



Rope Skipping Canada

Saut à la Corde Canada

Awards Committee

Terms of Reference

(Updated: October 28, 2018)

Purpose:

The purpose of the Rope Skipping Canada (RSC) Awards Committee is to review all RSC Scholarship Award and RSC National Coach Achievement Award applications on a yearly basis. The Awards Committee will be responsible for selecting the award recipients on an annual basis for both the RSC Scholarship Award and the RSC National Coach Achievement Award. The RSC Awards Committee only reviews applications and selects recipients for the RSC National Championships.

Membership

All members of the Awards Committee must be RSC members in good standing. The Awards Committee should be comprised of a minimum of three (3) and maximum of five (5) members with the following minimum composition of members:

- Committee Chair (appointed by RSC Board of Directors)
- 1 RSC Board Liaison (ex-officio)
- Up to 4 Members at Large
 - Members at Large should represent various roles within the organization including officials, athletes, and coaches.
 - It is preferred that Members at Large represent all Provincial Sporting Organizations (PSO) within the RSC general membership.

The term length for membership on the committee will be two (2) years. Members of the committee may be absent from a maximum of three (3) meetings in a calendar year. Once 3 meetings are missed, the individual's membership on the committee will be revoked.

Accountability:

The Awards Committee Chair will be responsible for communicating with the RSC Board of Directors as required/requested. The Awards Committee Chair will provide, in writing, the names and affiliated clubs/provinces of the award recipients, a minimum of three (3) weeks

prior to the National Championships annually. The Awards Committee operates under the direction of the RSC Board of Directors.

Review:

On a yearly basis, the RSC Board of Directors will review the work completed by the committee and determine if the committee continues to be a benefit to the RSC organization. Additionally, on a yearly basis, the committee will review the Terms of Reference and make changes as required.

Working Method:

Meetings

The task group will meet as required to fulfil the committee responsibilities. Meetings will be held via conference call at the discretion of the chair. The committee Chair will be selected yearly, by the RSC Board of Directors. Members of the task group will submit agenda topics to the Chair in advance of scheduled meetings. The committee Chair must inform the RSC Board of Directors of the meeting schedule, such that the RSC Board of Directors may add items to the agenda when/if required. The meeting materials will be circulated to the committee by the Chair, via electronic communication (Eg. email, Google Docs, etc.). When required, non-members of the committee may be invited to participate in a meeting, where their input is considered valuable to a specific agenda topic. The committee Chair, may, if desired, assign the role of secretary to a committee member, or may take on the secretary role.

Sharing of Information

Members of the committee will share information via electronic communication (Eg. Email, Google Docs, etc.). All committee decisions made should be considered confidential until all awards are presented. Committee members are encouraged to engage RSC members in dialogue regarding the nature of the group and discussion topics, such that their recommendations reflect the interests of the RSC membership. Any information provided to the committee from the RSC Board of Directors, that is explicitly deemed as confidential may not be shared with any individuals who are not members of the committee.

Committee Responsibilities:

- Receive all applicable applications
- Review all applications that were received by the specified deadline
- Schedule interviews, where required for short listed Scholarship applicants
- The Chair, will communicate the successful applicant to the RSC Board of Directors, including the RSC Treasurer
 - The Chair will be responsible for providing the RSC Treasurer with the name of the successful applicant and all required post-secondary admissions information required to be eligible to receive the RSC Scholarship Award and allow RSC to provide a cheque to the post-secondary institution
 - The chair will communicate with the RSC Board of Directors as to the successful applicant for the National Coach Achievement Award at least three (3) weeks

prior to the National Championships so that appropriate awards may be prepared

- It is preferred that a member of the Awards Committee, be present at the National Championships to present both the RSC Scholarship Award and the RSC National Coach Achievement Award
 - If a member of the Award Committee is not present at the National Championships, the RSC Board of Directors will appoint a delegate to carry out the duties of the Awards Committee