



Date Approved:
04-Mar-2023

Tournaments and Events – Terms of Reference

Purpose:

- a) Plan and execute high quality tournaments and events that work to advance the sport of Ultimate in Edmonton by attracting players from both the Edmonton area and neighbouring regions.
- b) Plan and execute events to help EUPA foster a sense of community - within its members, the Edmonton sports community and Edmonton as a whole - and promote a culture of belonging, engagement and fun among all EUPA members.

Responsibilities:

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

- 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.
- Work with EUPA staff to plan and run all EUPA sanctioned tournaments as designated by the EUPA Board of Directors.
- Work with EUPA staff to explore ways to improve the quality and experience for all EUPA tournament players.
- Work with EUPA staff and nearby ultimate organizations to promote all EUPA tournaments in Edmonton and to neighbouring regions.
- Review existing tournaments and explore opportunities for new tournaments or modifying structure/focus of existing tournaments.
- Work with EUPA staff, committees, and Board of Directors to manage the Volunteer Incentive Program (VIP) and co-ordinate related volunteers.
- Ensure all tournament & special event volunteers are compensated for their time through the VIP or another form of volunteer appreciation. League volunteers typically fall under the purview of the League Ambassador Program.
- Work with EUPA staff to plan and facilitate social events throughout the year.
- Maintain a historical record of tournament results (winners and team placements).

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. The Tournaments and Events Committee will determine the number and necessary skill sets of the volunteers required for each tournament. 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 eight (8) 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 a minimum of 1 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.
- It is recommended that each committee member plays in at least one tournament per year.

EUPA VIP Representative

- The VIP representative will be nominated by the Committee from amongst the Committee Members and approved by the EUPA Board of Directors.
- The term of office will be one year.
- The VIP representative may hold the position for consecutive terms, but must be approved by vote annually at the March meeting of the Board of Directors

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 (tournaments@eupa.ca) in a timely manner.
- Work with EUPA staff to post and update tournaments and events related material on the website.
- Work with EUPA staff and the Growth & Marketing Committee to promote EUPA tournaments and events in Edmonton and to neighbouring regions.
- The Committee Chair should also perform the same duties as Members at Large.

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 ideas and insight to improve the quality of EUPA tournaments and events.
- Volunteer to take a large planning role in at least one tournament or event each EUPA fiscal year.

EUPA VIP Representative:

- Will report to the Committee and will escalate issues to the EUPA Board as required.
- Will manage the Volunteer Incentive Program for EUPA Operations; Board and Committee volunteers.
- Will ensure VIP documentation is updated annually, or as required. May include VIP procedure, sign-up, submittal & redemption forms.
- Help with each tournament and event's volunteer sign-up forms.
- With the tournament/event TD or Committee chair (for board VIP points), shall confirm volunteer contributions and points earned, and update Tournaments & Events operation manual as required for VIP roles/points required.
- Communicate with volunteers after the event to submit earned points.
- Coordinate with EUPA Admin on VIP point redemptions.

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).

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 the 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 Growth, Capacity and Resources and Community pillars.

- The Tournaments and Events Committee will follow EUPA's Liquor Service Policy and Procedures.

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.