



CALL FOR NOMINATION IPCH SPORT EXECUTIVE COMMITTEE

The Call for Nominations for the IPCH Sport Executive Committee is open.

Responsibilities include leading IPCH under its established vision and strategic plan, recruiting and managing volunteers and assuming responsibility for the completion of current year activities.

Mandate will last from 19th November 2022 - to 2026

Open Positions

1. IPCH Chairperson
2. IPCH Secretary
3. IPCH Technical and Classification Officer
4. IPCH Event and Compétition Officier
5. IPCH Development Officer
6. IPCH Communication & Marketing Officer
7. IPCH Fundraising and Sponsorship Officer

Roles and responsibility summary:

1. IPCH Chairperson

Is the Chair of the IPCH and its official representative. Has the ultimate responsibility for all matters relating to IPCH, including ensuring its good technical, administrative and financial management. Oversees and monitors the different committees, projects and gives support whenever needed. Shall represent the sport at international level, in compliance with IWAS regulations governing representation and protocols, promoting networking and exchange with other Parasport organisations and/or other potentially interested entities and/or companies. Coordinate and chair the SEC meetings and Sport Congress and represent IPCH in all international events, conferences and arenas whenever needed..



2. IPCH Secretary

The Secretary carries out or delegates all of the administrative duties that enable the organisation and its members to function effectively. The Secretary is a pivotal role within the organisation, with a close involvement in the running of the organisation itself.

The role therefore requires the Secretary to have good communication skills and a general knowledge of both the playing and non-playing side of the sports. The Secretary is usually the first person an outsider contacts. The Secretary is the principal administrative officer, and provides the link between the members, the executive committee and outside stakeholders, e.g. other clubs, leagues, the National Governing Body, the local community and the media. People interested in a sports club/organisation should contact the Secretary for information or details about becoming a member, meetings, events and activities.

Here is a summary of some of the more typical key tasks of the Secretary:

- Being the first point of contact for all enquiries
- Attending meetings to represent the club/organisation e.g. league meetings, local development group meetings
- Keeping up to date with sports initiatives by compiling and checking a list of useful websites regularly
- Dealing with correspondence
- Organising the Sport Congress
- Organising and attending all Executive Committee meetings
- Taking and distributing minutes. Maintaining accurate records
- Ensuring action points from meetings have been carried out
- Collecting and analysing information from the members (statistics and questionnaires)

3. IPCH Technical and Classification Officer

Is responsible for a wide range of organisational duties.

Shall preside over and support the IPCH Technical Commissions: Jury Member Committee, Referee and Referee Observer Committee, Technical Committee and Classification Committee.

Shall communicate and deliberate with the Committee Members about proposals/drafts/documents/information. Is responsible for sending drafts, proposals, documents, information etc. of the Subcommittees to the SEC for approval.

Oversees and plans educational programs for Athletes, Coaches, Officials and creates recruiting opportunities.



Is involved in all the educational and certification processes for Officials. Is involved in the education of Technical Delegates and works very closely with the Event and Competition Officer to make sure all the sanctioned events are correctly planned and executed.

Is responsible to appoint Officials for competition together with the Head of the relevant committees.

Has the final responsibility on rules and regulations and its application. Collects, analyses and discusses proposals and motions and takes care of the updates of the manuals, handbooks, and all IPCH technical documents. Make sure all the documents related to technical and classification aspects are periodically updated and available online.

Provides educational opportunities for all interested targets on different aspects.

Liaise with IWAS in regards of Anti Doping procedures and education., and make sure Anti Doping controls are carried out in compliance with all applicable rules and regulations.

Is required to be updated on all Antidoping, Classification and other technical aspects participating in conferences, surveys and meetings with other Parasport organisations and entities.

4. IPCH Event and Compétition Officier

Is responsible for the bidding process for hosting a competition. Is responsible for organising the bidding steps and site inspection and presiding the decision process for the hosting of the different competitions / events.

Receives and analyses feasibility of all the IPCH Competitions including friendly matches, tournaments and developing events. Promotes the realisation of developing events and smaller competitions in between the main ones.

Is responsible for keeping the IPCH World Ranking system up to date.

Works together with the Technical and Classification Officer to ensure there will be enough opportunities for education and training of Officials as well as with the Development Officer to ensure enough opportunities for development activities for newcomer Nations, players, coaches etc..

Together with the Technical and Classification Officer maintains the IPCH Statistics and competition docs up to date.



5. IPCH Development Officer

Shall stimulate the development of international and national PCH and expand the network.

Make sure that everybody has the chance to take part in sport by ensuring that all sections of the community are aware of available activities and where they can go to get involved.

Is the primary contact for new Nations, players or coaches to start planning a club or a national movement in their Nation.

Liaise with IWAS to be able to connect Nations to the relevant IWAS Member organisation.

Works closely with the Communication officer, Technical- and Classification officer and other IPCH officers and committees relevant for producing promotional material and displays.

6. IPCH Communication & Marketing Officer

Oversees all internal and external communications for IPCH, ensuring its message is consistent and engaging. Coordinate the Communication and Social Media Committee.

Aims to create and maintain positive relationships between the organisation and media outlets, such as newspapers and broadcasters. He or she may communicate with the media via news conferences, email, phone or in-person conversations.

Supports all the Committee to make sure the drafts and proposals are in line with the IPCH Brand identity

Monitors the use of IPCH logo from third parties.

Ensures visibility to Powerchair Hockey creating and sharing contents on all platforms (website, social media ...) giving visibility to different activities and initiatives also those carried out on national level.

Develop and implement effective communication strategies to improve brand awareness. Create communication and marketing strategies for new initiatives,, launches, events, and competitions. Create promotional materials for marketing and media opportunities

Keeps the website up to date.



7. IPCH Fundraising and Sponsorship Officer

Sourcing new supporters, donations, event attendees and generating sponsorships

Develops and project manages application for funding and sponsoring

Identifies and suggests fundraising and sponsorship opportunities for IPCH

In conjunction with the SEC develops sponsorship agreements

Requirements and provisions:

In addition to a willingness and enthusiasm to be an active participant of a working team, the candidates must:

- Have an official mandate by the relevant National Organisation within IWAS membership
- be at least 21 years old.
- be able to communicate in english (written and spoken)

It is not compatible to be a member of the IPCH Sport Executive Committee and at the same time hold the Presidency of the National Organisation of Sports for Disabled of one's nation.

Each member nation of the IWAS may nominate candidates only from its own nation, for a maximum of three (3) of the mentioned positions.

The IPCH Sport Executive Committee may nominate candidates from any nation for the mentioned positions.

Candidates to become members of the IPCH Sport Executive Committee can present themselves to a maximum of three (3) positions.



Nomination Process

Nominations are open from the 10th June 2022 until the 9th September.

This very wide time window has been created to ensure the chance to consider the nominations as much as possible and also to recruit and exchange ideas and proposals during the IPCH World Championship 2022.

How to submit a nomination:

- Send a nomination form correctly filled in and signed by the IWAS Member Organisation
- Send a CV
- Send a portrait photo
- Send a IWAS Nomination Undertaking signed

pch@iwasf.com with cc to: office@powerchairhockey.org
by deadline date 09th September 2022

Nominees for election shall be present at the Sport Congress 2022 to present themselves to the Congress, if not possible a presentation should be sent in advance.

Questions:

For further information or any queries please contact: IPCH by email: office@powerchairhockey.org