

Curling Alberta Competitions Committee

Terms of Reference

1. Purpose

The Competitions Committee is an advisory body that supports Curling Alberta in the development, evaluation, and continuous improvement of its competitions system.

The Committee provides expertise and recommendations to assist the Executive Director in making informed, consistent, and fair decisions related to competitive structure, rules, and participant experience.

2. Authority

The Competitions Committee operates in an advisory capacity only.

Final authority for all operational competitions decisions rests with the Executive Director, in accordance with Curling Alberta's Operational Parameters & Guiding Principles document.

This Terms of Reference should be read in conjunction with Curling Alberta's Operational Parameters & Guiding Principles document and Competitors' Guide, which together define the governance and application of competitions decision-making.

The role of the Board Liaison is to observe, provide strategic context where appropriate, and support communication between the Committee and the Board. The Board Liaison does not participate in operational decision-making or influence individual competitions decisions.

3. Composition

The Committee is composed of individuals selected to provide a balanced perspective across competitive curling, operations, and stakeholder interests.

Core membership typically includes:

- Chair (appointed for leadership, facilitation, and community credibility)
- Executive Director (non-voting; final decision-maker)
- Competitions Lead (staff; responsible for coordination and agenda setting)
- Other competitions staff (Championships Coordinator, Qualifier Coordinator, and Director of Operations- all of whom provide operational insight, implementation considerations, and technical expertise)

- Head of Officials
- Three Athlete Representatives (men's, women's, and youth)
- A maximum of two At-Large Member(s) (to provide additional credibility and/or club perspectives)
- A member of the Draw Sub-Committee
- Board Liaison (non-voting; appointed to support alignment between governance and operations)
- Additional subject-matter experts may be invited to participate as needed.

4. Appointments

Committee members, including the Chair, are appointed by the Executive Director.

Appointments are based on:

- Relevant experience and expertise
- Ability to contribute meaningfully to the Committee's work
- Representation of different competitive pathways and participant perspectives
- Continuity and institutional knowledge
- Overall effectiveness and balance of the Committee

Appointments are typically for a two-year term and may be renewed.

5. Scope of Work

The Competitions Committee provides advice and recommendations related to:

- Competitive structure design and evolution
- Rules, policies, and their practical application
- Qualification pathways and event formats
- Participant experience, accessibility, and inclusivity
- Identification of emerging issues, risks, or unintended consequences
- Continuous improvement of Curling Alberta's competitive structure

The Committee may also be consulted on time-sensitive matters where input is required to support operational decision-making.

6. Meetings Cadence and Attendance

The Competitions Committee meets regularly throughout the year, with increased frequency as needed.

Meeting cadence is determined by the Executive Director based on operational needs and priorities.

Meetings may be held in person or virtually.

Meetings that do not have adequate attendance will be rescheduled at the discretion of the Executive Director.

7. Decision-Making Approach

The Competitions Committee operates on a collaborative, consensus-seeking model.

- The Committee works to develop recommendations through discussion, analysis, and consideration of stakeholder impact
- Consensus is sought wherever possible
- Where consensus cannot be achieved, differing perspectives may be documented

Recommendations are provided to the Executive Director for consideration.

The Executive Director is not bound by Committee recommendations.

Recommendations should be informed by the guiding principles described in the Operational Parameters & Guiding Principles document.

8. Subcommittees

Competitions Tribunal

The Competitions Tribunal is a sub-group that may be convened to provide timely input on urgent, competition-related matters where decisions are required prior to the next Committee meeting.

The Tribunal typically includes a small number (usually three) of experienced Committee members selected based on availability and relevant expertise.

The Tribunal provides recommendations to the Executive Director to support timely decision-making.

The Tribunal does not have independent authority to make binding decisions or amend policies.

Draw Committee

A Draw Committee may be established to support the development of competition draws.

The Draw Committee provides recommendations for review and approval in accordance with Curling Alberta's operational authority structure.

9. Member Expectations

Committee members are expected to:

- Prepare for and actively participate in meetings
- Contribute expertise and perspective in a constructive and respectful manner
- Consider decisions from a system-wide perspective rather than individual or team interests
- Identify potential risks, impacts, or unintended consequences
- Maintain confidentiality where required

10. Conflict of Interest

Committee members must declare any real, potential, or perceived conflict of interest related to matters under discussion.

Where a conflict exists, the member may be asked to refrain from participating in discussion or providing input on that matter and may be asked to leave the discussion completely, at the discretion of the Executive Director.

All declared conflicts and any resulting participation restrictions will be recorded in the notes.

11. Confidentiality

Committee members must maintain confidentiality of discussions, materials, and recommendations where designated as confidential, particularly where matters involve individual teams, eligibility, or potential disputes.

12. Member Continuity

The Executive Director may replace or remove Committee members where participation, conduct, or alignment with Committee expectations is not being met, or where a different composition is required to support the effectiveness of the group.

13. Reporting

The Competitions Committee operates under the direction of the Executive Director.

- The Chair works closely with the Executive Director and Competitions Lead to support meeting effectiveness
- Meeting materials may be shared with the Board for information
- The Board Liaison may provide high-level updates to the Board to support awareness and understanding of competitions-related matters
- The Executive Director reports to the Board on competitions matters as appropriate
- Meeting notes will be maintained to document attendance, key discussion items, recommendations, differing perspectives, declared conflicts of interest, and action items.

Approved By Curling Alberta's Board of Directors on May 23, 2026

Next scheduled review will be conducted after the 2027 championship season.