



## KARATE CANADA COMMITTEES TERMS OF REFERENCE

**NAME OF THE COMMITTEE:**

**Events Committee**

**MANDATE:**

To set guidelines, plan, oversee and provide support for the organization of all Karate Canada events.

**KEY DUTIES & RESPONSABILITIES:**

<b>Duty or Responsibility</b>	<b>Role (Operational, Decisional, Recommendation making or Advisory)</b>	<b>Authority (Who Committee reports to for this duty or responsibility)</b>
-To develop bid application parameters and process for hosting of National events, and implement process as needed.	-Recommendation / operational	Executive Director
- To review and update sanctioning event guidelines, agreements and process, and assist with implementation of sanctioning process as required / requested.	-Recommendation / operational	
- To develop, review and update hosting agreements for National events (and domestically held international events).	- Recommendation	
-To support the local Organizing Committee in the planning and organization of all National Championships and key domestic events (Summit, JNTC, SNTC...)	-Advisory & operational	

To coordinate or support organizing committees for international events held on domestic soil, as required / requested , subject to availability.		-Recommendation & operational	Executive Director
-To assist with management of all other national events as required / requested, subject to availability.		- Operational	
Intl Competition Planning (Ad Hoc) Sub-Committee / Work Group:	-To develop, in collaboration with the HP department and KC staff, Guidelines for KC international events (including communications, budget management, scheduling, travel, registrations, accommodations, team management, medical, invoicing, etc)	-Recommendation	Standing Events Committee
	-To track, monitor (on a regular basis) and assist with (as requested / required) the operational implementation of international event-related guidelines by KC staff and event teams.	- Advisory, operational	

**AUTHORITY:**

Reports directly to the Executive Director, in an advisory and recommendation (and occasionally operational, upon request from the ED) capacity (as per Key Duties and Responsibilities).

## **COMPOSITION:**

The Committee shall be composed of at least 4 members (possibly up to approximately 7 members).

- Committee Chair
- Executive Director
- KC Administrative Assistant / Logistics Coordinator
- 1-2 Athlete Representative(s), ideally one for each discipline (kata & kumite either bilingual or representing both official languages)
- 2 members at large (may be BOD member, PTSO Staff, parent, event coach, volunteer, etc)

Additional members when discussing Karate Canada hosted events

- KC Events Manager (when discussing Karate Canada hosted events)
- Possibly one member possessing Tournament management experience

In appointing the members of this Committee, consideration shall be given to competence and gender, regional, and linguistic balance.

The following experience, competence or assets shall be considered in the selection and appointment of members at large

- Event management
- Team management
- Travel management
- Budget management
- Bilingualism

## **APPOINTMENT:**

All members shall be appointed by Karate Canada's Board of Directors, following recommendations from the Committee Chair.

### **-Duration of Appointments:**

Appointment of members shall be in effect until September 30 2021; after completion of this mandate, appointment will be for 2-year period.

If a member is replaced during his/her mandate, duration of the new member's mandate is until the end of the previous member's current mandate.

Members may be added or removed at the sole discretion of the Board of Directors at any time.

**MEETINGS:**

The Committee shall meet in person or by telephone as needed, while maintaining a minimum of 4 meetings annually.

It shall meet by teleconference, unless otherwise requested by the Committee and approved by the Executive Director.

The Committee shall provide its members and the KC Executive Director with a yearly plan of all scheduled meetings, which is in alignment with scheduled meetings of the Board of Directors and Executive Committee. Meetings of the Committee shall be called by the Committee Chair; at least 48 hours in advance of the start of the meeting. An Agenda for the meeting must be provided at that time.

Minutes of every meeting will be submitted via Karate Canada's Executive Director, within 1 week of completion of each meeting.

**Quorum:**

-Participation must be above 50% in order to attain quorum. Chair must be in attendance.

**RESOURCES:**

Operational budget shall be allocated by the Board of Directors, according to requests from the Committee for retention of experts /consultants or for other needs.