

GB CLIMBING – COMPETITION CLIMBING PERFORMANCE GROUP (CCPG)

DRAFT INTERIM TERMS OF REFERENCE

Introduction

The BMC is the recognised National Governing Body (NGB) for competition climbing (including paraclimbing), ice-climbing and ski mountaineering in Great Britain. It is recognised by the International Federation for Sport Climbing (IFSC) as the national federation for sport climbing.

Any reference to competition climbing in this document refers to all forms and disciplines of the activity i.e. lead climbing, bouldering, speed climbing, paraclimbing and ice climbing.

The BMC has established an internal business unit, GB Climbing, to manage all aspects of competition climbing. This includes managing the GB Climbing Teams, the talent and performance pathways and running national competition events in Great Britain. GB Climbing will also be responsible for the competitive aspects of ski mountaineering.

These terms of reference are intended to be on an interim basis only. They will be amended in late 2020 in light of UK Sport's funding decision for competition climbing. It is anticipated that the receipt of any such funds will be from April 2021.

Purpose

The purpose of the CCPG is to advise and support GB Climbing in respect of the delivery of competition climbing and development pathways, including the monitoring of progress with a view to achieving annual targets.

1. Membership and Attendance

1.1. The CCPG members will be:

- 1.1.1. a chair
- 1.1.2. a Board member
- 1.1.3. a representative from Mountaineering Scotland
- 1.1.4. a representative from the Association of British Climbing Walls (ABC)
- 1.1.5. the Lead Officer of GB Climbing (the Lead Officer)
- 1.1.6. an athlete representative
- 1.1.7. an external specialist

1.2. The Head of Managed Sports, English Institute of Sports will attend CCPG meetings as an observer and not a member of the CCPG.

1.3. The chair of the CCPG (CCPG Chair) will be a person appointed by the Board following an open selection and recruitment process with the initial appointment being for the period to 31 March 2021.

1.4. In the absence of the CCPG Chair at a meeting, the Board member will act as chair for that meeting.

1.5. The Lead Officer shall act as the secretary of the CCPG.

1.6. CCPG membership will be reviewed every three years to ensure that there is a balance between continuity and the introduction of new members.

- 1.7. Apart from the CCPG Chair and the external specialist, members of the CCPG may send an alternative representative (capable of acting in a decision making capacity) to attend meetings in the event they are unable to attend.
- 1.8. The CCPG may invite specialist staff and external experts to attend meetings and contribute to specific agenda items.
- 1.9. The members and observers of the CCPG can take part in a CCPG meeting by way of video conference or telephone conference or similar equipment designed to allow everybody to take part in the meeting.

2. Voting and Quorum

- 2.1. The CCPG should aim to fulfil its role and its decision-making on the basis of consensus, but on matters that require voting all members of the CCPG are eligible to vote.
- 2.2. In the event of a tied vote, the CCPG Chair shall have the casting vote, if the CCPG Chair is absent from the meeting at which the vote is being cast, then the chair of the meeting shall have the casting vote.
- 2.3. The quorum necessary for the transaction of business shall be four, which must include the Board member and the representative from Mountaineering Scotland.

3. Frequency and Preparation of Meetings

- 3.1. The CCPG shall meet at least four times a year, such meetings to be co-ordinated so as to be held as near as possible to 3 weeks before a Board meeting. The CCPG Chair and secretary should liaise with appropriate BMC staff to find suitable dates.
- 3.2. The CCPG Chair, Board member or Lead Officer can call additional CCPG meetings if necessary to discuss urgent matters that occur between scheduled meetings.
- 3.3. The CCPG should provide guidance to the Lead Officer in relation to any papers that they expect staff members to draft for meetings. The CCPG should provide staff, and volunteers, with sufficient time to prepare such papers. The agenda and papers should be circulated no later than 5 working days before the date of the meeting.
- 3.4. In all instances the agenda and meeting papers should be circulated by the CCPG Chair or the secretary.
- 3.5. In liaison with the Lead Officer, the CCPG Chair is responsible for drafting the items for the agenda ensuring inclusion of any matter specifically referred to the CCPG by the Board.
- 3.6. All substantive issues must have timely and appropriate documentation in order that they can be considered.

4. Minutes and Meetings

- 4.1. The secretary should accurately take the minutes of the CCPG. Minutes should not be verbatim but should capture the main points of discussion in order to provide the rationale for all decisions and actions.
- 4.2. The secretary should send the draft minutes, actions and decisions to the CCPG Chair within 72 hours of the meeting. The CCPG Chair should amend if/as necessary before either circulating to the attendees directly or passing back to the secretary for distribution within the timelines agreed. The intent should be to get minutes to all attendees within 10 days of the meeting.
- 4.3. It is the responsibility of the CCPG Chair to ascertain the progress of any action.
- 4.4. The first draft minutes provided to the CCPG in accordance with 4.2 above will also be provided to company secretary.

4.5. The date and time of the next meeting should appear on the foot of each set of minutes.

5. Reporting Responsibilities

- 5.1. The CCPG shall report to the Board on its proceedings after each meeting by way of preparing a summary of the key points and any action required by the Board.
- 5.2. The CCPG shall make whatever recommendations to the Board it deems appropriate on any area within its remit where action or improvement is needed, together with setting out any matters which require Board approval.
- 5.3. Once the report is finalised, the CCPG Chair or secretary shall send the report to the company secretary.

6. Delegated Powers

The CCPG has delegated authority from the Board to:

- 6.1. Make decisions in relation to competition climbing and ski mountaineering which are fully consistent with the agreed strategic aims and policies of the BMC and GB Climbing.
- 6.2. Ratify performance decisions around policy principles and programmes, athlete and staff selection for any programmes and international competitions.
- 6.3. Review and evaluate the effectiveness of performance policies and procedures.
- 6.4. Support GB Climbing staff and volunteers on the management of risks associated with competition climbing.
- 6.5. Provide input, oversight and scrutiny of the GB Climbing annual budget. Support the preparation of UK Sport grant applications and advise on external sponsorship opportunities.

7. The Role of CCPG

- 7.1. To review progress, monitor and challenge the work of GB Climbing in relation to the BMC Strategic Plan, Business Plan and specific GB Climbing strategy and operational documents including but not limited to:
 - 7.1.1. the domestic competitions programme
 - 7.1.2. the talent pathway
 - 7.1.3. GB Climbing Teams, including at international competitions
 - 7.1.4. Welfare Support Plan and the culture of GB Climbing
 - 7.1.5. Annual operational plan
- 7.2. To review new activities, policies and regulations for GB Climbing.

8. Other Matters

The CCPG shall:

- 8.1. Give due consideration to laws and regulations, the provisions of the Code of Sports Governance and any other applicable rules as appropriate.
- 8.2. Arrange for periodic reviews of its own performance and, at least annually review its constitution and terms of reference to ensure it is operating at maximum effectiveness and recommend any necessary changes to the Board for approval.