

Terms of Reference

Committees & Commissions

Events Committee

The Events committee is an advisory committee to the BOC Office staff who are responsible for the day to day management and oversight of BOC related tournaments

The objective of this committee is for tournaments and events held in the region to be organised, delivered and presented to a high standard with a view to continual improvement and innovation

Key roles are:

- Oversight of the implementation of the tournament and events strategy as outlined in the BOC strategic plan
- Oversee the annual BOC calendar of tournaments
- Provide input into developing a rolling long-term plan for hosts of Oceania Championships (including Open, Junior and Para badminton), BWF Grade 3 tournaments and BWF Para badminton tournaments
- Development and revision of relevant policies, regulations and procedures

Meetings

Most communications for this Committee will be via Email, Zoom, SKYPE or similar. Where possible, a meeting will be held each year at a tournament where the highest number of Committee members are in attendance.

Committee Members

- The Events Committee to comprise of a minimum of 3 and maximum of 5 members
- A maximum of one representative from each Member Association
- The Secretary General is an ex-officio member
- BOC Executive Board Members may be a member of this committee should they be nominated
- Badminton Oceania to call for nominations from Member Countries by 20th October each even numbered year. Nominations to be received by 30th November
- Terms are for two years commencing 1 January the year following nomination
- Nominated persons must have a good understanding and knowledge of tournaments and events at both the BWF and Oceania levels
- The BOC Secretary General to make recommendations for the committee to the Executive Board following the receipt of nominations
- The BOC Executive Board in exercise of its ratification power shall consider such recommendation and ratify or not ratify, as the case may be, the recommendation of the appointed members no later than 15 December. Following this the Secretary General to advise the Member Association's the outcome of their nomination and contact the individual to confirm their appointment prior to public announcement
- The Badminton Oceania Secretary General to invite one of the selected candidates to the position of Chair of the Committee; if there are EB members on the committee, one of these people should be appointed as Chair; the Executive Board to ratify this position
- The Committee to meet a minimum of 6 monthly, or as need requires. Most meetings will be held via zoom, SKYPE or a similar digital platform. If there is a tournament in the region where more than 50% of the Committee members are in attendance, if possible, a meeting to be held, with the other members to be connected in via a digital platform.

- There is no travel or accommodation subsidy provided to attend meetings

Gender Equity Committee

The Gender Equity Committee is an advisory committee to the BOC staff who are responsible for the day to day management and oversight of Gender Equity

The objective of this committee is to advocate gender representation across all jurisdictions of Badminton Oceania

Key roles are:

- Provide advice on policies with respect to gender equity
- Provide input into initiatives to encourage gender equity where there are identified imbalances
- Provide input into confirming the targeted programmes to be supported through the scholarship programme
- Select the winner of the POWA (President of Oceania Women's Award), awarded biennially in odd numbered years

Committee Members

- The Gender Equity Committee to comprise of a minimum of 3 and maximum of 5 members
- A maximum of one representative from each Member Association
- The Committee to have a minimum of 1 of each gender
- The Secretary General is an ex-officio member
- BOC Executive Board Members may be a member of this committee should they be nominated
- Badminton Oceania to call for nominations from Member Associations by 20th October each even numbered year. Nominations to be received by 30th November
- Terms are for two years commencing 1 January the year following nomination
- Nominated persons should have some involvement in the Gender Equity area in their own country and be considered an advocate in this area within their Member Association
- The BOC Secretary General to make recommendations for the committee to the Executive Board following the receipt of nominations
- The BOC Executive Board in exercise of its ratification power shall consider such recommendation and ratify or not ratify, as the case may be, the recommendation of the appointed members no later than 15 December. Following this the Secretary General to advise the Member Association's the outcome of their nomination and contact the individual to confirm their appointment prior to public announcement
- The Badminton Oceania Secretary General to invite one of the selected candidates to the position of Chair of the Committee; if there are EB members on the committee, one of these people should be appointed as Chair; the Executive Board to ratify this position
- The Committee to meet a minimum of 6 monthly, or as need requires. Most meetings will be held via zoom, SKYPE or a similar digital platform. If there is a tournament in the region where more than 50% of the Committee members are in attendance, if possible, a meeting to be held, with the other members to be connected in via a digital platform
- There is no travel or accommodation subsidy provided to attend meetings

Athletes Commission

Background

The Athletes' Commission is a consultative body which aims to represent the needs and views of players to the BOC Executive Board and Committees to both increase participation and improve performance at all levels.

The Chair of the Athletes' Commission has the responsibility to advise the Secretary General and the Executive Board on matters relevant to players.

The objectives of the Badminton Oceania Athletes' Commission are:

- To actively support the work of Badminton Oceania in all areas
- To act as the official link between the players and Badminton Oceania – the "player voice"
- To proactively consider issues relating to players and give advice to Badminton Oceania on player related matters
- To represent the rights and interests of the players to Badminton Oceania to ensure the player opinion is heard at the highest level of governance of Badminton in the region
- To maintain contact and good relations with the BWF Athletes' Commission.
- To advocate for the player voice within Member Countries

The Athletes Commission shall have the following specific focus areas:

- To seek player opinions on issues of importance in badminton within the region
- To provide Badminton Oceania with player feedback
- To promote clean sport and fair play by all players.

Commission Composition

- The Athlete's Commission to comprise of a maximum of 7 members
- The Athlete's Commission to comprise of a maximum of one representative from each Member Association
- Badminton Oceania to call for nominations from Member Associations by 20th October each even numbered year. Nominations to be received by 30th November
- Terms are for two years commencing 1 January the year following nomination
- Nominated persons must be over 18 years old when nominated
- Nominated persons must be an active player in their Member Association (MA) and have played in the Oceania Championships in the year they are nominated – ie, if nominated in 2020 they must have played the Oceania Championships in 2020. Ideally they should lead or at minimum be a member of the Athlete's Commission or similar body, within their MA to enable them to represent the views of players
- If there are more than 7 nominations, who meet the criteria, the BOC Secretary General to make recommendations to the Executive Board
- The BOC Executive Board in exercise of its ratification power shall consider such recommendations and ratify or not ratify, as the case may be, the recommendation of the appointed members no later than 15 December. Following this the Secretary General to advise the Member Association's the outcome of their nomination and contact the individual to confirm their appointment prior to public announcement
- The Badminton Oceania Secretary General to invite one of the selected candidates to the position of Chair of the Commission; the Executive Board to ratify this position
- The Commission to meet annually at the Oceania Championships and in August the same year by zoom, skype or other electronic means and at any other time if required. All other communications shall be via email.
- There is no travel or accommodation subsidy provided to attend meetings.

Technical Officials Committee (BOTOc)

Overview

- To make recommendations to Badminton Oceania on policy and direction as it relates to Oceania Technical Officials, Pacific Technical Officials and Technical Official Development.
- The term Technical Officials (TO's) refers to Referees, Referee Assessors, Umpires, Umpire Assessors, Technical Delegates and Line Judges.

BOTOc has the following scope of work:

- Recruit, train, assess, appoint, and appraise appropriate numbers of TO's.
- Develop training programs for all levels of TO's including defining standards and skills. Where relevant this should be conducted in co-operation with the Member Associations.
- Appoint suitably qualified TO's to Grade 3 tournaments, Junior International Tournaments, Continental Championships, and the Pacific Games. Where appropriate this should be conducted in co-operation with the Member Association and the Host Organiser.
- To determine BOC appointments to BWF events as per BWF invitations taking into consideration historical appointments data to ensure a fair and transparent process for nominations. BOTOc should ensure that each person, where possible, has a chance to experience a range of BWF events during their tenure as an Official. Where appropriate, input from the Member Associations may be sought to assist with appointments.
- Ensure that, when required, Oceania branded clothing is issued to Technical Officials for their use at International events
- To work within the BWF integrity guidelines to ensure that badminton remains a clean sport in relation to doping, match fixing, illegal betting, and corruption.
- To oversee and receive reporting from Assessment Panel's
- To report (6 monthly) to the Secretary General on the activities of Technical Officials

Structure

The TOC is made up of the following members:

- Badminton Oceania Secretary General (ex Officio)
- TOC Chair - recommended by Secretary General to Badminton Oceania Executive Board.
- Up to three Representatives, nominated by Member Countries, a maximum of one per country.
- One BOC Representative from the BWF Umpire Assessors panel (determined by the Assessors)

Administration support is provided by Badminton Oceania staff

Terms

The TOC Chair will be recommended by the Secretary General to Badminton Oceania Executive Board as a direct appointment and in exercise of its ratification power the Executive Board shall consider such recommendation and ratify, or not ratify, as the case may be, such nomination. This is to be done prior to nominations being called for the Committee positions.

Each person shall serve for a term of two (2) years on the TOC, they may be re-nominated for further terms. There is no limit to the number of terms that may be served on the Committee.

The Badminton Oceania office will call for nominations from Member Associations no later than 20th October every even numbered year with nominations to be received by 30th November. The Executive Board shall consider all nominations for BOTOC membership and appoint BOTOC members no later than 15th December. Terms for new members will commence on 01 January of the following year.

If there are more nominees than positions, then the members to be appointed to BOTOC will be recommended by the Secretary General and the TOC Chair to Badminton Oceania Executive Board and in exercise of its ratification power the Executive Board shall consider such recommendations and ratify, or not ratify, as the case may be, such recommendations.

If a member of the committee resigns during their term, the committee may consider steps for a replacement if this is deemed to be required by the remaining members

As the Committee is small in numbers, there shall be no requirement for terms to be split however the Badminton Oceania office shall ensure that, in the case of a full new Committee being appointed, that all information is forwarded to incoming members.

Meetings

Most communications for this Committee will be via Email, Zoom, SKYPE or similar. Where possible, a meeting will be held each year at a tournament where it is likely that the most Committee members will be in attendance.