



Regatta Committee - Terms of Reference

The Regatta Committee is established by the Board of Directors of Rowing BC under By-law Seven (7). As directed by the Board of Rowing BC, these Terms of Reference describing the Regatta Committee's mandate, may be reviewed by the Board of Directors of Rowing BC at any time, and when appropriate, be revised to accord with the changing requirements of Rowing BC.

Purpose

The purpose of the Regatta Committee is:

- 1) To recommend sanction approvals for regattas in BC; and
- 2) To establish standardized elements of regatta planning and enhance execution of sanctioned regattas based on the needs of participants.

Responsibilities

The Regatta Committee is responsible for:

- Recommending to staff regatta dates for publishing in the Rowing BC Regatta Calendar;
- Reviewing regatta sanctioning documentation and making recommendations to staff regarding sanction status;
- Developing standardized deliverables and timelines of regattas;
- Communicating with Local Organizing Committees and Chief Umpires to ensure deliverables match timelines; and
- Implementing the competition framework coming out of the Rowing BC Competition Review.

Composition

The Regatta Committee shall consist of between six (6) and eight (8) individuals that must be available for the time commitment as listed under 'Meetings'. The committee composition shall be as follows:

- One (1) Chairperson to be appointed by the Board of Rowing BC;
- One (1) Assistant Chairperson to be appointed by the Board of Rowing BC;
- One (1) President of Rowing BC; and
- Three (3) – five (5) individuals who are registrants of Rowing BC member organizations, approved by the Board of Directors of Rowing BC, covering any combination of the following:
 - Recently having completed and submitted the RCA Sanction Application for review;
 - Local Organizing Committee experience;
 - Umpiring experience;
 - Coaching and administrative experience; and
 - Racing experience at BC regattas within the past five (5) years.



Members will be selected to the Regatta Committee for two (2) years with possibility for renewal for up to three (3) consecutive terms. Member terms will be established to allow for 50% turn-over each year.

Meetings

Regatta Committee meetings will be held at least quarterly and when called by the Chairperson based on the scope of committee work. Meetings will be facilitated via conference call and/or other electronic means. In-person meetings may be arranged and will be held once approved by the Rowing BC Board of Directors.

With the exception of the Chairperson, each member of the committee present during a meeting shall have one vote. The Chairperson shall in the event of a tie vote be entitled to a tie-breaking vote.

Any committee member unable to attend three (3) consecutive meetings will forfeit their position on the committee.

Reporting

The Regatta Committee shall report through the Chairperson to the Executive Director or designated Staff Person. Reports and/or minutes of meetings will be circulated to the Rowing BC Board of Directors.

Authority

The Regatta Committee has the authority to:

- Communicate on behalf of Rowing BC with stakeholders;
- Review and Recommend Rowing BC Regatta Calendar date applications;
- Review and Recommend Regatta Sanctioning;
- Monitor Regatta Sanctioning deliverables; and
- Review Regatta Feedback and Chief Umpire Reports submitted to Rowing BC staff.

Budget

Rowing BC will support the Regatta Committee with the means to hold the necessary meetings as determined by the Executive Director.

Staff Support: Executive Director