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Working Groups - Bylaw 5

Seventeenth (17) July 2021

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Amendments

Date	Subject	Changes / summary
17 July 2021	Approved	Major review, Board composition, name change
4 December 2025	Updated	Change of address only

Adopted by the Members' meeting held on 17th July 2021.

1. Interpretation

- 1.1. In the event of any questions of interpretation between this Bylaw and the relevant Articles of the WWR Statutes, the wording in the Statutes shall take precedence.
- 1.2. In this Bylaw, unless the context otherwise requires, words importing the singular number shall include the plural number; and words importing the neutral gender shall include the feminine gender, the masculine gender, and any other gender to which an individual identifies; as the case may be, and vice versa.
- 1.3. Throughout this Bylaw, references to the sport of Wheelchair Rugby and its disciplines shall include the core Paralympic discipline and such other disciplines of the sport as may be authorised and developed by WWR from time to time.

2. Establishment of Working Groups

- 2.1. The WWR Board may establish Working Groups to manage key aspects of WWR's business as the International Federation governing the sport and disciplines of Wheelchair Rugby.
- 2.2. Each Working Group will be constituted by the WWR Board of Directors with terms of reference established by the Board, as provided for in Article 13 of the WWR Statutes, and then published as Appendixes to this Bylaw.

3. Composition and Recruitment

- 3.1. Working Groups are established by the WWR Board to provide advice in specific areas. Working Groups may also be delegated the authority, by the WWR Board, to make decisions within their area of responsibility.
- 3.2. The composition of each Working Group will be detailed in its terms of reference. All Working Groups will include athlete representation and may include regional or zonal representation where appropriate.
- 3.3. All chairs and members (except the athlete representatives, who are nominated by the Athletes' Council) serving on WWR Working Groups shall be recruited, through an open application process, on the basis of their relevant expertise and experience.
- 3.4. The Secretary General shall recommend applicants, for the positions of Working Group chairs; and the Working Group chairs, in consultation with the Secretary General, shall recommend applicants for the positions of Working Group members;

for consideration and appointment by the WWR Board.
- 3.5. If, in the opinion of the WWR Board, a chair or a member of a Working Group is no longer able to fulfil their responsibilities for any reason, then the Board may require the chair or member concerned to stand down from their Working Group position.
- 3.6. Where appropriate, the Secretary General and the relevant Working Group chair may request the WWR Board to establish, and set terms of reference for, sub-committees to deal with specific issues falling under a Working Group's mandate.

4. Administration

- 4.1. The requirements for meetings of WWR Working Groups shall be detailed in their terms of reference, as published in this Bylaw.
- 4.2. The Secretary General, as the principal executive officer of WWR, shall work with the chairs of the Working Groups to coordinate the activities of the Working Groups across WWR. In that coordinating capacity, the Secretary General may attend any meeting of a Working Group.
- 4.3. Working Group meetings may be conducted in person, by telephone conference or by video conference.
- 4.4. WWR Working Group members will receive administrative support as required from the WWR Secretary General and/or their staff.
- 4.5. Working Group members will be reimbursed actual and reasonable expenses in accordance with WWR policies and procedures.

5. Established Working Groups

The following Working Groups, whose terms of reference are appended to this Bylaw, have been established as Working Groups of WWR:

5.1. Classification Working Group

The Classification Working Group is responsible to advise the Board and WWR corporately on classification issues; to develop and maintain plans, policies and procedures related to classification including the classification system and classifier training and certification; to assist in ensuring WWR remains compliant with the IPC Classification Code; and to select classifiers to participate in WWR authorised events.

5.2. Competitions Working Group

The Competitions Working Group is responsible to advise the Board and WWR corporately on competition-related matters for the sport of Wheelchair Rugby and its disciplines; to develop and maintain plans, policies and procedures related to competitions, event authorisation, ranking, and qualification; to evaluate event bids, and make recommendations for event authorisation; to implement the qualification system for events; and to maintain the world ranking list and competition calendar.

5.3. Development Working Group

The Development Working Group is responsible to advise the Board and WWR corporately on development issues for the sport of Wheelchair Rugby and its disciplines; to develop and maintain plans, policies and procedures related to development; and to prepare and implement sport and discipline development programs.

5.4. Technical Working Group

The Technical Working Group is responsible to advise the Board and WWR corporately on technical issues relating to the sport of Wheelchair Rugby and its disciplines; to develop and maintain plans, policies and procedures for Rules, equipment, officials' training, and officials' selection; to maintain and update the International Rules for the sport and disciplines of Wheelchair Rugby and related materials; and to select officials to participate in WWR authorised events.

APPENDICES

6. Terms of Reference for the WWR Classification Working Group

- 6.1. The Classification Working Group is established to provide advice and consultation on issues related to the classification of Wheelchair Rugby athletes.
- 6.2. The Classification Working Group shall be comprised of up to eight (8) members:
 - a) Chair;
 - b) Americas Competition Zone 1 representative;
 - c) Europe Competition Zone 2 representative;
 - d) Asia / Oceania Competition Zone 3 representative;
 - e) Athletes' Council representative;
 - f) Classification database manager;
 - g) Classification development and training officer; and
 - h) Member-at-large.
- 6.3. The Classification Working Group shall be responsible to develop and implement policies and procedures and to make recommendations to the WWR Board of Directors and General Assembly on matters relating to Wheelchair Rugby classification, including:
 - a) Wheelchair Rugby classification systems, Rules, and procedures;
 - b) Athlete eligibility for Wheelchair Rugby competitions;
 - c) Compliance with the IPC Classification Code for the core Paralympic discipline of Wheelchair Rugby;
 - d) Development, training, and certification of Wheelchair Rugby classifiers; and
 - e) Selection of classifiers for WWR authorised events.
- 6.4. The Classification Working Group will meet at least four (4) times per year.
- 6.5. The quorum for a meeting of the Classification Working Group shall be three (3) members, including at least one (1) zone representative and one (1) classification officer.
- 6.6. The Chair of the Classification Working Group and the WWR Secretary General shall ensure that agendas and minutes are provided for each Working Group conference call or meeting.

7. Terms of Reference for the WWR Competitions Working Group

- 7.1. The Competitions Working Group is established to provide advice and consultation on issues related to international competitions in Wheelchair Rugby.
- 7.2. The Competitions Working Group shall be comprised of up to eight (8) members:
 - a) Chair;
 - b) Americas Competition Zone 1 representative;
 - c) Europe Competition Zone 2 representative;
 - d) Asia / Oceania Competition Zone 3 representative;
 - e) Athletes' Council representative;
 - f) Member-at-large;

- g) Member-at-large; and
 - h) Member-at-large.
- 7.3. The Competitions Working Group shall be responsible to develop and implement policies and procedures and to make recommendations to the WWR Board of Directors and General Assembly on matters relating to international competitions in the sport and disciplines of Wheelchair Rugby, including:
- a) Maintaining and updating the WWR Competition Regulations;
 - b) Maintaining and updating the WWR World Ranking List;
 - c) Authorising of international competitions;
 - d) Qualification for WWR championships and Paralympic Games;
 - e) Bidding, site selection, and hosting for WWR championships; and
 - f) Selection of technical delegates for WWR authorised events.
- 7.4. The Competitions Working Group will meet at least four (4) times per year.
- 7.5. The quorum for a meeting of the Competitions Working Group shall be three (3) members, including at least one (1) Competition Zone representative.
- 7.6. The Chair of the Competitions Working Group and the WWR Secretary General shall ensure that agendas and minutes are provided for each Working Group conference call or meeting.

8. Terms of Reference for the WWR Development Working Group

- 8.1. The Development Working Group is established to provide advice and consultation on issues related to the international development of the sport of Wheelchair Rugby and its disciplines.
- 8.2. The Development Working Group shall be comprised of up to eight (8) members:
- a) Chair;
 - b) Americas Region Representative;
 - c) Europe Region Representative;
 - d) Asia / Oceania Region Representative;
 - e) Middle East and Africa Region Representative;
 - f) Athletes' Council representative; and
 - g) Up to two representatives from disciplines other than the Paralympic discipline of the sport.
- 8.3. The Development Working Group is to be supported by Regional General Managers for each of the four Regions.
- 8.4. The Development Working Group shall be responsible to develop and implement policies and procedures and to make recommendations to the WWR Board of Directors and General Assembly on matters relating to the international development of the sport and disciplines of Wheelchair Rugby, including:
- a) Priorities, strategies, and targets for development of new wheelchair rugby countries;
 - b) Strategies for development in depth in currently active countries;
 - c) Best practices in international development;
 - d) Standards for countries to progress to international competition;
 - e) Conduct of training and development clinics;
 - f) Liaison with developing Wheelchair Rugby countries; and
 - g) Development, training and certification of development trainers and clinicians.

- 8.5. The Development Working Group will meet at least four (4) times per year.
- 8.6. The quorum for a meeting of the Development Working Group shall be three (3) members, including at least one (1) Region representative.
- 8.7. The Chair of the Development Working Group and the WWR Secretary General shall ensure that agendas and minutes are provided for each Working Group conference call or meeting.

9. Terms of Reference for the WWR Technical Working Group

- 9.1. The Technical Working Group is established to provide advice and consultation on issues related to Rules and officiating for the sport and disciplines of Wheelchair Rugby.
- 9.2. The Technical Working Group shall be comprised of up to eight (8) members:
 - a) Chair;
 - b) Americas Competition Zone 1 representative;
 - c) Europe Competition Zone 2 representative;
 - d) Asia Oceania Competition Zone 3 representative;
 - e) Athletes' Council representative;
 - f) Member-at-large;
 - g) Member-at-large; and
 - h) Member at large.
- 9.3. The Technical Working Group shall be responsible to develop and implement policies and procedures and to make recommendations to the WWR Board of Directors and General Assembly on matters relating to the Rules and officiating for the sport and disciplines of Wheelchair Rugby, including:
 - a) Maintaining and updating the WWR Rules for the sport and disciplines of Wheelchair Rugby;
 - b) Maintaining and updating the WWR Casebook;
 - c) Development, training, and certification of Wheelchair Rugby officials including referees, technical commissioners, and table officials;
 - d) Systems, Rules, and procedures relating to Wheelchair Rugby officials including referees, technical commissioners, and table officials;
 - e) Equipment specifications for the sport and disciplines of Wheelchair Rugby;
 - f) Field of play specifications for the sport and disciplines of Wheelchair Rugby; and
 - g) Selection of officials for WWR authorised events.
- 9.4. The Technical Working Group will meet at least four (4) times per year.
- 9.5. The quorum for a meeting of the Technical Working Group shall be three (3) members, including at least one (1) Competition Zone representative.
- 9.6. The Chair of the Technical Working Group and the WWR Secretary General shall ensure that agendas and minutes are provided for each Working Group conference call or meeting.

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