Adopted: March 15, 2026
Last Reviewed: March 15, 2026

Team Manitoba Committee - Terms of Reference

Purpose

These Terms of Reference establish the mandate, responsibilities, and operating procedures of the Team Manitoba Committee of Taekwondo Manitoba. The Committee is responsible for overseeing the development, administration, and performance of Team Manitoba.

Chair Responsibilities (Oversight & Strategy)

- **Planning:** Lead development of annual Team MB plan and present to TM Board for adoption.
- **Team Selection Oversight:** Oversee the process of selecting athletes for Team MB. Ensure all athletes are evaluated against documented, objective criteria.
- **Brand Compliance:** Authorize and monitor the official use of TM branding across all team apparel, communications, and external partnerships.
- **Scheduling and Communication:** Finalize and publish the dates and locations for Provincial Training with sufficient lead time to maximize participation and facility availability. Clearly communicate Team MB plan and expectations to all participants (coaches, club owners, athletes, and parents).

Committee Responsibilities (Execution & Operations)

- **Planning:** Develop an annual Team MB plan and Team Selection Policy.
- **Awards Administration:** Manage the formal awards process for athletes. This includes establishing measurable nomination criteria, receiving submissions, selecting recipients, and coordinating their publication on the TM website.
- **Apparel & Equipment Logistics:** Research, source, and submit cost-effective, practical recommendations for Team MB clothing and support gear.
- **Performance Recognition:** Systematically track and publicly report on the factual achievements and tournament results of our athletes, coaches, and referees.

Committee Meeting Agenda Template

- **Call to Order & Roll Call**

- **Performance Review:** Formal acknowledgment of recent Team MB medals, national/international placements, and measurable achievements.
- **Team MB Planning:** Status updates on facility bookings, logistics, and budget tracking for upcoming training.
- **Team Logistics:** Reviewing team selection criteria updates, review of team training facilities and activities (resolve any issues), and tracking the procurement of Team MB apparel.
- **Awards & Recognition:** Reviewing pending nominations and finalizing upcoming community recognitions.
- **Action Items & Adjournment**

Board Report Template

- **Submission Date:** [e.g., April 5, July 1, or Sept 20]
- **Training Plan Summary:** Confirmed training dates, facility locations, and current registration or planning metrics for Team MB.
- **Team Logistics & Financials:** Updates on Team MB apparel procurement, brand usage compliance, and finalized team rosters for upcoming events.
- **Awards & Recognition Report:** A factual summary of recent award recipients and specific competitive accomplishments highlighted since the last report.
- **Action Required from Board:** [Insert specific, actionable requests—e.g., budget approvals, policy sign-offs, or contract reviews]

Terms of Reference Review

These Terms of Reference will be reviewed every three years. Amendments must be approved by the Taekwondo Manitoba Board of Directors.

Approval

Approved by	Date Approved
Taekwondo Manitoba Board of Directors	March 15, 2026

Revision History

Date	Description of Changes	Approved By
March 15, 2026	Initial adoption	Taekwondo Manitoba Board of Directors