



## Fermanagh & Omagh Sports Forum Terms of Reference

**Name of group:** Fermanagh and Omagh Sports Forum, (FOSF).

### **1.0 Function of FOSF:**

The FOSF has been established through FODC. FOSF will have a consultative role to help provide a strategic direction for the provision of leisure, recreation and sport in the Fermanagh and Omagh District Council area.

### **2.0 Aims:**

- To support the delivery of sport and recreation activities and opportunities in the community.
- To ensure that the work of the Committee is carried out as per the responsibilities identified within the “Terms of Reference”.
- To bring together expertise from a wide range of leisure, recreation and sports backgrounds, with a view to enhancing and progressing the operational delivery of leisure, recreation and sport in the community to help meet the corporate objectives of Fermanagh and Omagh District Council.
- On behalf of Fermanagh and Omagh District Council to administer and manage an Elite Athlete Gold Card scheme; to develop and manage a Hall of Fame; to assist in the organisation of the Annual Sports Awards.

### **3.0 Objectives:**

- To establish and maintain a FOSF.
- To provide a link with the local community to raise awareness of issues.
- To act as a conduit for facilitating community consultation.
- To administer, manage and deliver an Elite Athlete Gold Card scheme.
- To administer, manage and deliver a Hall of Fame recognising the achievements of local athletes.

- To administer, consult and assist with the organisation of the annual Sports Awards presentations, recognising the success of local athletes, teams and coaches.
- To raise awareness of sport and recreation opportunities within the wider community.
- To ensure that service planners and providers make strategic and operational decisions with reference to the potential impact on leisure, recreation and sport.
- To promote and disseminate information identifying opportunities which will help increase participation in leisure, recreation and sport in the community.
- To, where possible, influence decision making on service delivery and resource allocation by appropriate commissioning bodies, with a view to improving and developing leisure, recreation and sport in the community.
- To consider reports and recommendations from any organisations on matters concerning leisure, recreation and sport.
- To review and develop the FOSF membership on an ongoing basis, developing new connections and appropriate partnerships.
- To monitor progress towards meeting the objectives contained within the Fermanagh and Omagh District Council Corporate Plan.
- To assist Fermanagh and Omagh District Council by advising on the collective opinions in relation to local leisure, recreation and sports issues.

#### **4.0 Membership:**

Membership of Fermanagh and Omagh Sports Forum will be drawn from statutory, voluntary and community organisations whose activities impact upon the leisure, recreation and sporting opportunities provided in the Fermanagh and Omagh District Council area.

Twenty members will be appointed to the FOSF. This core membership will include representatives from the voluntary sports sector as well as elected representatives. FODC officers will be in attendance to service the Committee. It is proposed that there will be an equal split of 10 voluntary committee members ie. 5 from Fermanagh area and 5 from the Omagh area. If members are not available to make this equal split then places will be allocated to potential members from either of the areas. A breakdown of members is as follows;

- 10 elected representatives appointed by Fermanagh and Omagh District Council.

- 5 voluntary sports and recreation representatives from the Fermanagh area.
- 5 voluntary sports and recreation representatives from the Omagh area.

#### **4.1 Additional volunteer members**

Volunteers who wish to become Committee members must complete and submit a nomination form (attached). Nominations received will be considered at the next appropriate Committee meeting. By considering nomination forms received and via a majority vote, additional members can co-opted to the FOSF.

Existing members may leave the Fermanagh and Omagh Sports Forum at any time by notifying (in writing) the Council Officer responsible for overseeing the committee of their intention to leave.

#### **4.2 Appointment of Elected Representatives**

Fermanagh and Omagh District Council elected representatives will be elected to the Committee annually as per normal Fermanagh and Omagh District Council operating procedures. Elected representatives cannot be co-opted by the Committee.

#### **4.3 Attendance by other persons at Committee meetings**

Persons with specialist knowledge may be co-opted to attend meetings (as voted and agreed by a majority vote) as necessary, but shall have no vote.

### **5.0 Accountability and reporting:**

Members will be invited to declare any interests they might have in relation to any issues arising which might conflict with the business of the Committee.

FOSF meetings, meeting notes and working, shall be reported to the Fermanagh and Omagh District Council meetings as and when required.

The notes of FOSF will be formally recorded and available. Notes will be subject to Freedom of Information Legislation.

### **6.0 Officer bearers:**

The Committee shall at the Annual General Meeting appoint a Chair, Vice Chair, Secretary and other such officers as it deems necessary.

## **7.0 Meetings:**

### **7.1 Annual General Meetings**

The Annual General Meeting of the Committee shall be held in May of each year.

The AGM will include the following;

- A report providing details of work carried out during the previous term.
- Election of office bearers from within the existing Committee.

The following are entitled to attend;

- Representatives of local sports clubs and organisations and persons taking an active part in sporting and recreation activities.
- Existing members of the FOSF Committee.

Twenty one days notice will be provided to notify the public and Committee members of the AGM.

### **7.2 Committee Meetings**

The Committee shall meet at various times throughout the year as agreed by the Committee.

The Secretary shall ensure that members of the Committee have at least seven clear days notice in writing of committee meetings.

Five members of the Committee (who have the right to vote) shall constitute a quorum.

The Committee shall have power to appoint sub-committees as required.

If requested/required, notes of all meetings will be submitted to Fermanagh and Omagh District Council.

## **8.0 Voting at meetings:**

### **8.1 Voting at Committee Meetings**

Each member present shall be entitled to one vote.

FODC officers who are in attendance are not entitled to vote.

Persons with specialist knowledge who have been co-opted to attend meetings will not be entitled to vote.

Where necessary, in the case of a split vote, the Chair will have a second or casting vote.

## **8.2 Voting at Annual General Meetings**

Each member of the Committee shall have one vote. Where necessary, in the case of a split vote, the Chair will have a second or casting vote.

Proposed amendments to the “Terms of Reference”, shall be carried by a 2/3 majority vote.

## **9.0 Amendments to the Terms of Reference:**

The “Terms of Reference” governing the work of the Committee shall only be altered at an Annual General Meeting by a majority of 2/3 majority of members present and entitled to vote. Any proposal for such an alteration or amendment shall not be accepted by the Chair unless notice of the proposed alteration has been given in writing to the Secretary 7 days before the date of the AGM. In the event of such notice being received, the Secretary shall forward details of the proposed alteration or amendment to members in preparation for the Annual General Meeting.

FODC officers who are in attendance will not be entitled to vote.

Any amendments to the “Terms of Reference”, agreed at an Annual General Meeting, must be fully approved by Fermanagh and Omagh District Council before such amendments are put in place.

## **10.0 Amendments to criteria:**

Amendments and alterations to criteria can be proposed and agreed at the Annual General Meeting. All amendments or alterations to the criteria must be approved by Fermanagh and Omagh District Council before such amendments are put in place.

### **Dissolution:**

The FOSF for whatever reason may wish to dissolve, then a vote must be taken with minimum of two thirds majority in agreement.

The FOSF must seek Fermanagh and Omagh District Council approval to dissolve and this must be given before such action is taken by the FOSF.

***(Updated as of the FOSF AGM 21 June 2016)***



**NOMINATION FORM  
FOR PROPOSING NEW MEMBERS TO THE  
FERMANAGH AND OMAGH SPORTS FORUM**

**I / We Wish to Nominate:**

Name \_\_\_\_\_

Nominees Address \_\_\_\_\_

Post Code: \_\_\_\_\_ Email: \_\_\_\_\_

Mobile: \_\_\_\_\_ Home Phone: \_\_\_\_\_

(Nominees must have a minimum of five years experience and been involved either in a Sport, Sports Club, Governing Body of Sport or Sports Forum).

Please tick in what area the above named person has had experience.

**Sport**       **Sports Club**       **Governing Body**       **Sports Forum**

Dates involved in sport: \_\_\_\_\_

Please give details of the nominee's involvement in leisure, recreation and sport. (Please continue on separate sheet if required)

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The aim of the Committee is to obtain representation from a wide Fermanagh & Omagh geographical area as well as including a broad range of sports.

The information provided will be used to determine the most appropriate representation required for achieve the aims of the Fermanagh Omagh Sports Forum.

The information I have given is accurate and confidential, I have notified the named person of this nomination.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Position in organisation \_\_\_\_\_

Please return all completed nomination forms to;

Fermanagh and Omagh Sports Forum

c/o Keith Collen

Fermanagh and Omagh District Council

Townhall

Enniskillen

Co. Fermanagh

BT74 7BA

Email; [keith.collen@fermanaghomagh.com](mailto:keith.collen@fermanaghomagh.com)