



BC Provincial Championships Organizing Committee 2026 - Terms of Reference

Purpose

The committee will ensure that the BC Provincial Championships Tournament is planned and executed in order to provide the best possible experience for participants. The tournament is scheduled for April 10-12, 2026.

Scope

The committee is responsible for the following:

- To determine the format of for the 2026 iteration of the Provincial Championships Tournament for the 2026 competition,
- To organize all logistics of the tournament, including, but not limited to:
 - Arranging facilities and equipment,
 - Creating the schedule of games,
 - Organizing and recruiting referees, minor officials, volunteers, and other roles
 - Communicating information to clubs.
- To update the tournament handbook as needed
- Develop appropriate infrastructure and policies (i.e., minor officials handbooks and protocols, set-up/tear-down approaches, etc.) to be used for subsequent WPW Provincial Championships

Composition and Terms

WPW member clubs who expect to participate in provincials will, to the best of their ability as can reasonably be expected, nominate one representative of their club to participate in the WPW 2026 Provincial Championships Committee to ensure equal representation across our member clubs and to foster a culture of cooperation across the province.

Board president Laura Marquez will act as chair of the committee.

The committee will begin work immediately. The committee will be dissolved following a wrap-up meeting after the tournament.

Decision Making

The committee will vote on all decisions regarding the tournament structure.



Expectations

Attendance at Meetings: Members are expected to attend meetings. An agenda will be made available before each meeting.

Protocol: Upon agreeing to participate in this committee, it is the expectation that, during all committee meetings, interactions, and activities, all members will maintain a professional and respectful demeanour to others.

Budget and Resources

WPW will provide the tools to, to the best of its ability, ensure the deliverance and facilitation of a professional, enriching, and cooperative event for all member clubs, including athletes, staff, volunteers, and parents.

- **Budget:** Information on approved costs will be shared.
- **Resources:** Referee in Chief
- **Administrative support:** Registration administrator and support.

Appendix 1 - Deliverables and timeline

- **Deliverables:** Game schedules, volunteer sheet, updated the handbook, medals
- **Timeline:** Handbook due **January 12th**, Team registration opens **January 19th** and closes **February 8th**. Game schedules due **March 2nd**, review and final schedule out **March 16th**. Volunteer sheet out **March 16th**.
- **Meeting schedule:** First meeting to take place in November and committee will meet once a month or as needed.