



COMPETITION COMMITTEE TERMS OF REFERENCE

COMPOSITION:

The Competition Committee shall consist of 4 to 8 members of CurlManitoba. The Committee shall be composed of, when reasonably possible:

1. the Event Manager;
2. athlete representative's (3-4), representative of CurlManitoba's athletes (gender, geographic, and age)
3. coach, representative of CurlManitoba's athletes (gender, geographic, and age)
4. the Executive Director (ex-officio);
5. a member of the Board, if one is appointed by the Board;
6. staff persons who may be assigned by the Executive Director to support the activities of the Events Committee (ex-officio);
7. such other members as the Executive Director in consultation with the Committee Chairperson may determine are beneficial to the function of the Committee;

COMMITTEE/TASK FORCE TERM:

This is a standing operational committee.

MEMBER TERM:

The members will serve a maximum of two three-year terms.

CHAIR:

The Event Manager will be the Chair of the Competition Committee.

COMMITTEE/TASK FORCE MANDATE:

The purpose of this Committee is assist in the planning and operation of CurlManitoba's competitions.

DETAILED RESPONSIBILITIES AND DUTIES:

1. assisting in the development of strategic (ie, long-term) direction and plans for CurlManitoba's competitions
2. contributing to an annual competition evaluation to confirm that objectives are being met and are achieving the desired results
3. facilitating communication, cooperation and coordination between the different levels (i.e.: CurlManitoba, Clubs and Curlers)
4. as required, recruiting and organizing volunteers to assist in the development and implementation of competition related initiatives and projects
5. providing input and making recommendations into competition rules

To promote, develop and grow the sport of curling in Manitoba, Canada and the world by providing leadership, services and programs for the curling community from grassroots to elite.

6. providing input and making recommendations regarding competition related details such as entry fee, deadlines, draw formats etc
7. providing input and making recommendations regarding CurlManitoba's competition schedule
8. providing input and making recommendations regarding host locations for Championships and other events
9. providing input into the annual competition budget of CurlManitoba
10. assisting with competition planning as required by the Event Manager
11. to follow the policies and procedures as established by the Board and Staff of CurlManitoba including but not limited to Finance, Conflict of Interest and Code of Conduct
12. The Committee will have the authority to establish sub committees
13. To annually review the terms of reference of the committee and make recommendations.

MEETING FREQUENCY:

At the call of the Chair via teleconference or in person if budget and agenda warrant. Minimum of 3 meetings per year.

DECISION MAKING

The Committee shall endeavour to make decisions by consensus. In case of disagreement, committee members shall cast votes. The Committee Chairperson shall cast a vote in the case of a tie vote among the other Committee Members.

STAFF

The Event Manager will Chair the Committee with other staff brought in as resources on an as needed basis

BUDGET

The Committee is required to work within the parameters of the budget approved by the Board.

REPORTING RESPONSIBILITY

The Committee Chairperson reports and is accountable directly to the Executive Director for the effective operation of the Committee and for all Committee decisions. The Executive Director, in turn, is accountable to the Board for the operation of Events within Board policies.

1. Additional information or updates may be communicated to the Executive Director by e-mail, mail or fax when appropriate.
2. All meetings shall be documented, with minutes circulated and preserved.

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