



**ENGLAND  
FOOTBALL**

## **Terms of Reference for the Lincolnshire FA Inclusion Advisory Group (IAG)**

### **1. Name of the group and Structure**

1.1 The group shall be called the Inclusion Advisory Group (IAG).

1.2 The group is made up of volunteers from Lincolnshire and the immediate surrounding area, who are passionate about and involved in promoting inclusion.

### **2. Aims and objectives**

2.1 The IAG's focus will be to check, challenge and support Lincolnshire FA with regards to inclusion, equality, and diversity. From this the group will aid the Lincolnshire FA in the following:

- Building good relationships with, and between, all communities to ensure that all participants are represented equally and have a recognised voice
- Eliminating discrimination, bullying, harassment, victimisation; and any form of abuse
- Being at the forefront to advancing equality of opportunity amongst all our communities as well as having a focus on protected characteristics
- Maintaining a strategic overview of Lincolnshire FA from an inclusion perspective
- Supporting Lincolnshire FA in the development and delivery of a bespoke Equality Action Plan
- Supporting Lincolnshire FA in the development of specific campaign work with targeted communities to address gaps in equality and inclusion

2.2 To lead discussions around key equality and diversity issues such as improving the opportunity to participate for all those groups that are currently underrepresented within football in Lincolnshire, improving & developing inclusive practices, programmes, and provisions, and developing a workforce to meet the needs of all involved in football in Lincolnshire.

2.3 The group will develop a clear understanding of relevant inclusion, equality and diversity strategies and seek to develop learning around how to broaden engagement with underrepresented groups within the County.

2.4 The group will share best practice and learnings with Lincolnshire FA in relation to inclusive practices.

### **3. Membership to the group**

3.1 Membership to the group is on a voluntary basis whereby it aims to represent all aspects of the community and to work towards establishing and embedding inclusive practices within football in Lincolnshire.

3.2 In joining the group, members will have read and agree to the Terms of Reference.

3.3 Should members wish to join the IAG, they must do so by completing and submitting an Expression of Interest Application form, which will be located on the Lincolnshire FA website.

**Lincolnshire Football Association Ltd.**

Deepdale Enterprise Park, Deepdale Lane, Nettleham, Lincoln, LN2 2LL

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- 3.4 Each submitted Expression of Interest Application will be reviewed by the IAG Chair and Lincolnshire FA Football Development Officer (Inclusion) prior to any recommendation being made for an individual to be appointed to the group.
- 3.5 If a member is unable to attend a group meeting, they should notify Lincolnshire FA and the Chair of the group, at the earliest possible time detailing the reasons for their absence. If they were required to complete actions for the meeting in question, an update shall be provided in writing to be sent through to the Chair of the group to enable them to give an update at the meeting in question.
- 3.6 Priorities for training shall be identified by the IAG. Members of the group will be asked to complete relevant training from time to time as specified by Lincolnshire FA and the collective IAG. This training must be completed in the designated time and format and will be regularly reviewed.
- 3.7 Members of the group will be required to attend, either virtually or in person, a minimum of three meetings held annually. Failure to do so may result in the member being removed from the group.
- 3.8 Due to members being recruited independently, by default the nominated Chair will act as Independent Chair throughout its term(s).
- 3.9.1 The Lincolnshire FA Staff Inclusion Lead has authority to maintain membership to the Inclusion Advisory Group to ensure cohesion between the group and staff.
- 3.9.2 The Lincolnshire FA Board of Directors has authority for their Inclusion Champion to maintain membership to the Inclusion Advisory Group to ensure cohesion between the group and the Board.
- 3.9.3 Lincolnshire County FA's Youth Council has authority for one of its members to be nominated to represent the views of young people on the Inclusion Advisory Group.

#### **4. Meetings**

- 4.1 The Inclusion Advisory Group will meet a minimum of 4 times per year. A minimum of two such meetings will be in-person, with the remaining to be held online unless otherwise agreed by the group.
- 4.2 The Inclusion Advisory Group will be informed of any meeting at least 21 days in advance.
- 4.3 At least 14 days' notice is required to request items that should be included on the agenda.
- 4.4 An agenda will be circulated to the group no later than 7 days prior to the meeting stating the time, date and venue of the meeting and items to be discussed.
- 4.5 The quorum for meetings will be at least 50% of IAG members, which must include either the Chair or the Vice Chair.
- 4.6 Decisions of the group shall be made by a simple majority and, in the event of the equality of votes, the Chair shall have the casting vote.

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4.7 Any member of the group will be responsible for taking minutes and will distribute these to the group within a week of the meeting. These will be circulated to the group for them to read and comment on any necessary changes. The minutes will then be adopted at the start of the next meeting.

## **5. Management of the group**

5.1 Lincolnshire FA will be responsible for coordinating meeting agenda, organising meeting logistics and distributing meeting minutes. The Chair of the group will be responsible for the general running of the meetings including supporting Lincolnshire FA with the organisation of meetings.

5.2 The Chair and Vice Chair will be voted in annually with a maximum term of 3 x 3-year terms.

## **6. Resignation**

6.1 Any member may resign from the group by written submission to the group Chair and Lincolnshire FA.

### **7. Amendments and alterations**

7.1 Proposed amendments to the Terms of Reference must be sent to the Lincolnshire FA Football Development Officer (Inclusion) at least one calendar month before the next scheduled meeting.

7.2 Any amendments to the Terms of Reference must be carried by a majority vote of those present at the meeting the changes are proposed at.

7.3 The Terms of Reference will be reviewed annually.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Last updated: 07/06/2023

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