



Terms of Reference
Competition Committee
Approved by the Board of Directors

Composition

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (may be any member of the Board of Directors)
- Results Coordinator
- A member from the athlete and coach development committee
- Up to 4 members at large (two members representing each local competition organizing committee)

Responsibilities and Authority

The committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of the Directors. It is mandated that the committee execute the competitions approved on Rope Skipping Alberta's competition calendar, and recommend to the Board of Directors the format for the RSA competitions and championships and the qualification processes for the Rope Skipping Canada Championships.

Function

- Develop Expression of Interest Forms for provincial competitions annually to be distributed through the RSA Secretary.
- Recommend policies to the Board of Directors pertaining to the hosting of competitions.
- Review all Expressions of Interest forms and propose an annual competition calendar in alignment with the principles of Canadian Sport for Life for approval by the Board of Directors.
- Monitor governing national and international policies and guidelines related to the hosting of competitions.
- Develop, implement, and evaluate competition formats of provincial competitions and development competitions.
- Maintain the inventory of competition medals, ribbons, and certificates and recommend purchases to the Board of Directors.
- Develop formats and materials for pilot initiatives such as ParentSkip Challenge, etc.
- Promote True Sport principles throughout competition planning initiatives.
- Provide input, advice, expertise as required on competition matters as requested by the Board of Directors.
- Support host clubs to execute quality competitions.
- Prepare communications for RSA's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Ensure that meeting minutes are maintained and provided to the Chair and Secretary following each meeting.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for approval by the Chair.
- Ensure that the Terms of Reference for the Committee and related task groups are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Last Approved: April 2018
Last amended: January 2, 2022
Approved: February 6, 2022