

**Terms of Reference for the
Competitions Committee of the
Irish Olympic Handball Association.
Season 2022/23**

The IOHA Board has established a sub-committee, the Competitions Committee (CC), which is responsible for working with the IOHA professional staff to coordinate effective management and operational delivery in respect of the planning and running of the national and regional league structures and for gathering the views and opinions of the clubs participating in the designated competitions. The CC will set and, as necessary, revise the rules and regulations of such leagues and competitions, with relevant reference to the Rules of Handball set out by the European Handball Federation and/or the International Handball Federation. The CC should also set the schedule relating to such leagues and competitions;

The membership of the Competitions Competition shall be accessible in the public domain via the IOHA website as will minutes of the CC meetings and decisions taken at said meetings.

The Competitions Committee, like all IOHA committees should ensure that the associations Codes of Ethics and Conduct are adhered to and promoted in their work.

Membership

The Competition Committee shall consist of a Chair, Secretary, Fixture Secretary and Public Relations Officer, as well as any other member(s) as required.

All members shall receive a short induction into the aims and objectives of the Irish Olympic Handball Association upon their initial appointment.

Appointment of Committee

The Committee shall be drawn from representatives of the clubs and external applicants at a general meeting no later than 30th September each year.

The committee, as already stated may contain members who are not drawn from the clubs as this may be beneficial to the committee. Where it is practical, the Chair shall be an independent member, not drawn from a club; the Secretary General shall be drawn from representatives of the clubs. Other roles of the Committee may be filled as decided at the general meeting of the clubs.

The terms of the Committee members shall be 2 years following appointment, with no term limit.

Casual Vacancies

The Chair and Secretary General shall fill casual vacancies occurring in membership of the Committee.

Frequency of Meetings

The Committee shall meet monthly and more frequently should the need arise. A quorum at each meeting shall be 3 members (one of whom must be either the Chair or Secretary General of the Competition Committee).

A set of minutes from each meeting shall be compiled by the Secretary of the CC (or another member of the CC if the Secretary is not present) within 5 days of the meeting and sent to the IOHA Technical Director for review at the next IOHA Board meeting. These minutes should contain a record of any decisions taken by the CC and be a true and accurate record of the meeting.

Results and issues arising from games under the committee's remit should be confirmed via email and actioned by the relevant subcommittee of the IOHA within 48 hours.

Functions of the Competition Committee

- To provide relevant information to the IOHA Operations Director, Referees Committee and the participating clubs to ensure the rules and regulations are maintained and updated to the benefit of the competition.
- To coordinate the competitions which are delegated to it by the Irish Olympic Handball Association with the Operations Director, in the interest of the IOHA and the participating clubs.
- To maintain and update the schedule of all competitions under the remit of the CC and communicate same to the clubs, the IOHA Board and others as necessary.
- Progress disciplinary matters in line with the agreed IOHA policies and procedures set out in the competition regulations.
- To make recommendations to the IOHA Operations Director and IOHA Board (via the Technical Director) on matters of importance to the clubs participating in IOHA competitions.

Members of the IOHA's Competitions Committee are subject to the Conflict-of-Interest policy of the Irish Olympic Handball Association. The process for recording declarations of conflicts of interest of the Committee members will be similar to the process at the board level. Each member of the Committee will take personal responsibility to declare any potential conflict of interest arising in relation to any items on the agenda for meetings.

"The Irish Olympic Handball Association is an equal opportunities employer. We welcome applications from all suitably qualified persons. However, as women are currently under-represented in our committees, we would particularly welcome applications from females. All appointments will be made on the basis of merit".