

Terms of Reference for the Inclusion Strategy Advisory Group

1. Name of the group and Structure

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

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

2. Aims and objectives

2.1 The ISAG's focus will be to check, challenge and support the County FA on the #NorfolkFootballForAll strategy with regards to inclusion, equality and diversity. From this the group will aid the County FA in the following:

- Building good relationships with, and between, all our communities to ensure that all football participants are represented equally and have a recognised voice
- Eliminating discrimination, bullying, harassment and 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

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 in Norfolk football, improving & developing inclusive practices, programmes and provisions and developing a workforce to meet the needs of all customers.

2.3 The group will develop a clear understanding of the #NorfolkFootballForAll strategy 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 Norfolk County 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 Norfolk Football.

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

3.3 Should members wish to join the ISAG they must do so by completing and submitting an Expression of Interest Application form, which will be located on NorfolkFA.com. Each submitted application form will be reviewed by the ISAG Chair and relevant NCFA Staff prior to any recommendation being made for an individual to be appointed to the group.

3.4 If a member is unable to attend a group meeting, they should notify Norfolk County 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 Senior Football Development Officer (Inclusion) to enable them to give an update to at the meeting in question.

3.5 Members of the group will be asked to complete relevant training for the group from time to time as specified by Norfolk County FA. This training must be completed in the designated time and format as specified by Norfolk FA.

3.6 Members of the group will be required to attend, either virtually or in person, a minimum of 50% of meetings held annually. Failure to do so may result in the member being removed from the group.

3.7 Due to members being recruited independently, by default the nominated Chair will act as Independent Chair throughout its term(s)

3.8 Norfolk County FA's Youth Council has the authority for one of its members to be nominated to represent the views of Young People on the Inclusion Strategy Advisory Group

4. Meetings

4.1 The Inclusion Strategy Advisory Group will meet a minimum of 4 times a year.

4.2 The Inclusion Strategy Advisory Group will be informed of any meeting at least 14 days in advance.

4.3 At least 21 days prior to any proposed meeting communication will be sent to request comments on what should be included on the agenda. Following this the agenda will be circulated no later than 14 days prior to the meeting.

4.4 An agenda will be circulated to the Group prior to meetings stating the time, date and venue of the meeting and items to be discussed.

4.5 The quorum for meetings will be at least 6 ISAG 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.

4.7 The Senior Football Development Officer (Inclusion) 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 Norfolk County 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 Norfolk County FA with the organisation of meetings.

5.2 The Chair and Vice Chair will be voted in annually with a maximum terms of 3 x 1 year terms.

6. Resignation

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

7. Amendments and alterations

7.1 Proposed amendments to the Terms of Reference must be sent to the Senior 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 21/04/21