

DRAFT UKU Competition Committee - Terms of Reference v4

1. Introduction

The Competitions Committee is a standing UKU committee. The committee has responsibility for the structure and regulations of all UKU Competitions.

2. Membership

The Committee shall consist of no more than 15 UKU Members. Membership of the committee is also subject to the general UKU committee terms: [DRAFT UKU Committee Terms of Reference Appendix A - Role term lengths and common responsibilities](#).

The following roles are standing members of the committee:

- Director of Competitions (committee chairperson and elected board member)
- UKU CEO (board member)
- UKU Events Coordinator (UKU member of staff)

A coordinator will be elected for each of the following competition divisions:

- Indoors
- Beach
- Masters
- Women (standing member of the Women's committee)
- Open
- Mixed

The following committees will appoint a representative to join the competition committee. Division coordinators can also fulfil this role if they are a member of one of these committees.

- University
- Youth (committee to be formed later in 2020)
- Spirit of the Game
- Game Adviser
- Scheduling

The committee will conduct an annual review of diversity, skills, participation experience and locations and may appoint additional committee members to mitigate the most substantial gaps. This consideration will also be part of the process for appointing representatives from other committees.

In 2020, UKU will be forming a Diversity, Equity and Inclusion committee. It is expected that this committee will inform improvements to the way committees are formed. In the meantime, the Competition Committee will have at least 6 women and at least 6 men.

Appointment of Committee

The UKU Board delegates responsibility for running recruitment processes to the committee as and when vacancies arise.

All elected vacancies will be advertised to the whole UKU Membership.

3. Meetings

3.1 Frequency of meetings

The chairperson should plan to run:

- Video/conference call every 4/6 weeks (max 1 hour).
- An annual planning meeting (ideally face to face) with the goal of stepping back to look at longer-term objectives and set priorities.
- An online AGM, that is open to all UKU members to share information about objectives and progress.

3.2 Record of Meetings & Reporting to the Board

The Committee shall create a simple record of meetings and progress against actions and project plans, stored in the committee file storage area.

Minutes of the committee AGM (open to UKU members) will be published and available on the UKU website.

The UKU board member appointed to the committee is responsible for ensuring that the committee provides a regular report to the board: either on a quarterly basis, or ahead of each board meeting.

4. Functions of the Committee

- UKU Competitions Committee (UKUCC) has overall responsibility for all aspects of competitions.
 - University and Youth divisions are largely delegated to the University and Youth committees respectively.
- Primary role for UKUCC should be medium/long-term direction and high-level structure of ultimate competition in the UK.

- Annual review and update of [UKU Competition Rules](#).
 - Deal with any questions relating to the rules, and provide rulings in unforeseen circumstances not covered by the written rules
- Operational delivery of the competition programme is not part of the remit of the committee itself.
 - The details of booking venues and dates are managed by the UKU staff, subject to staying within a broad agreed structure.
 - Committee will review every season for the purposes of gathering input for future improvement. This will be done twice a year: once for indoor, once for outdoor. The committee delegates the review of University and Youth competition to those committees.
 - In each case the committees are responsible for producing a brief report of the review.
 - Divisional coordinators support staff as the point-of-contact for operational delivery discussions/decisions if and when they are needed. In general such queries would not expect input from any other committee members. Issues that cross multiple divisions would involve all affected divisional coordinators and DoC.
- UKUCC is the first point of contact for complaints related to the competition aspects of ultimate in the UK
- Ensure that UKU competitions and rules are structured appropriately in relation to external competitions (e.g. EUCS, WUCC) and organisations (e.g. BUCS, EUF and WFDF competitions and rules).
- Work with international competition committees to ensure UKU input to these committees and to ensure visibility of the international programme into UKU competition planning.