



## Juniors Committee – Terms of Reference

### **Purpose:**

Increase the number of Junior level players exposed to, involved with and playing in EUPA programs, and provide opportunities for skill development at the Junior level while maintaining at all times value for 'Spirit of the Game'.

### **Responsibilities:**

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

#### Community:

- Work with EUPA General Manager to establish a positive relationship and strong partnerships with the Edmonton school systems.
- Provide services to the Edmonton School Boards to allow greater opportunities for students to learn the sport.
- Use connections within the EUPA community to establish Ultimate clubs in Edmonton schools.
- Host yearly tournaments to provide opportunities for Edmonton schools to play without needing to travel.
- Work with EUPA General Manager to create opportunities for youth to play Ultimate recreationally outside of a formal school setting (i.e. Pick-up, leagues, etc.).

#### Competitive:

- Support and encourage Junior's teams to exist and provide support and resources for regular practice times.
- Work to provide opportunities for Junior's teams to attend tournaments outside of Edmonton.

#### Volunteers:

- Recruiting and train volunteers who are skilled with working with youth and excited about Ultimate.

#### Policies:

- Will review and submit proposed changes to the Board of Directors on a yearly basis.

**Resources:**

The EUPA Board of Directors in the EUPA yearly budget will allocate funds to the Juniors Committee. All requests for additional funds, required for specific projects, programs or general committee operations, should be presented to the EUPA Treasurer for review.

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

**Composition:**Committee Chair:

The Juniors 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 Juniors Committee will consist of a minimum of 4 and a maximum of 6 members.
- All Juniors Committee members must be members of EUPA.
- The Juniors Committee must have a minimum of one member of each gender.
- The Juniors Committee members should be a representation of the different stakeholders of the EUPA's Junior division as identified by the committee.

Committee Roles:

## Committee Chair

- Report to EUPA Board of Directors on Juniors 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 Junior Committee funds, as allocated by the EUPA Board of Directors.

## Members at Large

- Stay up to date on all Junior's committee work and provide ideas and insight to improve the quality of EUPA Junior's participation and involvement.
- Contribute to the planning and execution of all EUPA sanctioned Junior's work.

**Term of Membership:**

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

**Meetings:**

Meetings will take place a minimum of once in a two month.

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:**

Juniors 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 juniors@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

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

**Related policies / By-laws**

- The Juniors Committee will ensure all work and goals are aligned with EUPA's 3 Year Strategic Plan with a specific focus on the Player Development and Participation pillars.
- The Juniors Committee will follow EUPA's Juniors Policies and Procedures when dealing with all players under the age of 18.

**Review**

The Juniors Committee Terms of Reference will be reviewed at EUPA year-end, next review September 30, 2015.