

**TERMS OF REFERENCE – PROVINCIAL COMPETITIONS COMMITTEE**

**Name:** Ontario Competitions Committee

**Mandate:** The Ontario Competitions Committee is a Standing Committee of the Ontario Fencing Association (OFA). Its role is to oversee competitions in Ontario.

**KEY DUTIES:**

1. To create a competitions circuit in Ontario (Open, Youth, Cadet, Veterans and OCC).
2. Recommend bid procedures, timelines and site selection criteria for hosting OFA events.
3. Vet Ontario hosts for any CFF National or International competitions.
4. Develop an event hosting package including policies, rules and guidelines pertaining to the delivery of all OFA competitions.
5. Review current sanctioning policy and make recommendations as required.
6. Perform such additional tasks as may be assigned to the Committee by OFA Executive Board.

**Authority:** The Committee will make recommendations to the Executive Board of Directors for approval. The committee can form sub-committees whenever necessary to facilitate the committee's work. The committee shall submit to the Board annual plans and budget by July 31, 2015.

**Composition:** Committee members must be members in good standing of OFA. The 2015-16 Competitions Committee will be composed of:

<b>John Makela (Chair)</b>	<b>Mark Jeffrey</b>	<b>William Kinney</b>	<b>Tim Stang</b>	<b>Paul ApSimon</b>
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**Appointment:** Members are appointed by the Board of directors for a three-year term, renewable. In order to ensure continuity, two of the five members of the initial committee shall have a two-year term and three shall have a three year term (to be determined by the committee).

**Meetings:** The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director. Roberts Rules of Order will be used in all committee meetings.

**Resources:** The Committee will submit a budget to the OFA Board of Directors for approval. Generally, budgets shall be submitted in February for the following fiscal year. (I.e. Feb. 2016 for the 2016-17 fiscal). For the 2015-16 fiscal, budget shall be submitted by June 1st.

**Reporting:** The Committee will report through the Executive Director to the OFA Executive Board of Directors. The Committee will report to the membership, in writing and in person, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all OFA strategic planning meetings.

**Approval:** These Terms of Reference were approved by the OFA Board of on May 31, 2015