Sports Advisory Group
Terms of Reference

File Management:

Owner: Chairperson, Sports Advisory Group

Revision History (Version /Date)	Summary of Changes
V0.1 – November 2024	Document Creation
V1.0 – December 2024	Approved by Board
V1.1 - October 2026	Approved by Board. Scheduled review. Updated TOR Review period to every 3 years, in line with policy review schedule.
October 2029	Next Review

Name:

Sports Advisory Group

Purpose:

The purpose is to advise, support, and oversee the development and implementation of sports-related regulations and strategies to enhance the delivery of Special Olympics Ireland's training and competition programme and initiatives. The Sports Advisory Group will ensure that all aspects of SOI's sporting activities align with the organisation's mission and vision, particularly in the areas of international competition, athlete selection, programme development, and new initiatives.

Membership:

Membership of the Sports Advisory Group shall consist of three directors as best practice, providing a quorum of two directors, and the Director of Sport in Special Olympics Ireland.

Individuals appointed should have expertise in sport, coaching, athlete development, or other areas relevant to the objectives of Special Olympics Ireland.

Other members may be co-opted on to the Sports Advisory Group from time to time to carry out specific work, with the approval of the Board or the Sports Advisory Group. The Board may remove or replace any member of the Sports Advisory Group at any time.

Duration of Appointment:

- The Board members on the Committee may remain in position in line with their tenure on the Board of Directors.

Meetings:

- The Sports Advisory Group will meet at least quarterly, or more frequently, if necessary, to fulfil its responsibilities.

Authority / Rights:

- In discharging its responsibilities, the Sports Advisory Group will have unrestricted access to members of management, employees, and relevant information it considers necessary to discharge its duties. The Sports Advisory Group is entitled to receive any explanatory information that it deems necessary to

discharge its responsibilities.

- The Sports Advisory Group shall have access to sufficient resources to carry out its duties.
- The Sports Advisory Group may procure and/or avail of specialist ad-hoc advice at the reasonable expense, subject to budgets agreed by the Board, on any matter within its terms of reference.
- The Sports Advisory Group has rights to access to members of the Board and other Committees to seek information relevant to its functions as per this Terms of Reference.

Duties and Responsibilities:

Key Responsibilities:

The key responsibilities and duties of the Sports Advisory Group include:

International Competition (European and World Games)

- Selection of the Management Teams (Assistant Head of Delegation, Medical, Sports Officer, Families Coordinator, Head Coaches, Coaches, etc.) for European and World Games.
- Oversee the implementation of transparent, fair, and inclusive selection processes for all Special Olympics Ireland teams as per Article 1 of the Special Olympics International Rules.
- Monitor the performance and wellbeing of athletes and management teams in the lead-up to and during international events.

Ireland Games

- Oversee the implementation of transparent and fair quota allocations for Ireland Games, vis-à-vis various factors such as sport participation levels, capacity and resources.
- Oversee the development of new initiatives or sports disciplines for inclusion in the Ireland Games.

New Initiatives and Programme Development

- Support the identification and development of new sports programmes, events, or initiatives that enhance the breadth and depth of SOI's offering to athletes, Young Athletes, Health & Wellbeing, and Athlete Leadership.

Strategic Input

- Contribute to the long-term planning and strategic development of SOI's sports programmes.
- Provide input into regulations governing sport to improve the overall sporting experience for athletes.
- Advise the Board on emerging trends, opportunities, and risks in the area of sports for people with intellectual disabilities.

Other Responsibilities:

- The Sports Advisory Group will work and liaise with all other Committees as necessary.
- The Sports Advisory Group will provide advice to the Board and undertake reviews, research or related work on areas or issues within it remit, if requested by Board.
- The Sports Advisory Group will work to an annual work programme approved by the Board.

- The Sports Advisory Group will also periodically review its effectiveness (including reviewing its terms of reference) and report the results of that review to the Board.
- The Sports Advisory Group's duties and responsibilities can be amended and updated by the Sports Advisory Group (with the approval of the Board) as and when required.
- The Sports Advisory Group shall advise the Board on assurances relating to the management of risk and governance requirements and consider the organisation's overall assurance processes. This work will be undertaken in conjunction with the other relevant Committee(s).

Information Requirements:

- Proposals and recommendations on current strategic priorities within the Sports Programme

Reporting Responsibilities:

- The Sports Advisory Group will report to, and is ultimately accountable, to the Board.
- The Sports Advisory Group will report back to Board on areas or issues requested by Board.
- The Chairperson of the Sports Advisory Group will present an annual report to the Board summarising the activities and recommendations of the Group.
- The Sports Advisory Group will provide updates and recommendations to the Board on specific initiatives, team selections, and programme developments at every Board meeting.

Conflicts of Interest / Loyalty

Individual members of the Sports Advisory Group must pay particular attention to the avoidance of conflicts (or potential conflicts) of interests / loyalty in any business of the Sports Advisory Group. Should potential conflict arise, the Chairperson of the Sports Advisory Group should be informed.

Confidentiality

All Sports Advisory Group members must strictly preserve the confidentiality of any information coming to their knowledge in the course of their work as Sports Advisory Group members relating to members of the Company, athletes, coaches, families, volunteers or Board members / Sports Advisory Group members. This confidentiality is to be preserved both during and after the Sports Advisory Group member's term of office.

Review

The Sports Advisory Group shall review at least every three years its own performance and Terms of Reference to ensure it is operating effectively and to recommend any changes it considers necessary to the Board for approval.