



# Policy on Interprovincial Council and Athletes' Council

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## 1. GOAL

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

## 2. PRINCIPLES

- 2.1. The Interprovincial Council (IPC) and the Athletes' Council (AC) are formed as semi-independent committees under the umbrella of CC governance and Bylaws.
- 2.2. The IPC and AC are not directly related to each other. The policy for the two councils is included together for convenience.
- 2.3. The relevant sections of this Policy are subject to review and input by each of the Councils.

## 3. FIELD OF APPLICATION

- 3.1. This policy applies to the organization structure, functions and roles of the Interprovincial and Athletes' Councils.

## 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 semi-independent organization related to 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 National Team Athletes 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 and policy issues of consequence to the Members of CC and facilitate collaboration among Members in addressing common responsibilities and challenges.

#### 6.2. Membership - IPC

- 6.2.1. One delegate per province is named by the Member on an annual basis at the time of the Annual Meeting.
- 6.2.2. CC Board Chair (ex-officio)
- 6.2.3. CC Chief Executive Officer and/or CC Chief Development Officer (ex-officio)
- 6.2.4. Provincial 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 about membership services.
- 6.3.2. Identify provincial program needs relative to meeting CC strategic planning priorities.
- 6.3.3. Identify and provide feedback about (operational issues) to be referred to CC staff and committees or policy development needs to be referred to the CC Board.
- 6.3.4. Create the avenue for Members to share programs and strategies and discuss common problems.
- 6.3.5. Ratify the adoption and implementation schedule of national rules.
- 6.3.6. Provide a forum for the presentation of national development strategies and initiatives, analysis of cycling development, etc.

### 6.4. Authority - IPC

- 6.4.1. May form advisory sub 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 Committee
- 6.4.3. Can schedule meetings and any other activities to facilitate decision-making
- 6.4.4. Can request policy or operational action related to identified issues

### 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. Accountable to the Members for providing informed feedback and input to the development and review of membership services and cycling development programs.

### 6.6. Reporting - IPC

- 6.6.1. Provides a written report, through the President, to the Board at the time of each Board meeting for ensuring that the Board is informed of to the policy issues that the IPC wishes the board to address and the operational issues that have been directed through the Chief Executive Officer.
- 6.6.2. Provides a written report to the Annual Conference identifying its activities and the results of its work through the year.

### 6.7. Chair and Co-Chairs - IPC

- 6.7.1. The IPC Chair is elected on an annual basis by the Member delegates from among themselves. The IPC may choose to elect Co-Chairs should it determine this would be in the best interests of the IPC. There is no limit to the number of terms that a Chair / Co-Chairs may serve.
- 6.7.2. The duties of the Chair / Co-Chairs are to:

- i. Establish the agenda for meetings in consultation with provincial representatives, CC President and CC Chief Executive Officer.
- ii. Chair the committee and ensure that the IPC acts within its mandate and organizational policies.
- iii. Communicate with the Chief Executive Officer about operational issues that have been brought forward by the IPC.
- iv. Communicate the IPC's decisions to those who have been consulted in the decision-making process.
- v. Prepare written reports for submission to Board meetings and the Annual Conference
- vi. Stay informed of relevant organizational policies

#### 6.8. Meetings – IPC

6.8.1. The Interprovincial Council will meet as frequently as it chooses, either in person or via teleconference. One IPC meeting will be held in conjunction with the Annual Conference. The schedule of meetings will ensure that the Board and IPC meetings are scheduled to enable enough collaboration.

6.8.2. The Interprovincial Council may meet 'in-camera,' as needed, as part of both teleconference and Annual Conference meetings.

#### 6.9. Staff Support - IPC

6.9.1. The Chief Development Officer and/or CEO will liaise with the Interprovincial Council and attend its meetings and conference calls.

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

#### 6.10. Mandate - AC

6.10.1. Represent and promote athletes' views and interests to the Cycling Canada (CC) on all issues which directly or indirectly affect national team athletes, high performance athletes and/or any national caliber athlete.

#### 6.11. Membership - AC

6.11.1. The Athletes Council has fourteen (14) members comprising:  
Two (2) National Team Athlete Representatives – one male and one female - from each of the following cycling sports: MTB-XC, ROAD, TRACK, BMX, PARA-CYCLING, CYCLOCROSS, and MTB-DH. Eligibility as a National Team Representative is limited to athletes that are current members of the National Team or have been members of the National Team, for any period, within the five (5) years preceding the election (i.e. the 2014 election would include 2010 National Team athletes and later).

#### 6.12. Eligibility and Election - AC

6.12.1. It is preferred but not essential that representatives live in Canada.

6.12.2. Athlete representatives will be chosen through an election by their peers.

#### 6.13. Election of National Team Athlete Representatives - AC

6.13.1. Election for a two-year term will be held every two (2) years in even-numbered years.

- 6.13.2. National Team Athlete Representatives shall be chosen by election by the end of the calendar year in even years from the current National Team list identifying athletes eligible to vote.
- 6.13.3. Only athletes from the respective sport will be eligible to contend for the position of representative of that sport / gender.
- 6.13.4. Only currently active National Team athletes from the respective sport will be eligible to vote for the representatives of that sport.

#### 6.14. Election of Chair and Vice Chair - AC

- 6.14.1. At the time of its first meeting following elections, the Council will elect their Chair and Vice-Chair from among the fourteen National Team Athlete Representatives.
- 6.14.2. The Chair and Vice-Chair will be elected for a two-year term.

#### 6.15. Representation to CC and External Agencies - AC

- 6.15.1. The Chair will be nominated for the position of National Team Athlete Representative to the Board for election by the Members for a two-year term in odd years.
- 6.15.2. The Vice-Chair will be nominated to serve on the High Performance Committee for a two-year term in odd years.
- 6.15.3. Where the National Team Athlete Representative is not able to attend the meetings of the Board, s/he will appoint an alternative representative from the other National Team Representatives. This action is permitted to ensure that the athletes' voice is 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 such as AthletesCAN.

#### 6.16. Removal from Athletes' Council - AC

- 6.16.1. Athlete representatives can be removed from the Council in one of two (2) ways:
  - i. A vote of non-confidence supported by at least three-quarters of the representatives.
  - ii. Resignation, in which case the athlete representative must make reasonable effort to find a suitable replacement.

#### 6.17. Responsibilities - AC

- 6.17.1. To serve as a source of athletes' opinion and advice to the CC Board and associated Committees about current or contemplated programs, policies and procedures.
- 6.17.2. To actively represent the interests of the athlete participants of Cycling Canada 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 National Training Centers Athletes and the larger athlete community.
- 6.17.4. To ensure 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 define and secure athlete's rights.
- 6.17.6. Through their representatives at the Board and the High Performance Committee, to contribute to the development of policy and programs and ensure that CC policies, programs and procedures are athlete-focused.

6.17.7. To name representatives as requested by CC and other bodies for activities where athlete representation is an integral element.

6.18. Duties of the Athletes' Council Chair - AC

6.18.1. Attend Board meetings when elected as the National Team Athlete Representative to the Board by the members

6.18.2. Chair Athletes' Council meetings

6.18.3. Prepare agenda for, and organize Athlete Council meetings

6.18.4. Ensure proper representation at related athlete council meetings (i.e. COC, AthletesCAN)

6.18.5. Communicate with CC staff as necessary

6.19. Duties of the Athletes' Council Vice-Chair - AC

6.19.1. Attend Athletes' Council meetings

6.19.2. Serve as Alternate for the Chair to Board meetings if required

6.19.3. Stay current on all issues

6.19.4. Work with CC national office staff to distribute, analyze and report on findings on Athlete Evaluation forms

6.19.5. Promote communication among all parties of the AC

6.20. Duties of Individual Members of the Athletes' Council - AC

6.20.1. Direct athlete concerns and views to Athletes' Council for discussion and action

6.20.2. Be available to replace Chair and Vice Chair when necessary

6.21. Meetings - AC

6.21.1. The Council will meet (at least) four times a year. These meetings may be held via virtual meeting platforms.

6.21.2. The goal of the AC is to reach agreement through discussion, but if the Council finds itself in a deadlock, a vote may be taken with votes allocated as follows:

6.21.3. Each of the fourteen National Team Representatives will cast a vote for a total fourteen votes.

6.21.4. This process ensures that all cycling sports are represented.

6.22. Staff Support - AC

6.22.1. The CEO and/or HPD will liaise with the Athletes' Council 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: Bill Kinash, Mathieu Boucher, Andrew L'Esperance, Chris Foster