

## Terms of Reference - TOWI Officials Committee

### TUG OF WAR IRELAND

#### **For Members of Tug of War Ireland Officials Committee**

The Officials Committee is set-up and governed by board of TOWI in line with the Constitution to organise & officiate the sport from community to International level and to facilitate & organise training courses for officials.

#### **Role & Responsibilities of Officials Committee**

- Liase with Sports Committee regarding officials available for fixtures calendar
- Promote the sport of Tug of War through TOWI events
- Assess personnel resources and recruit as required
- Monitor and schedule training for officials
- Compile & maintain register of all qualified officials.
- Assist with 3<sup>rd</sup> party Tug of War events
- Ensure comprehension and adherence to TOWI rules
- Risk management and risk assessment.
- Schedule meetings at the request of TOWI Board, each meeting to be a one item agenda meeting.
- Notify board 3 days prior to scheduling meeting and forward minutes of meeting to TOWI Secretary within 2 days of meeting.
- Conduct, Welfare & Presentation of all Individuals, Teams & Coaches Representing T.O.W.I.
- Work in conjunction with other TOWI sub committees.

#### **Responsibilities of the T.O.W.I Board.**

- Review recommendations from Officials Committee and decide on viability.
- Compliance with all governance regulations.
- Instruct & lead Officials Committee Agenda.
- Overall Responsibility for delivery of the policy.
- Review effectiveness of Officials Committee and if required make the necessary changes and adjustments

#### **The Officials Committee shall consist of the following:**

- T.O.W.I. members who have been ratified by the board
- The Chairperson of the T.O.W.I. or appointed nominee may sit on the Officials Committee in an ex-officio capacity.

#### **Code of Conduct for Officials Committee Members**

#### **Tug of War Ireland Values**

As a member of the Officials Committee of Tug of War Ireland to abide by the fundamental values that underpin all the activity of this organisation by:

- Presenting a professional image to all Stake holders, and service users.

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- Creating open, honest and supportive working relations.
- Promoting collective working to support and promote the Sport of Tug of War.
- Respecting office procedures and policies.
- Supporting and promoting principles of equality and diversity.
- Respecting confidentiality of information and procedures.
- Giving volunteers the same respect and support as staff members.

Additionally, I agree to the following points:

### **Law, Mission, Policies**

- I will not break any law or regulations in any aspect of my role as a member of the Officials Committee
- I will support the objects of the Company as listed in its Memorandum and consider myself its guardian.
- I will abide by all Company Policies & strategy.

### **Conflicts of interest**

- I will always strive to act in the best interests of the organisation.
- I will declare any conflict of interest, or any circumstance that might be viewed by others as a conflict of interest, as soon as it arises.
- I acknowledge and agree to adhere to the provisions of the Constitution regarding potential conflicts of interest.
- I will strive to establish respectful, collegial and courteous relationships with all I come into contact in my role as a Member of the Officials Committee.

### **Protecting the organisation's reputation**

- I will not speak as a Member of this Company to the media or in a public forum without the prior knowledge and approval of the Chairperson of the Board of T.O.W.I.
- When I am speaking as a Member of this Committee, my comments will reflect current organisational policy even when these do not agree with my personal views.
- When speaking as a private citizen I will strive to uphold the reputation of Tug of War Ireland and Membership.
- I will respect organisational, Board Members and individual's confidentiality.
- I will take an active interest in the Company's public image, noting news articles, books, television programmes and the like about the Sport of Tug of War, organisations or about important issues for the organisation.

### **Personal gain**

- I will not personally gain materially or financially from my role as a Member of the Officials Committee., nor will I permit others to do so as a result of my actions or negligence.
- I will document expenses and seek reimbursement according to procedure. T.O.W.I. members of the Officials Committee will be paid all reasonable expenses properly incurred and vouched by them in connection with the discharge of their duties.
- I will not accept substantial gifts or hospitality without prior consent of the Board. of T.O.W.I.
- I will use Tug of War Ireland Resources responsibly, when authorised, in accordance with board policy and procedure.

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### As a Member of the Officials Committee

- I will strive to embody the principles of leadership in all my actions and live up to the trust placed in me by the Membership of Tug of War Ireland.
- I will abide by the Company's governance procedures and practices.
- I will strive to attend all meetings, giving apologies ahead of time to the Chair or Secretary if unable to attend.
- I will honour the authority of the Chair and respect his or her role as meeting leader.
- I will engage in debate with all Members of the Officials Committee according to procedure, maintaining a respectful attitude toward the opinions of others while making my voice heard.
- I will accept a majority decision on an issue as decisive and final.
- I will maintain confidentiality about what is discussed within the Officials Committee unless authorised by the Chair of T.O.W.I. to speak of it.

### Enhancing Governance

- I will participate in induction, training and development activities as may be required.
- I will continually seek ways to improve good governance practice.
- I will strive to carry out my duties to the best of my abilities.

### Leaving the Officials Committee

- I understand that substantial breach of any part of this code may result in my removal from this sub-committee of the Tug of War Ireland.
- Should I resign from the sub-committee I will inform the Chair in advance in writing, stating my reasons for resigning.
- I understand that this committee is performance based and my performance will be reviewed by the TOWI Board.