its discussions on any particular matter.

The Committee may ask any or all of those who normally attend but who are not members to withdraw to facilitate open and frank discussion of particular matters;

The BTF Board or the Chief Executive may ask the Committee to convene further meetings to discuss particular issues on which they want the Committee's advice.

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers to meetings shall be circulated at least one week before the date of the meeting.

### **Quorum**

A minimum of three members of the Committee must be present for the meeting to be deemed quorate.

### **Resolutions and voting**

Decisions of the Committee shall be taken by resolution and recorded in the minutes of the meeting at which such a resolution is passed.

Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each Committee Member shall have one vote.

### **Terms of reference and committee effectiveness**

The Committee's terms of reference and effectiveness will be reviewed at least annually by the Board and the Committee, including a review of its membership and relevant skills and any changes considered necessary must be approved by the Board.

Adopted: Feb 2017

Review due: Feb 2019