



# Policy on Interprovincial Council and Athletes' Council

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	Pages: 7

## 1. GOAL

- 1.1 To provide guidelines to Members and National Team Athletes in organizing the Interprovincial Council (IPC) and the Athletes' Council (AC) in an effective manner.

## 2. PRINCIPLES

- 2.1 Each of the IPC and the AC is formed pursuant to the Cycling Canada (CC) By-Laws.
- 2.2 Each of the IPC and the AC is independent of the other.
- 2.3 The provisions in this Policy relevant to the IPC are subject to its review and input. The provisions in this Policy relevant to the AC are subject to its review and input.

## 3. FIELD OF APPLICATION

- 3.1 This Policy applies to the organizational structure, functions and roles of the IPC and of the AC.

## 4. DEFINITIONS

- 4.1 Members: The Members of CC are the provincial and territorial associations recognized by the Board which have met the prescribed financial and administrative obligations.
- 4.2 Council: A body formed by CC for collectively sharing views and communicating with CC through a structured framework.

## 5. POLICY STATEMENT

- 5.1 CC is committed to supporting collaboration among Members and among national team athletes, high performance athletes and/or any national caliber athlete as part of a strong and thriving National Sport Organization.

## **6. PROVISIONS**

### **INTERPROVINCIAL COUNCIL (IPC)**

#### **6.1 Mandate - IPC**

6.1.1 Provide a forum for identifying and addressing operational issues and/or policy issues of consequence to the Members and for facilitating collaboration among Members in addressing common responsibilities and challenges, all in a manner consistent with and in furtherance of CC's strategic plan and with a view to the betterment of the sport of cycling in Canada.

#### **6.2 Membership - IPC**

6.2.1 One delegate per province or territory is named by the Member on an annual basis at the time of the Annual Meeting.

6.2.2 CC Board Chair (by virtue of the office).

6.2.3 CC Chief Executive Officer (CEO) and/or CC Chief Development Officer (by virtue of their office)

6.2.4 Provincial or territorial association staff, and/or CC staff may participate in IPC meetings on relevant topics.

#### **6.3 Responsibilities – IPC**

6.3.1 Review and make recommendations regarding services for Members and their participants.

6.3.2 Identify provincial and/or territorial program needs relative to meeting CC strategic planning priorities.

6.3.3 Identify and provide feedback regarding operational issues to be referred to CC staff and committees or strategic and policy development needs to be referred to the CC Board.

6.3.4 Create a forum for Members to share programs and strategies and discuss common problems.

6.3.5 Review, receive, implement and make national rules available to members.

6.3.6 Provide a forum for the presentation of national development strategies and initiatives, and for analysis of cycling development, etc.

#### **6.4 Authority - IPC**

6.4.1 May, from time to time, form advisory committees to work on specific aspects of its mandate.

- 6.4.2 May, from time to time, invite to its meetings such other individuals as it deems can contribute to the work of the IPC.
  - 6.4.3 Can schedule meetings and any other activities to facilitate decision-making.
  - 6.4.4 Can request policy action and/or operational action related to identified issues in a manner consistent with and in furtherance of CC's strategic plan.
- 6.5 Accountability – IPC
- 6.5.1 Individually, Member representatives are accountable to their association for appropriately representing their perspective and for communicating back to their association the outcomes and discussions of the IPC.
  - 6.5.2 The IPC is accountable to the Members for providing informed feedback regarding and input into the development and review of membership services and cycling development programs.
  - 6.5.3 The IPC is also accountable to CC with respect to acting in a manner consistent with and in furtherance of CC's strategic plan.
- 6.6 Reporting – IPC
- 6.6.1 The IPC Chair and Co-Chairs are invited to participate at CC Board meetings and are given an opportunity to report to the Board on policy issue that the IPC wishes the Board to address and operational matters that have been identified for consideration by CC management.
  - 6.6.2 Provides a written report to the Annual Conference identifying its activities and the results of its work through the year.
  - 6.6.3 Assists CC with the collection of information and data required for funding partners and stakeholders.
- 6.7 Chair and Co-Chairs – IPC
- 6.7.1 On an annual basis, the Member delegates shall elect from among themselves the IPC Chair or, at their discretion, IPC Co-Chairs. There is no limit to the number of terms that an IPC Chair / an IPC Co-Chair may serve.
  - 6.7.2 The duties of the IPC Chair / IPC Co-Chairs are to:
    - i) Establish the agenda for meetings in consultation with provincial and territorial representatives, the CC Chair and the CEO.
    - ii) Work to ensure that the IPC acts within its mandate and in accordance with relevant organizational policies.

- iii) Communicate with the CEO and as appropriate with the Board regarding policy issues that have been brought forward by the IPC.
- iv) Communicate with the CEO regarding operational issues that have been brought forward by the IPC.
- v) Communicate the IPC's decisions to those who have been consulted in the decision-making process.
- vi) Prepare written reports for submission to Board meetings and the Annual Conference.
- vii) Stay informed of relevant organizational policies.

#### 6.8 Meetings – IPC

- 6.8.1 The IPC will meet as frequently as it chooses, either in person or virtually. One (1) IPC meeting will be held in conjunction with the Annual Conference. IPC meetings will be scheduled so to facilitate collaboration between the IPC, CC Management and, when appropriate, the CC Board.
- 6.8.2 As it considers appropriate, the IPC may meet 'in-camera', as part of in person, virtual, or Annual Conference meetings.

#### 6.9 Staff Support - IPC

- 6.9.1 The CEO and/or the CC Chief Development Officer will liaise with the IPC and attend its meetings (by virtue of their office).

### **ATHLETES' COUNCIL (AC)**

#### 6.10 Mandate - AC

- 6.10.1 Represent and promote athletes' views and interests to CC regarding all issues which directly or indirectly affect national team athletes, high performance athletes and/or any national caliber athlete, all with a view to the betterment of the sport of cycling.

#### 6.11 Membership – AC

- 6.11.1 The AC has fourteen (14) members comprising: two (2) National Team Athlete Representatives – one (1) male and one (1) female - from each of the following cycling sports: MTB-XC, ROAD, TRACK, BMX, PARA-CYCLING, CYCLOCROSS, and MTB-DH.

#### 6.12 Eligibility - AC

- 6.12.1 Eligibility as a National Team Athlete Representative is limited to athletes who are current members of the National Team or who have been members of the National Team, for any period, within the five (5) years preceding the election (e.g., the 2014 election would include those who were National Team athletes in 2010 and later).

- 6.12.2 Only athletes from the relevant sport will be eligible to contend for the position of National Team Athlete Representative of that sport / gender.
- 6.12.3 It is preferred but not essential that National Team Athlete Representatives live in Canada.
- 6.13 Election of National Team Athlete Representatives - AC
  - 6.13.1 National Team Athlete Representative will be chosen through an election by their peers as set out in 6.13.3 and 6.13.4.
  - 6.13.2 Election for a two (2) year term will be held every two (2) years in even-numbered years.
  - 6.13.3 The election will be held by the end of the calendar year in even-numbered years from the then current National Team list identifying athletes eligible to vote.
  - 6.13.4 Only currently active National Team athletes from the respective sport will be eligible to vote for a National Team Athlete Representative of that sport.
- 6.14 Election of Chair and Vice Chair - AC
  - 6.14.1 At the time of its first meeting following elections of National Team Athlete Representatives, the AC will elect its Chair and Vice-Chair from among the fourteen (14) National Team Athlete Representatives.
  - 6.14.2 The AC Chair and AC Vice-Chair will each be elected for a two (2) year term.
- 6.15 Representation to CC and External Agencies - AC
  - 6.15.1 The AC Chair will be the AC's nominee for the position of 'National Team Athlete Representative' on the CC Board (for election by the Members for a two (2) year term in odd-numbered years).
  - 6.15.2 The AC Vice-Chair will be nominated to serve on the High Performance Committee for a two (2) year term in odd-numbered years.
  - 6.15.3 Where the National Team Athlete Representative is not able to attend the meetings of the Board, they will appoint an alternative representative from the other National Team Athlete Representatives (provided that the alternative representative shall attend the CC Board as an observer and not as a director). This action is permitted in order to facilitate the athletes' voice being heard at the decision-making bodies of the CC.
  - 6.15.4 The Council will recommend athlete representation to the Canadian Olympic Committee Athletes' Council and other external agencies.
- 6.16 Removal from the AC

6.16.1 A National Team Athlete Representative can be removed from the Council by:

- i) a vote of non-confidence supported by at least three-quarters (3/4) of the National Team Athlete Representatives (provided that the relevant National Team Athlete Representative has been sent at least fifteen (15) days' notice in writing of such a vote and has been permitted to provide (through the CEO) a written statement to all of the National Team Athlete Representatives at least five (5) days prior to such vote).
- ii) Resignation, in which case the National Team Athlete Representative must make reasonable effort to identify a possible replacement.

## 6.17 Responsibilities - AC

6.17.1 To serve as a source of athletes' opinion and advice to the CC Board and Committees regarding current or contemplated programs, policies and procedures.

6.17.2 To actively represent the interests of CC's athlete participants and to take athlete-related issues forward to the relevant body within CC.

6.17.3 To provide a forum in which athletes may share and develop information or ideas as they relate to National Team Athletes and/or to National Training Centers Athletes and/or to the broader athlete community.

6.17.4 To facilitate adequate communication of issues of concern to the community of active and aspiring athletes.

6.17.5 To pursue the development and maintenance of systems that will respect and protect athletes' rights.

6.17.6 Through their representatives on the Board and the High Performance Committee, to contribute to the development of policy and programs with a view to ensuring that CC policies, programs and procedures are athlete-focused.

6.17.7 As requested by CC and other bodies, to identify potential representatives for activities where athlete representation is an integral element.

## 6.18 Duties of the AC Chair

6.18.1 Attend CC Board meetings when elected to the Board by the Members as the 'National Team Athlete Representative'.

6.18.2 Chair AC meetings

6.18.3 Prepare agenda for, and organize AC meetings

6.18.4 Work to ensure proper representation at related athlete council meetings (e.g., Canadian Olympic Committee, AthletesCAN)

- 6.18.5 Communicate with CC staff.
- 6.18.6 Promote communication among all AC stakeholders.
- 6.19 Duties of the AC Vice-Chair
  - 6.19.1 Attend AC meetings.
  - 6.19.2 Serve as an alternate for the AC Chair to CC Board meetings if appointed pursuant to 6.15.3.
  - 6.19.3 Work with CC staff to distribute, analyze, and report on findings on, Athlete Evaluation forms.
  - 6.19.4 Promote communication among all AC stakeholders.
- 6.20 Duties of Individual Members of the AC
  - 6.20.1 Direct athlete concerns and views to the AC for discussion and action
  - 6.20.2 Serve as an alternate for the AC Chair to CC Board meetings if appointed pursuant to 6.15.3.
  - 6.20.3 Be available to assist the AC Chair and/or the AC Vice Chair as and when necessary.
- 6.21 Meetings - AC
  - 6.21.1 The AC will meet (at least) four (4) times per year. These meetings may be held in person or virtually.
  - 6.21.2 The goal of the AC is to reach agreement through discussion, but if the AC finds itself in a deadlock, a vote may be taken with votes allocated as follows:
    - i) Each of the fourteen (14) National Team Athlete Representatives will be entitled to cast one (1) vote.
    - ii) If there is a tie regarding a vote, the motion shall be defeated. For greater certainty, the chair of the meeting will not have a second or casting vote.
- 6.22 Staff Support - AC
  - 6.22.1 The CEO and/or High Performance Director will liaise with the AC and attend its meetings and conference calls.

## **7. REVIEW AND APPROVAL**

- 7.1 Original Policy development lead: Rose Mercier.

7.2 Current Policy development leads: Mathieu Boucher, Peter Lawless, Erin Waugh, Pamela Julian.



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