



## COMPETITIONS COMMITTEE TERMS OF REFERENCE

### **Name: Competitions Committee**

**Mandate:** The Competitions Committee is a program committee of the CFF. Its role is to provide leadership, guidance and expertise to oversee the successful planning and delivery of all CFF competitions, including all events that are in partnership with respective hosts as selected by CFF.

**Key Duties:** The Committee will perform the following key duties:

- Prepare short-term (annual) work plans, with timelines, to guide the work of the Committee, for approval by the Executive Director pending the report from the Competitions Review committee
- Recommend policies, standards and guidelines related to the hosting aspects of all CFF competitions.
- Recommend bid procedures, timelines and site selection criteria to solicit and decide proposals for hosting all CFF National or International competitions.
- Receive review and rank all qualified bids and if deemed necessary, have a representative undertake a site visit of each candidate venue.
- Identify host for each event and appoint Tournament Chairs.
- Develop, review and update event schedule, and propose to the Executive Director events to be dropped in the case of insufficient entries.
- Ensure that all policies, rules and guidelines pertaining to the delivery of all CFF competitions are adhered to by the hosts.
- Evaluate each event and provide the report to the current host, to future hosts, and to the Executive Director.
- Perform such additional tasks as may be assigned to the Committee by the Board or by the Executive Director and deemed acceptable to the committee.

**Authority:** This is a recommending committee to the Executive Director.

The committee can gather information through formal means, such as surveys from the broader CFF membership and licence holders as deemed necessary.

The committee can form sub-committees as deemed necessary

The committee's plans (annual, quadrennial, etc.) and the annual budget must be approved by the Executive Director.

**Composition:** The Committee will be composed of the following:

- A Chair
- An LTAD Committee Representative
- A High Performance Committee Representative



- A National Referee Committee Representative
- Member with Marketing/Sponsorship/Communications experience
- The Executive Director is ex-officio member of the committee
- Other members with expertise deemed required by the Chair and/or Executive Director.

**Appointment:** With the exception of staff, the Board of Directors shall appoint the chairperson and the chairperson shall nominate all other committee members to be approved by the Executive Director. Members of the Committee will serve terms of one year, and such terms may be renewed to a maximum of six consecutive terms.

Nominations from the community, including P/T Associations should be solicited.

When approving the committee membership, the Executive Director will consider the ability and experience of the candidate as well as the diverse nature of the CFF's membership, including language, gender and geographic location as weighting for approval.

**Meetings:** The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director.

**Resources:** The Committee will receive the necessary resources from CFF to fulfill its mandate. The Executive Director has final authority on all staffing.

**Reporting:** The Committee will report through the Executive Director to the Board of Directors. The Committee will report to the membership, in writing, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all CFF strategic planning meetings.

**Approval:** These Terms of Reference were approved by the CFF Board of Directors.

**Review:** The Board of Directors will review these terms of reference periodically and will make changes, if warranted.