

# **BOCCIA CANADA COUNCIL TERMS OF REFERENCE**

**April 2019**

## **Background**

As part of a full governance review undertaken in 2014 and led by an external consultant, the Canadian Cerebral Palsy Sports Association (CCPSA) introduced a new governance structure whereby the skills based Boccia Canada Council was established and given delegated authority by the CCPSA Board of Directors for oversight of boccia programming and management, focused on the development and growth of Boccia. The timing of the governance review and the establishment of the Boccia Canada Council coincided with the continuance (transition) process under the Canada Not-for-profit Corporations Act (NFP Act) required to be completed by the CCPSA in 2014.

For several years leading up to the creation of the Boccia Canada Council, boccia athletes felt that the name and brand of the CCPSA did not accurately represent or reflect them. As a result, the CCPSA decided to create the Boccia Canada brand within the Organization and after much consultation and research, launched the brand in March 2016 at the Canadian Boccia Championships in Surrey, BC.

## **Aim/Mandate**

The aim of the Boccia Canada Council is:

- To provide input and direction regarding management and programming for boccia
- To share information among Boccia Canada Committee/Council Chairs/members
- To identify issues and areas of interest and/or concern which can impact the overall CCPSA Strategic Plan objectives, development and growth related to boccia

## **Composition**

The Boccia Canada Council will be comprised of:

- Chair, Boccia Canada Council
- Chair, Athletes' Council / Vice-Chair, Athletes' Council (one vote between the two)
- Chair, Participation & Development Committee / CCSPA Staff Lead (non-voting)
- Chair, High Performance Committee / CCSPA Staff Lead (non-voting)
- CCPSA Executive Director (non-voting)

\*Additional members may be added at the discretion of the Boccia Canada Council.

## **Diversity**

The Boccia Canada Council is committed to creating and reflecting a diverse and vibrant boccia community. Therefore, when filling vacant positions on the Boccia Canada Council and its committees, every effort will be made to reflect to the extent possible:

- i) diversity in the official languages of Canada
- ii) gender diversity
- iii) ethnic diversity
- iv) geographic diversity

## **Meeting and Working Procedures**

The Boccia Canada Council will perform its work in a professional, ethical, collegial and conscientious manner and will adhere to these guidelines:

- The work of the Boccia Canada Council will be coordinated by the BCC Chair. This may at times involve assigning specific tasks to individual members of the Boccia Canada Council who will take the lead in performing that task and ensuring that objectives are met.
- The Boccia Canada Council will meet once per month, or as required.
- Meetings of the Boccia Canada Council will be chaired by the BCC Chair. If the BCC Chair is absent from the meeting, the members of the Council will appoint from among themselves a member to chair the meeting.
- Quorum for meetings of the Boccia Canada Council will be at least one representative from each Committee or Council, plus the BCC chair or the ED
- Ideally, the Boccia Canada Council will strive to make decisions based on consensus. However, if consensus is not possible, questions will be decided by a majority vote. The Chair of BCC does not carry a vote, except in the event of a tie.
- Meetings of the Boccia Canada Council will be private, attended only by members of the Council. Non-members may participate in meetings if invited by the Chair of the Boccia Canada Council but will not have a vote.
- In deliberating and making decisions, the Boccia Canada Council may consult with other Committees, provincial associations or other parties, as it deems appropriate.
- Materials for meetings of the Boccia Canada Council will be distributed with reasonable lead time to ensure members can prepare properly for the meeting.
- Minutes of meetings will be prepared and circulated within a reasonable period of time. Unless determined otherwise, minutes will be prepared by the BCC Chair or designate. The BCC Chair will approve the minutes for distribution to other councils, committees and the membership.

- At times, discussions and deliberations of the Boccia Canada Council are confidential and members will accord to these issues such confidentiality as is appropriate in the circumstances.

### **Responsibilities of Members of the Boccia Canada Council and Committees**

The primary responsibility of each member of Boccia Canada Council is to consider, deliberate and act upon what is in the best interests of boccia in Canada, and of the national association, Canadian Cerebral Palsy Sports Association.

All members of Boccia Canada Council are expected to be fully informed on matters being reviewed and decided, and to participate meaningfully in the group's deliberations and decisions.

Members appointed to Committees/Council are expected to:

- Demonstrate a personal commitment to the work and Aim of the Committee/Council and the aim/mandate of Boccia Canada Council,
- Possess knowledge, skills or expertise in one or more areas that the Committee/Council is involved in,
- Regularly attend and participate in Committee/Council meetings, and
- Respect the confidentiality of information discussed by the Committee/Council.
- In interactions with members, partners, funders, the media or the public, represent the position or views of the Boccia Canada Council, even if they are in conflict with the members' personal position
- Read and adhere to CCPSA Policies <http://bocciacanada.ca/en/about/policies/>

### **Additional responsibilities of the Chair of each Committee/Council**

The Chair's primary responsibility is to ensure that the Committee/Council performs its responsibilities effectively. This entails:

- Developing an Action Plan for the Committee/Council in accordance with the CCPSA's Strategic Plan and annual Operational Plan (if applicable) and scheduling its meetings and activities accordingly;
- Ensuring that accurate minutes of meetings are kept;
- Delegating specific tasks to individual Committee/Council members, as appropriate;
- Ensuring that the Committee/Council remains focused on the matters it has been delegated to consider and decide;
- Ensuring that the Committee/Council behaves in a manner consistent with its own terms of reference and operating procedures;
- Facilitating open, thorough, orderly and efficient deliberation on issues; and
- Promoting positive relationships among Council or Committee members and between the group and staff, other Councils or Committees, provincial associations and other volunteers.

## **Additional responsibilities of the Chair of Boccia Canada Council**

- The BCC Chair will be appointed by the CCPSA Board of Directors based on established criteria
- The BCC Chair will serve for a four year term. to a maximum of two terms OR there is no limit on the number of terms
- Represent the Boccia Canada Council and the Canadian Cerebral Palsy Sports Association (CCPSA) to outside parties and to the public; and
- Represent the CCPSA to the Boccia Canada Council
- Represent the Boccia Canada Council to the CCPSA
- Liaise with Executive Director
- Liaise with CCPSA staff to set agenda for and conduct regular Boccia Canada Council meetings
- Communicate with Chairs of Boccia Canada Council committees/council (High Performance, Participation and Development, Athlete Council) with all relevant information
- Motivate and encourage other Chairs
- Collate BCC feedback on policy review and revision related to Boccia
- Attendance at 10-12 Boccia Canada Council meetings and 8-10 Canadian Cerebral Palsy Sports Association meetings per year
- Travel to the Canadian Boccia Championships and 1 BISFed meeting annually and other face to face meetings as possible

## **Qualifications – for all Committee Chairs on Boccia Canada Council**

### **Required**

- Boccia expertise
- Communication skills
- Leadership and organizational ability
- Knowledge of Canadian sport system
- Team player

### **Preferred**

- International experience;
- Ability to speak both French and English

## **Athletes' Council**

### **Authority**

This Council represents Boccia athletes on the Boccia Canada Council

### **Aim**

The Athletes' Council's mandate is to bring the Boccia athlete voice and perspective to the Boccia Canada Council. The Athletes' Council also helps inform athletes about important matters within the Association and allows for athletes to provide input on such matters.

The Boccia Canada Athletes' Council will:

- Provide guidance and recommendations to the Boccia Canada Council including consideration of current or contemplated policies, programs, decisions, or other matters that are relevant.
- Create a strong foundation that promotes, advocates and supports open and transparent two-way communication between Boccia Canada and all Canadian Boccia athletes
- Advocate to ensure all athletes' rights are respected and protected in relation to Boccia Canada and the CCPSA mandate and organizational planning

### **Composition and Eligibility**

The Athletes' Council will be composed of up to 2 members from each classification plus a CCPSA staff as appointed by the Executive Director (*non-voting*)

Each member must have competed at the Canadian Boccia Championships within 8 years of the current Canadian Boccia Championships at which they run for election. This includes the current Canadian Boccia Championships

### **Term and Election**

The members of the Athletes' Council serve terms of 2 years with 50% staggered terms. There is no limit on the number of consecutive terms served.

Representative 1 from each classification will be appointed in **odd-numbered years**  
Representative 2 from each classification will be appointed in **even-numbered years**.

The members of the Athletes' Council are elected at the Canadian Boccia Championships Athletes' Meeting by majority secret ballot. Any athlete registered to compete at the Canadian Boccia Championships is eligible to vote in the year of the Championships in which they are competing. Candidates may stand for election in person or in writing if unable to attend the election.

At the first meeting of the Athletes' Council following the election, the members will elect a Chair and a Vice Chair from among themselves. The Chair will remain in place for two years or until the end of their term, whichever comes first. The Chair is a voting member of the Boccia Canada Council. The Chair and the Vice Chair terms will be staggered, with the Vice Chair having the opportunity to run for the Chair position, if the Chair position comes available before the Vice Chair's term is over.

The Athletes' Council may create and elect other internal executive positions from within the elected members, as it deems necessary

If a vacancy occurs, the Athletes' Council may appoint an eligible athlete for the duration of that term. If the Chair or Vice Chair position becomes vacant during their term, Athletes' Council members will elect a new Athletes' Council Chair or Vice Chair.

### **Responsibilities of the Athletes' Council**

All members of Boccia Canada Athletes' Council are expected to be fully informed on matters being reviewed and decided, and to participate meaningfully in the group's deliberations and decisions. Furthermore, it is expected that all members

- Demonstrate a personal commitment to the work and mandate of the Council
- Regularly attend and participate in Athletes' Council meetings
- Respect the confidentiality of information discussed by the Athletes' Council

### **Additional Responsibilities - Chair of the Athletes' Council**

- Call meetings, set agendas, chair meetings
- Bring issues of athletes concern to Boccia Canada Council
- Represent the perspective of athletes in Boccia Canada Council meetings
- Communicate decisions of the Boccia Canada Council to Athletes' Council
- Update athletes on issues of interest
- Liaise with CCPSA staff to set agenda for and conduct annual athlete meeting at Canadian Boccia Championships
- Recruit athletes for working groups, task forces, committees etc.
- Coordinate the work of those groups
- Accountability for ensuring Athletes' Council working groups fulfill their assigned responsibilities
- Contribute to review and revision of policies related to athletes as required

### **Meeting and Working Procedures**

The Athletes' Council will perform its work in a professional, ethical, collegial and conscientious manner and furthermore, will adhere to these guidelines:

- The work of the Athletes' Council will be coordinated by the Chair. This may at times involve assigning specific tasks to individual members of the Athletes' Council who will take the lead in performing that task and ensuring that objectives are met.
- The Athletes' Council will meet as required, but no less than twice per year

- Meetings will occur as requested by the Athletes' Council Chair, Boccia Canada Council or a majority of the Athletes' Council members.
- Meetings of the Athletes' Council be chaired by the Chair, or the Vice Chair. If the Chair or Vice Chair is absent from the meeting, the members of the Council will appoint from among themselves a member to chair the meeting.
- Quorum for meetings of the Athletes' Council will be 50% + 1 of its members.
- Ideally, the Athletes' Council will strive to make decisions based on consensus. However, if consensus is not possible, questions will be decided by a majority vote. The Chair does not carry a vote, except in the event of a tie.
- To promote efficiency, meetings of the Athletes' Council will be private, attended only by members of the Council. Non-members may participate in meetings if invited by the Chair but will not have a vote
- In deliberating and making decisions, the Athletes' Council may consult with other Committees, provincial associations or other parties as it deems appropriate.
- Materials for meetings of the Athletes' Council will be distributed with reasonable lead time to ensure members can prepare properly for the meeting.
- Minutes of meetings will be prepared and circulated within a reasonable period of time. Unless determined otherwise, minutes will be prepared by the Chair or designate. The Chair will approve the minutes for distribution to other councils, committees and the membership. A copy of the minutes will be provided to the Chair of Boccia Canada Council.
- At times, discussions and deliberations of the Athletes' Council are confidential and members will accord to these issues such confidentiality as is appropriate in the circumstances.

## **Evaluation**

- The Athletes' Council will review its performance on a yearly basis, prior to the CCPSA Annual General Meeting, based on achieving the Athletes' Council Aim, and Responsibilities. The yearly AGM report is to be formatted in accordance to the Strategic Plan.
- These terms of reference will be reviewed by the Boccia Canada Council every two years.

## **PARTICIPATION AND DEVELOPMENT COMMITTEE**

### **Authority**

This Committee represents the various provincial/territorial partners of the Boccia Canada Council.

### **Aim**

The primary aim of the Participation and Development Committee is to promote communication and coordination among the provinces/territories and to ensure that provincial/territorial needs and interests are considered by the Boccia Canada Council.

### **Composition**

The Participation and Development Committee is made up of the following members:

- Chair appointed by Boccia Canada Council, who has voting rights on the Boccia Canada Council
- A representative appointed by each provincial/territorial partner. A substitute representative may be named in the case the first representative is unable to attend a meeting.
- Additional representatives may be named to this Committee by the Committee to represent officials, additional provinces/territories or equivalent associations, should they establish viable entities to govern boccia.
- CCPSA staff as appointed by the Executive Director (Ex officio)

### **Terms**

- **The Chair will serve for four years** to a maximum of two terms OR there is no limit on the number of terms

The members of the Participation and Development Committee serve terms of 2 years with 50% staggered terms. There is no limit on the number of consecutive terms served.

Members from the Provinces of British Columbia, Saskatchewan, Ontario and Nova Scotia will be appointed in **odd-numbered years**.

Members from the Provinces of Alberta, Manitoba, Newfoundland and Quebec will be appointed in **even-numbered years**.

As representatives from new provinces are named, they will be added to this rotation accordingly.

### **Responsibilities of the Participation and Development Committee**

- Facilitate communication among the provincial/territorial partners on all issues
- Bring to Boccia Canada Council issues of provincial/territorial concern
- Coordinate provincial/territorial and national competition schedules

- Liaise with the Boccia Canada High Performance Committee in the areas of athlete, coach, and officials' development with focus on entry to development level for athletes and on provincial, national and international level for officials
- Advise the Boccia Canada Council on the implementation of a domestic system to develop athletes, coaches, and officials up to the Canadian Boccia Championships level and on to the international level
- Recommend standards relating to training and certification of national referees and classifiers
- Recommend standards relating to sanctioned events
- Collaborate with each other and with Boccia Canada Council on expanding membership and participation in the association
- Perform additional duties as agreed upon by the Boccia Canada Council and this Committee

### **Additional Responsibilities – Chair of the Participation and Development Committee**

- Call meetings, set agendas, chair meetings
- Recruit representation from each Provincial/Territorial or equivalent association
- Collaborate with CCPSA staff to set agenda for and conduct regularly scheduled Provincial/Territorial Check-in meetings
- Liaise with the Head of Classification
- Act as Head of Referees (collect Log Books, share information, liaison with referees)
- Bring issues of Provincial/Territorial concern to Boccia Canada Council
- Liaise with the CCPSA staff responsible for support to the Canadian Boccia Championships and host committee as appropriate
- Liaison with the Boccia Canada High Performance Chair on the areas identified above
- Fulfill the position of Chair, or designate a proxy Chair for the Provincial Development Grant reviews
- Ensure responsibilities of Participation and Development Committee are fulfilled according to CCPSA's Strategic Plan and annual Operational Plan
- Recruit members for working groups, task forces, committees
- Coordinate the work of those groups
- Accountability for ensuring Participation and Development working groups fulfill their assigned responsibilities
- Contribute to review and revision of policies related to Participation and Development as required

### **Meeting and Working Procedures**

The Participation and Development Committee will perform its work in a professional, ethical, collegial and conscientious manner and furthermore, will adhere to these guidelines:

- The work of the Participation and Development Committee will be coordinated by the Chair. This may at times involve assigning specific tasks to individual members of the Participation and Development Committee who will take the lead in performing that task and ensuring that objectives are met.

- The Participation and Development Committee will meet as required, but no less than twice per year.
- Meetings of the Participation and Development Committee will be chaired by the Chair. If the Chair is absent from the meeting, the members of the Committee will appoint from among themselves a member to chair the meeting.
- Quorum for meetings of the Participation and Development Committee will be 50% + 1 of its members.
- Ideally, the Participation and Development Committee will strive to make decisions based on consensus. However, if consensus is not possible, questions will be decided by a majority vote. The Chair does not carry a vote, except in the event of a tie.
- To promote efficiency, meetings of the Participation and Development Committee will be private, attended only by members of the Committee. Non-members may participate in meetings if invited by the Chair of the Participation and Development Committee but will not have a vote.
- In deliberating and making decisions, the Participation and Development Committee may consult with other Committees, provincial associations or other parties, as it deems appropriate.
- Materials for meetings of the Participation and Development Committee will be distributed with reasonable lead time to ensure members can prepare properly for the meeting.
- Minutes of meetings will be prepared and circulated within a reasonable period of time. Unless determined otherwise, minutes will be prepared by the Chair or designate. The Chair will approve the minutes for distribution to other councils, committees and the membership. A copy of the minutes will be provided to the Chair of Boccia Canada Council.
- At times, discussions and deliberations of the Participation and Development Committee are confidential and members will accord to these issues such confidentiality as is appropriate in the circumstances.

## **Evaluation**

- The Participation and Development Committee will review its performance on a yearly basis, prior to the CCPSA Annual General Meeting, based on achieving the Participation and Development's Aim, Responsibilities and objectives of the CCPSA Strategic Plan. The yearly AGM report is to be formatted in accordance to the Strategic Plan.
- These terms of reference will be reviewed by Boccia Canada Council every two years.

## **HIGH PERFORMANCE COMMITTEE**

### **Authority**

The High Performance Committee advises the Boccia Canada Council on its high performance and technical mandate.

### **Aim**

The primary aim of the High Performance Committee is to assist the Boccia Canada Council in developing high performance athletes and coaches and to prepare national teams for international competition.

### **Composition**

Boccia Canada Council will appoint all members of the High Performance Committee. The High Performance Committee is made up of the following members:

- Chair appointed by Boccia Canada Council, who has voting rights on the BCC
- One member-at-large appointed by the Boccia Canada Council
- Head Coach, National Boccia Training Squad
- CCPSA staff appointed by the Executive Director

### **Terms**

- The Chair will serve for four years to a maximum of two terms OR there is no limit on the number of terms

The members of the High Performance committee serve terms of 2 years and there is no limit on the number of consecutive terms served; the Head Coach does not have a term; volunteer positions should be staggered 50%.

### **Responsibilities of the High Performance Committee**

The High Performance Committee will have responsibilities to advise on the Association's high performance programs, and more specifically will have these responsibilities:

- Advise the Boccia Canada Council on all matters of a high performance technical nature, including providing input into high performance policies
- Advise the Boccia Canada Council on the implementation of a high performance system to develop athletes, coaches, from the Canadian Boccia Championships to the Paralympic Games
- Recommend standards relating to training and certification of national team coaches
- With the approval of the Boccia Canada Council, designate and appoint additional Subcommittees to assist in carrying out the Committee's work, including but not limited to:
  - Athlete Selection Committee:  
The Athlete Selection Committee will be comprised of the National Team Coaches and the Chair of High Performance Committee.

- Perform additional duties as agreed upon by the Boccia Canada Council and this Committee.

### **Additional Responsibilities – Chair of the High Performance Committee**

- Liaison with Head Coach, National Boccia Training Squad and other CCPSA staff as identified by Executive Director
- Bring issues of high performance concern to Boccia Canada Council
- Participate in development of National Boccia Training Squad selection criteria and selection meeting
- Liaison with the Chair of the Participation and Development for athlete, coach, and officials development with focus on national and international level
- Ensure responsibilities of the High Performance Committee are fulfilled according to CCPSA's Strategic Plan and annual Operational Plan
- Recruit members for working groups, task forces, committees
- Coordinate the work of those groups
- Accountability for ensuring High Performance working groups fulfill their assigned responsibilities
- Contribute to the review and revision of policies related to High Performance as required
- Attend yearly High Performance debrief
- Accountable for submission of accurate minutes.

### **Meeting and Working Procedures**

The High Performance Committee will perform its work in a professional, ethical, collegial and conscientious manner and furthermore, will adhere to these guidelines:

- The work of the High Performance Committee will be coordinated by the High Performance Chair. This may at times involve assigning specific tasks to individual members of the Committee who will take the lead in performing that task and ensuring that objectives are met.
- Meetings of the High Performance Committee will be at the call of the Chair. The High Performance Committee will meet a minimum of twice per year.
- Meetings of the High Performance Committee will be chaired by the Chair. If the Chair is absent from the meeting, the members of the High Performance Committee will appoint from among themselves a member to Chair the meeting.
- Quorum for meetings of the High Performance Committee will be 50% plus 1 of its members.
- Ideally, the High Performance Committee will strive to make decisions based on consensus. However, if consensus is not possible, questions will be decided by a majority vote. The Chair does not carry a vote, except in the event of a tie.
- To promote efficiency, meetings of the High Performance Committee will be private, attended only by members of the Committee. Non-members may participate in meetings if invited by the Chair but will not have a vote.

- In carrying out its advisory role, the High Performance Committee may consult the Boccia Canada Council, other Councils and Committees, or other parties, as it deems appropriate.
- Materials for meetings of the High Performance Committee will be distributed with reasonable lead time to ensure members can prepare properly for the meeting.
- Minutes of meetings will be prepared and circulated within a reasonable period of time. Unless determined otherwise, minutes will be the responsibility of the Committee Chair or designate. The Chair will approve the minutes for distribution to the Committee and the Boccia Canada Council Chair.
- At times, discussions and deliberations of the High Performance Committee are confidential and members will accord to these issues such confidentiality as is appropriate in the circumstances.

### **Evaluation**

- The High Performance Committee will review its performance on a yearly basis, prior to the CCPSA Annual General Meeting, based on achieving the High Performance's Aim, Responsibilities and the objectives of the CCPSA Strategic Plan. The yearly AGM report is to be formatted in accordance to the Strategic Plan.
- The Boccia Canada Council will review these terms of reference every two years.