



INTERNATIONAL FEDERATION OF
CP FOOTBALL

IFCPF Female CP Football Development Group 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

Working Group

Authority

- The IFCPF Female Development Group reports to the IFCPF Technical Director.
- The IFCPF Female Development Group shall have no authority that does not come from the IFCPF Board.

Purpose

The IFCPF Female Development Group shall support the IFCPF Board and Management Team on all matters relating to the sport and development.

Scope / Key Responsibilities

The IFCPF Female Development Group shall have the following responsibilities:

- Develop and monitor the IFCPF Technical Delivery Plan in relation to Female CP Football.
- Support the implementation of IFCPF's Strategic Plan.
- Create strategic recommendations to the on-going evaluations and development of Female CP Football
- Develop policies and make recommendations to the IFCPF Board in relation to the sport and development.
- Monitor compliance with IFAB, FIFA, IPC and other relevant bodies.
- Connect with the IFCPF membership and wider stakeholders to seek insight, ideas and feedback.

Structure

Composition

- The IFCPF Female Development Group shall consist of seven (7) members, including the position of Chair.
- A member shall be the nominated by the group to act as the chair. The chair of the IFCPF Female Development Group shall supported by the IFCPF Technical Director as appointed by the IFCPF Board.
- One (1) member shall be a representative of the IFCPF Classification Committee.
- One (1) member shall be a representative for Technical/Coaching.
- 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 Female Development Group meetings, however they shall be considered an ex-officio member, with speaking rights only.

Representation

- All members of the IFCPF Female Development Group shall be recruited for their skills, qualifications and experience.
 - 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 Female Development Group.
- The IFCPF Board may search for suitable candidates to ensure the IFCPF Female Development Group includes the best qualified individuals.

Terms of office

- Members of the IFCPF Female Development Group 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 Female Development Group should be filled by appointment by the IFCPF Board, following nomination by the Chair of the IFCPF Female Development Group.

Reporting

- The Chair of the IFCPF Female Development Group shall produce written reports of all IFCPF Female Development Group meetings / activity for distribution to the IFCPF Board and IFCPF Female Development Group.
- 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 Female Development Group.
- A representative of the IFCPF Female Development Group may be invited to attend IFCPF Board meetings.
- The Chair of the IFCPF Female Development Group 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 Female Development Group 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 Female Development Group is a voluntary position; however, all reasonable expenses will be covered in accordance with IFCPF's Financial Policy.

Communication

- In addition to IFCPF Female Development Group, other contact (usually electronic or by telephone) will be necessary.

Resources

Budget

- The Chair of the IFCPF Female Development Group will, in cooperation with the CEO / Secretary General, produce a budget for the IFCPF Female Development Group. The IFCPF Female Development Group 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