

APC Charter

Chapter 2.1 – Games and Sport Development Committee

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**Asian
Paralympic Committee**
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1 Function

1.1 Authority

The APC Games and Sport Development Committee (GSDC) is accountable to the APC Executive Board (EB).

The APC Games and Sport Development Committee shall have no authority that does not come from the Executive Board; the APC Executive Board has the sole power to grant authority to the APC Games and Sport Development Committee.

1.2 Role

The GSDC shall have the following roles:

- Provide recommendations regarding the general concepts and strategies related to the APC Games, thus guiding the APC activities and defining the parameters for the further development of the APC Games;
- Advise APC Sport Department on the operational aspects of the APC Games;
- Develop and advise on the strategies and policies related to APC's development activities. The Committee discusses the procedure regarding allocation of APC development funding within the region and co-ordinates overlapping activities between Member organizations.
- Provide advise on the collaboration and level of integration with the OCA for any aspects related to the Games;
- Support the Board in the delivery of the APC mission; ensure equity in sport and act in line with the APC Constitution.

1.3 Function

The GSDC shall have the following function:

- Supervise and support the organization of each APC Games;
- Develop guidelines for bidding for the APC Games;
- Co-ordinate APC development activities focusing on the priority areas;
- Co-ordinate all sports programs in particular in areas of training of technical officials in the region;
- Co-ordinate technical courses and seminars for members of the APC, and where possible provide technical assistance to member nations/territories;
- Evaluate sports programs and make recommendations wherever appropriate;
- Compile a database of IPC and APC accredited officials and classifiers in member nations/territories;
- Work in collaboration with APC sport department to follow the Games preparation process with all bidding
- Advise on the strategies and key concepts used by the local organizing committee preparing to stage the APC Games;
- Advise on the key principles and strategic priorities;
- Review and advise the strategic direction and key Games concepts (e.g., ceremonies, look, etc.) of the local organising committees;

- Advise on the development of the key principles that should define the APC Games sport programme;
- Assess and evaluate research needs in association with relevant sports, researchers and institutions;
- Provide a seminar for exchange of information on matters of common interest, sharing of best practices and expertise within and between the sports;
- Collaborate and share information with other APC committees and be the advocate for sports interests within the Asian Paralympic Family;
- Consider recommendations and motions from any Sports related to the further improvement of the sports technical aspects of the APC Games;
- Qualification, training and registration of technical officials;
- Sports development – in close co-operation with the other stakeholders of APC;
- International sports calendar – to ensure that major events will not conflict with each other or with policies outlined by the APC;
- Develop and monitor the APC development strategy ;
- Co-ordinate APC development activities focusing on the priority areas;
- Develop policy, make recommendations to the APC Board, oversee the distribution, and monitor the APC development grants, when funds are available;
- Identify funding and partnership opportunities to support development projects and programmes included in the strategy;
- Identify, prioritise, and facilitate partnerships with organisations or institutions that assist in promoting the values and increase awareness of the Paralympic Movement in Asia;

2 Structure

2.1 Composition

The GSDC shall consist of a Chairperson, appointed by the APC Executive Board from among the nominations received from the APC membership, one Vice-Chairperson and a maximum of five (5) members as determined in article 3 of this by-law.

2.2 Reporting

Written reports/minutes of all GSDC meetings shall be produced for distribution to the APC Executive Board and GSDC members; all reports shall be archived at the APC headquarters. The Chairperson of the GSDC shall approve the reports/minutes prior to distribution.

The APC CEO shall ensure that recommendations to the APC Executive Board resulting from GDC meetings are included on the agenda of the APC Executive Board meetings and that the subsequent decisions from the APC Executive Board are communicated to the members of the GSDC.

The Chairperson of the GSDC may be invited to attend the meetings of the APC Executive Board and/or may be invited to give a verbal report at the meeting of the APC Executive Board on a specific topic.

A report on the activities of the GSDC will be developed by the Chairperson of the GSDC and will be included in the overall biennial report to the APC General Assembly.

3 Membership

3.1 Members

Members of the GSDC shall be, in addition to the Chairperson appointed by the APC Executive Board:

- One (1) Vice-Chairperson, appointed by the Chairperson from among the nominations received from the APC members;
- A maximum of five (5) members, selected by the Chairperson and the Vice-Chairperson from among the nominations received from the APC members and from the next and the immediate past host nations of the Asian Para Games, who shall be invited to nominate at least one technical expert to serve in the Committee. Technical expertise in target sports to be identified by the Games and Sports Development Committee from time to time, should be included.

3.2 Term of office

Members of the GSDC shall normally serve from four (4) years corresponding to the term of office of the APC Executive Board members. Members may be re-appointed to serve for a next term, there are no limitations to the number of terms members can be re-appointed to the GSDC.

Membership to the GSDC may be terminated by the APC Executive Board following the annual review of the appointments and/or following the recommendation of a two-thirds (2/3) majority of the full GSDC, for reasons of not fulfilling his/her duties or any other serious breaches of APC rules and regulations.

Any individual member of the GSDC may resign at any time for personal reasons, subject only to the requirement that he/she informs the APC President in writing of such decision.

3.3 Vacancies

Vacancies in the GSDC occurring through resignation, death or any other reason shall be filled by appointment by the APC Executive Board, following nomination by the Chairperson of the GSDC.

4 Meeting

The Chairperson of the GSDC presides over all meetings of the Committee. If the Chairperson is absent due to unavoidable circumstances, the Vice-Chairperson or any member designated by the GSDC may preside over the meeting.

The Chairperson will convene meetings when appropriate, or upon request of the APC Executive Board and/or upon request of a majority of the members of the Games and Sport Development Committee. There shall be at least one meeting of the Games and Sport Development Committee each year.

The quorum shall be 50% of the members. All attending members have voting rights, including the Chairperson. Decisions shall be made by a simple majority of members present voting. When there is a tie, the Chairman shall have a casting vote.

Where possible, thirty (30) days-notice of the meetings will be given to all members of the GSDC, but in exceptional situation the Games and Sport Development Committee may agree to meet at shorter notice. The agendas and meeting papers shall be circulated with the notice of the meeting or as soon as practicable thereafter.

5 Motions

5.1 To the GSDC

Motions for consideration by the Games and Sport Development Committee shall be submitted to the GSDC members as soon as possible and should not be less than two weeks before a meeting. The Games and Sport Development Committee may consider matters that are urgent and important at shorter notice.

5.2 To the APC General Assembly

The GSDC has the right to submit motions to the APC General Assembly through the APC Executive Board, and subject to compliance with the 'Administrative Procedures to be followed prior to APC General Assemblies'.

The APC Executive Board may make further recommendations to the APC General Assembly on all motions submitted by the GSDC.

6 Finances

6.1 Annual budget

The Chairperson of the GSDC will, in co-operation with the APC CEO, produce a budget for the GSDC. The GSDC budget will be included in the overall APC budget and submitted for approval to the APC Executive Board in accordance with the APC financial policies.

6.2 Meeting budget

Whenever possible, the APC will support the logistics and costs for the organisation of one meeting per year. This might include costs of the meeting room rent, meals around the meeting, accommodation and flight tickets, but will have to be confirmed by the APC before each meeting.

GSDC members are always encouraged however to finance their own flight and accommodation costs (either individually or with the support of their NPC).

6.3 Other financial regulations

Any financial regulation for the GSDC shall be in compliance with the financial procedures issued by APC headquarters from time to time.

7 Dissolution

The GSDC can only be dissolved by a decision of the APC Executive Board.

8 Amendments of by-laws

Any amendment proposed to the bylaws of the GSDC shall be subject to approval by the APC Executive Board.