

Chair of the Events Group – Terms of Reference

1. Purpose of the Role

The Chair of the Events Group is responsible for leading and coordinating the work of the Pétanque England Events Group and for ensuring that the Group carries out the responsibilities set out in the Events Group Terms of Reference.

The Chair is accountable to the Pétanque England Board and operates within the authority delegated by the Board, Pétanque England's Articles of Association, policies and other governance documents.

The Chair does not hold authority independently of the Events Group or Board. The role is to lead the Events Group and exercise such authority as has been delegated for the effective planning, organisation and delivery of events within the Group's remit.

2. Appointment and Term

The Chair of the Events Group is appointed by the Pétanque England Board.

The Board will determine the term of appointment and any arrangements for reappointment.

The appointment as Chair of the Events Group does not, in itself, confer membership of the Pétanque England Board.

Where the Chair is also a Director of Pétanque England, the responsibilities and authority attached to that position remain separate from those exercised as Chair of the Events Group.

The Chair may resign by giving notice to the Board and the Board may terminate or vary the appointment in accordance with PE's governance arrangements.

3. Accountability

The Chair is accountable to the Board for the effective operation of the Events Group and the delivery of those responsibilities delegated to it.

The Chair will:

- ensure that the Events Group works within its approved Terms of Reference;
- ensure that Board decisions and directions relevant to Events are implemented;
- keep the Board appropriately informed about the Events programme;
- raise matters requiring Board consideration or approval;
- identify significant risks, difficulties or issues affecting event delivery; and
- provide reports to the Board in accordance with agreed reporting arrangements.

The Chair should refer to the Board any matter where there is uncertainty about the extent of the Events Group's authority.

4. Leadership of the Events Group

The Chair is responsible for providing leadership and coordination to the Events Group.

This includes:

- building and maintaining an appropriate team of volunteers;
- allocating responsibilities amongst members of the Group;
- identifying or appointing event leads and organisers where appropriate;
- ensuring that those given responsibilities understand what is expected of them;
- supporting the development and training of event organisers;
- encouraging effective communication within the Group;
- monitoring progress against the annual events programme; and
- ensuring that problems or delays are addressed appropriately.

The Chair may delegate tasks and operational responsibilities but remains accountable for ensuring that the work of the Events Group is properly coordinated and delivered.

5. Annual Events Programme

The Chair will lead the Events Group in preparing and delivering the annual programme of competitions and events within its remit.

The Chair will ensure that:

- a proposed annual playing calendar is prepared;
- suitable venues are identified and arrangements progressed in good time;
- competition and event information is prepared and communicated to members;
- appropriate event organisers are identified;
- host clubs and venues receive the information they require;
- other PE functions are provided with relevant information in sufficient time for them to carry out their responsibilities; and
- significant changes or difficulties affecting the programme are communicated promptly to the Board and others affected.

The Chair will seek to ensure that events are planned sufficiently far in advance to provide members, organisers, host venues and other PE functions with reasonable certainty.

6. Event Delivery

The Chair is responsible for overseeing the Events Group's arrangements for the effective delivery of events within its remit.

The Chair is not expected personally to organise or attend every event. Individual events may be delegated to members of the Events Group or other suitably experienced organisers.

The Chair should, however, ensure that appropriate arrangements exist for:

- competitor information and communications;
- event administration;
- venue preparation;
- recording and publication of results;
- risk assessment and health and safety;
- safeguarding where applicable;
- handling of personal information;
- reporting of significant incidents; and
- post-event review where appropriate.

7. Health and Safety

The Chair is responsible for ensuring that the Events Group gives appropriate consideration to health and safety in the planning and delivery of events within its remit.

The Chair will ensure that appropriate arrangements are in place for:

- risk assessments to be undertaken for events;
- identified risks to be addressed or appropriately managed;
- liaison with host clubs and venues regarding their health and safety arrangements and any venue-specific requirements;
- event organisers to be made aware of relevant health and safety responsibilities and procedures;
- appropriate emergency and first-aid arrangements; and
- accidents, incidents or significant health and safety concerns to be recorded and reported in accordance with Pétanque England requirements.

The Chair is not expected personally to undertake each of these tasks but is responsible for ensuring that appropriate arrangements and procedures are in place through the Events Group and individual event organisers.

The respective responsibilities of Pétanque England, the Events Group and the host club or venue should be clearly understood, recognising that responsibility for matters relating to the premises may remain with the host club or venue.

8. Competition Arrangements and Standards

The Chair will oversee the development and maintenance of clear and consistent event and competition delivery standards.

The Chair may make or approve routine operational decisions within the authority delegated to the Events Group.

Material changes to established competition structures, eligibility requirements, Board-approved policy or matters falling within the responsibility of another PE function must be referred to the Board or relevant PE function as appropriate.

The Chair may make recommendations to the Board concerning improvements or changes to PE competitions and events.

9. Umpiring

The Chair has no authority over umpiring appointments or technical umpiring matters.

Responsibility for determining the umpiring requirements for Pétanque England national events, including the number of umpires required, and for their appointment, deployment and technical direction rests with the Pétanque England Umpiring Commission.

The Chair is responsible for ensuring that effective liaison takes place between the Events Group and the Umpiring Commission and that the Commission receives timely information concerning event dates, venues and other relevant arrangements.

The Chair should ensure that changes affecting an event are communicated promptly to the Umpiring Commission where those changes may affect its planning or appointments.

10. Financial Responsibilities

The Chair will work with the Treasurer and Board, as appropriate, to ensure that events are delivered within approved budgets and PE financial procedures.

The Chair will:

- contribute to the preparation of event budgets;
- ensure that anticipated expenditure is identified;
- make recommendations concerning entry fees and prize funds where appropriate;
- ensure that expenditure authorised through the Events Group remains within delegated authority;
- ensure that information required for post-event financial reconciliation is provided; and
- bring significant financial issues or anticipated variances to the attention of the Treasurer and Board.

The Chair may not commit Pétanque England to expenditure outside approved budgets or delegated financial authority without obtaining the appropriate approval.

11. Liaison with Other PE Functions

The Chair will maintain effective working relationships with other PE functions whose responsibilities affect the planning or delivery of events.

These may include the:

- Pétanque England Board;
- Umpiring Commission;
- Treasurer;
- safeguarding function;
- international squad and team leads;
- Head of Delegation for international events, where relevant;
- membership and administration functions;
- communications function;
- Inter-Regional and Euro Cup Leads while those events remain outside the Events Group; and
- host clubs and other volunteers.

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The Chair should encourage cooperation and the timely exchange of information whilst respecting the authority and responsibilities of other PE functions.

Where a Pétanque England delegation is attending an international event, the Head of Delegation will be appointed by the Board. The Chair will liaise with the Head of Delegation where the responsibilities of the Events Group affect the preparation of the delegation.

The appointment of the Head of Delegation does not fall within the authority of the Chair or the Events Group.

Where there is uncertainty or disagreement concerning responsibility between Events and another PE function, the Chair should seek resolution through the appropriate channels and, where necessary, refer the matter to the Board.

12. Reporting to the Board

The Chair will report to the Board in accordance with the reporting arrangements agreed by the Board.

Reports should, where appropriate, cover:

- progress against the annual events programme;
- forthcoming events and significant arrangements;
- completed events and outcomes;
- financial matters;
- significant incidents, risks or concerns;
- feedback and lessons learned;
- proposed changes or developments; and
- matters requiring Board decision or approval.

The Chair should not delay reporting a significant matter simply because the next routine Board report is not yet due.

13. Governance and Conduct

In carrying out the role, the Chair must comply with:

- Pétanque England's Articles of Association;
- Board decisions and directions;
- the Events Group Terms of Reference;
- applicable PE policies and procedures;
- PE's Conflicts of Interest Policy;
- confidentiality and data protection requirements;
- safeguarding requirements;
- health and safety requirements; and
- other governance obligations applicable to the role.

The Chair must declare any actual or potential conflict of interest and ensure that conflicts arising within the Events Group are appropriately managed.

14. Absence and Vacancy

Where the Chair is temporarily unavailable, appropriate arrangements should be agreed for the continued coordination of the Events Group and forthcoming events.

The Chair may delegate routine responsibilities during a temporary absence but may not delegate authority beyond that granted to the Chair or Events Group.

Where the position becomes vacant, the Board will determine the interim arrangements and appoint a replacement Chair.

15. Development of the Events Function

The Chair should encourage the continuing development and improvement of Pétanque England's events programme.

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This may include:

- reviewing competition formats and structures;
- improving communication with competitors;
- developing and supporting event organisers;
- improving relationships with host venues;
- considering feedback from participants and volunteers;
- identifying opportunities for new or improved events; and
- making recommendations to the Board where changes require approval.

16. Review of these Terms of Reference

These Terms of Reference are approved by the Pétanque England Board and should be read alongside the Pétanque England Events Group Terms of Reference.

They should be reviewed periodically and whenever there is a significant change to the responsibilities, authority or governance of the Chair or Events Group.

Any amendment to these Terms of Reference requires Board approval.

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