



## **VOLLEYBALL YUKON DOMESTIC COMPETITIONS COMMITTEE TERMS OF REFERENCE**

### **OVERVIEW**

1. These Terms of Reference describe the purpose, scope and authority of Volleyball Yukon's Domestic Competitions Committee. These Terms of Reference outline clear and specific information on how the Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

### **AUTHORITY AND MANDATE**

2. The Domestic Competitions Committee is an operations committee of Volleyball Yukon.
3. The Committee is to provide leadership, guidance and expertise to help oversee the successful planning and delivery of all indoor national championships.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will seek input from Volleyball Yukon's Active Members.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work.

### **MEMBERSHIP**

7. The Committee shall consist of at least three (3) and no more than five (5) members, including a Chairperson.
8. The Chairperson of the Committee, who must possess relevant expertise, is appointed by the Board. The Chairperson will serve a two-year term, renewable upon review.
9. Additional Committee members are appointed by the Chairperson, in consultation with the Board, for one-year terms, renewable upon review.
10. The Vice-Chair of the Committee will assist the Chair as necessary and will be a non-voting member designated from the organization's staff.
11. All Committee members must hold active memberships with Volleyball Yukon.
12. The Board may replace or remove any member of the Committee at its discretion.

### **CONFLICT OF INTEREST**

13. Members with potential conflicts of interest must declare such conflicts upon appointment and at the start of any meeting where a conflict may exist. Members will recuse themselves from discussions where they have a conflict.

### **DUTIES AND RESPONSIBILITIES**

14. The Committee will:
  - 14.1. Review and approve the operational staff's plan and coordination of in-territory volleyball competitions;



- 14.2. Ensure that all competitions adhere to both Volleyball Yukon and Volleyball Canada rules and regulations;
- 14.3. Review the budget for competitions, including setting entry fees and managing venues, equipment, officials, and other logistical expenses;
- 14.4. Handle disputes or protests that arise during competitions, including interpreting rules and making decisions on any issues that may impact the results of games;
- 14.5. Gather input from various stakeholders such as schools, clubs, sponsors, and the broader volleyball community to enhance the development and success of the competitions; and,
- 14.6. Ensure effective feedback and evaluation are performed on all competitions.

#### **PROCEDURES**

15. The Committee shall keep minutes of discussions and submit findings and recommendations to the Board.
16. The Committee meets at least twice a year or as necessary, and meetings are to be called by the Chairperson, the Vice-Chair or the Chair of the Board.

#### **RESOURCES**

17. The Committee shall have access to the necessary resources to fulfill its duties.

#### **REPORTING**

18. Regular reports will be submitted to the Board of Directors.
19. Decisions or positions on matters required by the Board will be made by a majority vote of the Committee members.

#### **REVIEW**

20. The Terms of Reference will be reviewed annually by the Board of Directors.

#### **APPROVAL**

21. These Terms of Reference are subject to approval by the Board of Directors and will be reviewed and revised as necessary to ensure effectiveness and compliance with organizational goals.