



GLOBAL AND CONTINENTAL COMMITTEES

ENTOURAGE



**INTERNATIONAL
FEDERATION**
OF AMERICAN FOOTBALL

Introduction

1.1 The IFAF Global Entourage Committee is authorised by IFAF Executive Board to conduct their business in accordance with the Terms of Reference as set out below. The Executive Board may review these at any time and, when appropriate, revise to accord with the changing requirements of IFAF.

1.2 The Committees are advisory and will make recommendations to the Executive Board to assist IFAF to achieve its vision, values and strategic goals as outlined in the Strategic Plan.

1.3 There shall be one committee inclusive of all variants of football.

Composition and Membership

2.1 The Committee shall consist of a maximum of six people and minimum of three.

2.2 The Executive Board will appoint the Chair for a maximum of four years and approve the membership of the Committee who may be appointed following an application process.

2.3 The term of office for Committee members will be up to a maximum of four years, subject to an annual performance review by the Chair of the Committee who shall in turn report to the Board.

2.4 Composition of the Committee will be based on a rolling replacement process to ensure regular new members and continuity.

2.5 Applications for Membership of the Committee can be supported by Members, key stakeholders and or the Board

2.6 Effort will be made to take account of regional representation, gender, ethnicity and all areas of expertise.

2.7 The membership of this Committee should include qualities and abilities across the following areas:

2.7.1 Clean Sport

2.7.2 Safeguarding

2.7.3 Elite Performance

2.7.4 Athlete Representation (contracts / media / employment)

2.7.5 Athlete Education and Development

Responsibilities

3.1 The Committee is responsible for advising the Managing Director and Executive Board and working with them to support the development and implementation of agreed priorities in the Strategic Plan, particularly, in relation to supporting athletes in regard to their 'protection' – both in terms of their health and welfare and in regard to ensuring the risks of undue influence is mitigated. The Committee will be required to produce an annual Statutes report which the Board will approve and promote to Congress.

3.2 The Committee will seek to work on establishing and delivering an education programme to support the objectives of the Committee.

Operating and Reporting Procedure

4.1 The Committee will be required to operate according to procedures agreed by the Committee at the start of their term of office and approved by the Executive Board.

4.2 The Committee shall report the outcome of any responses to queries or recommendations through the Chair to the Managing Director, the Athlete's Committee and the Executive Board.

4.3 Discussions and decisions taken by the Committee must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the Managing Director and/or Board

4.4 Any decisions circulated by email require a simple majority support from all the Committee members

4.5 Any decisions at Committee meetings will require a simple majority of all those Committee members present.

4.6 Non-response within the required timeframe to a request for a decision will be regarded as support for the decision. This must be a reasonable timeframe of no less than 72 hours.

Meetings

5.1 The Committee may be required to attend meetings at a particular event as approved by the Board. This will include but may not be limited to major international events arranged in partnership with a third party at which a presence may be requested. If appropriate meetings may be conducted electronically by teleconference or videoconference.

5.2 The Managing Director or a person designated by the Managing Director and/or Executive Board shall usually be present at any meetings.

5.3 Meeting agendas will be prepared by the Chair in conjunction with the Managing Director and circulated to all members of the Committee no later than a week before the meeting

5.4 Minute takers will be rotated through the membership of the Committee with the exception of the Chair.

5.5 Minutes of all meetings will be circulated to the Board and IFAF Managing Director via the Chair.

5.6 A quorum of a minimum of 50% of the Committee shall be required for all meetings.

5.7 In the absence of the Chair, they will appoint a Deputy.

Budget and Spending Authority

6.1 Meeting expenses will be covered in accordance with IFAF's financial and travel policy

6.2 Any other expenses must be approved through the Managing Director and/or the Director for Finance in accordance with IFAF's financial policy and budgets

6.3 No member has signing authority on behalf of IFAF.

Global Scope

7.1 It may not be practical to have Continental Committees across all continents. It may be therefore, that a global committee exists, disseminating information to a continental level.

Definition

The Entourage comprises all the people associated with the athletes, including, without limitation, managers, agents, coaches, physical trainers, medical staff, scientists, sports organisations, sponsors, lawyers and any person promoting the athlete's sporting career, including family members.

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