

Events Group – Terms of Reference

1. Purpose and Status

The Events Group is established by the Pétanque England Board to oversee the planning, organisation and delivery of Pétanque England's programme of national domestic competitions and international squad-selection events.

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

The purpose of the Events Group is to ensure that events within its remit are planned and delivered consistently, professionally and in accordance with Pétanque England's agreed standards, with clear and timely information provided to members, participants, host venues and other PE functions involved in their delivery.

The Events Group is led by the Chair of the Events Group, whose responsibilities and authority are set out separately in the Terms of Reference for the Chair of the Events Group.

2. Scope and Remit

The Events Group is responsible for the planning, organisation and delivery of those Pétanque England competitions and events placed within its remit by the Board.

This includes domestic national competitions and events used for the purpose of selecting players or squads for international competition.

Where an event forms part of an international squad-selection process, the Events Group is responsible for the organisation and delivery of the event itself. Responsibility for selection policy, squad management, preparation and participation in international competitions remains outside the remit of the Events Group unless specifically delegated by the Board.

The Board retains responsibility for determining the overall scope of the Events Group and may add, remove or transfer events or responsibilities as required.

3. Events within the Group's Remit

The Events Group is currently responsible for the organisation and delivery of:

- Champion of Champions;
- Home Nations selection events;
- Pétanque England national titles;
- International Women's Day (IWD) events;
- Junior competitions and events;
- Espoir competitions and events;
- International qualifying events; and
- any additional competition or event subsequently placed within its remit by the Board.

The Events Group may recommend changes to the programme of events, but the introduction or removal of a national competition or other significant change to the overall PE competition programme requires Board approval.

4. Events Currently Outside the Group's Remit

The following currently remain outside the direct responsibility of the Events Group:

- Inter-Regional Championships; and
- Euro Cup.

These events are presently managed under separate arrangements approved by the Board.

The Events Group may provide reasonable support or assistance where requested, but responsibility and decision-making authority remain with the respective event Lead and the Board.

Any future transfer of these events into the Events Group will be subject to a decision of the Board and, where appropriate, amendment of these Terms of Reference.

5. Annual Playing Calendar

The Events Group is responsible for preparing the proposed annual calendar for events within its remit, for approval in accordance with arrangements determined by the Board.

The Group should seek to establish and communicate competition dates sufficiently far in advance to allow members, host venues and other PE functions to plan effectively.

The Events Group will:

- prepare proposed dates for events within its remit;
- identify and secure suitable venues;
- liaise with host clubs and venues;
- communicate confirmed dates and venues to members and relevant PE functions;
- advise promptly of any subsequent changes; and
- ensure that the Umpiring Commission receives dates and venue information sufficiently early to enable it to make the necessary umpiring arrangements.

The aim should be to publish as complete an annual playing calendar as reasonably possible by the AGM preceding the relevant playing year, with any outstanding venue or other details confirmed as soon as practicable thereafter.

6. Competition Formats and Event Arrangements

The Events Group is responsible for developing and maintaining clear and consistent arrangements for competitions within its remit.

This includes:

- competition formats and structures;
- entry arrangements and closing dates;
- event schedules;
- venue arrangements;
- communication with entrants;
- arrangements with host clubs and organisers;
- publication of relevant event information; and
- event and competition delivery standards.

Material changes to established competition structures, eligibility requirements or other matters which fall within Board policy or the responsibilities of another PE function must be referred to the Board or relevant function as appropriate.

The Events Group must operate within the official rules of the sport, Pétanque England policies and any competition rules or eligibility requirements approved by the Board.

7. Event Delivery

For each event within its remit, the Events Group will ensure that appropriate arrangements are made for its effective delivery.

These should include, where applicable:

- entry confirmation and appropriate information for competitors;
- publication of event details in sufficient time;
- provision of entrant information required by relevant PE functions;
- appointment or identification of an event organiser;
- liaison with the host club or venue;
- appropriate equipment and administrative arrangements;
- arrangements for recording and publishing results;
- appropriate risk assessment and health and safety arrangements;
- safeguarding arrangements where required;

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- appropriate handling of personal information;
- procedures for reporting significant incidents or problems; and
- post-event review and feedback where appropriate.

The Events Group may develop standard event documentation, guidance and procedures to support consistency across PE events.

8. Event Organisers and Host Venues

The Events Group may appoint or identify suitably experienced volunteers to organise individual events on its behalf.

Where responsibilities are delegated to an event organiser, the Events Group remains responsible for ensuring that the organiser has appropriate information, guidance and support.

The Group will work with host clubs and venues to ensure that they understand the requirements of the event and that the venue is suitably prepared.

Where appropriate, the Events Group should encourage and support the development of volunteers capable of organising PE events.

9. Health and Safety

The Events Group is responsible for ensuring that appropriate health and safety arrangements are in place for events within its remit.

In planning and delivering an event, the Events Group will ensure that:

- appropriate risk assessments are undertaken;
- any identified risks are addressed or appropriately managed;
- the host club or venue is consulted regarding its own health and safety arrangements and any venue-specific requirements;
- appropriate arrangements are in place for emergencies and access to first aid;
- event organisers are made aware of their responsibilities and any relevant procedures; and
- accidents, incidents or significant health and safety concerns are recorded and reported in accordance with Pétanque England requirements.

Responsibility for the safety and suitability of a host venue should be clearly understood between Pétanque England, the Events Group and the host club or venue. The Events Group should not assume that the use of an established club or venue removes the need to consider risks associated with the particular event.

10. Umpiring

Responsibility for umpiring at Pétanque England national events rests with the Pétanque England Umpiring Commission.

The Umpiring Commission is responsible for determining the appropriate umpiring requirements for each event, including the number of umpires required, and for the appointment, deployment and technical direction of those umpires.

The Umpiring Commission may also use national events as part of the training, development and accreditation of PE umpires and may appoint additional umpires for that purpose.

The Events Group has no authority over umpiring appointments or technical umpiring matters.

The Events Group will liaise with the Umpiring Commission and provide timely information concerning the annual calendar, event dates, venues, anticipated entries and other relevant event arrangements to enable the Commission to plan and make appropriate appointments.

11. Financial Responsibilities

The Events Group will work within budgets, financial policies and levels of authority approved by the Board.

In conjunction with the Treasurer and Board as appropriate, the Group will:

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- prepare or contribute to budgets for events within its remit;
- make recommendations concerning entry fees;
- identify anticipated event expenditure;
- make recommendations concerning prize funds where applicable;
- ensure that event income and expenditure is appropriately recorded;
- provide the information necessary for financial reconciliation following each event; and
- make recommendations arising from the financial outcome of events where appropriate.

The Events Group and its Chair may incur expenditure only within the authority delegated by the Board and in accordance with PE financial procedures.

Any expenditure or financial commitment outside that authority must receive the appropriate approval before it is incurred.

12. Membership of the Events Group

The Events Group will consist of the Chair and such other members or volunteers as are considered necessary to carry out its responsibilities effectively.

Members should, collectively, provide an appropriate range of experience and skills relevant to the organisation and delivery of PE events.

The Chair may allocate responsibilities amongst members of the Group and may identify individual event leads or organisers.

Delegation of a task does not remove the accountability of the Events Group for ensuring that responsibilities within its remit are properly discharged.

The Group may invite other PE officers, volunteers or persons with relevant expertise to contribute to its work where appropriate.

13. Working with Other Pétanque England Functions

The Events Group will work constructively with other PE functions whose responsibilities affect the planning or delivery of events.

These may include:

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

Liaison and cooperation with another PE function does not transfer responsibility or authority between functions.

Where a Pétanque England delegation is attending an international event, the Head of Delegation will be appointed by the Board. The Events Group will liaise with the Head of Delegation where its responsibilities, particularly in relation to squad-selection events or other event arrangements, affect the preparation of the delegation.

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

Where responsibility for a matter rests with another PE function, the Events Group will respect that responsibility and provide such information and cooperation as is reasonably required.

Where there is uncertainty or disagreement about responsibility or authority, the matter should be referred to the Board.

14. Delegated Authority

The Events Group may make the day-to-day operational decisions reasonably required to organise and deliver events within its approved remit, subject to the policies, budgets and authority established by the Board.

The Group may make recommendations to the Board concerning:

- the future competition programme;
- new events or significant changes to existing events;
- competition formats and structures;
- venues;
- entry fees and prize structures;
- improvements arising from participant or organiser feedback; and
- other matters affecting the development of PE competitions.

Unless specifically delegated by the Board, the Events Group may not:

- create or discontinue a national PE competition;
- make material changes to Board-approved policy;
- commit PE to expenditure outside an approved budget or delegated financial authority;
- assume responsibilities allocated to another PE function; or
- make decisions reserved to the Board under the Articles of Association or PE governance arrangements.

15. Reporting and Accountability

The Events Group is accountable to the Pétanque England Board.

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

Reports should include, where appropriate:

- progress against the annual calendar;
- significant changes or issues affecting forthcoming events;
- event outcomes;
- financial information;
- significant incidents or concerns;
- feedback and lessons arising from completed events; and
- recommendations requiring Board consideration or approval.

Matters requiring urgent Board consideration should be raised without waiting for the next routine report.

16. Governance and Conduct

The Events Group and those acting on its behalf must comply with:

- Pétanque England's Articles of Association;
- decisions and directions of the Board;
- applicable PE policies and procedures;
- relevant safeguarding requirements;
- data protection requirements;
- health and safety requirements; and
- any other governance requirements applicable to their work.

Members of the Events Group must declare any actual or potential conflict of interest and comply with PE's Conflicts of Interest Policy.

Information obtained through the work of the Group should be handled appropriately and in accordance with PE's confidentiality and data protection requirements.

17. Records

Appropriate records should be maintained of the Group's activities and the events for which it is responsible.

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These should include, where applicable:

- event entries and results;
- relevant communications and event documentation;
- financial information required for reconciliation;
- incident or accident reports;
- feedback and post-event reports; and
- decisions or recommendations requiring a record for future reference.

Records should be retained and managed in accordance with PE policies and legal requirements.

18. Review and Development

The Events Group should regularly consider how PE events can be improved, including:

- competition formats;
- event organisation;
- member and competitor communication;
- organiser training and support;
- use of host venues;
- participant experience; and
- opportunities for new or developing events.

Recommendations involving significant changes to the PE competition programme, policy or financial commitments should be submitted to the Board for consideration.

19. Review of these Terms of Reference

These Terms of Reference are approved by the Pétanque England Board.

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

Any amendment to these Terms of Reference requires Board approval.

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