



**ENGLAND
FOOTBALL**

Norfolk County FA Inclusion Strategy Advisory Group

Terms of Reference

1. Purpose

The purpose of the Inclusion Strategy Advisory Group (ISAG) is to promote and address inclusion and diversity in football. The Group will discuss relevant issues and formulate solutions; share idea and good practice; inform and educate staff and volunteers; develop strategies and policies with regards to inclusion and diversity; engage and network to increase participation within all communities to positively support the Norfolk FA strategy.

2. Remit

The ISAG will:

- Check, challenge and support Norfolk FA on the implementation of the current Strategy (Norfolk Football – A Strategy for Everyone) with regards to inclusion, equality and diversity
- Build strong relationships with, and between, all Norfolk communities to ensure that all football participants are represented equally and have a recognised voice
- Seek to eliminate discrimination, bullying, harassment, victimisation and any other form of discriminatory abuse
- Be at the forefront in advancing equality of opportunity amongst Norfolk communities as well as having a specific focus on the protected characteristics
- Lead discussions around key equality and diversity issues such as improving the opportunity to participate for all those groups that are currently underrepresented in Norfolk football
- Improve and develop inclusive practices, programmes, and provisions, including developing a workforce to meet the needs of all customers
- Seek to develop a clear understanding of the current Norfolk FA Strategy (Norfolk Football – A Strategy for Everyone)
- Seek to develop learning around how to broaden engagement with underrepresented groups within the County.
- Support Norfolk FA in maintaining the Preliminary Level of the Equality Standard for Sport

3. Membership

The ISAG shall consist of members of Norfolk FA staff and volunteers from Norfolk and the surrounding areas who are involved in the promotion of inclusion. Furthermore, the Norfolk FA Youth Council shall be entitled to appoint one of their Members to the ISAG.

Volunteer members of the Group, including the member appointed from the Youth Council, shall initially be appointed on a three-year term. At the end of their term, volunteer members shall be eligible to be re-elected to the Group for a further three years. There shall be no limit on the number of times a volunteer member of the Group can be re-elected.

Should the member of the Group appointed from the Norfolk FA Youth Council no longer be on the Youth Council they shall automatically be removed from the ISAG.

New members may be added to the Group by:

- Advertisement and formal recruitment
- Recommendation by any member of Norfolk FA staff or Board
- Recommendation by an existing member of the Group

Any proposed new members to the Group shall be elected to the Group by achieving a majority vote of existing members of the Group.

Membership of the Group shall be dependent upon members agreeing to sign the relevant Code of Conduct and undertake relevant training from time to time as specified by Norfolk FA. Such training must be completed in the designated time and format as specified by Norfolk FA.

Members of the Group shall be required to attend a minimum of 50% of the meetings held each year. Failure to do so may result in the member being removed from the Group.

From time to time, the Group may temporarily co-opt individuals to join the Group. Such co-opted members shall not have voting rights.

4. Role of the Chair

At its first meeting of the season, the ISAG shall elect one of its members to be the Chair. The role of the Chair is:

- To preside over meetings so that business can be carried out efficiently and effectively
- Provide leadership for the Group
- In conjunction with the Football Development Manager, develop the agenda for each meeting
- Ensure through management of the agenda that all members have an opportunity to be heard

The terms of office for the Chair shall be one year. The Chair of the Group shall serve a maximum of three terms, unless specific permission is given by the Norfolk FA Board to exceed this number.

The Chair must be independent and therefore cannot be a member of Norfolk FA staff.

In line with electing a Chair, a Vice Chair shall also be elected at the same time and they shall undertake the duties of the Chair as required. The Vice Chair must be independent and therefore cannot be a member of Norfolk FA staff.

The terms of office for the Vice Chair shall be one year. The Vice Chair of the Group shall serve a maximum of three terms, unless specific permission is given by the Norfolk FA Board to exceed this number.

5. Meetings

The ISAG shall meet a minimum of four times per season.

For each meeting:

- The date of the meeting shall be confirmed to members at least 21 days in advance
- At the time of confirming the date of the meeting, members will be asked to provide any items that they wish to have included on the agenda to the Football Development Manager within seven days
- The agenda for the meeting shall be circulated to members at least 14 days in advance of the meeting

The quorum for meetings shall be at 50% of the existing membership of the Group, one of whom must be either the Chair and/or the Vice Chair

Decisions of the Group shall be made by a simple majority. In the event of a tied vote, the Chair shall have a casting vote.

A member of Norfolk FA staff shall be responsible for recording the minutes of the meeting. Such minutes shall be distributed to the Football Development Manager and Chair within 10 days of the meeting and circulated to all members within 14 days of the meeting. The minutes will then be formally adopted at the next meeting.

6. Resignation

Any member may resign from the Group at any time by submitting such resignation in writing to the Chair of the Group and the Football Development Manager.

Should the Chair of the Group resign, the Vice Chair shall undertake their duties until a new Chair is elected at the next meeting.

7. Amendments and alterations

Proposed amendments to the Terms of Reference of the Group must be submitted to the Football Development Manager at least one month prior to the next meeting. Any such changes shall be adopted by a majority vote at the next meeting.

The Terms of Reference of the Group shall be reviewed annually and formally adopted at the first meeting of the season by a majority vote.

Last reviewed date: September 2022