



**Terms of Reference**  
**Competition Planning Committee**  
*Approved by the Board of Directors*

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### **Composition**

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (may be a Director filling another role)
- Competition Hosting Committee Chair or designate
- Representative from the Coaches Committee
- Representative from the Athlete Development Committee
- Representative from the Officials Committee
- Up to 4 members at large
- Chair (ex officio)

### **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 recommend to the Board of Directors the competition 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 for the next two years.
- 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.
- Develop formats and materials for pilot initiatives such as decentralized competitions, 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.
- Prepare communications for RSA's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- 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.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- 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.

Approved: April 22, 2017