



## TERMS OF REFERENCE – Parafencing COMMITTEE

Name: **Parafencing COMMITTEE**

**Mandate:** The Parafencing Committee is a program committee of the Canadian Fencing Federation (CFF). Its role is to parallel the CFF's development programs as well as the delivery of high performance programs for fencers with a disability.

**Key Duties:** The Committee will perform the following key duties:

- Oversee all aspects of National Team programs, including training camps and competition schedules, and limited support of Integrated Support Team (IST).
- Provide resources and development opportunities for coaches in Parafencing.
- Prepare and monitor budgets for the National Team programs, and seek alternative funding sources to enhance opportunities.
- Raise awareness of the opportunities available for fencers with a disability, in both the fencing and para-sport communities.
- Offer resources to support the development of grass-roots programs in Parafencing through the CFF's website and relationships with Canadian Paralympic Association (CPC) and Provincial Sport Organizations (PSOs) and Territories (Ts) and their para-sport programs.
- Serve as the CFF's liaison to various international and national organizations, including International Wheelchair Association for Sport (IWAS), CPC, International Paralympic Committee (IPC)
- Perform related additional tasks as may be assigned to the Committee by the Board or by the Executive Director (ED) and High Performance Director (HPD).

**Authority:** The Committee will make recommendations for input from the membership and approval of the Board of Directors. The committee can form sub-committees whenever necessary to facilitate the committee's work. The annual high performance budget must be approved by the HPD and ED.

**Composition:** The composition of the Committee will include a Chair:

The Chair of this committee will serve as the following:

- The representative who acts as the national and international liaison to the CPC, IPC and IWAS and other such committees that benefit Parafencing in Canada
- Will be a partner with PSOs/Ts on the development Parafencing within each PSO/T using resources the CFF has on their website or from their partners.

The HPD and ED are ex-officio member of the committee.

Other members with expertise deemed required by the Chair and/or ED/HPD can be added to this committee when needed.

All projects developed by the committee will be shared with a representative of the athletes and coaches before the final decision.



**Appointment:** The Board of Directors will appoint the Chair of this committee. Members of the Committee will serve terms of one year, and such terms may be renewed to a maximum of six consecutive terms.

Nominations from the community, including PSO/T Associations should be solicited. When approving the committee membership, the HPD will consider the ability and experience of the candidate as well as the diverse nature of the CFF's membership, including language, gender and geographic location as weighting for approval.

**Meetings:** The Committee can meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the HPD and/or ED.

**Resources:** The Committee will receive the necessary resources from the CFF to fulfill its mandate. The Executive Director has final authority on all staffing.

**Reporting:** The Committee will report through the ED to the Board of Directors. The Committee will report to the membership, in writing, at the Annual General Meeting (AGM). The Chair will attend the AGM and will also participate in all strategic planning meetings of the CFF.

**Approval:** These Terms of Reference were approved by the CFF Board of Directors on October 25, 2020.

**Review:** The Board of Directors will review these terms of reference periodically and will make changes, if warranted.