



INTERNATIONAL FEDERATION OF
CP FOOTBALL

IFCPF Classification Committee

Terms of Reference (ToR)

About IFCPF

The 'International Federation of CP Football' (IFCPF) is the international governing body for the sport of CP Football. Officially formed in January 2015, CP Football became an independent sport after 37 years under the 'Cerebral Palsy Sport and Recreation Association' (CPISRA).

IFCPF is responsible for the leadership, management and governance of CP Football, with a governing Board elected by our membership, and Management Team appointed by the Board to oversee day-to-day operations of the organisation.

Type of Committee

Standing Committee

Authority

- The IFCPF Classification Committee reports to the Head of Classification
- The IFCPF Classification Committee shall have no authority that does not come from the IFCPF Board.

Purpose

The IFCPF Classification Committee shall support the IFCPF Board and Management Team on all matters relating to Classification.

Scope / Key Responsibilities

The IFCPF Classification Committee shall have the following responsibilities:

- Develop and monitor the IFCPF Classification Delivery Plan.
- Support the implementation of IFCPF's Strategic Plan
- Create strategic recommendations to the on-going evaluations and development of Classification.
- Develop policies and make recommendations to the IFCPF Board in relation to Classification.
- Monitor compliance with the IPC and IPC Athlete Classification Code
- Connect with the IFCPF membership and wider stakeholders to seek insight, ideas and feedback.

Structure

Composition

- The Classification Committee shall consist of up to eight (8) members, including the position of Chair.
- The chair of the IFCPF Classification Committee shall be the IFCPF Head of Classification as appointed by the IFCPF Board.
- One (1) member shall be the Classification Officer
- One (1) member shall be the Classification Education Coordinator
- One (1) member shall be the Classification Eligibility Coordinator
- One (1) member shall be from Africa

- One (1) member shall be from the Americas
- One (1) member shall be from Asia-Oceania
- One (1) member shall be from Europe
- Further representatives may be invited to attend IFCPF Classification Committee meetings, however they shall be considered an ex-officio member, with speaking rights only

Representation

- All members of the IFCPF Classification Committee shall be recruited for their skills, qualifications and experience, however;
 - At least one (1) member shall be male, and at least one (1) member shall be female.
 - At least one (1) member shall be a former CP Football player or have personal experience of CP and related neurological conditions.

Appointment

- The IFCPF membership shall be invited to suggest candidates for consideration by the IFCPF Board as members of the IFCPF Classification Committee
- The IFCPF Board may search for suitable candidates to ensure the IFCPF Classification Committee includes the best qualified individuals.

Terms of office

- Members of the IFCPF Classification Committee shall normally serve for four (4) years, corresponding to the term of office of the IFCPF President. Members may be reappointed to serve for a next term and there are no limitations to the number of terms members can be reappointed for.

Vacancies

- Vacancies in the IFCPF Classification Committee should be filled by appointment by the IFCPF Board, following nomination by the Chair of the IFCPF Classification Committee.

Reporting

- The Chair of the IFCPF Classification Committee shall produce written reports of all IFCPF Classification Committee meetings / activity for distribution to the IFCPF Board and IFCPF Classification Committee members.
- The IFCPF CEO / Secretary General shall ensure that recommendations to the IFCPF Board are included on the agenda of the next IFCPF Board meeting and subsequent decisions made by the IFCPF Board are communicated to the members of the IFCPF Classification Committee.
- A representative of the IFCPF Classification Committee may be invited to attend IFCPF Board meetings.
- The Chair of the IFCPF Classification Committee will provide a written report on the activities of the committee by 31st January to be included in the IFCPF Annual Report.

Meeting arrangements

Frequency and location

- The IFCPF Classification Committee normally meets at least four (4) times a year via conference call.
- Further in-person meetings may be organised as deemed necessary by the Chair and CEO / Secretary General.

Remuneration

- Membership of the IFCPF Classification Committee is a voluntary position; however, all reasonable expenses will be covered in accordance with IFCPF's Financial Policy.

Communication

- In addition to IFCPF Classification Committee Meetings, other contact (usually electronic or by telephone) will be necessary.

Resources

Budget

- The Chair of the IFCPF Classification Committee will, in cooperation with the CEO / Secretary General, produce a budget for the IFCPF Classification Committee. The IFCPF Classification Committee budget will be included in the overall IFCPF budget and submitted for approval to the IFCPF Board in accordance with IFCPF's Financial Policy.

Written by

IFCPF Management Team

Date Approved

December 2018

Date for Review

December 2020