



ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

11759 Groat Road
Edmonton, AB T5M 3K6



Alberta Soccer Association (ASA) Competitions Committee

Terms of Reference

I. Committee Name

The name of this committee shall be the Competitions Committee.

II. Purpose and Authority

The purpose of the competition committee is to manage the execution of ASA operated competitions, including but not limited to, Provincials Championships, and National Championships when held within the Province of Alberta, and reviews and proposed changes to the competition rules.

The Alberta Soccer Association Board of Directors (Board) delegates, through the Executive Director, to the Competitions Committee, the responsibility and authority to:

PROVINCIAL CHAMPIONSHIPS

1. Determine the ASA Provincial Championships or other ASA Competitions, including division and tier, to be held each year.
2. Provide a trained ASA Representative who represents the Alberta Soccer Association to oversee each Provincial Championship or other Championships hosted by Alberta Soccer Association.
3. Ensure that the Alberta Soccer Association Regulations are being followed at all Championships and when required, arrange discipline hearings for players, coaches, officials and/or teams who have been found to breach these rules.
4. Provide a post-Championship report to the Alberta Soccer Association Board of Directors.
5. Update and maintain the Competition Rule Books.

NATIONAL CHAMPIONSHIPS (HELD IN ALBERTA)

1. Support the Local Organizing Committee (LOC) of National Championships attain the Canada Soccer Minimum Hosting Standards in the execution of the National Championships.
2. Provide a trained Alberta Soccer Association Representative(s) to represent the Alberta Soccer Association to support the National Championship.
3. Assist Canada Soccer to ensure that the Canada Soccer Rules and Regulations are being followed at all National Championships and when required, assist in arranging discipline hearings for players, coaches, officials and/or teams who have been found to breach these rules.
4. Provide a post-Championship report to the Alberta Soccer Association Board of Directors.



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NATIONAL CHAMPIONSHIPS (OUTSIDE ALBERTA)

1. Provide a trained Alberta Soccer Association (ASA) Representative(s) to represent the Alberta Soccer Association to liaison between teams and Canada Soccer.

GENERAL

1. Review Competition Rules and provide suggested revisions to be approved by the Alberta Soccer Association membership.
2. Oversee the execution of any competition within Alberta run by the Alberta Soccer Association and any other duties as prescribed by the Alberta Soccer Association Executive Director.

III. Membership

The committee shall be comprised of a minimum of seven (7) voting members nominated by the Districts. Each District is limited to one representative on the committee.

1. ASA Competition and Events Person will Chair the Committee (non-voting)
2. Members-at-large
 - a. A Senior Women's Representative
 - b. A Senior Men's Representative
 - c. Edmonton Youth Representative
 - d. Calgary Youth Representative
 - e. Four (4) Representatives recommended by the Competitions Coordinator
 - f. and three (3) Rural district Representatives
3. Alberta Soccer Association voting members
 - a. Technical Director
 - b. Officials Representative
 - c. Executive Director,

IV. Committee Term Limits

1. The Committee Terms will start March 1 and end the last day of February.
2. Members-at-large will be appointed for a two (2) year term with Senior Women's, Edmonton Youth and two (2) rural terms expiring in odd years and Senior Men's, Calgary Youth and one (1) rural member expiring in even years.

V. Working Groups

1. The Committee may establish working groups to conduct specific work for the Committee. Such working group shall report their activities to the Committee.



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VI. Committee Member Responsibilities

1. All committee members are expected to actively participate in the Committee's activities and meetings on a regular basis.
2. All committee members are expected to attend at least one (1) Indoor and at least one (1) Outdoor Provincials Competition.
3. A member who is unable to participate on a regular basis may be required to resign from the Committee.

VII. Committee Meetings

1. The Committee should meet a minimum of four (4) times annually.
2. Meetings may be held via conference call or face to face.
3. Minutes from their meetings will be made available through ASA.
4. Meetings will be conducted following Robert's Rules of Order.

VIII. Quorum and Voting

1. Quorum will be achieved when more than 50% of current voting committee members are present.
2. A majority vote of the committee members present, either in person or conference call, shall constitute an official action of the Committee.
3. In the case of a tie vote on a motion by the Committee members present, the motion shall fail.

IX. Vacancies

1. If a Committee member withdraws from their Committee position before the end of his or her term, the District shall nominate a replacement to be ratified by the Executive Director until the end of the term of the original appointment.

X. Recusals

1. Committee members may abstain from participating in official actions of the Committee if there is an apparent or real conflict of interest.

XI. Nominations to the Committee

1. On an annual basis, a call for nominations to the Committee will be circulated to all District members.
2. Selections for Edmonton Youth and Calgary Youth will be ratified as per nominations from the District.



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3. Selections for the Senior Women's, Senior Men's, and rural members will be made by the Executive Director
4. Final member selection will be confirmed by the Executive Director.

XII. Amendments to the Terms of Reference

The Committee may propose amendments to this Terms of Reference to the Executive Director.