



## **Development Committee Terms of Reference**

**Name:**

Development Committee

**Purpose/Objective:**

To make development soccer happen

**Goals**

Act on behalf of the Board of Directors and work together to:

- Provide a successful season by organising and managing the U9 - U18 development soccer league
- Organise development camps
- Provide guidelines for team managers
- Follow technical plan and BC Soccer guidelines
- Recruiting and retaining volunteers
- Organize special events as appropriate

**Level of Authority**

- Committee chair/vice chair are responsible to report to the Board of Directors at monthly board meetings
- Spending authority as directed from the Board of Directors
- Authority as delegated by the Board of Directors

**Roles and Responsibility:**

Development Director will:

- Chair/Vice Chair the youth committee and report to the board
- Budget management
- Communicate all committee decisions to all divisions
- Liaise with the Registrar and obtain registration information required to make teams and solicit volunteers
- Liaise with the Head Referee and Youth Director to ensure efficient scheduling and no conflicts.

- Liaise with Equipment Director to ensure sufficient equipment is available to the recreational division
- Distribute information about the season to the division representatives

Development Committee will assist the Development Director with the following:

- Division representatives
- Division representatives to support in the administration of players playing up or down
- Coach / Team Manager - Parent Liaison
- Conflict resolution management
- Creating the schedule for games & practices for each division
- Provide guidance on BC Soccer coaching requirements
- Ensure coach requirements have been met
- Coach recruitment
- Equipment Inventory and Organization
- Ensure Equipment is returned at the end of the season
- Ensure that field preparation is complete (liaison with Field Prep Volunteers)
- Organize Wrap-up Event
- Organize Pictures

#### **Committee Limitations**

- Work within the mandate of KSYSA
- Adhere to the KSYSA Bylaws
- Work within the limits set by the board
- Budget established by board at AGM

#### **Committee Member Expectations**

- Act with honesty and integrity
- Come to meetings prepared
- Be an active participant
- Follow policies
- Elect a chair and vice chair (Board Member is designated as chair or will delegate the chair role)
- Act as one voice

#### **Membership:**

- Chair to be current board member
- Member to serve an annual term with extension as appropriate to a maximum of 6 years
- Quorum is majority of community members
- 5 - 10 members
- One member from each division
  - U9/10/11/12/13 (minimum 2)
    - Male and Female rep

- U14 + (minimum 2)
  - Male and Female rep

### **Frequency of Meetings**

- Monthly meetings or as required
- Meetings may be conducted in person, or remotely

### **Staff Support**

- Registrar may attend meetings if required
- Youth Director may attend meetings
- Chair to communicate with Registrar