



TERMS OF REFERENCE

- Committee Name:** **Tournament Committee (“the Committee”)**
- Structure:** The Committee will consist of the 5 - 7 individuals, as follows:
- 2 ex officio members:
 - TO President
 - TO Vice President Technical
 - 3 - 5 additional individuals may be 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 may be up to two Vice Chairs, selected by the Chair from amongst the other committee members.
- Responsible To:** The Taekwondo Ontario Board of Directors
- Purpose:** The Committee’s overall responsibility is to:
- Represent Taekwondo Ontario at all Provincial Selection Tournaments and local tournaments sanctioned by TO by ensuring at least the Chair or a Vice-Chair is present at each sanctioned event for the duration of the event.
- Authority:** The Committee is an active Standing Advisory Committee to the TO Board. Decisions of the Committee are recommendations only to the TO Board, and are not binding.
- 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 or the Vice President Technical.
- 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.
- 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:
- Operate and Manage Provincial Selection Events to ensure that guidelines established by Taekwondo Ontario are followed (e.g. smooth operation and safety of all people involved)
 - Ensure that the Chair or a Vice-Chair attends every TO Sanctioned Tournament for the full duration of the event and provides a Post-Event Evaluation form for local tournaments to the TO Executive Committee within 7 days following the event
 - Ensure that the Chair or a Vice-Chair coordinates with the TO Referee Committee at all TO Sanctioned tournaments to ensure only members registered in advance in TO's Event Registration Portal (ERP) are permitted to compete at said tournament.
 - Provide recommendations to the Vice President Technical or TO Board with respect to consideration for future updates to the Event Sanctioning Policy.
 - Risk Management at Events –Other such duties as requested by the Vice President Technical or TO Board from time-to-time