

PROCEDURES FOR COMMITTEES OF THE BOARD, STANDING COMMITTEES AND AD HOC COMMITTEES

Various Committees of the Board, Standing Committees and Ad Hoc Committees exist within the structure of Karate BC and shall function in accordance with the following procedures.

1. Formation and Purpose of a Committee:

- 1.1 Committees of the Board: The Board may, at its discretion, and by formal resolution at a Board meeting, create a “Committee of the Board” to be assigned duties that are under the general purview of the Board but may be more effectively and efficiently accomplished by a smaller group of Directors.
- 1.2 Standing Committees: A “Standing Committee” (also known as a Permanent Committee) is struck through a resolution at a meeting of the membership. The resolution will outline the intended purpose of the Committee. Standing Committees should be listed in the Bylaws of the organization and is a permanent committee until such time as it is removed by special resolution.
- 1.3 Formation of an Ad Hoc Committee: An Ad Hoc Committee is struck by the Board of Directors through a formal resolution and exists to complete an assigned task within a set period of time. The purpose, process to appoint Committee members and the expected timelines should all be part of the resolution to establish the Committee.
- 1.4 Defining the Purpose of Any Committee: Every Committee will have Terms of Reference developed and approved by the Board prior to committee appointments being made. The Terms of Reference will include the approved Purpose, Membership, Terms of Membership, Scope of Responsibility and Accountability. These Terms will be available to all members and others through the organization’s website.

2. Meeting Procedures:

Committees meetings shall be conducted in accordance with Karate BC’s Bylaws and Roberts Rules of Order (current edition), with specifics noted below:

- 2.1 Committee Chairs shall be able to cast a vote
- 2.2 Committee decisions will be reached by consensus or by simple majority
- 2.3 Meetings can be held in person, by conference call or through other electronic meeting methods such as Skype or Eluminate.
- 2.4 A quorum is a simple majority of committee members in office at the time of the meeting.
- 2.5 If the Chair is not able to attend the meeting, the Committee shall appointment a Chair for the meeting from members present.
- 2.6 Minutes of All Committee Meetings:
 - a. A committee member shall be appointed as recording secretary for each meeting, with draft Minutes being circulated within 14 days of the meeting.
 - b. For Committees of the Board, Meeting Minutes will be distributed to all Directors when approved.
 - c. For Standing Committees, approved Committee Minutes will be available to the membership through the organization’s website starting Jan. 1, 2014.

- d. For Ad Hoc Committees, the Board will determine at the time of Committee formation as to the appropriate distribution pathway for Ad Hoc Committee Minutes.

3. Committee Procedures:

- 3.1 Where possible, an annual calendar of committee meeting dates or approximate dates will be established as soon as possible after an Annual General Meeting through discussion between Committee Chairs and the Executive Director, and published on the organization’s website.
- 3.2 If there is no Director sitting as a member of a Standing Committee or an Ad Hoc Committee, the President or a designated Director may be named as the “Board liaison” for that Committee, and may choose to attend any or all Committee meetings.
- 3.3 A Committee may invite the Executive Director to attend all or portions of any committee meeting, but shall notify the Board liaison of such an invitation.
- 3.4 Committees may invite members of the organization to attend portions of a meeting if they can provide special expertise or insight to an issue at hand. These members will not be privy to any committee decisions or recommendations that may come out of such discussions until the decision or recommendation is available to all members.
- 3.5 External Advisors (external to the organization):
 - a. The Board may approve the use of external advisors for a Committee of the Board.
 - b. A Standing or Ad Hoc Committee may obtain the advice and counsel of external advisors, providing the Board has approved the involvement and any cost of engagement of such advisors.
- 3.6 Committee member expenses must be pre-approved by the Committee Chair or Executive Director, and expense claims submitted within 30 days of the applicable meeting.

4. Committee Member Conduct

- 4.1 Committees of the Board are held to the same standards of confidentiality and conflict of interest as any discussion or deliberation of the Board as a whole.
- 4.2 Standing Committee and Ad Hoc Committee members and advisors shall not share any committee deliberations outside of the committee room other than at the direction of the Board, including records, materials and information that is not generally available to the membership or to the public adhere.
- 4.3 If a member of a Standing Committee or an Ad Hoc Committee is in a position of perceived, potential or real conflict of interest regarding any committee business, the chair shall be so advised prior to the start of discussion about the applicable business. The advisement can come from the individual themselves, or from another member of the committee. If the chair agrees that there is a perceived, potential or real conflict of interest, the individual will remove them self from the discussion and the decision-making process for that item. The decision of the Chair and subsequent action shall be recorded in the Minutes of the meeting as *“A Conflict of Interest was declared, and (name) did not take part of the discussion for item # . . . on the agenda”*.
- 4.4 Committee members shall prepare themselves for all committee meetings by reviewing the Minutes from previous meetings and reading the agenda and all documentation circulated for the meeting.

5. Appointments to Standing Committees:

- 5.1 A call for interested candidates to fill expiring terms on all Standing Committees shall be made prior to every Annual General Meeting.
- 5.2 The Board of Directors shall make Standing Committee appointments within 30 days of the Annual General Meeting.
- 5.3 Appointments shall go to the 2nd Annual General Meeting following the appointment.
- 5.4 Unless otherwise stated in the committee Terms of Reference, Standing Committees Chairs shall be appointed by the Board.
- 5.5 For appointments to new Committees, approximately half of the appointments should be made for two year terms, and half for three year terms, to create a rotation of terms for committee members.
- 5.6 The Board shall fill vacancies on Standing Committees by appointment as necessary during any year, with the appointment for the vacated term to expire as per the existing committee member rotation.
- 5.7 Committee members can be re-appointed in accordance with the Terms of Reference for that committee.

6. Sub-Committees:

- 6.1 A Standing Committee may strike a Sub-Committee, with the approval of the Board, to undertake special shorter term projects under the Standing Committee's general jurisdiction. Sub-Committee members will be tentatively appointed by the Committee Chair and could include individuals external to the Committee. Appointments require final approval by the President or designate before the appointment is finalized.

7. Authority Levels:

- 7.1 All Committees are expected to keep the Board informed of activities and major decisions in accordance with the Accountability Framework outlined in their Terms of Reference.
- 7.2 All Committees must work within the parameters of the existing Strategic Plan of the association, and approved annual budget levels.
- 7.3 Program Implementation Plans must be approved by the Board, but once approval has been given, should then be acted upon by the applicable Committee.

AWARDS COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Awards Committee is a Standing Committee of Karate BC and is responsible for overseeing and implementing the annual Awards Program.

Membership

- The Chair is appointed by the Board of Directors
- The committee has no fewer than three and no more than five members appointed by the Board of Directors from applications received from the general membership
- The Board will also appoint a staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving for two terms the appointments will be reviewed by the Board.

Scope of Responsibility

Annual Awards:

- The committee shall call for and receive nominations from the membership for the following awards:
 - Official of the Year
 - Volunteer of the Year (Karate BC)
 - Volunteer of the Year (Club)
 - Coach of the Year (High Performance)
 - Coach of the Year (Grassroots)
 - Sponsor of the Year
 - Inspirational Athlete
- The committee shall select the winners of each Annual Award

Performance and Sport Achievement Awards:

- The committee ensures that appropriate records are kept to track the personal point performances and sport achievements for the following awards:
 - Junior Male Athlete
 - Junior Female Athlete
 - Adult Male Athlete
 - Adult Female Athlete

Vince Redfern Bursary:

- The committee shall call for and receive nominations for the Vince Redfern Bursaries of \$500.00 each for a male and a female athlete
- The committee will select the winners of the annual Bursaries, based on the award criteria and the nominations received

General

- The committee shall ensure that all awards to be presented to recipients are ordered and made available in a timely manner, and that perpetual awards are kept up to date
- The committee will ensure that the awards are presented at an appropriate venue and time
- The committee will work with the Marketing and Communication Committee to ensure appropriate promotion of and recognition for all award recipients, including a perpetual list by year on the website
- The committee will work with the High Performance Committee in the method of tracking information and the criteria for the Performance and Sport Achievement Awards
- The committee will work with the Finance Committee in the development of the annual awards budget
- The committee will make recommendations to the Board of Directors from time to time regarding the criteria for each award, the ways in which nominations are solicited, and any change in the type or number of awards in the Karate BC recognition system.

Accountability

- The Awards Committee reports to the Board of Directors through the Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee will develop and submit to the Board and to the office an annual calendar that outlines the expected dates and timing for the cycle of all awards, including calls for nominations, deadlines for receipts of nominations, the time period applicable for all Awards including but not limited to: Karate BC Awards, Sport BC Awards, BC Sports Hall of Fame Awards, Karate Canada Awards, viaSport Awards, Community Sport Hero Awards and information for the presentation of awards
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, and the official list of all award recipients

COACHING DEVELOPMENT COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Coaching Development Committee is a Standing Committee of Karate BC, and is responsible for the development and implementation of coaching development plans and programs to ensure that the athletes in the sport have the best opportunity to achieve their personal goals.

Membership

- The Chair is appointed by the Board of Directors
- The committee includes a Master Learning Facilitator
- The committee includes a liaison member from the Technical Committee
- The committee has no fewer than two and no more than four additional members appointed by the Board of Directors from applications received from the general membership
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after two terms their appointment will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for the implementation of the Karate Canada National Coaching Certification Program (NCCP) in British Columbia, including ensuring an appropriate number of Learning Facilitators and Evaluators to meet the needs of the system
- The committee is responsible for developing or accessing non-certification professional development opportunities for coaches
- The committee is responsible for the development and implementation of a Mentorship Program for Junior Coaches
- The committee will develop and publish an annual calendar of all coaching development activities and opportunities
- The committee will work with the Finance Committee in the development of the annual budget for coaching development
- The committee works with the Technical Committee to ensure consistency and strong links between coaching development and participant development activities
- The committee works with the Marketing and Communications Committee to ensure that all coaching development opportunities are well promoted

- The committee works with the High Performance Committee to integrate the coaching development program with the certification and professional development requirements of the high performance coaches
- The committee will regularly review and make recommendations as necessary to the Board of Directors regarding all Coaching Policies and Procedures

Accountability

- The Coaching Development reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including the number of certified coaches at each level, number and locations of courses and other coaching development activities

DISPUTE RESOLUTION COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Dispute Resolution Committee is a Standing Committee of Karate BC and is responsible for the oversight and management of the membership Codes of Conduct, as well as the disciplinary and appeal policies and procedures of Karate BC.

Membership

- The Chair is appointed by the Board
- The committee has no fewer than three and no more than five members appointed by the Board of Directors from applications received from the general membership
- The Executive Director is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for the regular review and any recommendations for revision of the association's Codes of Conduct
- The committee is responsible for the regular review and any recommendations for revision of the association's Disciplinary Policies and Procedures and Appeal Policies and Procedures
- The committee develops and regularly reviews a list of attributes, expertise and experience desired for individuals who will be sought out and named to the association's list of Harassment Advisors and/or potential Disciplinary Committee or Appeal Committee members.
- The committee develops, regularly reviews and maintains a list of Harassment Advisors and potential Disciplinary Committee and Appeal Committee members which can be accessed by the President or designate as needed
- The committee works with the President or designate as required to develop the specific parameters that will be utilized by an Ad Hoc Disciplinary Committee appointed by the President for a specific complaint or investigation

Accountability

- The Dispute Resolution Committee reports to the Board of Directors
- The Committee Chair will provide a written report to the Board when requested

- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee

FINANCE COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Finance Committee is a Committee of the Board, and has responsibility for oversight of the financial management of Karate BC. Such responsibility is delegated by the Board as a Whole, but does not diminish the over-all responsibility of the Board of Directors for the financial position of the organization.

Membership

- The Finance Committee is chaired by the Treasurer
- The President is the a member of the Finance Committee
- The Executive Director is a full member of the Finance Committee

Term of Office

- Committee members serve on the Finance Committee only while they are in the appropriate office as Directors or holding the appropriate staff position

Scope of Responsibility

- The Finance Committee is responsible for the development of the annual budget and presentation of the budget to the Board for approval
- The Finance Committee will receive and review monthly Financial Statements
- The Finance Committee will review the quarterly Financial Statements before they are circulated to the Board as a Whole
- The Finance Committee will liaise with the Auditor as may be required
- If a change in Auditing Firms is desired or necessary, the Finance Committee will undertake the investigation and make recommendations to the Board of Directors
- The Finance Committee will regularly review the Financial Policies and Procedures of the organization and make recommendations to the Board as required

Accountability

- The Finance Committee reports to the Board of Directors through the Treasurer
- Every meeting of the Board of Directors has a Financial Report as a required item on the agenda
- A Financial Statement to the end of the most recent possible month will be made available to all Directors for every Board of Directors meeting

HIGH PERFORMANCE COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The High Performance Committee is a Standing Committee of Karate BC and is responsible for the development and oversight of the provincial High Performance Program.

Membership

- The Chair is appointed by the Board of Directors and will serve as liaison to the Karate Canada HP committee
- Designated committee members are:
 - Head Coach
 - Assistant Coach (one)
 - Athlete Representative (female)
 - Athlete Representative (male)
- In consultation with the Chair, the Board of Directors may appoint up to two “other” committee members, from applications received from the general membership
- The Board shall appoint a Director liaison to the committee
- The Executive Director or staff designate is the staff liaison to the committee

Term of Office

- Designated committee members remain on the committee until they no longer hold the designated position with Karate BC
- “Other” committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- “Other” committee members may be re-appointed , but after serving two terms their appointments will be reviewed by the Board

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for developing, implementing and monitoring the high performance program, including the following stages of training and performance:
 - Train to Train
 - Train to Compete
 - Train to Perform
 - Train to Win (*working with Karate Canada*)
- The committee is responsible for reviewing, updating and maintaining the Team BC Handbook and Policies, including, but not limited to:
 - Selection
 - Conduct and discipline

- Athlete Assistance Program
- Pacific Sport Carding Program
- Team Structure
- The committee will work with the Tournament Committee to ensure that programming calendars are complimentary, to ensure Provincial Tournaments align with LTD and provide a logical progression for athletes
- The committee will ensure that information is made available to athletes regarding funding or educational opportunities such as the External Credit Program, or athlete grants from external organizations
- The committee will work with the Finance Committee in the development of the High Performance budget for both the program and the committee
- The committee will work with the Coaching Development Committee to develop and/or access coaching development opportunities appropriate for the needs of high performance coaches
- The committee will work with the Technical Committee to ensure strong transitions between Learn to Train and Train to Train stages for identified athletes
- The committee will make recommendations to the Board from time to time regarding High Performance Program opportunities, program policies and other issues

Accountability

- The High Performance reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the program and committee, including all performance program results and future significant competitions

MEDICAL COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Medical Committee is a Standing Committee of Karate BC, and is responsible for oversight of the participant safety and injury prevention initiatives within the organization.

Membership

- The Chair is appointed by the Board of Directors
- The committee includes a liaison member from the Tournament Committee
- The committee has up to four additional members appointed by the Board of Directors from applications received from the general membership
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointments will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for establishing and implementing policies and procedures that promote participant and athlete safety and provides appropriate education opportunities for members and Clubs
- The committee works with the Technical Committee and the High Performance Committee to make sure that all development, training and competitive programs have appropriate safety standards, monitoring and reporting systems in place
- The committee works with the Tournament Committee to establish and monitor safe standards for all competitions under Karate BC's jurisdiction
- The committee establishes and maintains the injury tracking system for all tournaments
- The committee oversees the selection of medical personnel for tournaments
- The committee will regularly review applicable policies and procedures and make recommendations to the Board of Directors as required

Accountability

- The Medical Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with an overview of the program and significant statistics from the year

MARKETING AND COMMUNICATIONS COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Marketing and Communications Committee is a Standing Committee of Karate BC and is responsible for oversight and implementation of the Marketing and Communications plan and initiatives.

Membership

- The Director responsible for Marketing and Communications will Chair the committee
- In addition, the committee has no fewer than two and no more than four additional members appointed by the Board of Directors from applications received from the general membership
- The Executive Director or staff designate is the staff liaison to the committee

Term of Office

- The Chair's term of office will coincide with his/her term as Director Responsible for Marketing and Communications
- Other Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for ensuring the development and implementation of the marketing plan, including:
 - Sponsorship prospecting and procurement
 - Management of sponsor contracts
- Within the parameters of the Strategic Plan, the committee is responsible for ensuring the development and implementation of a communication program that includes:
 - Website
 - Social media
 - Print, radio and television
 - Brand awareness and promotion
 - Monitoring brand compliance
 - Promotion of specific events and programs
- The committee will work with appropriate staff to investigate or research grant opportunities from government, foundations or other funders
- The committee works with the Tournament Committee to ascertain the communications needs of the events, and to raise money to support the Provincial Tournament Program

- The committee will work with the Awards Committee to ensure appropriate promotion of and recognition for all award recipients, including a perpetual list by year on the website
- The committee will work with the Finance Committee to develop the annual Marketing and Communications budget
- The committee will make recommendations to the Board from time to time regarding new opportunities and improvement of marketing and communications endeavours

Accountability

- The Marketing and Communications Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee

NOMINATIONS COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Nominations Committee is formed from time to time by the Board of Directors in accordance with Bylaw 4.1.6, and is an Ad Hoc Committee. The Nominations Committee is responsible for developing a list of candidates for the position of Director.

Membership

- The Committee will be comprised of not fewer than three (3) Directors
- The Chair is appointed by the Board from among the three Directors
- None of the committee members should be Directors whose terms are expiring at the upcoming Annual General Meeting

Term of Office

- The committee is formed no more than 6 months prior to an Annual General Meeting
- The committee is dissolved at the conclusion of the Annual General Meeting

Scope of Responsibility

- The committee is responsible for developing a slate of candidates for the Director positions that will be open for election at the upcoming Annual General Meeting
- The committee is responsible for finding potential candidates who have the attributes, knowledge and expertise required for the particular Director positions that will be open for election
- The committee is responsible for vetting the possible candidates to ensure that they meet the requirements for membership in the organization, and have the character and integrity desired for members of the Board of Directors
- The committee proposes the list of candidates to the Board of Directors at least 3 weeks prior to the Notice of the Annual General Meeting being circulated

Accountability

- The committee is accountable to the Board of Directors for the completion of their tasks as outlined

OFFICIALS COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Officials Committee is a Standing Committee of Karate BC, and is responsible for the development and implementation of the Officials Program.

Membership

- The Chair is appointed by the Board of Directors
- Each Karate BC region may have one official sit on the Officials Committee. If the region does not appoint a representative, that position remains vacant
- The committee includes a liaison from the Tournament Committee
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- Within the parameters of the Strategic Plan, the committee is responsible for implementation of the Officials' Certification Program in British Columbia, including clinics and evaluation
- Within the parameters of the Strategic Plan, the committee is responsible for implementation of an education and mentoring program
- The committee is responsible for the development and implementation of a Mentorship Program for Junior Officials
- The committee will ensure that all WKF rule updates are tracked and communicated to officials, clubs and members
- The committee will provide oversight to ensure a high quality of officiating at all levels of competition
- The committee is responsible for the selection and oversight of Officials for Provincial Tournaments
- The committee will work with the Finance Committee in the development of the annual budget for officials

Accountability

- The Officials Committee reports to the Board of Directors through the Committee Chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including assignments to major events and individual achievements of note

TECHNICAL COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Technical Committee is a Standing Committee of Karate BC, and has responsibilities within the club accreditation process and for the development program for the association.

Membership

- The committee has no fewer than four and no more than seven members appointed by the Board of Directors from applications received from qualified members
- The Chair is appointed by the Board of Directors
- All appointed members must be Godan or higher as recognized by Karate Canada
- The First Vice President, or any other director appointed by the Board of Directors, is the liaison to the Board
- The Board of Directors may appoint associated members to the committee as advisors
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

- Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointment will be reviewed by the Board

Scope of Responsibility

- The committee works with the Membership Director to review all applications for Club Accreditation
- Within the parameters of the Strategic Plan, the committee is responsible for the oversight and implementation of the Karate Canada Long-term Participant Development Program in BC, at the Active Start, Fundamentals, Learn to Train and Active for Life stages
- The committee will develop and ensure implementation of Traditional Kata Seminars
- The committee will also promote Kobudo
- The committee works with the Coaching Development Committee to ensure consistency and strong links between coaching development and participant development activities
- The committee will work with the Finance Committee in the development of the annual budget for participant development
- The committee works with the Marketing and Communications Committee to ensure that all participant development activities and opportunities are well promoted
- The committee works with the High Performance Committee to ensure a positive transition between the Learn to Train and Train to Train stages for identified young athletes

- The committee will make recommendations to the Board from time to time regarding the Development Program and Club Accreditation policies and procedures
- The committee will work with the Tournament Committee to ensure provincial tournaments align with the Long-term Development model

Accountability

- The Technical Committee reports to the Board of Directors through the Committee Chair and the First Vice President
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including development programming and seminar information

TOURNAMENT COMMITTEE TERMS OF REFERENCE

Karate BC is the recognized sport governing body for karate-do (karate) in British Columbia. The organization represents and supports all legitimate systems of karate and its different sport expressions. The activities are non-discriminatory, and values-based.

Committee Purpose

The Tournament Committee is a Standing Committee of Karate BC, and is responsible for the organization and management of Provincial Tournaments.

Membership

- The Chair is appointed by the Board of Directors
- Committee members are appointed by the Board of Directors
- One committee member is designated as Tournament Director
- One committee member is designated as Marshalling co-ordinator
- One committee member is designated as the Volunteer Coordinator
- One committee member is designated as the Equipment Coordinator
- The Program Coordinator or staff designate is the staff liaison to the committee

Term of Office

- When appropriate and based on the location of the tournaments, Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment
- Committee members may be re-appointed, but after serving two terms their appointments will be reviewed by the Board

Scope of Responsibility

- The committee is responsible for ensuring that the Karate BC tournaments are organized and conducted to a high standard with safety, enjoyment and development being of paramount importance
- the committee will consult with the Officials Committee to determine the Rules of the Competition, and will review these from time to time to ensure that they meet the developmental and competitive needs of the sport
- The committee is responsible for the on-site management of the tournament on behalf of the organization
- The committee is responsible for all tournament logistical needs including, but not limited to:
 - selecting an appropriate venue
 - first aid arrangements
 - competitive schedules
 - tournament communication
 - equipment set-up and break down, delivery and rental
 - food for volunteers and officials
 - tournament awards and presentations

- The committee develops and distributes the tournament packages to zones and clubs, including competition rules, fees and deadlines, ensuring that the information is also available through the website
- The Volunteer Coordinator is responsible for determining the needs of the event, and recruiting and training volunteers to meet those needs
- The committee works with the High Performance Committee to ensure that programming calendars are complimentary and provide a logical progression for athletes
- The committee works with the High Performance Committee and the Technical Committee to ensure Provincial Tournaments align with LTD
- The committee works with the Medical Committee to ensure safe standards for all tournament
- The committee works with the Officials Committee as required to meet the needs of the event
- The committee works with the Marketing and Communications Committee regarding raising revenue for the tournament, promotion of the events and reporting of results
- The committee works with the Finance Committee to develop the annual program and individual Tournament budgets
- The committee will liaise with the Medical Committee, the Officials Committee, the Technical Committee and the High Performance Committee

Accountability

- The Tournament Committee reports to the Board of Directors through the Committee chair
- The Committee Chair will provide a written report to the Board when requested
- The Committee provides a year-end report for the Annual General Meeting with the activities of the committee, including entry information, tournament results, a financial statement and recommendations for any rule changes or tournament changes for future years