Adopted: [Adopted Date]
Last Reviewed: [Last Reviewed]

Tournament Committee - Terms of Reference

1. Purpose and Mandate

The purpose of the Taekwondo Manitoba Tournament Committee is to plan, manage, and execute exceptional and inspiring tournament experiences for our martial arts community. The committee is tasked with delivering two high-quality annual events: one in January and one in June. Each event is expected to host an estimated 150 to 200 athletes, with the potential to serve as official Provincial Selections. The committee will ensure both events run smoothly from the initial planning stages through to the final medal presentations, creating a positive environment that showcases our province's talent.

2. Committee Composition & Eligibility

To ensure safe, transparent, and expertly run events, the official committee will consist only of the following unpaid volunteer roles.

Core Committee (Voting Members):

This core group holds the voting power for all official committee decisions.

- **Tournament Committee Chair:** Oversees the strategic vision and overall direction of both events from the board's perspective.
- **Referee Chair:** Oversees the rules of competition, recruits and manages all ring officials, and provides final safety and fairness review of the tournament draws.
- **Board Representation:** At least one active member of the Taekwondo Manitoba Board of Directors must sit on this committee to ensure clear communication and alignment with provincial goals.
- **Treasurer:** The Taekwondo Manitoba Treasurer will sit on the committee to provide direct financial guidance, ensure budget compliance, and streamline the approval and payment processes.

Supporting Roles (Non-Voting Volunteers):

These roles report directly to the Core Committee and execute specific event functions.

- **Two Community Representatives:** Passionate members at large from our Taekwondo community who will bring valuable grassroots perspectives, fresh ideas, and help champion our events.
- **Volunteer Coordinator:** Recruits, assigns, and manages event-day volunteers for both tournaments.
- **Provincial Administrator:** Handles all athlete and coach registrations directly.

Eligibility Requirements:

All committee members must meet the following criteria to ensure the safety and integrity of our sport:

- Must be a Taekwondo Manitoba member in good standing.
- Must provide an up-to-date Criminal Record Check and Vulnerable Sector Check.
- Must hold a valid “Respect in Sport” certification.
- Preferred: Previous experience assisting with or running martial arts tournaments is highly valued.

3. Contracted Event Personnel (Non-Committee)

To successfully execute the technical and logistical demands of the tournaments, Taekwondo Manitoba utilizes paid, independent contractors (e.g., Tournament Director, Event Coordinator).

- These contractors operate strictly outside of the Tournament Committee structure.
- They are hired through a formal Expression of Interest (EOI) and Nomination Committee process, subject to final Board approval.
- Contractors report to the Tournament Committee Chair but are not committee members and hold zero voting rights. (See Appendix A for full contract scopes and hiring processes).

4. Authority and Decision-Making

- **Contracts:** The Tournament Committee Chair and any contracted personnel do not have the legal authority to sign venue or vendor contracts on behalf of Taekwondo Manitoba unless they are specifically designated as a signing officer for the Board.
- **Dispute Resolution:** In the event the core committee cannot reach a consensus on a major operational decision, the issue will be escalated to the Taekwondo Manitoba Executive Committee for a final vote.
- **Conflict of Interest:** Any committee member who has a personal or financial relationship with a potential vendor, venue, or contracted role must formally declare it and excuse themselves from voting on that specific item. Furthermore, no active member of the Tournament Committee may simultaneously be hired for a paid contracted role (e.g., Tournament Director or Event Coordinator) for an event they are overseeing.
- **Quorum and Voting Protocol:** To ensure fair and representative decision-making, an official meeting quorum is defined as 50% plus one of the Core Committee (voting members). Supporting roles and contracted personnel serve in an advisory/execution capacity and are strictly non-voting.

5. Financial Handling & Logistics

- **Budget Approval:** The committee will develop a comprehensive event budget for each tournament to be submitted to the Board for official approval.
- **Overages:** Any required spending that falls outside of an approved tournament budget must be explicitly signed off by the Taekwondo Manitoba Treasurer prior to purchase.
- **Invoices & Reimbursements:** The Taekwondo Manitoba Treasurer is responsible for paying all event bills. All vendor invoices must be routed directly to the Treasurer. If a committee member needs to pay for an approved expense out-of-pocket, they must fill out a standard reimbursement form and submit it with receipts to the Treasurer.

6. Meeting Layout & Schedule

To keep momentum high and planning on track for both events, the committee will adhere to the following planning cycle leading up to each tournament:

- **Initial Planning (4+ Months Out):** Meet monthly to secure the venue, draft the event budget, and outline the Tournament Package.
- **Mid-Way Planning (2–3 Months Out):** Meet bi-weekly to finalize logistics, launch registrations, and begin volunteer recruitment.
- **Final Countdown (1 Month Out):** Meet weekly to confirm final floor plans, review registration numbers, and finalize the volunteer schedule.
- **Post-Event Wrap-Up (Within 2–3 Weeks After Each Event):** A final meeting to reconcile the budget, discuss what went well, identify areas for improvement, and finalize the wrap-up report for the Board.
- **Definition of Success (KPIs):** The final wrap-up report must include specific metrics to measure the event's overall success, including total athlete registration numbers, net profit/loss measured against the approved budget, and a detailed summary of any major safety or medical incidents.

7. Critical Timelines & Milestones

To ensure a seamless experience for our athletes and clubs, the committee will adhere to the following schedule for both the January and June tournaments:

- **Budget Approval:** A finalized budget must be approved by the Board one month before the Tournament Package is deployed (four months prior to the event).
- **Tournament Package Deployment:** The official Tournament Package must be distributed to the community exactly three months prior to the event date.

8. Term

Committee members will serve a two-year term to oversee the annual January and June tournaments. Duties commence upon appointment and conclude following the final budget reconciliation of the June tournament in their second year. To ensure continuity, members may be re-appointed for consecutive terms if they wish to continue and there are no other community members vying for the position.

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	Signature
Taekwondo Manitoba Board of Directors		

Revision History

Date	Description of Changes	Approved By
	Initial adoption	Taekwondo Manitoba Board of Directors

Appendix A: Contracted Tournament Roles & Responsibilities

To ensure the delivery of exceptional and inspiring tournament experiences for our martial arts community, Taekwondo Manitoba contracts specialized personnel to execute the technical and operational demands of our events. These positions are classified as paid, independent contractors and operate entirely outside of the volunteer Taekwondo Manitoba Tournament Committee.

Hiring Process & Budget Approval:

1. Budget First: Prior to distributing an Expression of Interest (EOI), the Tournament Committee must establish a preliminary event budget that explicitly includes the proposed honorariums for these roles. This budget must be approved by the Board.
2. EOI & Nomination: Once the budget is approved, the Tournament Committee will draft an EOI outlining the scope of work. The EOI will be run through the Taekwondo Manitoba Nomination Committee for formal candidate review and selection.

3. Final Approval: The Nomination Committee's selected candidates will be presented to the Board for final approval and contracting.

1. Tournament Director

- **Compensation:** $1,500 Honorarium per tournament
- **Reporting To:** Tournament Committee Chair & Taekwondo Manitoba Board of Directors

Role Purpose: The Tournament Director provides the specialized technical skill set required to manage the competitive integrity and flow of the event. They are responsible for the official tournament regulations and ensuring all competitive aspects run smoothly.

Key Responsibilities:

- Oversee and enforce official tournament regulations throughout the event.
- Directly responsible for creating all tournament draws and managing brackets.
- Execute safe and fair division mergers in accordance with Taekwondo Manitoba standards.
- Work closely with the Referee Chair to ensure seamless alignment between brackets, ring assignments, and officiating staff.
- Manage the tournament software and scoring systems, ensuring all computer operators are properly trained and supported.
- Attend critical Tournament Committee planning meetings (4+ Months Out to Post-Event Wrap-Up) to provide technical updates and operational feedback.

2. Event Coordinator

- **Compensation:** Proposed $500–$750 Honorarium per tournament (Final amount to be confirmed by the Board during budget approval)
- **Reporting To:** Tournament Committee Chair & Taekwondo Manitoba Board of Directors

Role Purpose: The Event Coordinator is the driving force behind the physical and logistical execution of the tournament. They ensure the venue is prepared, the schedule is maintained, and the overall experience is positive and inspiring for our athletes, coaches, and spectators.

Key Responsibilities:

- Manage the logistical, operational, and on-the-ground execution of the tournaments.
- Oversee venue setup, including the placement of rings, warm-up areas, staging, spectator seating, and final teardown.
- Create and place all necessary venue signage to ensure a smooth, easily navigable experience for all attendees.
- Coordinate directly with the Volunteer Coordinator to ensure all event-day volunteers are properly deployed and supported.
- Manage equipment transport, inventory, and setup (e.g., mats, electronic scoring gear, podiums).
- Manage the physical podium area, ensuring medals are unboxed, organized, and ready for seamless presentation.

- Organize and distribute meals, snacks, and water for the referees, volunteers, and medical staff throughout the day.
- Coordinate with external vendors regarding their setup locations and venue requirements.
- Act as the primary point of contact on tournament day for venue staff, medical personnel, and general logistical troubleshooting.
- Attend critical Tournament Committee planning meetings to provide logistical updates and operational feedback.

General Contract Expectations (Both Roles):

- **Independent Contractor Status:** Both the Tournament Director and Event Coordinator are hired as independent contractors for the duration of the specific tournament cycle. They are strictly non-voting and operate outside of the Taekwondo Manitoba Tournament Committee.
- **Time Commitment:** These roles require significant pre-event preparation (estimated 20+ hours) in addition to full-day execution on the day of the tournament (estimated 12+ hours), plus necessary venue setup the day prior.
- **Payment:** Honorariums will be paid directly by the Taekwondo Manitoba Treasurer following the successful completion of the tournament and all required post-event wrap-up duties.
- **Professionalism:** As highly visible leaders on the tournament floor, both roles are expected to maintain a positive, inspiring, and professional demeanor, continually reflecting the core values of Taekwondo Manitoba.