



Rope Skipping Canada

Saut à la Corde Canada

National Tournament Committee

Terms of Reference

(Updated: December 18, 2019)

Purpose:

The purpose of the Rope Skipping Canada (RSC) National Tournament Committee (NTC) is to act as the liaison and support in the planning and execution of the annual RSC National Championships. The NTC will be responsible for all items pertaining to the planning of the National Championships including creating a budget to be presented annually to the RSC Board of Directors for review and approval. Additionally, the NTC is responsible for all onsite support, technical and logistical, at the National Championships, to ensure the adequate delivery of the event.

Membership

All members of the NTC must be RSC members in good standing. The NTC should be comprised of a minimum of six (6) and maximum of eight (8) members with the following minimum composition of members:

- Committee Chair (appointed by RSC Board of Directors)
- 1 RSC Board Liaison (ex-officio)
- 1 Tournament Director
- 1 Officials Representative
- 1 Results Representative
- 1 Host Province or Host Location Representative
- Up to 2 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 have a specific role on the NTC

The term length for membership on the committee will be two (2) years, with the exception of the Host Province/Host Representative position, which will have a term length of one (1) year. 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 NTC Chair will be responsible for communicating with the RSC Board of Directors as required/requested. The NTC operates under the direction of the RSC Board of Directors. The NTC Chair and the members of the committee are financially accountable for adhering to the budget presented and approved by the Board of Directors. Any deviation from the budget should be submitted in writing to the Board of Directors with rationale for the deviation.

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 biannually, by the RSC Board of Directors. Members of the committee 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 ratified by the NTC or the RSC Board of Directors, where required. Committee members are encouraged to engage RSC members in dialogue regarding the nature of the committee 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:

- Provide recommendations to the Board on the National Championships registration fees
- Develop and present National Championships budget to the Board for approval
 - Once set, the NTC will abide by the approved budget

- If additional expenses are incurred, the NTC will submit the additional expenses to the Board for approval with rationale for the additional expenses
- The NTC Chair will be responsible for confirming all expense reports related to the National Championships prior to being submitted to the RSC Treasurer/General Manager for repayment
- Determine volunteer requirements for the National Championships
 - Provide host province/club with exact volunteer positions and timings such that volunteers may be recruited in advance of the competition
 - Work in collaboration with the host province/club to recruit volunteers for the National Championships
- Determine the National Championships schedule of events
 - The schedule of events should include all events for all age/gender categories within the current RSC Competition Manual
 - If all events cannot be accommodated the NTC Chair will present to the Board the events to be offered and provide rationale for the selection of events and exclusion of events
- Determine the National Championships judging requirements including but not limited to scheduling of judges, onsite judges' meetings, and onsite judging support
- Oversee the onsite execution of the National Championships
 - The Tournament Director shall be the main point of contact for all onsite inquires
 - Where required, the NTC may defer to the Board onsite to help in decision making processes
- Set the Technical Committee for the National Championships
 - The NTC shall ensure that all individuals on the Technical Committee meet the judging requirements as outlined in the RSC Judge Qualification Policy
 - Where possible the Technical Committee should be comprised of individuals representing multiple provinces and clubs

Committee Remuneration:

All NTC members are, where possible, expected to attend the RSC National Championships. To be eligible for expense reimbursements all committee members must submit an official RSC Expense Report and all receipts for all expenses claimed must be included in the expense report. All NTC member expense reports should be submitted to the NTC Chair, who will review and approve expense reports. The NTC Chair shall submit their expense report and associated receipts to the RSC Chair who will review and approve for payment. All expense reports and receipts must be submitted within 30 days following the completion of the event. Failure to abide by the time-lines may jeopardize the financial process, so that the individual's expenses may be withheld. The following items outline expenses that are eligible for reimbursement for committee members attending the National Championships:

1. Transportation

- Committee members are expected to travel in a manner most economical to the organization

a. Air Transportation

- Will be reimbursed at the most economical rate provided by the airline
 - If a committee member chooses an airline class that is above the standard ticket, they will be responsible for the additional cost of the flight
- Baggage fees for up to 1 bag will be reimbursed

b. Ground Transportation

- Will be reimbursed as per the RSC Policy and Procedure Manual
- Mileage expenses shall be paid out at the current CRA rate based on the claimant's province of residence.

2. Accommodations

- Reimbursement for accommodations will be based on double occupancy. Members of the same gender, are expected, where possible, to share a room
- Should a committee member choose single occupancy, they will be responsible for half (1/2) the cost of the accommodations for the duration of their stay
- When submitting expense reports and receipts, only one individual from each room shall submit the expense and be reimbursed for the cost of the accommodations

3. Meals

- The NTC will make all attempts to provide meals for all NTC members as part of the organization and hosting of the event
- For meals that are not provided by the event, meal packages at the host accommodations will be provided to NTC members
- In extenuating circumstances where a meal hall is not available per diems will be granted as per the RSC Policy and Procedure Manual as follows:
 - Meal expenses shall be paid to a maximum of the current CRA rate (Canadian or US funds)
 - A flat rate of \$17/meal, to a maximum of \$51/day, sales tax and tip included per person.
 - Itemized food receipts must be submitted in order to receive compensation.