



“Organization” refers to: Western Region Ringette Association (“WRRRA”)

STANDING COMMITTEE – TERMS OF REFERENCE	
NAME & TYPE	Provincial A/AA Committee – Standing Committee
PURPOSE	<p>The Provincial Committee exists to assist with planning and conducting play at the Provincial level, including co-ordinating the Provincial Intent process, co-ordinating Western Region associations with regard to tryouts, team formation, and co-ordination with the Great Lakes Ringette League (GLRL).</p> <p>The Committee will keep the Board advised of Provincial play status and of any issues that may arise.</p>
COMPOSITION and VOTING	<p>The Committee will be composed of a Provincial level representative from each Western Region association hosting a provincial level team. Ideally, each member will have knowledge and experience of the provincial level players in their association or have access to this information. Representatives from associations not hosting a provincial level team are welcome to attend but will not have a vote.</p> <p>The Committee will also elect a Chair (two year term), Vice Chair (2 year term) and Secretary (2 year term). Quorum for the Committee will be $\frac{2}{3}$ of the members.</p> <p>Each member of the Committee shall have one vote including the Chair. Decisions will be by majority of votes cast. The WRRRA Chair is a non-voting member of the Committee. In the event of a tie vote, the Committee may vote to allow the WRRRA Chair to cast a deciding vote or may vote to ask the WRRRA Executive or Board to cast the deciding vote.</p>
KEY DUTIES	<p>COMMITTEE CHAIR RESPONSIBILITIES:</p> <ul style="list-style-type: none"> -the chair will be the 1st vice president of the WRRRA and a member of the WRRRA executive -to update WRRRA of all provincial matters and to create reports for WRRRA meetings -will be the Western Representative for the GLRL and a member of the GLRL executive -to keep the Committee updated on all matters pertinent to provincial pl

	<p>PROVINCIAL INTENT RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Provide a Provincial Intent tracking system - Monitor the Provincial Intent tracking system throughout the Provincial team formation process <p>PROVINCIAL TRYOUT AND TEAM FORMATION RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - Co-ordinate the tryout process among Western Region associations, including tryout timing, and dates - provide and update the Western Region Provincial Declaration and Tryout Process document - plan and monitor the timing of team formation - encourage co-operation among Western Region associations in team formation - serve as a forum to resolve any issues or disputes in the tryout and team formation process -communicate with outside regions to remain aware of the process in southern and central - appoint an Evaluation Sub-Committee of 5 members of the Committee. The Sub-Committee will include the Chair, Vice-Chair, and three members of the Committee. The WRRRA Membership Services representative will be an ex-officio member of the Evaluation Sub-Committee and will have no vote. The evaluation sub-committee is intended to be a smaller group able to act quickly during the tryout process.
EVALUATION SUB-COMMITTEE	<p>EVALUATION SUB-COMMITTEE RESPONSIBILITIES:</p> <ul style="list-style-type: none"> - empowered to enforce all steps and associated actions as identified in the tryout process document. - encourage all Associations to work co-operatively to make as many competitive teams as possible at each competition and age level. - review and make recommendations re: willing to host submissions. - assist with decisions regarding team viability during the tryout process. - consider any disputes between Associations relating to the tryout process.
AUTHORITY DELEGATED	The Committee will make recommendations to the WRRRA Board on matters of Provincial Play.
TERM	Sept - Aug
MEETINGS	The Committee shall meet as needed, but at least four times per fiscal year: 1) To review and update the Western Region Provincial Declaration and Tryout Process document 2) To co-ordinate tryouts and review team formation and 3) To review status of play at least twice during the season.
RESOURCES	N/A
REPORTING	The Committee Chair will report to the Board at each Board meeting, and otherwise as appropriate, depending on the nature of the work undertaken by the Committee.
DELIVERABLES	Provincial team status report
REVIEW	The TOR will be reviewed and updated as required.