



**LEICESTERSHIRE & RUTLAND COUNTY FOOTBALL
ASSOCIATION LIMITED**

Terms of Reference

1. Membership

The Committee shall comprise a maximum of 12 members of the LRCFA Council who will be appointed by the Council in accordance with the Council Constitution. Should Council members appointed in this way leave Council before the start of the following season the Chair of Council will appoint a replacement Committee member as required.

2. Secretary

A member of County FA Staff shall act as the Secretary of the Committee and will be responsible for sending out each Sanctioning request.

3. Quorum

The quorum necessary for the transaction of business shall be three. A response of the Committee at which a quorum is reached shall be competent to exercise all or any of the powers exercisable by the Committee.

4. Frequency of Meetings

The Committee will not formally meet. Instead, they will be required to work via email as and when sanctioning applications are received.

5. Notice of Meetings

This committee will not meet. All of its activity will be through email

6. Minutes of Meetings

6.1 The Committee Secretary shall minute the proceedings and resolutions of all Committees actions.

6.2 Minutes of the Committees actions shall be circulated promptly to all members of the Committee at the end of each Sanctioning cycle.

7. Duties

7.1 Safeguarding, including the voice of young people and adults at risk must be considered in any decisions made by the Committee.

7.2 The Board in consultation with the County FA Senior Safeguarding Team may refer specific safeguarding matters to the Committee.

7.3 . Committee to recommend the sanction of Leagues and Tournaments (including charity matches and festivals).

7.4 Check over rules submitted for sanctioning applications and highlight any potential conflicts or suggest changes to be considered

8. Reporting Responsibilities

The Committee Secretary shall circulate Minutes to the CEO and Chair of Council after each Sanctioning cycle.

9. Expenditure

The Committee shall not have authority to incur any expenditure on behalf of LRCFA but can submit proposals for expenditure to the LRCFA Board through the Chair of Council.

10. Review

The Board will review the terms of reference and processes of the Committee on an annual basis.

Last reviewed date: 13/07/23