

Competitions Committee

Terms of Reference

1. Name

1.1. The name of the standing committee of Manitoba Badminton Association (“MBA”) will be the Competitions Committee (“CC”).

2. Objectives

2.1. The key focus of the CC is the development and administration of all MBA events held in Canada.

2.2. The objectives of the CC shall be to ensure that the guidelines and policies pertaining to the operation of MBA events in Canada address the following:

- a) the needs of the participating athletes;
- b) provide organizing committees with direction in order to meet minimum quality standards
- c) align with the principles of the Long-Term Athlete Development Model (LTAD) and the MBA strategic Plan;
- d) be financially responsible to MBA; and
- e) uphold these objectives, considering the needs of the athletes and host committees, but taking such measures as may be necessary for advancing the interests of the athletes.

3. Responsibilities

3.1. The CC is responsible for oversight of all matters relating to MBA sanctioned tournaments, domestic and international, held in Canada.

3.2. Generally, the CC will be responsible to create, maintain, make changes where necessary for the guidelines, policies and plans surrounding the following activities:

- a) bid documentation;
- b) National Championships (U15, U17, U19, U23, College/University, Closed, Masters);
- c) Elite Series Events (Junior and Senior);
- d) any other MBA tournaments/events to be used for either ranking purposes or team selections; and
- e) provincial ranking systems.

4. Membership

4.1. The membership of the CC will consist of a maximum of nine (9) individuals, comprised of:

- a) one (1) Chairperson;
- b) maximum of two (2) individuals whom affiliate with the same club
- c) maximum of four (4) individuals who maintain a permanent Winnipeg address as defined by the Province of Manitoba (City of Winnipeg Boundaries Regulation, M.R. 102/92 (gov.mb.ca))
- d) maximum of four (4) individuals who maintain a permanent address outside the boundaries of the City of Winnipeg
- e) Executive Director (ED) of MBA or MBA Staff Member as delegated by ED (non-voting).

5. Chairperson

5.1. Appointment

- a) The Chairperson can be appointed by MBA's Board of Directors.
- b) The Chairperson will serve for a term of two (2) years on the CC or until MBA's Board of Directors decides otherwise.
- c) An individual may serve multiple terms as the Chairperson of the CC, provided they do not serve more than three (3) consecutive terms.
- d) The Chairperson will be selected on the strength of their experience with national competitions and demonstrated leadership qualities.

5.2. Responsibilities

- a) The Chairperson will be held responsible for leading the general oversight, coordination, and execution of all CC policies, procedures, and other activities.
- b) The Chairperson will be empowered to recommend to MBA's Board of Directors appointments and removals of any CC members should they be failing to meet their duties.
- c) The Chairperson may assign sub-committees to address specific tasks.
- d) The Chairperson will report and communicate with the Board of Directors of the MBA
- e) In situations where a position on the CC has become vacant or additional individuals of expertise are required, the Chairperson has discretionary powers to add these people to the CC in an advisory (non-voting) capacity.

6. CC Members (“CCM”)

6.1. Appointment

- a) Any current MBA member club or current MBA member may recommend individuals as CCMs, but all CCMs shall be recommended by the Chairperson and approved by the MBA's Board of Directors.
- b) CCMs will be selected based on their previous experience with provincial competitions and their current involvement with provincial competition.
- c) CCMs will serve for a term of two (2) years. A CCM may serve multiple terms as a CCM provided they do not serve more than three (3) consecutive terms.
- d) Notwithstanding anything to the contrary, after a change of Chairperson, the CCMs may be reappointed or re-selected by MBA's Board of Directors.
- e) The Chairperson may invite other members to sit on CC as needed in a non-voting capacity.

6.2. Responsibilities

- a) The CCMs can be assigned by the Chairperson to undertake activities as directed.
- b) Promoting the objectives of the CC, answering questions and bringing any questions or concerns to the CC.

7. Seeding Subcommittee

7.1. Appointment

- a)** The Chairperson shall appoint members of the sub-committee and the sub-committee chairs.
- b)** Members of the sub-committee and subcommittee chairs will serve for a term of two (2) years.
- c)** Members of the sub-committee and subcommittee chairs may serve multiple terms.

7.2. Responsibilities

- a)** To provide a system of seeding athletes at MBA sanctioned events.
- b)** To seed athletes for MBA sanctioned events or when requested by the MBA Board of Directors
- c)** Upon completion of any MBA sanctioned event to update each athletes ranking within 2 (two) weeks and provide to the ED for publishing and to facilitate seeding for future events.

8. Meetings

10.1. The CC shall meet every three (3) calendar months by conference call or other electronic means, and on an additional basis, as requested by the Chairperson.

10.2. The Chairperson will be responsible to make the necessary arrangements for all CC meetings.

10.3. CC Meeting minutes will be recorded by the Executive Director or designate and shall be distributed to the CC and MBA.

10.4. Temporary substitutions for those members that require absence will be left to the discretion of the Chairperson.

10.5. At all CC meetings, the quorum will be 66% of the number of voting members on the CC.

10.6. For all other meetings of sub-committees, the quorum will be 50% of the voting sub-committee members and the Chairperson of the sub-committee will be responsible for deciding how many meetings are warranted and to make the necessary arrangements for the sub-committee meetings