



## **EBU County Working Group (CWG) Terms of Reference and Structure**

### ***Introduction***

The EBU CWG structure has been set up by the EBU Board on the recommendations of the EBU CWG Task Team following the County Chairman's Meeting on 5<sup>th</sup> July 2017.

The CWG structure brings all the various parts of the EBU together -the EBU Board, EBU senior management, EBED, and individual counties to further the playing and enjoyment of bridge for all members at all levels of the game. Its purpose is to devolve control, responsibility, and authority to the most appropriate level to achieve its objectives of:

- encouraging new players and ensuring that all EBU members enjoy the game
- enhance the players experience and,
- supporting the EBU in recognised national and international competitions and tournaments.

The CWG's overriding objectives are to help counties and clubs develop and recruit new members while having the means to fulfil the needs of their existing members. This will involve consideration of training and development. In addition, the CWG structure may facilitate counties' and regions' ability to feed into the consideration and formation of EBU's strategy and policy.

The coordinating body will be the National CWG (NCWG) and each of the five regions, Regional CWG's (RCWG), will be represented on it.

Outside of the formal CWG structure, counties and clubs are encouraged to communicate and work together effectively to share best practice and to enhance member's and player's enjoyment of bridge.

### ***Terms of Reference***

#### National CWG

The principle role is to be the vehicle of communication of the views of the counties as distilled through the RCWGs to the Board.

The CWG structure will be coordinated on a national level by the National CWG (NCWG). The Chairman will be elected by the group for a two-year term. Three terms will be the maximum a person may serve as Chairman.

The NCWG will include an EBU Board member, EBU Senior Management e.g. EBU Chief Executive (CE), EBU Club Liaison Officer (CLO). In addition, it will include the EBED Chief Executive (CX). Each region will be represented by one person elected by that region. This would normally be the Chair. In all cases deputies are allowed for flexibility and continuity. The Board member and Senior Management will have no vote.

The NCWG will meet twice per calendar year, as dictated by workload. Open communication between all members of the NCWG is encouraged outside of formal meetings to reduce delays and improve efficiency.

A summary annual report of the NCWG/RCWG's will be submitted to the Board for circulation at the AGM.

### Regional CWG

There will be five Regional CWG (RCWG). They have been aligned in response to the consultation of counties -Northern, Midlands, Eastern, South East, and South West- see table below.

Region	County
Northern	Cumbria, Isle of Man, Lancashire, Lincolnshire, Manchester, Merseyside/Cheshire, North East, Westmorland, Yorkshire
Eastern	Bedfordshire, Cambs. & Hunts., Essex, Hertfordshire, Norfolk, Suffolk.
Midlands	Derbyshire, Gloucestershire, Herefordshire, Leicestershire, Northants., Nottinghamshire, Oxfordshire, Staffs. & Shropshire, Warwickshire, Worcestershire.
South Eastern	Berks. & Bucks., Hants. & IOW, Kent, London, Middlesex, Surrey, Sussex.
South Western	Avon, Cornwall, Devon, Dorset, Guernsey, Jersey, Somerset, Wiltshire.

The EBU Board will appoint one Board member to each RCWG to act as both a sponsor and a direct link to the EBU Board to facilitate two-way communications and remove artificial barriers and reinforce cooperation. The appointee will be an ex-officio member of the relevant RCWG.

Other ex-officio members of each RCWG will include the Chair of the NCWG, EBU CE and EBU CLO, and EBED CX. Ex-officio members will have full debating rights but will not have voting rights. In all cases deputies are allowed for flexibility and continuity.

Within the requirements of the existing EBU Constitution, each RCWG will be free to conduct its own activities and marshal its own resources. The RCWG should meet twice per calendar year or as deemed appropriate by the RCWG itself. It should also identify the most appropriate structure and resources required to fulfil each county's objectives.

Each RCWG will elect its own Chair with responsibility for its meetings and to ensure that records are kept in good order and ensure that agreed actions are completed. The Chair shall be elected at the first meeting of each year. Each RCWG shall have freedom of operation and, for good practice, the following list intended as a guideline:

- Calendar of different types of tournaments
- Effective relationships with clubs and their members
- Service provision for clubs and members
- Effective corporate governance – transparency, disciplinary processes, Constitution

- Volunteer recruitment programme
- A framework for volunteers to work within including
  - Role Descriptions
  - Time requirements
- Appropriate communications with all members
- Appropriate development programme – for all members and potential members

The RCWG will not have direct authority over clubs and counties.

Each RCWG shall appoint a person whose primary role will be the recruitment and development of clubs and players in their region. Similarly, each county in the region should appoint a person in the same role to coordinate activities and thus provide uniformity and efficiency. The EBU CLO will assist and support where necessary.

Counties should be free to send deputies or more than one representative to each RCWG meeting for consistency and standardisation. Counties shall be regarded as equal irrespective of size.

Decisions should be reached by a simple majority and each county, regardless of size or number of members or representatives at the RCWG, will have only one vote on matters under discussion.

Each RCWG is accountable to its member counties. In return, counties' participation is discretionary and they may withdraw their resources if they are dissatisfied with the RCWG.

RCWG's do not have a specific budget or allowances and is dependent upon the goodwill of the clubs and counties to provide volunteers, accommodation and any other expenses relating to the discharge of its duties. However, each RCWG can apply for funding to support a specific activity if it satisfies the EBU Board funding criteria.