EGCA Competition Committee

Terms of Reference

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1. Purpose

The Competition Committee supports the effective planning, delivery and development of EGCA competitions. It exercises the competition functions formally delegated to it by the Executive Board and provides practical advice and support to clubs, organisers and other people involved in EGCA competitions.

These Terms of Reference are intended to provide clear authority and accountability without creating unnecessary administration. The Committee is a small operational group and may conduct most of its work informally, including through WhatsApp and email.

These Terms of Reference do not replace or amend the EGCA Statutes, the EGCA Code of Conduct and Disciplinary Framework, the applicable EGCA competition regulations or the current IBSA Goalball Rules and Regulations. If there is a conflict, the legally effective Statutes take priority, followed by any other applicable higher-ranking rule or legal requirement.

2. Status and accountability

The Competition Committee is an internal committee established by the Executive Board under section 11 of the EGCA Statutes. It is not a separate governing body of EGCA. The Executive Board remains accountable for overseeing the delegation and may clarify, amend or withdraw it.

The Committee may make decisions only within the authority set out in these Terms of Reference and any applicable competition regulations. A decision made within that authority does not require further Board approval unless these Terms of Reference or the relevant regulations say otherwise.

3. Objectives

- Manage, monitor and develop EGCA competitions in a practical, fair and consistent way.
- Provide timely decisions and support so that competition planning and delivery are not unnecessarily delayed.
- Maintain clear boundaries between operational competition matters, Board responsibilities and disciplinary processes.
- Support fair play, accessibility, safeguarding, good tournament organisation and consistent application of competition rules.
- Identify matters requiring Board approval or escalation at an early stage.

4. Delegated responsibilities

Within the framework approved by the Executive Board, the Competition Committee is authorised to:

- Set registration timetables, prepare registration forms and monitor registrations in accordance with the agreed competition calendar and regulations.
- Review applications from prospective host clubs and approve competition organisers and dates within the approved hosting requirements, competition plan and calendar.
- Develop, approve, apply and explain EGCA competition regulations, including technical and practical amendments within the scope of the Board's delegation.
- Apply eligibility requirements and decide evidence-based exemption requests where an exemption route is expressly authorised by the applicable competition regulations.
- Give routine advice and practical support to host clubs, participating clubs, national federations and competition organisers within EGCA policy and available resources.
- Help resolve routine competition disputes and operational disagreements, where this does not involve a formal protest, disciplinary allegation or matter reserved to another body.
- Recommend an appropriate EGCA Representative for each competition and confirm that the proposed person has no role or conflict that would compromise their independence.
- Prepare proposals for competition-related funding, partnerships or sponsorships, without committing EGCA or entering into an agreement.
- Support the Executive Board with proposals for the European Goalball Awards using the criteria approved by the Board.
- Work with the EGCA Media Group or other relevant volunteers to ensure that competition information, results, standings, scorers, previews and reports are accurate and published promptly.
- Provide competition facts, records or technical advice when requested under the EGCA Code of Conduct and Disciplinary Framework, provided that no member with a relevant conflict takes part.

5. Matters reserved to the Executive Board

The following matters must be referred to the Executive Board and must not be decided by the Competition Committee unless the Board gives a separate, specific delegation:

- The overall competition strategy, main competition calendar, hosting requirements and scope of the Committee's delegated authority.
- Eligibility principles and any exception that is not expressly authorised by the applicable competition regulations.
- Any significant change to the competition format, points system, ranking system or entry priorities that has wider policy implications for EGCA.
- Any matter with significant financial, legal, policy or reputational implications for EGCA.
- Contracts, sponsorships, partnerships, funding agreements, unbudgeted expenditure or any commitment of EGCA money or resources outside an approved budget.
- Serious competition disputes, disputes involving the Competition Committee itself, or a proposed outcome with significant implications for EGCA.
- The rules governing the appointment, independence and expenses of EGCA Representatives.
- The award categories, eligibility criteria and judging arrangements for the European Goalball Awards.
- Sensitive or controversial public communications or information carrying significant legal or reputational risk.
- Any matter the Statutes reserve to the Executive Board or General Assembly.

6. Relationship with disciplinary and protest processes

The Committee manages routine competition matters but does not determine serious alleged breaches of the EGCA Code of Conduct or impose final disciplinary sanctions under that Code. Such matters must follow the EGCA Code of Conduct and Disciplinary Framework.

The Committee may report possible misconduct, preserve relevant competition information and provide technical advice. An appointed EGCA Representative may take temporary action during a tournament only in accordance with the Code of Conduct and Disciplinary Framework.

Technical match protests and appeals must be handled under the applicable competition and playing rules. A technical protest and a conduct referral may arise from the same incident, but they are separate processes and one does not extend the deadline for the other.

7. Membership and appointment

- The Committee will normally have seven to nine members appointed by the Executive Board.
- The EGCA President will normally chair the Committee and counts as a Board member for the purpose of the composition limits.
- No more than two or three Committee members should also be members of the Executive Board, and Board members must remain a minority of the Committee.
- Members should collectively bring relevant experience of club goalball, tournament organisation, competition administration, officiating, coaching, accessibility and athlete perspectives. Not every member needs experience in every area.
- Appointments should normally follow an open expression-of-interest process. The Executive Board confirms appointments, the length of the term and any reappointment.
- The Executive Board may fill a vacancy, remove a member for good reason or appoint a temporary member where this is needed to maintain capacity, independence or appropriate expertise.

The names of appointed members and the Committee contact route should be published by EGCA. Personal contact details should be published only with the person's agreement.

8. Chair and administrative support

A. Chair

The Chair coordinates the Committee's work, ensures that members have enough information to participate, identifies when a decision is required and makes sure conflicts of interest and escalation requirements are addressed. The Chair does not have an additional casting vote.

If the Chair is unavailable or conflicted, the eligible members taking part may agree another member to coordinate that item or discussion.

B. Administrative support

The Committee may agree a member to maintain the simple decision and action record described in section 12. The Secretary General or another EGCA officer may provide administrative support where available, but routine Committee work should not depend on formal secretariat support.

9. Working arrangements

The Committee is expected to work flexibly and proportionately. Most business may be conducted through the Committee WhatsApp group, email, online calls or a combination of these. Formal meetings are not required for routine business or every decision.

- Any member may raise an item for discussion.
- The Chair should make clear when a discussion is moving to a formal decision and state the question to be decided.
- Members must be given a reasonable opportunity to consider the information and respond. The period allowed may reflect the urgency of the matter.

- Where a live discussion would be more effective, the Chair may arrange an online meeting. A set schedule or standing agenda is not required.
- Important documents should be shared in an accessible electronic format wherever reasonably practicable.
- Routine advice, planning messages and general discussion do not need to be copied into a formal record.

10. Quorum and decision-making

The Committee is quorate when a majority of its appointed members who are eligible to take part participate in the decision, provided that Executive Board members do not form a majority of those participating.

For a decision made through WhatsApp or email, a member participates by giving a clear view, vote or recorded abstention within the stated response period. A member who does not respond is not counted as participating.

The Committee should aim to reach consensus. Where consensus is not possible, a decision is made by a simple majority of the eligible members participating. The Chair has one vote and no casting vote. If the votes are tied, the proposal is not approved and may be revised, deferred or referred to the Executive Board.

A decision may be recorded as approved, not approved, deferred or referred to the Executive Board. Conditional approval should state clearly what condition must be met and who will confirm that it has been met.

11. Conflicts of interest

Members must declare any actual, potential or perceived conflict of interest as soon as they become aware of it. This includes a relevant connection to a club, organiser, applicant, participant, official, commercial proposal or dispute.

A conflicted member must not seek to influence, vote on or decide the matter and is not counted in the quorum for that decision. They may provide factual or technical information if requested, but must then withdraw from the decision.

A Committee member involved in a decision must not later take part in an Executive Board review, appeal or related decision on the same matter. If conflicts leave too few eligible members to decide, the matter must be referred to the Executive Board or another appropriate impartial arrangement must be made.

12. Proportionate records and actions

The Committee is not required to produce formal minutes of routine WhatsApp discussions, emails or calls. It must, however, keep a short and reliable record of formal decisions and significant actions so that EGCA can show what was decided and under what authority.

For each formal decision, the record should normally include:

- The date and the question or proposal considered.
- The decision and any conditions attached to it.
- The names of the eligible members who participated, including any abstention.
- Any declared conflict of interest and the member’s withdrawal.
- Any action owner and target date.
- Whether the matter was within the Committee’s delegation or referred to the Executive Board.

The Committee may use the WhatsApp chat history as its record of discussions and routine decisions. Where an important decision is taken by anonymous vote, a vote counter should be appointed and the result

independently validated by another person. The outcome should then be confirmed by email and, where appropriate, noted in the shared decision and action log.

The Committee should provide the Executive Board with a concise update when requested and promptly report any matter requiring Board approval or escalation.

13. EGCA Representatives at competitions

The Committee will recommend a suitable EGCA Representative for each competition. The appointment must be confirmed through the process approved by the Executive Board and must comply with the EGCA Code of Conduct and Disciplinary Framework.

The proposed representative should normally have no other competition role that could affect their independence. Any proposed exception must be identified in advance, with the conflict and practical safeguards clearly explained.

The EGCA Representative must report any significant incident, temporary protective action or matter requiring follow-up. The report may be brief but must be accurate, objective and provided promptly.

14. Confidentiality, conduct and accessibility

- Members must comply with the EGCA Code of Conduct and act in the overall interests of EGCA rather than the interests of their own club or country.
- Confidential, personal, safeguarding, disciplinary and commercially sensitive information must be shared only with people who need it for an authorised purpose.
- Committee communication must remain respectful and accessible. Reasonable adjustments, accessible formats and language support should be arranged where reasonably required.
- Members must protect EGCA information, documents and account credentials and transfer relevant records safely when their appointment ends.

15. Review and amendment

These Terms of Reference will be reviewed annually and sooner if there is a material change to the EGCA Statutes, Competition Committee delegation, competition regulations, Code of Conduct and Disciplinary Framework, Committee membership or operating arrangements.

Amendments must be approved by the Executive Board and recorded in the Board's decision record. The Executive Board may also issue a specific written clarification of the delegation where an urgent or unforeseen issue arises.

Appendix 1. Quick guide: Committee or Board?

Matter	Competition Committee	Executive Board
Registration timetables and forms	Decides and manages within the agreed calendar and rules	Approves the overall calendar and significant exceptions
Hosts and competition dates	Approves within agreed requirements and delegation	Approves hosting framework, main calendar and significant exceptions
Competition regulations	Develops, approves and applies technical and practical rules within delegation	Approves eligibility principles, delegation boundaries and significant policy changes
Eligibility exemptions	Decides only where an authorised route exists in the regulations	Decides or authorises matters outside the regulations or delegation
Routine organiser support	Provides advice and practical support	Approves new commitments or unbudgeted resources

Matter	Competition Committee	Executive Board
Funding and sponsors	May identify opportunities and prepare proposals	Approves agreements, contracts and financial commitments
Routine competition disputes	May help resolve within delegation	Deals with serious, conflicted or high-impact disputes
Code of Conduct allegation	Reports facts and may give technical advice	Uses the disciplinary framework and appoints an impartial decision-maker where required
Sensitive public communication	Provides accurate routine competition information	Approves sensitive, controversial or high-risk communication