



APPENDIX 25-32
TERMS OF REFERENCE - NATIONAL CHAMPIONSHIPS COMMITTEE

Name	National Championships Committee
Mandate	The National Championships Committee is an operating committee of Lacrosse Canada (LC). Its role is to provide leadership, guidance, and expertise to oversee the successful planning and delivery of all National Championships (except the Minto Cup, which is the National Junior A Box Championship), in partnership with respective National Championships host committees as selected by the LC.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none">• Recommend policies, standards and guidelines to govern all aspects of all National Championships (except the Minto Cup which is overseen by a stand-alone committee).• Receive and review all qualified bids and, if necessary, have a representative visit the site of each candidate venue.• Coordinate with the appropriate Sectors to select winning bids for each National Championships and identify Host Committees.• Appoint LC Convenors for each National Championship• Appoint the RIC for each National Championship, in consultation with the Host Member and the Chair of the Officiating Committee• Review all budgets, significant contracts, significant sponsors and the proposed schedule of events for all National Championships and provide feedback to Sectors and LC staff.• Ensure that all policies, rules and guidelines pertaining to the delivery of all National Championships are adhered to by Host Committees.• Carry out an evaluation of each National Championships and provide this report to the current host, to future hosts, the Board, and to LC staff.• Liaise with Sectors and other LC Committees, as appropriate• Perform such additional tasks as may be assigned to the Committee by the Board, Sectors, or LC staff.
Authority	<p>The Committee appoints all Convenors & RIC's.</p> <p>The Committee is an advisor to the Sectors and the LC Board on matters related to the LC's National Championships. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee will propose the following for approval by the LC Board: the policies, event hosting rules, standards and guidelines to govern National Championships. In reviewing and recommending such policies, rules, standards and guidelines, the Committee will consult with the Sectors as required.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none">• The Director responsible for National Championships (who will be the Chair)• LC Communications and Marketing Coordinator• Other individuals appointed by the LC Board, as appropriate
Meetings	The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.

	Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.
Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
Reporting	<p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as "approved". A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC's Bylaws and Regulations as they relate to the Operating Committees will also apply.