

Terms of Reference

Domestic Management Group

Great Britain Wheelchair Rugby



TERMS OF REFERENCE

DOMESTIC MANAGEMENT GROUP

The Domestic Management Group (DMG) has a crucial role in the on-going development of grassroots wheelchair rugby across England, Wales and Scotland. The DMG will act as a critical link between the clubs and the National Governing Body (NGB), Great Britain Wheelchair Rugby (GBWR).

1. Purpose of group

- 1.1. Lead the development and management of the domestic game, under the Paralympic and Wheelchair Rugby 5s disciplines.
- 1.2. Provide a communication platform for the clubs to:
 - Share best practice
 - Support club development
 - Agree priorities for club development support
- 1.3. Be a mechanism for empowering clubs.
- 1.4. Add value, act as a critical friend and support consultation on delivery of the relevant Sport England and wider NGB objectives.

2. Membership

- 2.1. GBWR National Development Director(s) will serve as DMG Chair, however this role may be delegated at discretion.
- 2.2. GBWR Events & Competition Officer and Compliance & Membership Officer will be DMG Members.
- 2.3. The DMG will include a maximum of 2 representatives from each DMG Member Club at a meeting.
- 2.4. A DMG Member Club may nominate a pool of contacts (with no restriction on number) to receive DMG communications, however as 2.1., only a maximum of 2 individuals may attend any meeting.
- 2.5. All DMG Member Club representatives must hold current GBWR Membership.
- 2.6. A DMG Member Club is granted this status by meeting 1 or more of the following criteria:
 - GBWR affiliated club
 - Club participating in the current competition season, or intending to participate in the forthcoming season if that season is expected to start before the next review of DMG Membership
- 2.7. DMG Club Membership will be reviewed annually at the first meeting after the Annual General Meeting.
- 2.8. DMG Club Membership may also be amended outside of the review at 2.4. where clubs meet or no longer meet the criteria at 2.3.
- 2.9. The DMG Chair may invite attendance from others as required by the agenda, including but not limited to:
 - GBWR employees / contractors
 - GBWR Trustees
 - GBWR officials / volunteers
 - Others as required by the agenda
- 2.10. DMG meeting quorum will be defined as one third of DMG Member Clubs represented and 2 GBWR representatives (DMG Members or in attendance).

Terms of Reference

Domestic Management Group

Great Britain Wheelchair Rugby



3. Committees

- 3.1. The DMG may establish committees where necessary, and any Terms of Reference will be agreed by GBWR and presented to the DMG.

4. Voting

- 4.1. DMG Member Clubs are entitled to one vote per club (for clarity, not team).
- 4.2. Votes will remain anonymous between DMG Member Clubs.
- 4.3. Votes will, where necessary, be discipline and division specific.
- 4.4. All votes will take place electronically post-meeting.
- 4.5. Where there are financial implications, the NGB has the power to override DMG decisions.

5. Frequency of Meetings

- 5.1. The DMG will meet a minimum of three times per year, with additional meetings held as required.

6. Finance

- 6.1. No budget is assigned to the group.
- 6.2. DMG Members and those invited in attendance are eligible to claim travel expenses in accordance with the GBWR Expenses Policy.

7. Secretariat

- 7.1. GBWR will act as secretariat: the role will include:
 - Confirming venue
 - Confirming attendance
 - Issuing agenda and papers
 - Recording minutes, and issuing draft minutes of meetings within two weeks of meeting
 - Issuing finalised minutes
- 7.2. Draft minutes will be agreed at the subsequent DMG meeting by majority agreement.
- 7.3. Request for agenda items sent out two weeks prior to the meeting with final agenda sent out at least one week prior to meeting date.
- 7.4. No new items will be tabled on the day for immediate decision unless related to agenda item.
- 7.5. DMG Club representatives are responsible for relaying DMG communications to their respective club members.

8. Review

- 8.1. The DMG will review the Terms of Reference every 2 years at the first meeting following the Annual General Meeting.
- 8.2. The review will be confirmed by majority agreement.