



Terms of Reference for the Selection Committee

1 Status

- 1.1 the Selection Committee (SC) is a Standing Committee of the EBU, established under para 16 of the Articles of Association;
- 1.2 the SC may only exercise such powers as the Board chooses to delegate here;
- 1.3 these Terms of Reference (ToR) are established by The Board under the enabling provision of para 7 of the Company's Bye Laws;
- 1.4 the membership is as set out in para 16 of the Articles of Association;
- 1.5 the SC shall hold meetings (which, for the avoidance of doubt, means either virtual or physical or hybrid meetings) at least every quarter, or more often as the Chair deems fit in order to complete its business.

2 Principles

- 2.1 while the Board retains ultimate responsibility, it delegates to the SC decision-making authority in the areas set out in section 3 and within the parameters set out in 2.2 – 2.4;
- 2.2 while ever the Selection Committee operates within these ToR, and in accordance with any and all other policies in place from time to time and as agreed by The Board, its decisions are final;
- 2.3 any complaint that the SC has acted in breach of its principles or EBU policies should be made to the Secretary of the SC. It shall then be passed to the Chair of the Board and, following liaison with the SC Chair, either the SC shall revisit that decision or the matter shall be remitted to the EBU Board. If, in that case, the Board upholds the complaint and deems it to have been of such an order as to bring into question the original decision, that decision shall be reconsidered by the SC at the earliest opportunity;
- 2.4 if the SC were ever to knowingly seek to diverge from any of its principles or EBU policies it is empowered only to make recommendations to the Board, whose decision on that matter is then final.

3 Responsibilities

3.1 Selection of players and officials

The SC shall determine appropriate strategies for selection, and shall:

- 3.1.1 implement the strategies by setting out the format and any conditions for entry of any trial or series of trials which the Committee considers necessary or desirable for the purposes of discharging its selection responsibilities;
- 3.1.2 publish trial dates at least five months in advance, and, in a timely fashion, any and all such formats and conditions of trials
- 3.1.3 publish the criteria by which ultimate selection decisions shall be made;
- 3.1.4 implement the Committee's strategies in the selection of players and officials to represent England in international bridge competitions and championships;
- 3.1.5 make suitable arrangements for the training, preparation or coaching of those selected;
- 3.1.6 ensure that there are signed player agreements in place for all and that those agreements are adhered to;

3.2 Financial

- 3.2.1 the SC shall, in accordance with any guidance or priorities provided by the Board and to a timescale agreed with the Treasurer, propose an annual international budget to the Board for its consideration and approval;
- 3.2.2 in constructing a budget the Committee shall develop a fundraising/sponsorship plan for Internationals which shall be submitted to the Board for its consideration and approval;
- 3.2.3 the SC shall manage the approved budget, and in so doing shall:
 - ensure that any overspend on a line is kept within bounds agreed with the Treasurer;
 - adhere to the EBU's general financial regulations;
 - ensure that the financial support given to teams is clearly set out, and is planned to be within budget;
 - ensure that all financial support is provided in a cost-effective manner;
 - review spends and commitments against budget on a regular basis, and take any corrective action as necessary;
 - devise and operate any processes necessary to support the subsidised/free entry scheme to competitions set by the Board;

4. Administrative Responsibilities

- 4.1 ensure that the business of the Committee follows all EBU policies;
- 4.2 maintain an up-to-date register of interests for all committee members;
- 4.3 report to the Board via Committee Minutes, executive summaries thereof, any *ad hoc* reports and/or recommendations as necessary;
- 4.4 manage the supporting administrative processes for all international representation including the creation and maintenance of invitation letters, Codes of Conduct, acceptance forms etc;
- 4.5 commission reports, as necessary, from players and/or officials representing England in international events;
- 4.6 act, as appropriate, in response to any matters arising from the recommendations from commissioned reports;
- 4.7 recommend to the Board, on request, suitable candidates for awards.

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