



**Badminton
Confederation
Africa**

Committees Terms of Reference

(As approved by Council on 24 September 2018)

1. FINANCE COMMITTEE

Finance Committee monitors the finance and asset management of the Confederation.

Responsibilities

- Oversee and ensure that full and accurate financial accounts are maintained and disclosed to reflect the true and accurate state of affairs of BCA.
- Present timely accurate financial information bi-monthly (every two month), half yearly and yearly in addition to variations to the Executive Board as appropriate to facilitate management decisions.
- Ensure implementation of approved financial and remuneration policies of the BCA
- Advise Income and Expenditure and Capital Expenditure expenses and budgets of the BCA in line with reporting measures for BWF and other funding organizations, BCA stakeholders and partners.
- Ensure financial guidelines in the implementation of all financial activity within the BCA with utmost responsibility of proper accountability of all resources provided by the BCA.
- Finance committee will advise all committees' transactions and advise the Executive Board to approve financial impact of staff promotions, increments, bonuses or any direct and indirect allowances or payments.
- Finance committee shall recommend the appointment of internal and external auditors as may be required.
- Ensure that all financial inputs and outputs (Olympic Solidarity, sponsorship, donations, gifts, etc) are in line with best sporting practices.
- To create the financial policies of BCA.
- To advise the BCA Executive Committee on the financial policies and Assets management.
- To examine the budget and annual statement drawn up by the BCA Treasurer.
- To set criteria for allocation of grants to MA's.





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2. ADMINISTRATION & REMUNERATION COMMITTEE

Responsibilities

- To regularly review BCA statutes and ensure implementation of approved changes by the AGM or Council.
- To oversee and provide guidance on administrative policies and procedures related to meetings;
 - ✓ AGM
 - ✓ EGM
 - ✓ Council and EB meetings
- To oversee the implementation of BCA policies as approved by the council and ensure compliance with BCA statutes.
- To oversee and guide on Memberships issues related to new membership and ongoing constitutional requirements.
- To oversee and ensure that the activities of BCA are at all times in compliance with its statutes.
- To oversee the general office operations of the secretariat and provide guidance on key strategies related to office operation.
- To review and ensure up to date disciplinary policies, and bring disciplinary matters to the attention of the Council.
- To oversee all Legal matters of BCA, including overseeing appointment of legal Counsel
- To regularly review the staff handbook and Human resources as deemed necessary.
- To set remuneration for staff and any compensation payment.
- To recommend and determine payment of remuneration, compensation, allowances to BCA Council members, staff and technical officials to the Finance Committee.
- To keep a record of BCA fixed assets and materials.
- To better address grievances of BCA employees and find lasting solutions and help improve the quality of governance through constructive engagements.
- Support transparency, accountability and good governance to foster fair and better BCA governance structures.





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3. DEVELOPMENT COMMITTEE

Responsibilities

- To ensure BCA plans for development are in line with BWF strategic plan.
- To review, monitor and evaluate development plans which support the grass roots development of badminton.
- To advise and propose appropriate strategies and check these strategies.
- To analyse and monitor support provided to MA'S.
- Oversee the MA's development grants programmes and ensure accountability.
- To work closely with MA's in planning local development programmes, projects and initiatives for badminton.
- To assist with the professional development of MA's staff involved in the development of badminton, ensuring best possible outcomes for development of badminton.
- To increase membership of the confederation.
- To present yearly plans and budget to the Finance Committee.
- To provide information on Olympic Solidarity opportunities and encourage Members to actively participate in OS programmes and apply for OS funded programmes through their NOCs.

4. WOMEN COMMISSION (Sub-Committee of Development Committee)

The role of the women in badminton is to advise BCA Development Committee on the policy to deploy in the area of promoting women in Badminton, on and off the field of play.

Responsibilities

- To monitor, support and enhance women's participation in Badminton so as to achieve gender equality for all activities of the Confederation.
- To create internal awareness within the BCA of the importance of women in badminton.



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- To assist in promoting women in badminton by various means:
 - ✓ Visual representation of women in badminton.
 - ✓ Communication
 - ✓ Marketing
- To encourage MA's to review policies and practices in order to take into account the full participation of women in Badminton as
 - ✓ Players
 - ✓ Council member
 - ✓ Administrators
 - ✓ Coaches
 - ✓ Technical officials
- To be active in identifying and profiling people who are significant role models in supporting the active involvement of women and girls in Badminton

5. MARKETING COMMITTEE

Responsibilities

- To develop guidelines , initiatives and projects which:
 - ✓ Promote, develop and popularize the sport of badminton throughout the Continent.
 - ✓ Effectively communicate with internal and external stakeholders.
- To maximise exposure of Badminton through building Brand Badminton and marketing the sport at all level.
- To develop strategies and commercial models to optimize BCA media and exposure for BCA events.
- To ensure open and transparent processes related to any BCA media.
- To oversee development of BCA website and social media as key communication tools.
- To present yearly plans and budget to the Finance Committee.
- To develop strong communication policies and platforms for communication with fans, members and other institutional stakeholders.





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6. EVENTS COMMITTEE

Responsibilities

- To design events regulations for all BCA events.
- To oversee the implementation of events regulations and implement events policies.
- To develop sanctions policies for council approval.
- To oversee sanctioning of BCA tournaments and produce calendar of events.
- To ensure efficient operations and development of BCA events.
- To ensure that all BCA tournaments are run in accordance with competitions regulations and any contractual requirements.
- To improve the presentation of the game in coordination with the Marketing Committee.
- To recommend to Council proposed host for BCA Continental Championships.
- To present yearly plans and budget to the Finance Committee.
- To approve technical officials (referees/ umpires) for all tournaments sanctioned by BCA.

7. TECHNICAL OFFICIALS COMMISSION (Sub-Committee of Events Committee)

Responsibilities

- To ensure that there is always sufficient pool of technical officials through training, assessment and recruitment.
- To recommend to the Events Committee on the appointment of necessary qualified Technical Officials.
- To develop training programmes for all levels of court officials.
- To provide guidelines for all BCA court officials uniforms.
- To ensure that badminton remains a clean sport
- To build up a continental network of experienced and suitably qualified doctors/ technicians to undertake medical duties on behalf of BCA at all BCA majors events.
- To ensure that training and development opportunities and assessment are provided at the continental level.
- To run training courses and seminars en ensure technical officials have the requisite knowledge to officiate at international events.





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- To develop training materials/ guidelines for court officials and ensure fair and transparent processes of assessment, nomination for BCA major tournaments.
- To develop and maintain skilled and well qualified technical officials.

8. LEGAL & ETHICS Commission (Sub-Committee of Administration & Remuneration Committee)

Responsibilities

- To provide guidance and advice to BCA on any legal matters as well as assist in creating contracts, policies, etc.
- To ensure that BCA legal documents and other contracted documents are effectively drafted, reviewed, interpreted, and vetted.
- To provide proactive legal assistance and advice on various legal issues like dispute resolution regulatory, governance.
- To oversee the preparation of legal document such as Statutes, contracts, agreements.
- To recommend all Legal matters of BCA, including recommending the appointment of legal Counsel.
- To oversee and ensure that the activities of BCA are at all times in compliance with its statutes.

