



INTERNATIONAL FEDERATION OF  
**CP FOOTBALL**

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

### Purpose

The IFCPF Medical Committee shall support the IFCPF Board and Management Team on all matters relating to Medical, Health and Wellbeing issues.

### Scope / Key Responsibilities

The IFCPF Medical Committee shall have the following responsibilities:

- Develop and monitor the IFCPF Medical Delivery Plan
- Support the implementation of IFCPF's Strategic Plan
- Develop policies and make recommendations to the IFCPF Board in relation to Medical, Health and Wellbeing issues in CP football.
- Monitor compliance with the IPC and IPC Medical Code
- Connect with the IFCPF membership and wider stakeholders to seek insight, ideas and feedback.

### Structure

#### Composition

- The Medical Committee shall consist of up to six (6) members, including the position of Chair.
- The chair of the IFCPF Medical Committee shall be the IFCPF Head of Medical as appointed by the IFCPF Board.
- 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

- One (1) member shall be a Sport Psychology specialist
- Further representatives may be invited to attend IFCPF Medical Committee meetings, however they shall be considered an ex-officio member, with speaking rights only

#### **Representation**

- All members of the IFCPF Medical 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 Medical Committee.
- The IFCPF Board may search for suitable candidates to ensure the IFCPF Medical Committee includes the best qualified individuals.

#### **Terms of office**

- Members of the IFCPF Medical 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 Medical Committee should be filled by appointment by the IFCPF Board, following nomination by the Chair of the IFCPF Medical Committee.

#### **Reporting**

- The Chair of the IFCPF Medical Committee shall produce written reports of all IFCPF Medical Committee meetings / activity for distribution to the IFCPF Board and IFCPF Medical 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 Medical Committee.
- A representative of the IFCPF Medical Committee may be invited to attend IFCPF Board meetings.
- The Chair of the IFCPF Medical Committee will provide a written report on the activities of the committee by 31<sup>st</sup> January to be included in the IFCPF Annual Report.

## **Meeting arrangements**

#### **Frequency and location**

- The IFCPF Medical Committee normally meets at least three (3) 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 Medical Committee is a voluntary position; however, all reasonable expenses will be covered in accordance with IFCPF's Financial Policy.

#### **Communication**

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

## **Resources**

#### **Budget**

- The Chair of the IFCPF Medical Committee will, in cooperation with the CEO / Secretary General, produce a budget for the IFCPF Medical Committee. The IFCPF Medical 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**

August 2019

#### **Date for Review**

December 2020