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Terms of Reference (ToR)

British Fencing Weapon Steering Groups (Epee, Foil, Sabre)

1. Purpose

The Weapon Steering Groups (WSGs) exist to support the development and implementation of strategic plans for Epee, Foil, and Sabre across all levels of participation and performance. The WSGs will guide, oversee, and advise on the direction, priorities, and actions necessary to ensure British Fencing's success at the national and international level, including the 2036 Olympic and Paralympic Games.

2. Scope and Responsibilities

Each Weapon Steering Group will:

- Develop and maintain a long-term weapon-specific strategy aligned with British Fencing's overarching goals.
- Provide expert input on talent development, coaching, refereeing, competition structure, and workforce development.
- Recommend and support the implementation of initiatives that enhance the domestic and international performance pathway.
- Promote inclusivity, safeguarding, and athlete well-being.
- Support the identification and development of referees, coaches, and technical officials.
- Provide a forum for consultation with relevant stakeholders (athletes, coaches, clubs, and officials).
- Monitor progress through agreed performance indicators and recommend course corrections as needed.
- Collaborate with other WSGs and the central British Fencing Performance and Development teams.

3. Membership

Each WSG will be composed of 8–12 members, including:

- Chair (appointed by British Fencing)
- GBR Performance Representative
- HN Representative(?)
- Athlete representative
- Coaching representative
- Refereeing representative
- Club representative
- Talent or pathway coordinator (BF)
- British Fencing staff liaison (BF SME, e.g. Coaching, GBR Support)
- Independent expert or advisor (optional)

Members will be selected for their expertise, experience, and commitment to the weapon's development.

4. Term and Appointment

- Members will serve a term of two years, renewable once (maximum four consecutive years).
- Selection will be made through an open nomination or application process, with final approval by British Fencing.
- Vacancies will be filled as needed to maintain functional capacity and diversity of perspectives.

5. Meetings

- WSGs will meet quarterly (minimum), with additional meetings as needed.
- Meetings may be held in person or virtually.
- Agendas will be distributed at least one week in advance.
- Minutes will be recorded and circulated within two weeks of each meeting.

6. Decision-Making

- WSGs will aim for consensus in decision-making.
- Where consensus is not possible, decisions will be made by majority vote.
- Quorum will be half the members plus one.

7. Reporting

- WSGs will report quarterly to the British Fencing Performance and Development leadership.
- An annual review of strategy implementation and outcomes will be submitted to the British Fencing Board.

8. Confidentiality and Conduct

- Members must maintain confidentiality on sensitive matters.
- Members are expected to act in good faith and in the best interest of British Fencing and their weapon group.
- Conflicts of interest must be declared and managed in accordance with British Fencing policies.

9. Review of ToR

- These Terms of Reference will be reviewed annually and revised as necessary to reflect organisational and strategic changes.