



Tournaments & Events Committee – Terms of Reference

Purpose:

Plan and execute high quality tournaments and events that work to advance the sport of Ultimate in Edmonton by attracting both players from the Edmonton area and neighboring regions.

Responsibilities:

The Tournaments Committee responsibilities include but are not necessarily limited to those listed below:

- Work with EUPA General Manager to plan and run all EUPA sanctioned tournaments as designated by the EUPA Board of Directors.
- Work with EUPA General Manager to explore ways to better the quality and experience for all EUPA tournament players.
- Work with the EUPA General Manager 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.

Resources:

The EUPA Board of Directors in the EUPA yearly budget will allocate funds to the Tournaments Committee for each tournament to take place during the year. All requests for additional funds, required for specific tournaments or general committee operations, should be presented to the EUPA Treasurer for review.

The Tournaments Committee will determine the number and skill-set of the volunteers required for each tournament. EUPA will assist with finding volunteers for each tournament and event through their general membership, juniors program and the Touring Team Agreement.

All requests for procurement or use of EUPA equipment, required for specific tournaments or general committee operations, should be presented to the EUPA General Manager for review.

Composition:**Committee Chair:**

The Tournaments Committee Chair will be appointed by the EUPA Board of Directors, and will act as a representative of the Board.

Committee Members at Large:

- The Tournaments Committee will consist of a minimum of 3 and a maximum of 6 members.
- All Tournaments Committee members must be members of EUPA.
- It is recommended that each Tournaments Committee member play in at least one tournament per year.

Committee Roles:**Committee Chair**

- Report to EUPA Board of Directors on Tournaments 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 Tournaments Committee funds for all tournaments, as allocated by the EUPA Board of Directors.
- Work with EUPA General Manager to post and update tournaments related material on the website.
- Work with EUPA General Manager and Community Outreach Coordinator to promote EUPA tournaments in Edmonton and to neighbouring regions.
- The Committee Chair should also perform the same duties as members at large.

Members at Large

- Stay up to date on all Tournaments Committee work and provide ideas and insight to improve the quality of EUPA tournaments.
- Significantly contribute to the planning and execution of all EUPA sanctioned tournaments.

Term of Membership:

The term of office will be a minimum of one year with no maximum.

Meetings:

Meetings will take place as required, with a minimum of 3 meetings per year.

Committee members will be provided with a minimum of one weeks notice before all meetings. Circumstances permitting meetings will take place in person; attendance via electronic methods will also be accepted. 50% of the committee will be required for quorum.

The meeting agenda will be prepared by the committee chair and shared with all committee members through Google Docs or email at least 24 hours prior to the meeting.

Additional communication between committee members, outside of meetings, shall take place through email to ensure all committee members are kept up to date with committee work and discussion.

Records and Reporting:

Tournaments Committee meeting minutes will be recorded by a member of the committee and will be submitted to all committee members in the week following the meeting through Google Docs. A copy of the meeting minutes will also be saved in the tournaments@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The Tournaments Committee Chair (EUPA Board Representative) will report to the Board on a monthly basis at the EUPA board meetings.

Related policies / By-laws:

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

Review:

The Tournaments Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2018.