



## **Rules and Spirit Committee – Terms of Reference**

### **Purpose:**

Increase the enjoyment of EUPA members at all levels through awareness, knowledge and understanding of 'Spirit of the Game' and the rules of Ultimate.

### **Responsibilities:**

The Rules and Spirit Committee responsibilities include but are not necessarily limited to those listed below:

#### Rules:

- Respond to rule related questions submitted to EUPA.
- Create and submit the 'Rule of the Month' for the EUPA monthly newsletter.
- Develop and execute methods of educating members about the rules of Ultimate (clinics, quizzes, handouts, etc.).

#### Spirit of the Game:

- Assist with communicating the meaning of 'Spirit of the Game' to all members.
- Develop and execute methods of educating members on the implications of 'Spirit of the Game' in Ultimate.
- Address any Spirit related issues that are brought to the attention of EUPA.
- Develop outlines and guidelines for all Spirit related roles within general EUPA membership (i.e. Spirit Captains).

### **Resources:**

The EUPA Board of Directors in the EUPA yearly budget may allocate funds to the Rules and Spirit 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 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 Rules and Spirit Committee will consist of a minimum of 5 and a maximum of 9 members.
- The Rules and Spirit Committee must have a representative from the EUPA Board of Directors.
- The Rules and Spirit Committee must have a minimum of one member of each gender.

### Committee Roles:

#### Committee Chair

- Report to EUPA Board of Directors on Rules and Spirit 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.

#### Members at Large

*All Committee members must contribute to the following committee obligations:*

- Compose the 'Rule of the Month' for the EUPA newsletters and website.
- Monitor EUPA website forums and work with EUPA General Manager to update all rules and Spirit related material on website.
- Communicate with the EUPA General Manager and other EUPA committees to promote the Rules and Spirit committee's goals through multiple channels.
- Develop procedures to respond to Gender specific issues.
- Work with EUPA General Manager to address any rule or spirit issues and complaints.
- Work with EUPA General Manger to develop rules and 'Spirit of the Game' educational material and programs, as required.

### **Term of Membership:**

The term of office will be a minimum of one year with no maximum. Members must submit a 100 word minimum 'What SOTG means to me' essay and be active members of EUPA.

### **Meetings:**

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

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:**

Rules and Spirit 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 rules@eupa.ca Google Drive and shared with the EUPA General Manager through Google Docs.

The EUPA Board Representative will report to the Board on a monthly basis at the EUPA Board meetings.

**Related policies / By-laws**

- The Rules and Spirit Committee will educate members using the current edition Rules as prepared by USA Ultimate.
- The Rules and Spirit Committee will ensure work and goals are aligned with EUPA's 3 Year Strategic Plan with a specific focus on the Spirit of The Game and Player Development pillar.

**Review**

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