



IPCH Positions & Responsibilities

Appendix 1 of IPCH Operational Regulations

A. The IPCH Sport Executive Committee (SEC) consists of the following positions:

1. IPCH Chair
2. IPCH Secretary
3. IPCH Technical & Classification Officer
4. IPCH Competition, Event & Development Officer
5. IPCH Marketing & Communication Officer

B. The IPCH Subcommittees are:

1. **IPCH Technical Committee**
 - a. Technical Commission
 - b. Jury Commission
 - c. Referee Commission
2. **IPCH Competition, Event & Development Committee**
 - a. Competition Commission
 - b. Event Commission
 - c. Development Commission
3. **IPCH Marketing & Communication Committee**
4. **IPCH Classification Committee**

A. IPCH Sport Executive Committee (SEC)

1.1. IPCH Chair

- a. Is the Chair of the IPCH and its official representative.
- b. Has the ultimate responsibility for all matters relating to IPCH.
- c. Has the responsibility to ensure the good technical, administrative and financial management of the IPCH, in accordance with the current rulings of the IPCH regulations, assisted by the other SEC Members and in particular by the Vice-Chair and Secretary.
- d. Has the main responsibility for the IPCH Business Plan, shall guard the time table which is published in this business plan and is responsible for executing the steps which are described.
- e. Shall stimulate the development of international and national PCH and shall expand the PCH network.
- f. Shall contact and mobilize as much as possible nations which want to join and cooperate with the IPCH.
- g. Shall initiate new contacts within the nations in furtherance of the sports' objectives and introduce these to the IWAS as potential members.
- h. Shall represent the sport at international level, in compliance with IWAS regulations governing representation and protocols.
- i. Shall look for capable persons for the SEC and its Subcommittees.

- j. Shall liaise with and work in collaboration with IWAS in respect to reports, budget awards, programme funding, contract situations, etc..
- k. Shall communicate and deliberate with all SEC Members.
- l. Is responsible for all necessary IPCH Documents.
- m. Is responsible for the convening and conduct of all Sport Assemblies and meetings of the SEC.
- n. Shall prepare, with the collaboration of the Secretary, the Agenda for all SEC Meetings and Sport Assemblies.
- o. Shall carry out an annual report on the technical management to the SEC and IWAS Executive Board and shall present the report to the Sport Assembly.
- p. Shall have a casting vote in case of a draw over issues going to vote during meetings over which he/she presides.
- q. Shall countersign any document appointing members to the SEC and Subcommittees, on the recommendation of other SEC Members.
- r. Is end responsible for the annual IPCH Report, Activity & Budget Plan for the IWAS.

1.2. IPCH Vice-Chair

- a. Shall represent the Chairman in his/her absence, vacancy or illness.
- b. Shall assist the Chairman when needed and carries out his/her tasks as assigned.
- c. Shall stimulate the development of international and national PCH and shall expand the PCH network.
- d. Shall look for more capable persons for the SEC and Subcommittees.
- e. Shall communicate and deliberate with all SEC Members.

2. IPCH Secretary

- a. Shall act in the capacity of facilitating the work of SEC Members and their respective Subcommittees.
- b. Shall answer all general correspondence and inform the Chairman immediately and all SEC Members regularly of same.
- c. Shall refer all correspondence not of a general nature to the relevant post holder.
- d. Shall provide all necessary information to the Committee Members in order for them to develop their functions and responsibilities.
- e. Shall send all necessary documents (agenda, programme, etc.) to IWAS before the appointed date.
- f. Shall send all necessary mailing/documents to CP's, NOPCH's, NOSD's, IWAS and other organizations concerned.
- g. Shall maintain the database of IPCH contacts: involved IWAS, NOSD's, NOPCH's, CP's, IPCH Committee Members and Officials and other relevant contacts.
- h. Shall maintain an archive with the results of all IPCH Competitions and all IPCH Publications and Documents.
- i. Shall maintain the Book of Minutes of the Sport Assemblies and other IPCH Meetings.
- j. Shall schedule the SEC meetings and shall prepare the agenda and minutes for all SEC Meetings.
- k. Shall prepare the agenda, forms and documents for the Sport Assembly.
- l. Shall prepare the biannual IPCH Activities Report and Financial Report for the Sport Assembly.
- m. Shall communicate with nations about their registration in IPCH Competitions & Events.
- n. Is responsible for the IPCH Business Plan, shall guard the time table which is published in this business plan and is responsible for executing the steps which are described.
- o. Shall prepare the information for the annual IPCH Report, Activity & Budget Plan for the IWAS.
- p. Shall set up and keep the overview of the IPCH Finances & Estimates.

3. IPCH Technical & Classification Officer

- a. Shall carry out the tasks allocated by the Chairman and SEC.
- b. Shall preside over and support the IPCH Technical Commissions and Classification Committee.
- c. Shall communicate and deliberate with all SEC Members.
- d. Shall communicate and deliberate with the Committee Members about proposals/drafts/ documents/information.
- e. Is responsible for sending drafts, proposals, documents, information etc. of the Subcommittees to the SEC for approval.

- f. Shall stimulate the development of international and national PCH and expand the network.
- g. Shall look for capable persons for the SEC and Subcommittees.
- h. Shall prepare, together with concerning subcommittees, the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS.
- i. Shall prepare, together with concerning subcommittees, the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly.
- j. Is responsible for the IPCH Business Plan concerning JC, RC ,TC and CC business., shall guard the time table which is published in this business plan and is responsible for executing the steps which are described.

4. IPCH Competition, Event & Development Officer

- a. Shall carry out the tasks allocated by the Chairman and SEC.
- b. Shall preside over and support the IPCH Event, Competition & Development Commissions.
- c. Shall communicate and deliberate with all SEC Members.
- d. Shall communicate and deliberate with the Committee Members about proposals/drafts/ documents/information.
- e. Is responsible for sending drafts, proposals, documents, information etc. of the Subcommittees to the SEC for approval.
- f. Shall stimulate the development of international and national PCH and expand the network.
- g. Shall look for capable persons for the SEC and Subcommittees.
- h. Shall maintain the IPCH Statistics.
- i. Shall prepare, together with concerning subcommittees, the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS.
- j. Shall prepare, together with concerning subcommittees, the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly.
- k. Is responsible for the IPCH Business Plan concerning CoC, EvC and DeC business, shall guard the time table which is published in this business and is responsible for executing the steps which are described.

5. IPCH Marketing & Communication Officer

- a. Shall carry out the tasks allocated by the Chairman and the SEC.
- b. Shall preside over and support the IPCH Marketing & Communication Committee.
- c. Shall communicate and deliberate with all SEC Members.
- d. Shall communicate and deliberate with the Committee Members about proposals/drafts/ documents/information.
- e. Is responsible for sending drafts, proposals, documents, information etc. of the Subcommittees to the SEC for approval.
- f. Shall stimulate the development of international and national PCH and expand the network.
- g. Shall look for capable persons for the SEC and Subcommittees.
- h. Shall prepare, together with concerning subcommittees, the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS.
- i. Shall prepare, together with concerning subcommittees, the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly.
- j. Is responsible for the IPCH Business Plan concerning MCC business, shall guard the time table which is published in this business plan and is responsible for executing the steps which are described.

B. IPCH Subcommittees

1. IPCH Technical Committee

2. IPCH Competition, Event & Development Committee
3. IPCH Marketing & Communication Committee
4. IPCH Classification Committee

1. IPCH Technical Committee

(governing 3 commissions: Jury Commission, Referees Commission, Technical Commission)

a. IPCH Jury Commission (JC)

- Shall carry out the tasks allocated by the IPCH Technical Officer.
- Works in cooperation with the other Subcommittees and the IPCH Technical Officer.
- Initiates proposals to the SEC for changing of Jury Business, Rules & Regulations.
- Shall write reports of Jury Meetings and send these to the IPCH Secretary within 4 weeks after the meeting.
- Shall maintain the IPCH Jury Register, including certification, dates of accreditation and performance details.
- Shall maintain the IPCH Referees Register, including certification, dates of accreditation and performance details.
- Maintains the archive of Observer Reports of Referees and Jury Members.
- Shall develop the IPCH Certification for Referees and Jury Members together with the Referees Commission.
- Shall develop educational programs for Jury Members and a general project plan to organize IPCH Jury Courses. Shall initiate/stimulate nations to organise an IPCH Jury Course and shall help OCs in organising an IPCH Jury Course.
- Shall maintain the IPCH Jury Handbook.
- Shall maintain the IPCH Technical Delegate Handbook.
- Shall maintain the IPCH Control Procedures on the Days of Control during competitions, in cooperation with the Referees and Classification Committees.
- Shall maintain Jury documentation and information and deliver it to the Marketing & Communication Committee for update on the IPCH Website, after approval of SEC.
- Shall advise SEC the appointment of the IPCH (Assistant) Chief Referees for IPCH Competitions.
- Shall advise SEC the appointment of IPCH Referee Instructors for IPCH Referees Courses.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning JC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning JC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning JC business.

b. IPCH Referees Commission (RC)

- Shall carry out the tasks allocated by the IPCH Technical Officer.
- Works in cooperation with the other Subcommittees and the IPCH Technical Officer.
- Initiates proposals to the SEC for changing of Referees Business, Rules & Regulations.
- Shall write reports of IPCH Referee Meetings and send these to the IPCH Technical Officer within 4 weeks after the meeting.
- Shall develop necessary systems and procedures to control the sport equipment of athletes during competition, concerning Referee business.
- Shall develop the IPCH Referees Certification, together with the Jury Commission.
- Shall develop educational programs for Referees and a general project plan to organize IPCH Referee Courses. Shall initiate/stimulate nations to organise an IPCH Referee Course and shall help OCs in organising an IPCH Referees Course.
- Shall maintain the IPCH Referees Handbook.
- Shall maintain Referee documentation and information and deliver it to the Marketing & Communication Committee for update on the IPCH Website, after approval of SEC.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS concerning RC business.

- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly concerning RC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan concerning RC business.

c. **IPCH Technical Commission (TC)**

- Shall carry out the tasks allocated by the IPCH Technical Officer.
- Works in cooperation with the other Subcommittees and the IPCH Technical Officer.
- Initiates proposals to the SEC for improvement of the IPCH Game Rules & Regulations and other technical development of the sport.
- Shall revise the IPCH Game Rules as agreed during IPCH Sport Assemblies.
- Shall develop the necessary systems, procedures and regulations so that the various sport equipment (wheelchairs, speed control, goals, boundaries and sticks) can be approved as consistent with the IPCH Game Rules, together with the JC and RC.
- Shall develop educational programs for Athletes, Trainers & Coaches and a general project plan to organize IPCH Courses for Athletes, Trainers & Coaches. Shall initiate/stimulate nations to organise courses and shall help OCs in organising courses (f.e. at an IPCH Development Event).
- Shall develop the A, B and C theoretical IPCH Referee Exams.
- Shall maintain technical documentation and information and deliver it to the Marketing & Communication Committee for update on the IPCH Website, after approval of SEC.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning TC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning TC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning TC business.

2. IPCH Competition, Event & Development Committee

Governing 3 commissions: Competition Commission, Event Commission, Development Commission.

a. **IPCH Competition Commission (CoC)**

- Shall carry out the tasks allocated by the IPCH Competition Officer.
- Works in cooperation with the other Subcommittees and the IPCH Competition Officer.
- Is responsible for the development of rules and regulations relating to the organisation and development of IPCH Competitions and initiates proposals to the SEC.
- Shall revise the IPCH Organisers Regulations for Competitions, the IPCH Competition Regulations, the IPCH Qualification Regulations and the IPCH Ranking Regulations, as agreed during IPCH Sport Assemblies.
- Shall maintain the IPCH Match Secretariat Handbook.
- Shall maintain the IPCH World Ranking List (WRL).
- Shall assist, steer and guard Organising Committees in their organisation of IPCH Competitions, according the stated deadlines and IPCH Organisers Regulations for Competitions:
 - Shall confirm place and time of the IPCH Competition proposed by the Organising Committee, together with the Competition Officer.
 - Shall prepare Bid Information, Confirmation Information, Entry Information, Registration Information and Invitations of IPCH Competitions, together with the Organising Committee and the Competition Officer.
 - Shall supervise and confirm the program and time schedule of the IPCH Competition proposed by the Organising Committee, together with the Competition Officer.
 - Shall supervise accommodation, transportation, meal arrangements, sports venues and equipment, arranged by the Organising Committee, according the IPCH Organisers Regulations for Competitions, together with the Competition Officer.
- Shall maintain Competition documentation and information and deliver it to the Marketing & Communication Committee for publication on the IPCH Website, after approval of SEC.

- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning CoC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning CoC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning CoC business.

b. **IPCH Event Commission (EvC)**

- Shall carry out the tasks allocated by the IPCH Event Officer.
- Works in cooperation with the other Subcommittees and the IPCH Event Officer.
- Initiates proposals to the SEC for possible (promotional) PCH Events.
- Shall maintain the IPCH Organisers Regulations for Events as agreed during IPCH Sport Assemblies.
- Shall stimulate nations to organise PCH events (Demonstrations, Development Events, Courses for Players, Trainers, Coaches, Referees).
- Keeps the contact with the International Floorball Federation (IFF) and the International/European Fieldhockey Federations (FIH/EHF) to realize PCH Events at regular IFF/FIH/EHF Events.
- Shall assist, steer and guard Organising Committees in their organisation of IPCH Events, according to the stated deadlines and the IPCH Organisers Regulations for Events.
 - Shall confirm place and time of the IPCH Event proposed by the Organising Committee, together with the Event Officer.
 - Shall prepare Bid Information, Confirmation Information, Entry Information and Registration Information and Invitations of IPCH Events, together with the Organising Committee and the Event Officer.
 - Shall supervise and confirm the program and time schedule of the IPCH Event proposed by the Organising Committee, together with the Event Officer.
 - Shall supervise accommodation, transportation, meal arrangements, sports venues and equipment, arranged by the Organising Committee, according to the IPCH Organisers Regulations for Events, together with the Event Officer.
- Shall maintain Event documentation and information and deliver it to the Marketing & Communication Committee for publication on the IPCH Website (f.e. Newsflashes, Calendar, Event Statistics), after approval of SEC.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning EvC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning EvC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning EvC business.

c. **IPCH Development Commission (DeC)**

- Shall carry out the tasks allocated by the IPCH Development Officer.
- Works in cooperation with the other Subcommittees and the IPCH Development Officer.
- Shall assess the international development of the PCH-sport by means of the IPCH Questionnaire and the IPCH Statistics.
- Shall establish and support the developmental plans and active policy of (new) PCH nations.
 - Shall stimulate National Organisations of PowerChair Hockey to become member of their National Organisation of Sports for Disabled.
 - Shall stimulate nations to organise National Championships at least once every 4 years.
 - Shall give practical advice and information to PCH nations.
 - Shall stimulate to organized Development Events (course for players, trainers/coaches and/or referees together with TC and RC).
- Shall maintain and expand international contacts.
- Shall maintain Development documentation and information and deliver it to the Marketing & Communication Committee for publication on the IPCH Website, after approval of SEC.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning DeC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning DeC business.

- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning DeC business.

3. **IPCH Marketing & Communication Committee (MCC)**

- Shall carry out the tasks allocated by SEC Officers.
- Works in cooperation with the other Subcommittees and the SEC.
- Is responsible for promotion of the PCH sport, the IPCH and its Competitions & Events.
- Shall keep updated the IPCH website, as requested by SEC and Subcommittees.
- Is responsible for (press) reports and newsflashes, photos & videos of IPCH Competitions & Events on the websites of IPCH, IWAS, IFF and FIH/EHF and other relevant media.
- Shall develop audiovisual promotional tools (video/dvd, leaflet, photos etc.).
- Shall promote the sale of the PCH Handbook “Principles of PCH”.
- Shall develop a Sponsorplan and shall look for sponsorship companies.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning MCC business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning MCC business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning MCC business.

4. **IPCH Classification Committee (CC)**

- Shall carry out the tasks allocated by the IPCH Classification Officer.
- Works in cooperation with the other Subcommittees and the IPCH Classification Officer.
- Initiates proposals to the SEC about Classification Business, Classification Rules, Regulations, Systems and Procedures.
- Shall be in charge of establishing and accrediting the Players Eligibility (Sport Class Status) and Functional Classification (Sport Class) of PCH Athletes for IPCH Competitions.
- Shall develop the necessary (testing) modifications to the Players Eligibility and Functional Classification.
- Shall maintain the IPCH Master List.
- Shall develop educational programs for Classifiers and a general (project) plan to organize IPCH Classifiers Courses. Shall initiate/stimulate nations to organise an IPCH Classifiers Course and shall help OCs in organising an IPCH Classifiers Course.
- Shall maintain the IPCH Classification Manual.
- Shall send reports of CC-Meetings to the IPCH Classification Officer within 4 weeks after the meeting.
- Shall keep the needed contacts with the IWAS Classification Committee.
- Shall maintain Classification documentation and information and deliver it to the Marketing & Communication Committee for publication on the IPCH Website, after approval of SEC.
- Shall prepare the necessary parts for the annual IPCH Report, Activity & Budget Plan for the IWAS, concerning classifiers business.
- Shall prepare the necessary parts for the biannual IPCH Activity Report, Activity Plan & Budget, Proposal Documents and Agenda for the Sport Assembly, concerning classifiers business.
- Shall prepare the necessary parts for the long-term IPCH Business Plan, concerning classifiers business.