



Republic of the Philippines  
**Department of Education**  
REGION VIII - EASTERN VISAYAS

May 2, 2024

**OFFICE MEMORANDUM**  
ESSD-2024- 239

**TERM OF REFERENCE (ToR) OF THE REGIONAL TECHNICAL WORKING GROUP (TWG) FOR THE 2024 EVRAA MEET**

To: Assistant Regional Director  
Functional Division Chiefs  
All Others Concerned

1. To provide guidance and smooth conduct of the **2024 EVRAA Meet**, this Office hereby announces the **Terms of Reference (ToR)** of the Regional Technical Working Groups which define the expected assigned tasks to be accomplished by the members of the committee.
2. Enclosed are the Terms of Reference (ToR) of the Regional Technical Working Groups.
3. Immediate dissemination of and compliance with this Memorandum are desired.

  
**EVELYN R. FETALVERO CESO IV**  
Regional Director

QAD-RRC



Enclosure No. 239 s. 2024

## **2024 EASTERN VISAYAS REGIONAL ATHLETIC ASSOCIATION (EVRAA) MEET THE TERMS OF REFERENCE OF THE DIFFERENT WORKING COMMITTEES**

### **MEET MANAGERS**

- Manage and oversee the general conduct of the Meet.
- Ensure that all the games and planned activities are carried out.
- Safeguard the integrity of the conduct of all competitions.
- Guarantee provision of all necessary resources.
- Warrant the safety and security of the delegations.
- Steer but empower the Working Committees of the Meet.

### **JURY OF APPEALS**

- Receive and resolve complaints related to alleged irregularities in the conduct of the games.
- Treat complaints objectively.
- Ensure justice and equality in dealing with conflicts related to game plays.
- Prepare reports relative to complaints and resolution of conflicts.
- Inform the Meet Managers of the existence of issues, complaints, and conflicts.
- Keep records of all conflict settlement proceedings and resolutions.
- Assume responsibility and accountability for any decision made.
- Do other related tasks as requested by the Meet Managers.

### **SUPPLIES, EQUIPMENT AND SUPPORT STAFF**

- Accept delivery of procured supplies and materials for EVRAA Meet.
- Check completeness and compliance with the specifications of materials.
- Take charge of the distribution of supplies and materials to where/whom they are intended to
- Coordinate with the service provider for water and power supplies
- Do other related tasks as requested by the Meet Managers.

### **MEDICAL / HEALTH & SANITATION**

- Ensure the availability of medical personnel in all playing venues.
- Check the health and fitness of athletes and officiating officials before and after every game.
- Administer emergency/ first aid medicines whenever necessary.
- Refer injured EVRAA player or any delegates to the nearest hospital whenever necessary.
- Work closely with the Emergency Response Committee in case of emergencies
- Check nutritional values and safety of food preparation for each delegation and for the EVRAA Management
- Oversee proper waste disposal, solid waste management, and cleanliness.
- Do other related tasks as requested by the Meet Managers.

### **ATHLETES' ACCREDITATION**

- Strictly adhere to guidelines in athletes, coaches, and chaperons' accreditation.
- Qualify or disqualify athletes, in accordance with existing National Screening and Accreditation Committee (NSAC) guidelines and policies.
- Accredite athletes for the EVRAA Meet and other higher meets for Palarong Pambansa.
- Recommends the list of qualified athletes/coaches/ chaperons for review by the Regional Sports Officer (RSO) and approval of the Rd before its publication
- Make sound decisions and assume responsibility and accountability for every decision made.
- Do other related tasks as requested by the Meet Managers.

### **EMERGENCY RESPONSE / RESCUE TEAM**

- Check and ensure safety and security in all playing venues.
- Prepare responders' kits and make them readily available during the Meet.
- Post hotline numbers in all billeting quarters and conspicuous areas around the playing venues.
- Coordinate with appropriate authorities for emergency rescue whenever necessary.
- Assign emergency responders in all playing venues.
- Assist the medical team in the provision of emergency/first aid.
- Work in tandem with medical personnel in providing the medical and emergency needs of the EVRAA delegations.
- Do other related tasks as requested by the Meet Managers.

### **REFRESHER COURSE & SOLIDARITY MEETING**

- Facilitate the conduct of the Refresher Course for the Officiating Officials.
- Ensure that the Course is conducted in accordance with the Human Resource Development (HRD) standards.
- Keep abreast with the updates on Palarong Pambansa guidelines, policies, and standards of the sports events
- Manage the conduct of the Solidarity Meeting before the start of the EVRAA Meet.
- Make certain that agreements are reached during the Solidarity Meeting.
- Ensure that ground rules of the various sports events should be agreed upon and signed by Tournament Directors and concerned coaches.
- Ensure attendance of all concerned personnel during the Meeting.
- Do other related tasks as requested by the Meet Managers.

### **USHERS/ USHERETTES**

- Coordinate with the Meet Managers and the Schools Division Offices to get the complete list of VIPs and ensure the reservation of a special place for them in all activities during the Meet, including the opening program, welcome night, governor's night, pageant search, and other special events, as may be decided by the Meet Managers.
- Make certain the recognition of these VIPs during the programs.
- Usher VIPs and their parties, other guests, and the EVRAA delegation to their designated places during all the activities conducted during the Meet.
- Attend to the needs of the VIPs, their parties, and other guests.
- Do other related tasks as requested by the Meet Managers.

### **OFFICIAL GAME RESULTS & DOCUMENTATION**

- Receive the results of the game every after a game played from the Officiating Officials duly signed by the TDs
- Establish a record of the games' results per event reflecting the names of the athletes and the time and rank obtained.
- Give a copy of the official result to the announcers for public info dissemination.
- Consolidate the results of the games and regularly report the results to the Meet Managers.
- Compute the results to make a ranking of the standing of the contingents.
- Provide the Heads of Delegations with copies of the official results.
- Safeguard the integrity of the results of the games.
- Ensure that only authentic official results shall be released for announcement and media releases
- Prepare and submit complete printed and electronic copies of documentation and reports to the Meet Managers.
- Do other related tasks as requested by the Meet Managers.

### **ANNOUNCERS**

- Assign daily announcers during the conduct of the Meet.
- Coordinate closely with the Game Results and Documentation Committee before making announcements of the official results of the games.
- Ensure the accuracy of information before making public announcements.
- Bear responsibility for announcements made.
- Ensure that only official results provided by the game results and documentation will be publicized
- Coordinate with the Meet Managers on the dissemination of vital public information.
- Do other related tasks as requested by the Meet Managers.

### **GAME**

- Monitor and evaluate the overall conduct of the 2024 EVRAA Meet
- Provide support for continuous improvement on the usual practices and conduct of the activity
- Review the compliance with the standard guidelines in the conduct of the activity/event.

### **PUBLIC INFORMATION, MEDIA ASSISTANCE & EVENT DOCUMENTATION**

- Make daily press releases or newsletters, covering the most important events of the day.
- Provide official information to the announcers
- Ensure that only the Regional Public Assistance Officer (PAO) shall be the official representative of the EVRAA to be interviewed and make media releases
- Keep the public informed of the events related to the conduct of EVRAA Meet.
- Prepare **complete documentation** of the EVRAA Meet in coordination with the different committees.
- Answer queries from the Media relative to the EVRAA Meet.
- Inform the Meet Managers of other public concerns.
- Do other related tasks as requested by the Meet Managers.

### **LEARNERS'S RIGHT PROTECTION**

- Ensure a safe and secure environment for all children participating in the 2024 EVRAA Meet
- Represent the commitment in promoting the safety, welfare, and well-being of the athletes and preventing them from being abused and neglected during the entire conduct of the activity by giving an orientation
- Establish a system of reporting and responding the incidents of child abuse and exploitation
- Create a culture of respect, equality, and non-discrimination for all athletes, regardless of gender, race, or ability.

### **SELECTION OF ATHLETES**

- Observe the players in the field.
- Conduct deliberations on the selection of athletes, coaches, and officiating officials to represent EVRAA at the 2024 Palarong Pambansa.
- Ensure objectivity in the selection of athletes, guided by the official results and guidelines set
- Select athletes vis-a-vis existing guidelines and policies, and in accordance with the standards of Palarong Pambansa.
- Consult the Meet Managers on areas requiring critical decisions
- Recommend the list of selected athletes, coaches, and chaperons to represent EVRAA at the Pre-Palarong Pambansa

### **TRANSPORTATION COMMITTEE**

- Establish routes concentrating on the different playing venues in ferrying the Sports Officials
- Set the starting time of the service vehicle from the originating points to ensure the time of arrival of the Sports Officials in the different playing venues
- Ensure receive all phone calls from identified passengers at any hour of the day during the whole duration of the sports activity
- Ensure compliance with the safety standards in transportation functions

- In case of emergency and unexpected events inform the management or any representative and or take any prudent action as the situation demands

#### **FOOD COMMITTEE**

- Check on the proper sanitation in the kitchen and mess hall
- Ensure that the food being served is safe and in proper food handling
- Advise on trends and best practices in terms of food services
- Examine food service issues and recommend solutions
- Liaise and coordinate activities with other relevant committees

#### **SECRETARIAT/ MANAGEMENT STAFF**

- Work on the pre-EVRAA preparations specifically, but not limited to the following:
  - ensure completeness of all the needed materials and uniforms;
  - prepare IDs for all Management Officials;
  - prepare, reproduce, and distribute the EVRAA Meet Technical Guidelines;
  - attend to the registration of all the Management Officials;
  - coordinate with the food preparation committee/caterer to ensure that foods are prepared and served on time; and
  - facilitate the provision of the materials needed by the Technical Officials, particularly in the preparation of athletic forms.
- Check the daily attendance of the Management Officials.
- Provide all the necessary assistance to the Management Officials whenever necessary.
- Refer to the Meet Managers for any query or issue requiring decisions.
- Do other related tasks as requested by the Meet Managers and other committees.

#### **SPECIAL AWARDS COMMITTEE**

- Serve as the judges for the special awards
- Responsible for the secrecy and integrity of the results.
- Proclaim the final and official results of the contest which are irrevocable.