

## TERMS OF REFERENCE – BEACH PLAYERS COMMITTEE

### Mandate

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The Beach Players Committee is a working committee for Volleyball BC made up of volunteer beach players (past & present). The role of this committee is to provide direction and support for the Pro / Am Beach Tournaments that are coordinated across BC.

### Key Duties

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The Committee will perform the following key duties:

- *Approve seeding for all Pro / Am Beach Tournaments*
- *Act as liaison between VBC tournament participants & VBC staff*
- *Meet as necessary with VBC Program Manager to gather input for the upcoming beach season (preferably in September)*

### Authority

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The Committee will make recommendations for approval to VBC staff. The Committee has no authority to bind the board or Volleyball BC and is strictly an advisory committee.

### Composition

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The Committee will be composed the following staff members:

- *VBC Program Manager or staff representative*
- *Up to 4 Male & 4 Female Current Players*
- *Up to 2 Additional Past Players*
- *Beach Referee Chair*

### Appointment

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The Committee is comprised of 1-2 Volleyball BC employees (one of whom will act as Chair), up to 8 current beach players and up to 2 past beach players. The committee aims to be comprised of players covering a variety of designations including age, gender and caliber of play. Committee members are voted in to a two year term, renewable up to 3 terms. The election will be held via email.

The attached Appendix outlining the Committee's recruitment, evaluation and skills matrix provides further detail.

## **Meetings**

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The Committee will meet in person at least twice per year, and will communicate by email as often as required.

## **Resources**

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The Committee should not require any significant resources, other than minor disbursements, and may not incur expenses without the approval of the CEO. The Chief Executive Officer has the final authority on all staffing and resource issues.

## **Reporting**

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The Committee will report through VBC staff to the CEO. A report of the actions and decisions of the Committee will be annually shared with the broader membership at the Annual General Meeting.

## **Approval and Review**

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The original Terms of Reference were approved by the Board of Directors of Volleyball BC on March 1<sup>st</sup>, 2012.

The Terms of Reference will be reviewed every 2 years. The current Terms of Reference were revised on January 29<sup>th</sup>, 2024.

## APPENDIX A: BEACH PLAYERS COMMITTEE – RECRUITMENT, EVALUATION, AND SKILLS MATRIX

Outlined below is the optimal process of recruiting and selecting individuals to the Beach Players Committee. We recognize that there may be circumstances in which we have to adapt; however wherever possible we will respect the process outlined below.

The following sections describe the desirable characteristics and experience of an ideal individual member of the Beach Players Committee:

### 1.1 PERSONAL ATTRIBUTES OF BEACH PLAYERS COMMITTEE MEMBERS

- **A Committee member should have a broad range of experiences in beach volleyball.** Experience at least in one of these categories: athlete, coach, official, parent/spectator, and administrator.
- **Big-picture thinker** –a potential member should be able to understand the breadth of the beach volleyball community and the different ways that decisions impact the community.
- An individual should demonstrate **engagement and integrity**. They are committed to and passionate about VBC’s vision, mission and values. They uphold high ethical standards and integrity in professional and personal details.
- A very desirable characteristic of a member is **strong interpersonal skills** – articulate, comfortable with diversity of people, good listener. Members will need to be able to work effectively with diverse personalities.
- A member needs to be a **team player**. Consensus decision making is ideal, along with the ability to commit to a common way of working and speaking with one voice.
- **Time** to commit. Members must come to meetings fully prepared and on time, engaged, listen, speak up respectfully and work to resolve issues

### 1.2 EXPERIENCE AND SKILLS

The Safe Sport Working Group should, as a whole, possess the following skills and experience, while individual Members must possess more than one.

- **Understanding and Knowledge of Beach Volleyball** – understanding of the different components of the beach volleyball sport system, specifically in relation to the Volleyball BC beach tournaments.
- **Communications** – experience and understanding of different forms of communications and marketing to convey key messages and communicate to different audiences/member groups.
- **Member and Community Relations** – experience in member and community relations and engagement including decision-making and planning that impacts a diverse membership
- **Event Planning and Delivery Experience** – experience in event and tournament planning and delivery is an asset; sales, sponsorship and fundraising is an asset.

### **1.3 DIVERSITY AND REPRESENTATION**

Volleyball BC is committed to encouraging diversity, inclusion, equity and access in its administration and governance. Part of this is encouraging equitable representation on the Board and Committees. This includes:

- Representation from small and large membership regions.
- Representation that reflects the gender, ethnic and social diversity of British Columbia.
- Representation from a diverse variety of volleyball experiences, skill sets, and backgrounds.

Any assessment or review of diversity will be conducted by self-disclosure only and will not be mandatory for individuals to participate. This information will be collected by anonymous survey and shared at a high level.

### **2. EVALUATION AND RECRUITMENT PROCESS**

Working Group members are appointed for a two-year terms that commences on September 15 each year:

- a) The Beach Players' Committee shall be composed of a Chair and 8-10 additional members. Designated Volleyball BC staff member(s) will form part of the group.
- b) Other members will be added with expertise deemed required by the Chair and/or VBC Staff. Members will be approved by the Head of Programs and Pathways and the VBC Staff representative, in conjunction with the CEO where necessary. The Committee may bring in other subject matter experts as required.
- c) Committee members will hold 2-year terms. Terms may be renewed to a maximum of six consecutive years but this requirement may be waived at the discretion of the Head of Programs and Pathways and/or Chairperson. VBC staff representatives will hold an ongoing term.

It is the responsibility of Committee members to help VBC staff to identify and recruit candidates for the members with the following considerations:

- Results from skills matrix to identify strengths, weaknesses, development opportunities, and gaps
- Consideration of current and long-term strategy and goals of Committee, and the skills required to achieve them
- Intentional succession-planning to identify new individuals by the current members
- Open promotion of recruitment to all members.

This is an annual, evolutionary process, aimed at continuously improving the understanding of the Committee's needs and identifying existing and future skills, experiences and attributes. In order to identify the desired skills and experience, the VBC staff representative will develop and analyze a Skills Matrix (attached below) to determine:

- the optimal attributes desired for the Committee as a whole and whether the categories should be changed or updated;
- the skills, background and experience of continuing members;
- the “priority needs” (i.e., those attributes that should be added and/or strengthened on the Committee) to be filled in the appointment of new members.

The key steps and timeline of the process is outlined below:

<b>June</b>	Chair, CEO, and/or Lead Person review and update the Skills Matrix as necessary
<b>July</b>	Current members complete the skill matrix as a self-assessment. VBC staff meet with each member to review self-assessment and determine intentions for continuing involvement. Chair collates results and provides a high level summary of current composition with emphasis on skills gaps and over-indexed skills.
<b>July - August</b>	Call for nominations using VBC communications methods.
<b>September</b>	Election via email at the start of September Head of Programs and Pathways and VBC staff representative confirms appointment with elected individuals.
<b>September 15</b>	New and returning Committee Meeting - members commence their term



