



**INTERNATIONAL  
NETBALL  
FEDERATION**

## **Netball World Cup Draw Format Working Group – Terms of Reference**

**The NWC Draw Format Working Group** is authorised by the INF Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accord with the changing requirements of INF. The Working Group is advisory and will make recommendations to the INF Board to assist INF achieve its vision, values and strategic goals as outlined in the Strategic Plan.

### **1. Composition and Membership:**

- 1.1 The Working Group shall be appointed by the Board and will consist of at least five members as follows:
  - 1.1.1. one Director;
  - 1.1.2. the CEO;
  - 1.1.3. a representative from Netball Scotland;
  - 1.1.4. a representative of the NWC2015;
  - 1.1.5. a representative of the NWC2019;
- 1.2 The Director shall be the Chair of the Working Group.
- 1.3 The Board may appoint additional members onto the Working Group.
- 1.4 The Board may remove and replace members of the Working Group.
- 1.5 Members may withdraw from membership by written notification to the Board:
- 1.6 The Working Group may seek the assistance of individuals with relevant professional expertise to assist fulfil its functions.

### **2. Responsibilities**

- 2.1. The responsibilities of the Working Group are to
  - 2.1.1. consider the NWC2015 final report to determine if it met its objectives as it relates to the draw format.
  - 2.1.2. review the documents relating to the NWC2015 draw consultation with Members carried out in 2012-2013;
  - 2.1.3. determine the principles and objectives for the NWC draw and agree these with the INF Board;

- 2.1.4. consider options for the NWC draw and make recommendations to the INF Board on the preferred format for 2019 and beyond;
- 2.1.5. explore draw options from other appropriate sports codes;
- 2.1.6. consult with INF Members and Regions as appropriate;
- 2.1.7. consider the implications on regional qualifying tournaments;
- 2.1.8. consider the impact of the preferred draw on INF World Rankings;
- 2.1.9. consider the international competition structure for the lower ranked and developing countries and
- 2.1.10. any other matters pertaining to the successful delivery of the NWC that impacts or are impacted by the draw format.

### **3. Operating & Reporting Procedure.**

- 3.1. The Working Group will be required to operate according to procedure agreed by the Working Group at the start of their term of office and approved by the Board
- 3.2. The Working Group will report to the Board at each Board meeting and as requested by the Board.
- 3.3. Discussions and decisions taken by the Working Group must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the Board
- 3.4. Any decisions circulated by email require a 50% majority support from all Working Group members with the Chair, where necessary, having the casting vote.
- 3.5. Any decisions at Working Group meetings will require a 50% majority from all those Working Group members present with the Chair, where necessary, having the casting vote.
- 3.6. Non response within the required timeframe to a request for a decision will be regarded as support for the decision.

### **4. Meetings**

- 4.1. The Working Group will meet by conference call or Skype. The Working Group may hold as many meetings as it decides are necessary to fulfil its duties.
- 4.2. Meeting agendas will be prepared by the Chair in conjunction with the CEO and circulated to all members of the Working Group no later than a week before the meeting
- 4.3. Minutes will be taken by the CEO or nominated person attending the Meeting, which may include a Member of the Working Group.
- 4.4. Minutes of all meetings will be circulated to the Working Group Members.
- 4.5. A quorum of a minimum of 50% of the Working Group shall be required for all meetings
- 4.6. In the absence of the Chair, he/she will appoint a Deputy

## **5. Budget and spending authority**

- 5.1. Meeting expenses will be covered in accordance with INF's expenses policy
- 5.2. Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets

## **6. Assessment and Evaluation of Working Group's Performance**

- 6.1. The Working Group will, at least once in each financial year:
  - 6.1.1. Have its performance assessed in the method prescribed by the Board and having regard to the requirements of this Terms of Reference; and
  - 6.1.2. Determine the goals and objectives of the Working Group for the forthcoming year and review the Terms of Reference in light of any modifications to the Working Group's goals and objectives.

## **7. Time Lines**

The working group must adhere to the following timescales:

Jan – Mar 2016	Establish working group, receive NWC Report and review 2012-2013 documentation
June/July 2016	Progress report to INF Board – draw options in consideration
October 2016	Progress report to INF Board – analysis of preferred option Consultation with INF Members & Regions Consideration of impact on World Rankings
March 2017	Progress report to INF Board - INF Board to approve draw format Further consultation with Members/Regions
May 2017	Resolution/paper to Congress
July 2017	INF Congress – draw format announced.

## **8. Scope**

The following items are considered outside the scope of the Working Group

- 8.1. The number of teams competing at the NWC event must be 16.
- 8.2. The event must include the Host nation and the top 5 nations as determined by the INF World Rankings 1 year prior to the event
- 8.3. The event should have qualifying tournaments in each region where the top 2 teams will qualify
- 8.4. Eligibility of players