



Date Approved:  
04-Mar-2023

## **Fields Committee – Terms of Reference**

### **Purpose:**

- a) Point of contact where EUPA Committees can make requests for Edmonton and area field requests.
- b) Submit field bookings to the local municipality for EUPA leagues, events or tournaments.
- c) Provide an inventory of field booking for EUPA operations to plan around.
- d) Provide the Treasurer with accounting support for field usage.

### **Responsibilities:**

The responsibilities of the Committee include, but are not limited to those listed below:

- Ensure EUPA is not spending money on unused fields.
- Propose an annual budget for Committee activities. The budget submission is due no later than September 15th of each year.
- Upon approval of the annual budget, provide the EUPA Board with a detailed breakdown of the Committee's financial activities.
- Take in written requests from EUPA Committees and EUPA supported teams to assist in field bookings for their use.
- Update the committee or team if their request has been confirmed or denied and provide alternative solutions.
- Provide an inventory of booked fields for EUPA operations to make use of acquired fields.
- Fields Committee to complete field bookings with the appropriate vendor.
- Keep a historical record of field bookings and deal with rollover allocation from various vendors
- Book additional fields after rollover allocation to deal with any changes in field requests
- Nominate a City of Edmonton Ultimate Sportsfield Representative whenever a position opening occurs and communicate with the representative of our issues and concerns

### **Resources:**

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Committee.

All requests for use of EUPA equipment required for specific projects, programs or general Committee operations, should be presented to the EUPA Administrator for review and coordination of delivery.

Any new procurements outside of existing EUPA/Committee Resources (i.e. allocated budget) shall be brought to the EUPA Board for approval.

The Committee may engage EUPA staff for its operations. Requests for staff support shall be coordinated with the Staff Committee, unless otherwise outlined under committee roles.

The Committee may require volunteers for its operations. EUPA will assist with finding volunteers from their general membership and other volunteer resources.

The Committee may engage contractors on an as needed basis, as long as the expenditure is part of the Committee's budgetary process.

**Composition:**

The Committee will consist of a minimum of three (3) and a maximum of six (6) members.

Committee Chair:

- The Committee Chair will be nominated by the Committee and approved by the EUPA Board of Directors, and will act as a representative of the Committee. The standard appointment will be for a one year term.
- The Committee Chair may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors.

Committee Members at Large:

- Any EUPA Member may join the Committee, subject to Committee maximums.
- The term of office will be one year with no maximum.
- All Committee Members must be members of good standing with EUPA.
- At least one Committee Member must be a current EUPA Board Member.

City of Edmonton Sportsfield Representative (Ultimate):

- The City of Edmonton Sportsfield Representative (Ultimate) is provided by the City of Edmonton and is the primary advocate for ultimate fields within Edmonton.
- This is a non-voting position and does not count towards committee minimums or maximums

**Committee Roles:**

Committee Chair:

- Report to the EUPA Board of Directors on Committee work.
- Schedule and chair all meetings.
- Provide leadership and direction to the Committee, and ensure the Committee is kept on track for all goals they have set for themselves.
- Monitor Committee funds, as allocated by the EUPA Board of Directors.
- Monitor tasks for execution by EUPA Staff and Committee Members.
- Monitor and respond to Committee emails (fields@eupa.ca) in a timely manner.
- The Committee Chair should also perform the same duties as Members at Large.

- Delegate field committee tasks to committee members or staff as required to complete field bookings and take in booking requests

Members at Large:

- Significantly contribute to the planning and execution of all Committee initiatives.
- Stay up to date on progress of all Committee work
- It is required that each Committee Member attend scheduled Committee meetings to the best of their ability.
- Shall provide assistance in managing the field booking requests and field bookings inventory database.
- Monitor and respond to Committee emails (fieldbookings@eupa.ca) in a timely manner.

City of Edmonton Sportsfield Representative:

- Will report to the Committee and will escalate issues as per EUPA's organizational chart.
- If the Representative is a EUPA member, will monitor and respond to Committee emails (fielduser@eupa.ca) in a timely manner.
- Update the committee of any changes to the City of Edmonton field uses or booking system as it relates to ultimate.

**Voting:**

All Committee decisions must be made collaboratively and follow the framework of EUPA's Rules of Order. Each Committee Member is afforded one vote, unless they are in a position that is specifically categorized as non-voting. In the case of a tie, the Committee Chair will cast a second vote. Minimum Committee size will be required for quorum (refer to 'Composition' section). City of Edmonton Sportsfield Representative, and Competitive Fields Representative are non-voting positions.

**Resignation and Removal:**

Written notice is to be given to the Committee Chair if a Member at Large wishes to leave the Committee. If the Committee Chair wishes to leave the role/Committee, written notice or mention at a Committee meeting must be given to all Committee Members and to the EUPA Board. A member of the Committee who does not attend three consecutive meetings, and gives no explanation as to why they were not present, is considered to have resigned.

The voting Members of the Committee may, by a resolution passed by a majority of not less than two-thirds (2/3rds) of the votes of such Members at a meeting called for such a purpose, remove any Member, including the Committee Chair, before the expiration of their period of membership. Notice of such removal shall be provided to the Board.

**Meetings:**

Meetings will take place as required, with a minimum of once per quarter.

Committee Members will be provided with a minimum of one week's notice before all meetings. Circumstances permitting, meetings will take place in person; attendance via electronic methods will also be accepted.

The meeting agenda will be prepared by the Committee Chair and shared with all Committee Members through Google Docs or email at least 3 business days prior to the meeting.

Additional Committee discussions, outside of meetings, may occur through email, or other online communication (e.g. Slack). Committee decisions, outside of meetings, shall be completed according to the details outlined under the section 'Voting' and documented through email, saved to the google drive or added as an agenda item at the next Committee meeting, to ensure all Committee Members are kept up to date with Committee work and discussion.

**Records and Reporting:**

The Committee meeting minutes will be recorded by a Member of the Committee and will be saved in the Meeting Minutes folder on Google Drive, available to all Committee Members and EUPA staff following the meeting through Google Docs.

The Committee Chair or a designated representative of the Committee will provide a report to the Board at the EUPA board meetings.

**Related policies / Bylaws:**

The Committee will ensure all goals and work are aligned with EUPA's Strategic Plan with a specific focus on the Capacity and Resources Pillar.

**Review:** The Committee's Terms of Reference will be reviewed by the Committee and approved by the Board annually at the March meeting of the Board of Directors. **Next review: February 28, 2024.**