

Berks & Bucks FA- Terms of Reference Grassroots Football Board



1. Name

The Committee shall be known as the “**Grassroots Football Board**” (the “GFB”)

2. Purpose/Remit

- 2.1. The GFB is responsible for assisting the Board in its oversight of grassroots football participation, support, and development, but not limited to:
- 2.2. To make recommendations, implement and monitor policies set by the Board and/or the Association in relation to the promotion and raising standards of participation in all forms of association football at all levels within the county including but without limitation; 11v11, 9v9, mini-soccer, small sided, futsal, disability football, recreational, walking – male and female
- 2.3. To make recommendations implement and monitor policies set by the Board and/or the Association in relation to the raising standards, within in the game of association football administered, governed, and organised in the county by sanctioned competitions.
- 2.4. Make recommendations for the implementation, development and monitoring of volunteers, coaches, officials, and participants of the game.
- 2.5. Control and management of Berks & Bucks FA Cup Competitions
- 2.6. Responsibility for the management of the working groups of the Association and to receive minutes of all meetings for approval of the GFB
- 2.7. Ensuring budget allocations from the Board are effectively monitored through its working groups and that any funding applications are forwarded to the Chief Executive for consideration by the Board of Directors.
- 2.8. The GFB is responsible for its own and the workings groups carrying out their terms of reference
- 2.9. To receive and recommend to the Board of Directors, any proposed amendments to Articles and Membership Rules from the working groups
- 2.10. Implementing and monitoring policies set by the Board of Directors and/or the Association relating to the development of players, coaches, and referees in the county.
- 2.11. To assist with identifying and supporting relevant actions and objectives contained within the Berks & Bucks FA Operational Plan
- 2.12. To work collaboratively with Youth and Adult Leagues to increase football participation
- 2.13. To proactively work with Youth and Adult Leagues on supporting the transition from Youth to Adult football
- 2.14. Ensure that each decision made across the GFB remit has considered Safeguarding as part of its processes and is encouraging and listening to young people about being involved in the National Game, across all areas of the game
- 2.15. Manage the appointment of Ambassadors/Life members for Berks & Bucks FA in our football communities and beyond.
- 2.16. Delegating the appropriate power to in accordance with their respective terms of reference, and operating the Working groups (and any subsequent sub groups appointed under their remit
- 2.17. Identifying, to the CEO any football or business risks for inclusion in the risk register for the Association.

3. Membership

- 3.1. The GFB shall consist of the two serving Grassroots Football Directors, who will act as Chair and Vice Chair of the GFB.
- 3.2. Members shall be appointed by each of the eligible working groups. The chair of each working group shall make up the GFB
- 3.3. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- 3.4. The Chair of the Board of Directors, CEO, Deputy chair & Finance Director shall be invited as ex-officio voting members of the GFB
- 3.5. The Head of Delivery shall be a non-voting member of the GFB and shall act as secretary for the group.
- 3.6. The GFB will be able to co-opt members on a meeting to meeting basis dependent on the agenda and discussion point,

4. Frequency of Meetings

- 4.1 Meetings shall be held not less than two times each year, and at such other times as required.
- 4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Finance Director, the Chief Risk Officer, the chair/vice chair of the Grassroots Football Board or by two serving members GFB if they consider one necessary.

5. Attendance at Meetings

- 5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2 If a member fails to attend three consecutive meetings they may be replaced by another member of the Board of Directors on the advice of the Nominations and Appointments Committee.
- 5.3 Quorum of the GFB shall be 40% of its membership. If the Chair is not present at a meeting the remaining members shall elect one of themselves to Chair the meeting.

6. Notice of Meetings

- 6.1. Meetings shall be called by the Secretary of the GFB at the request of the GFB Chair.
- 6.2. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

- 7.1. The Secretary of the GFB shall ensure that a formal record of proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the GFB and all members of the Board of Directors.

8. Authority

The Grassroots Football Board is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference.
- 8.2. Seek any information that it requires from any employee of the Organisation in order to perform its duties and require all employees to co-operate with any request made by the GFB;
- 8.3. Meet for despatch of its business, adjourn and otherwise regulate its business as it shall see fit, including approving items of business by the written resolution procedure set out in the Company's articles of association.
- 8.4. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

- 9.1. The Chair of the GFB shall report to the Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the GFB considers appropriate.
- 9.2. The GFB shall produce an annual report of the GFB's duties and activities during the year which shall form part of the Company's Annual Report and Accounts.
- 9.3. The Chair of the GFB shall attend the Annual General Meeting and shall answer questions, through the Chair of the Board, on the GFB's activities and responsibilities.

10. Budget

- 10.1. There is no budget allocated to the GFB.
- 10.2. Should funds be required for any reason an application shall be made through the Board to the Finance Director.

11. Safeguarding Requirements

- 11.1 Each member of the GFB will be expected to obtain and maintain the following qualifications and certificates:
 - a) Signed and returned a safeguarding Code of Conduct
 - b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
 - c) Completed the Safeguarding Adults Course
 - d) Have an in-date Safeguarding Children Certificate
 - e) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

Berks & Bucks FA

Female Football Network (FFN)

Terms of Reference



1. Name

- 1.1 The Committee will be known as the Berks & Bucks FA “Female Football Network” (FFN)

2. Purpose & Remit

- 2.1. To oversee, encourage and give support to women & girls football (including female disability provision) , at all levels within the County.
- 2.2. To monitor delivery of the Female Football Section of the Berks & Bucks FA Operational Plan
- 2.3. To review and oversee the structure for women & girls’ football in the county to ensure it is fit for purpose including “Out of County” playing requests.
- 2.4. To map and track female football provision throughout the County to help set objectives and future priorities.
- 2.5. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.
- 2.6. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged
- 2.7. Add value to the work of the association by checking and challenging the activities of the Association in respect to Female Football.
- 2.8. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.
- 2.9. Ensure the voice of young people is sought in making decisions.
- 2.10. Identify & discuss any Footballing Risks for the Organisations’ Risk Register
- 2.11. Foster good relationships with all football communities.
- 2.12. Raise the profile of Female Football activities across the County.

3. Membership

- 3.1. The FFN will be chaired by a network member nominated by the FFN. The Chair will also sit as representative for Female Football on the Grassroots Football Board.
- 3.2. The Football Development Officer responsible for female football will be a non-voting member of the network and act as secretary for the group.
- 3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the FFN
- 3.4. A further 7 members will be recruited via a transparent application process and approved by the Nominations & Appointments Committee.
- 3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- 3.6. The FFN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

4. Frequency of Meetings

- 4.1 Meetings shall be held not less than two times each year, and at such other times as required.
- 4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the RDN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

- 5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2 If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.
- 5.3 Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
- 5.4 The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the FFN.

6. Notice of Meetings

- 6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

- 7.1. The Secretary of the FFN shall ensure that a formal record of Committee proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the FFN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The FFN is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference;
- 8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB
- 8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting


- 9.1. The Chair of the FFN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the FFN considers appropriate.
- 9.2. The FFN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget

- 10.1. No additional budget has been designated to the FFN
- 10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Safeguarding Requirements

- 11.1 Each member of the FFN will be expected to obtain and maintain the following qualifications and certificates:
 - a) Signed and returned a safeguarding Code of Conduct

- 
- b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
 - c) Completed the Safeguarding Adults Course
 - d) Have an in-date Safeguarding Children Certificate
 - e) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

Berks & Bucks FA

Football Facilities Network (FFN)

Terms of Reference



- | | |
|-------------------------------|--|
| 1. Name | 1.1 The Committee will be known as the Berks & Bucks FA “Football Facilities Network” (FFN) |
| 2. Purpose & Remit | <ul style="list-style-type: none">2.1. To oversee, encourage and give support to the protection of facilities and facility development within the County.2.2. To monitor delivery of the Facilities Section of the Berks & Bucks FA Operational Plan2.3. To monitor and input in to the current picture and requirements for grassroots football.2.4. To support the development of good quality playing pitches.2.5. To support information sharing/gathering relating to the protection of playing fields.2.6. To work collaboratively to open up usage of 3G sites for match play.2.7. Support and develop support initiatives for individuals maintaining football pitches, and ensure suitable methods of recognition are in place.2.8. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.2.9. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged2.10. Add value to the work of the association by checking and challenging the activities of the Association in respect to facility development.2.11. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.2.12. Ensure the voice of young people is sought in making decisions.2.13. Identify & discuss any Footballing Risks for the Organisations’ Risk Register2.14. Foster good relationships with all football communities.2.15. Raise the profile of facility development activities across the County.2.16. Provide feedback on Local Football Facility Plans and other relevant Local Authority Pitch strategies where appropriate. |
| 3. Membership | <ul style="list-style-type: none">3.1. The FFN will be chaired by a network member nominated by the FFN. The Chair will also sit as representative for Female Football on the Grassroots Football Board.3.2. The Head of Delivery responsible for facility development will be a non-voting member of the network and act as secretary for the group.3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the FFN3.4. A further 7 members will be recruited via a transparent application process and approved by the Nominations & Appointments Committee. |

- 3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- 3.6. The FFN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

4. Frequency of Meetings

- 4.1. Meetings shall be held not less than two times each year, and at such other times as required.
- 4.2. Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the FFN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

- 5.1. Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2. If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.
- 5.3. Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
- 5.4. The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the FFN.

6. Notice of Meetings

- 6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

- 7.1. The Secretary of the FFN shall ensure that a formal record of Committee proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the FFN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The FFN is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference;
- 8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB
- 8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

- 9.1. The Chair of the FFN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the FFN considers appropriate.
- 9.2. The FFN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget

- 10.1. No additional budget has been designated to the FFN
- 10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Safeguarding Requirements

11.1 Each member of the FFN will be expected to obtain and maintain the following qualifications and certificates:

- a) Signed and returned a safeguarding Code of Conduct
- b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
- c) Have an in-date Safeguarding Children Certificate
- d) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

Berks & Bucks FA

League Reps Network (LRN)

Terms of Reference



1. Name

- 1.1 The Committee will be known as the Berks & Bucks FA “League Representative Network”

2. Purpose & Remit

- 2.1. To oversee, encourage and give support to League development (including disability provision), at all levels within the County.
- 2.2. To monitor delivery of the League Development Section of the Berks & Bucks FA Operational Plan
- 2.3. To share good practice from leagues across the network.
- 2.4. To map and track League activity throughout the County to help set objectives and future priorities.
- 2.5. Track and monitor governance trends, suggesting areas for improvements
- 2.6. Track and monitor skill gaps in leagues to support sustainability and succession planning for volunteers
- 2.7. To consult on shared services across leagues.
- 2.8. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.
- 2.9. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged
- 2.10. Add value to the work of the association by checking and challenging the activities of the Association in respect to League support and development.
- 2.11. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.
- 2.12. Ensure the voice of young people is sought in making decisions.
- 2.13. Identify & discuss any Footballing Risks for the Organisations’ Risk Register
- 2.14. Foster good relationships with all football communities.
- 2.15. Raise the profile of League’s activities across the County.

3. Membership

- 3.1. The LRN will be chaired by a network member nominated by the LRN. The Chair will also sit as representative for Leagues on the Grassroots Football Board.
- 3.2. The Head of Governance will be a non-voting member of the network and act as secretary for the group.
- 3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the LRN
- 3.4. All sanctioned leagues will have an option to elect a member of their management committee to act as a representative on the League Representatives Network.
- 3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.

3.6. The LRN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

4. Frequency of Meetings

4.1 Meetings shall be held not less than two times each year, and at such other times as required.

4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the LRN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.

5.2 If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.

5.3 Quorum of the Committee shall be 8 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.

5.4 The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the LRN.

6. Notice of Meetings

6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

7.1. The Secretary of the LRN shall ensure that a formal record of Committee proceedings and resolutions is maintained.

7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.

7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the LRN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The LRN is authorised by the Board of Directors to:

8.1. Investigate, or cause to be investigated, any activity within its terms of reference.

8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB

8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

9.1. The Chair of the LRN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the LRN considers appropriate.

9.2. The LRN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget


10.1. No additional budget has been designated to the LRN

10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Safeguarding Requirements

11.1 Each member of the LRN will be expected to obtain and maintain the following qualifications and certificates:

a) Signed and returned a safeguarding Code of Conduct

- 
- b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
 - c) Have an in-date Safeguarding Children Certificate
 - d) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

Berks & Bucks FA

Male Football Participation Network (MFPN) - Terms of Reference



- | | |
|-------------------------------|--|
| 1. Name | 1.1 The Committee will be known as the Berks & Bucks FA “Male Participation Football Network” (MFPN) |
| 2. Purpose & Remit | <ul style="list-style-type: none">2.1. To oversee, encourage and give support to Male & Mixed football participation (including male/mixed disability provision) including recreational activities, at all levels within the County.2.2. To monitor delivery of the Male & mini soccer Section of the Berks & Bucks FA Operational Plan2.3. To review and oversee the structure for Male football in the county to ensure it is fit for purpose.2.4. To map and track male football provision/including recreational throughout the County to help set objectives and future priorities.2.5. Review the Counties performance against England Football Accreditation targets.2.6. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.2.7. Develop ideas to support the structure and sustainability of clubs.2.8. Ensure bespoke support is available to clubs with teams participating in the National League System (NLS)2.9. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged2.10. Add value to the work of the association by checking and challenging the activities of the Association in respect to Male Football.2.11. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.2.12. Ensure the voice of young people is sought in making decisions.2.13. Identify & discuss any Footballing Risks for the Organisations’ Risk Register2.14. Foster good relationships with all football communities.2.15. Raise the profile of Football activities across the County. |
| 3. Membership | <ul style="list-style-type: none">3.1. The MFPN will be chaired by a network member nominated by the MFPN. The Chair will also sit as representative for Male Football on the Grassroots Football Board.3.2. The Football Participation Manager responsible for male football will be a non-voting member of the network and act as secretary for the group.3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the MFPN |

- 3.4. A further 7 members will be recruited via a transparent application process and approved by the Nominations & Appointments Committee.
- 3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.
- 3.6. The MPFN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

4. Frequency of Meetings

- 4.1. Meetings shall be held not less than two times each year, and at such other times as required.
- 4.2. Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the RDN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

- 5.1. Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2. If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.
- 5.3. Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
- 5.4. The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the MPFN.

6. Notice of Meetings

- 6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

- 7.1. The Secretary of the MPFN shall ensure that a formal record of Committee proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the MPFN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The MPFN is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference;
- 8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB
- 8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

- 9.1. The Chair of the MPFN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the MPFN considers appropriate.
- 9.2. The MPFN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget

- 10.1. No additional budget has been designated to the MPFN

10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Safeguarding Requirements

11.1 Each member of the MPFN will be expected to obtain and maintain the following qualifications and certificates:

- a) Signed and returned a safeguarding Code of Conduct
- b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
- c) Completed the Safeguarding Adults Course
- d) Have an in-date Safeguarding Children Certificate
- e) Have an in-date Safeguarding for Committee Members qualification

- These Terms of Reference may be reviewed and amended at any time by the Board of Directors. Reasonable expenses in line with the Berks & Bucks FA Expenses policy will be paid.
- All members are reminded that some discussions and subsequent outcomes are confidential, and these should not be made public or disseminated without the permission of the Association Chair or CEO.

Berks & Bucks FA

Referee Development Network (RDN)

Terms of Reference



1. Name

1.1 The Committee will be known as the Berks & Bucks FA “Referee Development Network”

2. Purpose & Remit

- 2.1. To deal with matters concerning referees in accordance with the FA Regulations for the registrations, promotion, and control of referees.
- 2.2. To oversee, encourage and give support to Referee Development, at all levels within the County.
- 2.3. To monitor delivery of the Referee’s section of the Berks & Bucks FA Operational Plan
- 2.4. To encourage engagement with leagues and clubs to help educate participants in refereeing matters.
- 2.5. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.
- 2.6. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged
- 2.7. Add value to the work of the association by checking and challenging the activities of the Association in respect to Refereeing.
- 2.8. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.
- 2.9. Ensure the voice of young people is sought in making decisions.
- 2.10. Identify & discuss any Refereeing Risks for the Organisations’ Risk Register
- 2.11. Foster good relationships with all football communities.
- 2.12. Raise the profile of Refereeing activities across the County.

3. Membership

- 3.1. The RDN will be chaired by a network member nominated by the RDN. The Chair will also sit as representative for Refereeing on the Grassroots Football Board.
- 3.2. The Referee Development Officer will be a non-voting member of the network and act as secretary for the group.
- 3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the RDN
- 3.4. A Representative member elected by the Berks & Bucks FA Referee’s Association will be a member of the RDN.
- 3.5. A further 6 members will be recruited via a transparent application process and approved by the Nominations & Appointments Committee.
- 3.6. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.

3.7. The RDN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point.

4. Frequency of Meetings

4.1 Meetings shall be held not less than two times each year, and at such other times as required.

4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the RDN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.

5.2 If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.

5.3 Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.

5.4 The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the RDN.

6. Notice of Meetings

6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

7.1. The Secretary of the RDN shall ensure that a formal record of Committee proceedings and resolutions is maintained.

7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.

7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the RDN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The RDN is authorised by the Board of Directors to:

8.1. Investigate, or cause to be investigated, any activity within its terms of reference;

8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB

8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

9.1. The Chair of the RDN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the RDN considers appropriate.

9.2. The RDN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget

10.1. No additional budget has been designated to the RDN

10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Safeguarding Requirements

11.1 Each member of the FFN will be expected to obtain and maintain the following qualifications and certificates:

- a) Signed and returned a safeguarding Code of Conduct
- b) Attended an annual safeguarding briefing from the Designated Safeguarding Officer.
- c) Have an in-date Safeguarding Children Certificate
- d) Have an in-date Safeguarding for Committee Members qualification

Berks & Bucks FA

Coach & Volunteer Network (CVN)

Terms of Reference



- | | |
|---------------------------------|---|
| 1. Name | 1.1 The Committee will be known as the Berks & Bucks FA “Volunteers Network” |
| 2. Purpose & Remit | <ul style="list-style-type: none">2.1. To oversee, encourage and give support coaches & volunteers, at all levels within the County.2.2. To monitor delivery of the Coaches & volunteers Section of the Berks & Bucks FA Operational Plan2.3. To map and track volunteer and coaching activity throughout the County to help set objectives and future priorities.2.4. Ensuring budget allocations from the Board are effectively monitored through the network groups and that any funding applications are forwarded to the CEO, via the Grassroots Football Board.2.5. To ensure each decision made across the network considered safeguarding as part of its processes. Ensure the views of young people are sought and encouraged2.6. Add value to the work of the association by checking and challenging the activities of the Association in respect to volunteer & coach retention and development.2.7. Responsible for encouraging a diverse perspective to the Berks & Bucks FA.2.8. Ensure the voice of young people is sought in making decisions.2.9. Identify & discuss any coaches/volunteering Risks for the Organisations’ Risk Register2.10. Foster good relationships with all football communities.2.11. Raise the profile of coaches’ volunteers across the County. |
| 3. Membership | <ul style="list-style-type: none">3.1. The CVN will be chaired by a network member nominated by the CVN. The Chair will also sit as representative for Leagues on the Grassroots Football Board.3.2. The Football Workforce Manager & Head of Governance will be a non-voting member of the network and act as joint secretary for the group.3.3. The Chair, Deputy Chair, Finance Director and Chief Executive Officer will be ex-officio members of the CVN3.4. A further 7 members will be recruited via a transparent application process and approved by the Nominations & Appointments Committee.3.5. Appointments shall be for a period of three years which may be extended by no more than two additional periods of three years.3.6. The CVN will be able to co-opt members on a meeting-to-meeting basis dependent on the agenda and discussion point. |
| 4. Frequency of Meetings | 4.1 Meetings shall be held not less than two times each year, and at such other times as required. |

4.2 Meetings may be called by the Chair of the Board, the Chief Executive Officer, the Chair of the CVN or by two members of the GFB if they consider one necessary.

5. Attendance at Meetings

- 5.1 Members should attend as many meetings as possible, and where unable to attend should submit their apologies in advance of the meeting.
- 5.2 If a member fails to attend three consecutive meetings, they may be replaced by another member on the advice of the Nominations and Appointments Committee.
- 5.3 Quorum of the Committee shall be 4 members. If the Chair is not present at a meeting, the remaining members shall elect one of themselves to Chair the meeting.
- 5.4 The Chair, Deputy Chair, Finance Director and CEO will be ex-officio members of the CVN.

6. Notice of Meetings

- 6.1. Agendas for meeting shall be distributed to members no fewer than five days in advance of a meeting.

7. Minutes of Meetings

- 7.1. The Secretary of the CVN shall ensure that a formal record of Committee proceedings and resolutions is maintained.
- 7.2. Any action points agreed at a meeting shall be circulated to all members no later than three days after the meeting.
- 7.3. Following approval of the minutes by the Chair they shall be circulated to all members of the CVN, the chair of the Grassroots Football Network and all members of the BBFA Board.

8. Authority

The CVN is authorised by the Board of Directors to:

- 8.1. Investigate, or cause to be investigated, any activity within its terms of reference;
- 8.2. Seek any information that it requires from any employee of the Organisation to perform its duties and require all employees to co-operate with any request made by the GFB
- 8.3. Delegate any of its duties as is appropriate to such persons or person as it thinks fit.

9. Reporting

- 9.1. The Chair of the CVN shall report to the Grassroots Football Board at regular intervals on the matters it has reviewed, make recommendations when requested or when the Chair of the CVN considers appropriate.
- 9.2. The CVN shall produce an annual report of the activities during the year which shall form part of the Company's Annual Report and Accounts.

10. Budget

- 10.1. No additional budget has been designated to the CVN
- 10.2. Should funds be required for any reason an application shall be made through the Board via one of the Grassroots Football Directors.

11. Review

These Terms of Reference may be reviewed and amended at any time by the Board of Directors.