



TERMS OF REFERENCE

- Committee Name:** **Event Sanctioning Committee (“the Committee”)**
- Structure:** The Committee will consist of the 4 - 7 individuals, as follows:
- 4 ex officio members:
 - TO President
 - TO Vice President Technical
 - TO Referee Committee Chair
 - TO Tournament Committee Chair
 - Up to 3 additional individuals appointed by the Taekwondo Ontario Board of Directors (“the TO Board”).
- Chairperson:** The Chair will be selected by the TO Board from the individuals appointed/selected to the Committee. Ex officio members are eligible to be the Chair.
- Vice-Chair:** There will be no Vice-Chair on this Committee
- Responsible To:** The Taekwondo Ontario Board of Directors
- Purpose:** The Committee’s overall responsibility is to:
- apply the criteria in the TO Event Sanctioning Policy to maximize the number of successful tournament sanctions granted.
- Authority:** The Committee is an active Standing Committee of the TO Board. Decisions of the Committee are binding. Event Sanctioning Decisions cannot be appealed.
- Term:** Members of the Committee will serve at the pleasure of the TO Board. Members of the Committee may be re-appointed.
- Meetings:** The Committee will meet by video-conference, telephone, or in person (if all members agree), as required, with meetings held at the call of the Chair or the President.
- Quorum:** A majority of Committee Members (50% plus 1)



- Voting:** Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution (50% + 1) of the votes cast. In the event of a tie vote, the motion is defeated. Committee Members must abstain from voting on any tournament sanction if their host club is the applier for sanction.
- Reporting:** Minutes of all meetings will be recorded and sent to the TO Executive Committee within 7 days of each meeting of the Committee. A copy of these minutes will be provided to the Board of Directors. The Chair may be requested or required by the TO Board of Directors to report at a TO Board of Directors meeting. In addition, the Committee Chair will be required to provide an annual written report of the Committee at least 21 days in advance of the TO Annual General Meeting.
- Removal:** The TO Board may remove any Committee Member by way of Ordinary Resolution. When a position on the Committee is vacant, the TO Board may appoint a qualified candidate to fill the position.
- Responsibilities:** The Committee will perform the following key duties:
- Reviewing event sanction applications and granting (or denying) the sanctioning of events, in accordance with the Event Sanctioning Policy.
 - Advise the TO Board on the adequacy and effectiveness of the TO Event Sanctioning Policy and provide recommendations to the TO Board for consideration for future updates to the Event Sanctioning Policy.