



MEDICINE HAT SOCCER ASSOCIATION



Policy Name:

MHSA Tournament Committees Policy Document

Original Effective Date:

March 2014

Date of Last Amendment:

Purpose:

The purpose of the MHSA Tournament Committee Policy Document is to ensure all MHSA tournaments are, approved by the MHSA board of directors, sanctioned by ASA through the MHSA board of directors, well organized and well promoted for fun, friendly competition.

Authority:

It shall be the duty of each tournament committee to be responsible for the organization of their specific tournament. For example, the Mother's Day Tournament Committee will be responsible for the organization of the Mother's Day Tournament.

Committee Procedures:

Taken from the MHSA bylaws section 6.4:

6.4.2.1 A Board Member Chairs each committee created by the Board.

6.4.2.2 The Chairperson calls Committee Meetings. Each Committee:

- records minutes of its meetings,
- distributes these minutes to committee members and to the Chair of all other Committees
- Provides reports at each Board Meeting.

6.4.2.3 Seven (7) days notice of committee meetings is given to each member stating the date, time and place of the meeting. Committee Members may waive notice.

6.4.2.4 A majority of committee members present at a meeting is a quorum.

6.4.2.5 Each member of the committee, including the Chairperson has one vote at the Committee Meeting. The Chairperson does not have a second or casting vote in case of a tie.

Roles and Responsibilities:

The roles and responsibilities of each tournament committee include but are not limited to the following items:

Board Representative:

- Ensure MHSA board of directors have approved tournament to proceed
- Ensure sanctioning has been applied for to ASA through MHSA
- Coordinate with MHSA Staff to ensure all tasks are being completed

Committee Representatives

Facilities

- Organize tournament headquarters (office, concession, tents, tables, chairs, flags, nets)
- Contact land locates if required to erect tents
- Prepare concession menu and purchase all concession items and any other supplies required
- Organize security/EMT's if required
- Organize waste and recycle removal

Promotion/Sponsorship

- Advertise and promote tournament(s)
- Organize any social activities associated with the tournament such as BBQ's, welcoming events, etc.
- Look for sponsorship for the tournament as appropriate. Sponsorship may include items or funds to be used for concession, player packages, player of the game recognition, field fees, etc.
- All sponsorship is recognized at a minimum through the MHSA website and tournament packages

Scheduling

- Schedule and organize all tournament games including preparation and update tournament draw posters
- Schedule and organize workers for the concession
- Organize raffles and draws ensuring appropriate licensing and government regulations are being followed
- Ensure volunteer schedule is generated and filled
- Ensure referees are scheduled, provide healthy food options and water for referee room



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Committee Membership:

- The committee will be co-chaired by a member of the current MHSA Board of Directors and a parent /member representative
- The MHSA Office Manager has a standing position on the Committee
- There will be a minimum of 4 additional members at all times
 - Each team participating in the tournament must have at least one representative on the committee. This should not be a team's coach or manager.

Quorum:

- Quorum is reached with 50% plus one (1) of the entire Committee in attendance
- If there is a situation where co-chairs exist and the vote is still tied after they cast their vote, then the issue will be referred to the MHSA Board of Directors for settlement.
- Decisions will be made by consensus

Term:

- Committee Members will be appointed on a per tournament basis
- Members will have the opportunity to sit on the Tournament Committee for multiple terms, subject to the approval of the Tournament Committee Chair(s) and the MHSA Board of Directors.
- The Committee Chair(s) are subject to one year renewable terms at the discretion of the MHSA Board of Directors.

Reporting Relationship:

The Tournament Committee reports to the MHSA Board of Directors and is accountable to the President of the MHSA. Tournament Chair shall update the MHSA Board of Directors at the monthly board meetings.

Meetings:

Meetings will be held as required.