

BC Sport Cheer (“BCSC”)**Date Established: October 2, 2025****Provincial Championships Committee****Terms of Reference****Mandate**

The Provincial Championships (Provincials) Committee is established to support the activities and planning of the BC Sport Cheer Provincial Championships, held annually in the beginning of March, ensuring alignment with BCSC's mission and strategic objectives.

Definitions

For the purposes of this Terms of Reference, the following definitions apply:

- A. “Organization” — refers to the BC Sport Cheer Association, or its representatives, including but not limited to, board of directors, staff, contractors, and committee members.
- B. “Event” — refers to the BC Sport Cheer Provincial Championships held annually on the first weekend in March.

Responsibilities

The Provincials Committee is responsible for the following:

- A. participating in the planning of the Event and ensuring positive customer experience;
- B. organizing volunteer recruitment and management prior to and during the Event;
- C. identifying and securing sponsorship opportunities for the Event;
- D. facilitating communication between the volunteers and the Organization during the Event; and
- E. making recommendations to the Organization

Authority

The Provincials Committee is advisory in nature and makes recommendations to the BCSC Board of Directors (the “Board”). It does not have independent decision-making authority.

Composition

The Provincials Committee will consist of 4 to 6 committee members (“Committee Members”) and it will be chaired by a current BCSC Board member (the “Committee Chair”).

Committee Member Selection Process

Committee Members will be appointed by the Board following an open call for applications annually in the fall. Individuals appointed to the Provincials Committee should possess appropriate knowledge and expertise in event planning, cheerleading, managing volunteers seeking sponsorships, and marketing. To ensure diversity, the Board will consider gender diversity, regional representation, retired and active participation in various aspects of cheer, and experience, to the extent possible.

To become a Committee Member, applicants must:

- i) submit an application through the appropriate forum by the deadline each year;
- ii) be appointed by the BCSC Board of Directors;
- iii) be a current member of BCSC, and Cheer Canada; and
- iv) apply for reinstatement each year, if applicable.

Committee Chair Selection Process

The Committee Chair must be appointed by the Board and must be an active BCSC board member. If the Committee Chair becomes inactive, the BCSC Board of Directors will replace them as Committee Chair.

Term

The Committee Members will serve a term of six months from the date they are selected. The Committee Chair's term of office will run so long as the Board deems fit and the other requirements are met and maintained.

Committee Members Roles and Responsibilities

The Committee Members roles and responsibilities include, but are not limited to:

- i) attend and participate in meetings;
- ii) provide adequate notice to the Chair if unable to attend a meeting, whenever possible;
- iii) provide feedback and recommendations to the Board;
- iv) assist and support the Provincials Committee's responsibilities;
- v) maintain confidentiality and adhere to BCSC's policies; and
- vi) stay up to date and informed.

The Committee Chair's roles and responsibilities include, but are not limited to:

- i) regularly schedule, host, and provide notice to Committee Members of meetings;
- ii) create an agenda and take notes for each meeting;
- iii) facilitate communication between the Board and the Provincials Committee;
- iv) assist and support the Provincials Committee's responsibilities; and
- v) stay up to date and informed.

Meetings

Meetings for the Provincials Committee will be held on a monthly basis or as needed. The meetings will be held virtually. The Committee Chair will determine the best time for each meeting after receiving the availability of the Committee Members after appointment.

Quorum - Quorum shall consist of a majority (50% + 1) of the appointed members of the Committee. No business of the Committee shall be conducted without quorum.

Reporting

The Committee Chair will report to the Board after each meeting, providing updates on activities, recommendations, and any issues requiring Board attention.

Conflict of Interest

All Committee Members must disclose any actual or perceived conflicts of interest and adhere to BCSC's Conflict's Policy. BCSC may request conflict checks on a regular basis.

Review and Amendments

These Terms of Reference were approved by the Board on October 2, 2025 They will be reviewed annually by the Provincials Committee and recommendations for change can be submitted to the Board for approval.