



Website & Registration System Ad-Hoc Committee Terms of Reference

Purpose:

To examine the current website and student-athlete registration system of BC School Sports and assist in the development of a new enhanced website and student- athlete registration system and the possible addition of a mobile application.

Mandate:

The Website Ad-Hoc Committee shall evaluate and provide feedback on the current website and registration system to identify areas needing further enhancement, or entirely new product services. They will engage in discussions with internal and external partners and conduct research where necessary with the goal of making providing staff with guidance on the RFP and development process of a new website, student-athlete registration system and the potential for a mobile application. Areas of focus should include but are not limited to:

- Increased communication and awareness for both internal and external stakeholders
- Efficient GUI with member schools and athletic directors to optimize:
 - Student-Athlete Registration/Eligibility
 - Transfers
 - Sanctioning
- Privacy and Security
- Integration with social media
- Navigation and Functionality
- Reduce need for data entry, and increase efficiency and data transfer
- Enhance BCSS Brand and provide member value as a central hub for all things school sport such as
 - Championship Websites
 - Local, Zone and Provincial Scores and Schedules
 - News and Rankings
 - Invitational Tournaments and Sanctioning
- Budget

This committee will assist with development of an RFP. The committee will review proposals and make recommendations to the BCSS Board of Directors on awarding the contract.

Membership:

The Website and Student-Athlete Registration Development Ad-Hoc Committee will consist of the following BCSS staff and at the discretion of the Executive Director external experts in IT/ website development may asked to attend meetings either in person or virtually to provide guidance and support during the process.

- BCSS Executive Director (Chairperson)
- Assistant Director - Sport & Events
- Assistant Director - Membership & Operations
- General Manager - BCSS Properties
- Up to 7 other individuals as recommended by the Executive Director and approved by the Board of Directors from member schools, districts, or other ares of expertise that can contribute to the successful development of a comprehensive website.

Term of  **Appointment:**
This committee will operate until the contract is awarded by the BCSS Board of Directors. It is expected that the committee will commence work in March 2023 and make recommendations to the BOD by Winter of 2024.

Committee Meetings:

The Ad-Hoc Website committee meetings will be primarily done by video conference, but my meet in-person as deemed necessary by the Executive Director.

Remuneration:

Committee members shall receive no remuneration for serving as committee members but are entitled, to be reimbursed for all reasonable expenses incurred during the exercise of their duties as approved by the BCSS reimbursement policy (travel costs, food, accommodation, and TOC coverage, if required)

APPROVED BY:	DATE:
BCSS Board of Directors	Jan 30, 2023

