



Committees

Terms of Reference & Operating Procedures

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1. Terms of Reference: General

All committees are subject to the provisions specified in Squash PEI Bylaws, and in particular, Bylaw No. 8, "A bylaw in relation to committees of the Corporation".

2. Operating Procedures: General

- Each committee shall establish its own meeting schedule
- Each committee shall elect from its ranks a Chair at its earliest possible date after June 1. The term of the Chair shall be for no more than one year and ending May 31.
- Each committee has the authority to establish recommendations for revisions to its operating procedures. It is the duty of the Chair to present such recommendations to the Executive during a scheduled Meeting of the Board.
- Committee Chairs are non-voting invitees to all regular Meetings of the Board. However, the Executive has the discretion to convene special Meetings of the Board at the exclusion of the Committee Chairs.
- All members of Squash PEI in good standing are eligible for inclusion on any committee unless otherwise specified in section 3.
- Non-members are eligible for inclusion on any committee subject to the approval of the Executive.
- The number of members of a committee is unlimited unless otherwise specified in section 3.

3. Terms of Reference: Standing Committees

3.1. Tournament Committee

Responsibilities:

- Establish the tournament schedule subject to approval by the Executive.
- Assign from its ranks, a “Tournament Director” for each scheduled tournament. The Tournament director will be the authority over all issues related to the tournament schedule and draws during the event.
- Arrange for receipt of registrations for all Squash PEI sanctioned tournaments.
- Create the draws for all Squash PEI sanctioned tournaments.
- Distribute tournament package to organizing committees for sanctioned tournament.
- Create, acquire and maintain tournament organization resources.

3.2. Membership and Ranking Committee

- Maintain the membership and ranking database.

3.3. Coaching and Junior Development Committee

- Maintain a database of NCCP coaches.
- Facilitate the professional development of coaches.
- Promote the creation , acquisition and maintenance of coaching resources.
- Facilitate the establishment and development of junior development programs.

3.4. Officiating Committee

- Maintain a database of certified officials.
- Facilitate the professional development of officials.
- Promote the creation , acquisition and maintenance of officiating resources.
- Assign officials to sanctioned events.

3.5. Publicity and Website Committee

- Maintain the website
- Promote sanctioned events and post-event results in local media and facilities

4. Terms of Reference: Ad Hoc Committees

The Executive may at any time establish *ad hoc* committees. Examples of such committees include organizing committees for regional and national events. The executive will define the terms of reference for each *ad hoc* committee as required.