



TERMS OF REFERENCE

COMPETITIONS COMMITTEE

Revised January 2019

The Competitions Committee exists to assist Athletics Ontario in fulfilling its obligations related to promoting athletics and providing Ontario athletes with well managed and consistent competitions.

AUTHORITY

The Committee is a standing committee of Athletics Ontario and shall develop a work plan with specific deliverables and timelines. The Committee will develop, coordinate, and evaluate a program and provide recommendations on matters relating to AO championship and provincial sanctioned competition staging.

COMPOSITION

The Competitions Committee shall include:

- Chair (elected committee member)
- Up to two (2) board members
- Up to five (5) appointed members with regional representation (including an athlete representative)
- Manager, Competitions, Technical Specifications and Logistics (ex-officio & non-voting)

A minimum of two committee members should have training/experience in one or more areas directly related to the Committee mandate (finance, meet management, or project management, officials' coordinator).

APPOINTMENT

The Chair of the Committee will be selected by Committee members, and will have overall responsibility for the activities of the Committee. The Manager, Competitions will select up to seven additional persons to serve on the Committee for a one-year term. This term is renewable on an annual basis.

MANDATE

The committee shall:

- a. establish the annual fixtures list for championships in consultation with the Technical Committee.
- b. be responsible for the non-technical aspects of the Bid Application for the hosting of AO Championships.
- c. ensure that consistent operating procedures are adhered to with respect to the meet management as outlined in the Policies and Procedures Document.
- d. recommend to the Finance Committee, amendments to the Hosting Agreements, as appropriate.
- e. ensure that the Hosting Agreements are delivered to the HOC and retained at the AO office.

- f. establish and implement regular evaluation of AO Championships, through both committee evaluation tools and membership surveys.
- g. evaluate and monitor the effectiveness of sanctioned competitions in meeting the Athletics Ontario Development and High-Performance objectives.
- h. review reports and surveys for Championship meets and determine the implications for future planning and coordination of these meets.
- i. provide post summary report to HOC's outlining successes and areas for improvement.
- j. evaluate, identify, or monitor those activities and areas, which currently (or have the potential to) pose significant risks to the association.
- k. recommend measures for the board, as required, on associated policies or procedures that will assist in avoiding or controlling association risks.

ROLES

The Committee Chair shall lead meetings, set the meeting schedule, arrange meeting place/call, prepare the agenda and keep (or ensure the keeping of) minutes to record discussions and actions taken at all meetings. In addition, the Chair is responsible for reporting progress, project timelines, or providing written recommendations and reports.

Committee members must participate in discussions and share the workload. Each member's expertise, whether it is a skill or knowledge, contributes to the Committee's success. When assigned a task, it becomes each member's duty to complete the task and report back to the Committee.

MEETINGS

The Committee will meet as required or at a minimum, will meet six times per year. Meetings may be held in person or by telephone conference.

Carrying out the work of the Committee effectively requires a commitment to attend all meetings. Any Committee member who is absent, without reasonable excuse as determined by the board, from three consecutive meetings, will be considered to have resigned his/her position and shall be so informed in writing.

REPORTING

The Committee will report as required, through its Chair to the CEO. In addition, the Committee will submit an annual report at every AGM.

The Committee will communicate, as required, with other AO committees including the Technical Committee and Officials Committee.

EVALUATION

The CEO will review the performance of the Committee and these terms of reference, as required.

COMPETITIONS COMMITTEE – TERMS OF REFERENCE		
OWNER:	STATUS:	DATE:
Board	Approved	December 14, 2013
Board	Revised	May 23, 2015
Board	Revised	December 13, 2015
Board	Revised	May 29, 2016
Board	Revised	January 29, 2017
Manager, Competitions	Revised	January 2019