



Events Committee

Terms of Reference

EVENTS COMMITTEE

The Events Committee is a standing committee of the Board of Sovereign Lake Nordic Club. It is responsible to the Board of Directors; reporting to the monthly Board meetings.

PURPOSE:

1. Long range and annual competitions and recreational activities that are recreational, local, provincial, and national scale. SLNC events are held to:
 - a. provide opportunities for our membership to compete locally
 - b. to encourage participation from national and international athletes
 - c. provide revenue/financial gain
 - d. raise the profile of our club
 - e. provide opportunities for our membership to participate in fun activities.
2. Ensure training of officials to create a group of qualified volunteers large enough to meet the needs of competitions with spare capacity and continual succession planning.
3. Review and approve competition budgets and ensure hosted events are self-funded
4. Ensure competition equipment available as necessary to facilitate successful competitions.
5. Assist SLNC in improving venue for Nordic, biathlon, and para-nordic events.
6. Support the Board pursuing major international events.
7. Coordinate events at SLNC so that resources and volunteers can be utilized in a sustainable way.

CORE RESPONSIBILITIES:

1. Set competition and recreational event schedule in the spring for the following season and submit calendars to governing bodies prior to the deadline for competitions for publication. Coordinate annual events with appropriate stakeholders.
2. Coordinate the development of Race Officials.
3. Ensure chief officials are in place for each competition at SLNC
4. Upgrade competitions equipment and help fund the competition program with funding from competition profits, income from Grants in coordination with the Fund Development committee, etc.
5. Develop and follow policy regarding loan/rental of SLNC competition equipment to other clubs, groups.
6. Maintain inventory

COMMITTEE MEMBERSHIP:

- Board member
- General Manager
- Nordic Rep
- Biathlon Rep

- (Future discipline(s) Rep)
- Competitor Rep (athlete or coach)
- 1 to 3 general members

COMMITTEE MEETING SCHEDULE AND REPORTING:

- Board Reports: Each board meeting
- January
 - Purpose: Pre-planning for the following year
 - Date: to be determined according to race schedule
- April
 - Purpose: Commit schedule dates for races (as much as possible) & set budgets for the following year
 - Date: 2nd Tuesday in the month
- May
 - Purpose: Confirm schedule for other activities such as coaching, instructor and official courses & confirm budget
 - Date: 2nd Tuesday in the month
- October
 - Purpose: Kick off the year, complete any final planning for the year
 - Date: 2nd Tuesday in the month

YEARLY SCHEDULE – START OF SEASON TO CHRISTMAS

- This period is a very busy time for the club and as a result it is important to pre-allocate certain activities for the period. The following is a template for every year and is based on 5 weekends being available during this period (sometimes there are 6)
- Weekend 1
 - COACHING COURSE – Nordic – Community Coaching (CC)
 - COACHING COURSE – Biathlon
- Weekend 2
 - COACHING COURSE – Nordic/Biathlon – SLNC Internal for Programs Coaches
 - OFFICIALS COURSE – Biathlon – Placeholder – actual course not yet known
- Weekend 3
 - COMPETITION – Biathlon or Nordic
- Weekend 4
 - COMPETITION – Biathlon or Nordic (opposite to Weekend 3)
- Weekend 5
 - COACHING COURSE – Nordic – Learning to Train (L2T)
 - OFFICIALS COURSE – Nordic