

# Charter

## Organizing Committee for the [Event Name]

### Article 1. Purpose

This Charter shall govern the Organizing Committee tasked with planning, fundraising, and executing the [EVENT NAME] (hereafter, “the Event”), to be held on [DATES, IF KNOWN], in [LOCATION, IF KNOWN].

### Article 2. Composition of the Committee

Members of the Organizing Committee Shall include:

- Committee Chair, [FIRST AND LAST NAME]
- Committee Vice Chair, [FIRST AND LAST NAME]
- Financial Officer, [FIRST AND LAST NAME]
- Credentialed Medical Officer, [FIRST AND LAST NAME]
- [NUMBER] representative(s) from [NATIONAL SPORT ORGANIZATION], [LIST FIRST AND LAST NAMES]
- [INSERT ADDITIONAL POSITIONS AS NEEDED], [LIST FIRST AND LAST NAMES]

The Organizing Committee may, as needs arise, add additional members to conduct its activities. The Organizing Committee is responsible for submitting revisions as Amendments to the Charter. Members of the Organizing Committee shall be nominated by [INDICATE PROCEDURE AND/OR CRITERIA FOR SELECTING MEMBERS OF THE ORGANIZING COMMITTEE]

### Article 3. Roles and Responsibilities

The Organizing Committee shall be responsible to oversee activities associated with planning, fundraising, hosting, and closing out the Event.

The Committee Chair shall be responsible for organizing meetings, setting agendas, and delegating committee tasks. The Committee Chair shall also serve as the main point of contact between the Committee and USADSF, as well as Technical Director(s), and ICSD-Sanctioned Governing Body in the relevant sport. In the absence of the Chair, the Vice Chair shall assume the duties of the Chair.

The Financial Officer shall ensure compliance with the fiscal policy outlined in Article 4, proper bookkeeping practices, timely submission of receipts, and the overall financial health of the Organizing Committee.

The Credentialed Medical Officer shall be responsible for developing the overall medical plan for the Event, liaise with member nations to ensure each delegation has appropriate medical officials and insurance coverage, ensure compliance with the World Anti-Doping Code and ICSD Anti-Doping and Audiogram Regulations in accordance with Deaf World Regulations WC.9.

All members of the Organizing Committee are expected to adhere to the USADSF Code of Conduct. Members of the Organizing Committee who will be interacting with athletes at the Event shall also complete SafeSport Training.

Within thirty (30) days of the conclusion of the Event, the Organizing Committee shall submit to USADSF and the relevant NSO, a final report containing the following:

- results for all events;
- evaluation of all competitions;
- finances; and
- statistical information including the number of competitors, officials and spectators at countries, athlete/spectator, and gender level.

#### **Article 4. Reporting and Frequency of Meetings**

The Committee shall meet in-person or through video conference [INDICATE FREQUENCY OF MEETINGS]. The Organizing Committee shall provide USADSF and the NSO with meeting agendas, minutes, and monthly reports of its activities and finances in a timely and professional manner on the [DAY] of each month. Members of the Organizing Committee may meet in smaller groups to collaborate on specific tasks. The Organizing Committee may also meet with the NSO, USADSF, Technical Directors, and ICSD-sanctioned Governing Body in the relevant sport(s) to discuss matters pertaining to the Event. USADSF shall have an open invitation to attend such meetings as desired.

#### **Article 5. Budgets and Finances**

OUTLINE THE FISCAL POLICY THAT WILL GOVERN THE ORGANIZING COMMITTEE.

- HAS A BUDGET BEEN APPROVED BY THE NSO? IF NOT, WHAT IS THE TIMELINE TO ESTABLISHING A BUDGET? BUDGET SHALL INCLUDE AN ESTIMATED PER PERSON COST (AMOUNT COUNTRIES WILL BE EXPECTED TO PAY). IS THE NSO COMMITTING ANY FUNDING TO HOST THE EVENT?
- INDICATE WHETHER THE NSO WILL SET A SEPARATE BANK ACCOUNT FOR THE ORGANIZING COMMITTEE, OR IF THE NSO WILL BE MAKING ALL PAYMENTS BASED ON REQUESTS FROM THE ORGANIZING COMMITTEE
  - IF A SEPARATE ACCOUNT WILL BE SET UP FOR THE ORGANIZING COMMITTEE, INDICATE WHO WILL HAVE ACCESS TO THIS ACCOUNT.
  - Article
- THIS COMMITTEE WILL BE VOLUNTEER-BASED.
- INTENDED USE OF EXCESS FUNDS RAISED FROM HOSTING THE EVENT
- MONTHLY FINANCIAL REPORTS SHALL BE SHARED WITH THE USADSF TREASURER AND SHALL INCLUDE:
  - BANK STATEMENTS AND RECONCILIATIONS
  - STATEMENT OF ACTIVITY FOR THE EVENT
  - STATEMENT OF FINANCIAL POSITION FOR THE EVENT

- UPON COMPLETION OF THE EVENT, A FINAL REPORT SHALL BE SUBMITTED INCLUDING ALL OF THE MONTHLY REPORTS PREVIOUSLY LISTED WITHIN 30 DAYS OF EVENT END.

**Article 6. Decision Making**

The NSO agrees to grant certain decision making powers to the Organizing Committee, including:

- [LIST DECISION MAKING POWERS]

The Organizing Committee acknowledges that its members shall not file a formal bid without a Certificate of Approval from USADSF.

**Article 7. Disputes and Resolutions**

In the event of an internal dispute, the Organizing Committee shall request counsel from the NSO, and if such counsel fails to resolve the dispute, the Organizing Committee or NSO may request counsel from USADSF. If a resolution can not be reached within sixty (60) days, USADSF reserves the right to revoke the Certificate of Approval and dissolve the Organizing Committee.

In the event of a revoked Certificate of Approval, the NSO or Organizing Committee may request an appeal to the USADSF Board of Directors. USADSF may, depending on the information available, in particular new information, accept or deny requests for appeal.

**Article 8. Dissolution**

The Organizing Committee shall submit a final report and dissolve within thirty (30) days of the completion of the Event. In the event of an unsuccessful bid or a revoked Certificate of Approval, the Organizing Committee shall cease its activities immediately, turn over its materials to the NSO, pay all outstanding accounts, ensure a full financial report, and close any bank accounts set up in its name within thirty (30) days. Upon dissolution, any remaining funds shall be turned over to the NSO within thirty (30) days of the Event completion, unsuccessful bid, or revoked Certificate of Approval.

**Signed:**

\_\_\_\_\_  
[TYPE NAME HERE]  
President, [NAME OF NSO]

\_\_\_\_\_  
[TYPE NAME HERE]  
President, USADSF

\_\_\_\_\_  
Date (MM/DD/YYYY)

\_\_\_\_\_  
Date (MM/DD/YYYY)

Notes and further guidance:

1. If dates or location are not known, indicate that the Committee shall be tasked with planning, fundraising, and executing the [EVENT NAME], including identifying the dates and location of the Event. If venues are known, the more specific, the better.
2. USADSF recognizes that an Organizing Committee must often respond to growing needs and complexities by bringing in additional expertise; additions to the Organizing Committee should be made as Amendments to the Charter and submitted to USADSF for formal approval.
3. The NSO may wish to insert additional roles and responsibilities as needed.
4. For further guidance, please contact USADSF.
5. While strongly encouraged, it is not a requirement to have a pre-established budget; if this has not been determined, describe the steps the Organizing Committee will take to develop a budget.
6. We encourage establishing clear parameters for what decisions the Organizing Committee may make independently of NSO oversight.
7. Note that at this time USADSF is currently unable to provide formal mediation or arbitration processes. However, if the NSO and/or Organizing Committee wish to finance a formal mediation process, USADSF is happy to help liaise, but not necessarily mediate or arbitrate the process.