

**Canadian Cerebral Palsy Sport Association (CCPSA) also operating under the name of BOCCIA CANADA  
ATHLETES COUNCIL's terms of reference**

**1. PURPOSE AND SCOPE**

As per the Bylaws of the Canadian Cerebral Palsy Sport Association ("CCPSA") also operating under the name of Boccia Canada ("BC"), the Athletes' Council ("Council") is a committee constituted by the Board of Directors ("Board") of the CCPSA, established to represent boccia athletes' voice, and interests and, as such, bring the Boccia athlete voice and perspective to the Boccia Canada Council, the CEO and to the Board, when requested by the Board. The Athletes' Council helps inform athletes about important matters within the CCPSA and allows for athletes to provide input on such matters. It shall primarily report to and advise the Boccia Canada Council unless determined otherwise by the Board.

**2. COMPOSITION**

- 2.1 The Athletes' Council will be composed of up to 2 voting members from each classification. A non-voting CCPSA employee may be invited to attend Council's meetings upon the request of the Council. As per section 3.4, the Council's members are elected by boccia athletes and shall be confirmed by the Board.
- 2.2 Each member must have competed at the Canadian Boccia Championships within 12 years of the current Canadian Boccia Championships at which they run for election. This includes the current Canadian Boccia Championships.
- 2.3 Strive for no more than 75% of the committee to be of the same gender.

**3. TERMS AND ELECTION**

- 3.1 There shall be a maximum of two 4-year terms for Athletes' Council members. The two terms shall be exercised within the twelve-year period in 2.2, unless determined otherwise by the board, and retired athletes (within the past 12 years at the time of the election) shall be eligible to be elected if they so choose. However, each class of representatives must consist of at least 50% active athletes. An active athlete is defined as an athlete who has competed in a nationally sanctioned tournament or a BIFED-sanctioned tournament within the past 4 years at the time of the election.
- 3.2 Representative 1 from each classification will be elected in odd-numbered years.
- 3.3 Representative 2 from each classification will be elected in even-numbered years.
- 3.4 The voting period for the Athletes' Council elections will commence following the conclusion of the Canadian Championships and will remain open for 30 days. A special meeting shall be called by the Athletes Council to proceed with the election. All eligible athletes must cast their votes within this 30-day period to participate in the election. The members of the Athletes' Council are elected by a majority secret ballot. Boccia Canada will provide the Athletes Council with names and emails for every athlete who competed in a nationally sanctioned tournament in the past 12 months to facilitate the election process
- 3.5 Any Canadian athlete who has competed in any nationally sanctioned competition, including but not limited to the Canadian Championships, or as a member of the Canadian national team at a BIFED-sanctioned tournament within 12 months of the election is eligible to vote. Candidates may stand for election in person or in writing if unable to attend the election.
- 3.6 At the first meeting of the Athletes' Council following the election, the members will elect a Chair

and a Vice Chair from among themselves. They will remain in position for 2 years or until the end of their term, whichever comes first. The Chair is automatically a member of the Boccia Canada Council with full voting rights. 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.

- 3.7 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.
- 3.8 If a Council's member fails to be actively engaged with the Council or for other reasons as determined by the Board exercising its discretion reasonably, such member may be removed or replaced at any time by the Board. The Board may fill any vacancy as it deems appropriate until the next Athletes' Council election. If and when a vacancy exists, the remaining members may exercise all its powers so long as a quorum remains.
- 3.9 The Athletes' Council is committed to representing the voice and interests of the boccia athletes. Therefore, when filling vacant positions on the Athletes' Council, every effort will be made to reflect diversity.

#### **4. MEETINGS**

- 4.1 A majority of the voting members of the Athletes' Council present in person, or by telephone, or by video conference, shall constitute a quorum.
- 4.2 The Athletes' Council shall endeavor to reach consensus on all significant decisions. In the event that consensus cannot be reached, the determinations of the Athletes' Council shall be made by a majority of its members present at the meeting duly called and held. In the event there is no majority, the Chair of the Athletes' Council shall be entitled to cast the deciding vote. All Athletes' Council members are expected to attend such meeting, in person, or via telephone, or video conference. Any decision or determination of the Athletes' Council reduced to writing and signed by all members of the Athletes' Council shall be fully as if it had been made at a meeting duly called and held.
- 4.3 The Athletes' Council meets as frequently as it deems necessary, but no less than 4 times per year. Meetings may be called by the Chair of the Athletes' Council or a member of the Athletes' Council. The time and place where the meetings of the Athletes' Council shall be held and the calling of the meetings and the procedure in all things at such meetings, including without limitation, notice requirements shall be determined by the Athletes' Council.
- 4.4 The Athletes' Council shall keep and approve Minutes of its meetings in which shall be recorded significant items discussed and all action taken by it. The Minutes shall be available to the Boccia Canada Council and the CCPSA Board as soon as practicable and shall be promptly provided to the Chief Executive Officer (or his or her delegate) so that they can be included in the Board materials for the next Board meeting. Where time permits, the Minutes provided to the Boccia Canada Council and the Board shall be approved in advance by the Athletes' Council, but in any event shall be reviewed in advance by the Chair of the Athletes' Council. The Chair of the Athletes' Council shall make an oral report at all Boccia Canada Council meetings and to the Board if so requested by the Board.
- 4.5 The Council may invite external guests as it may see fit from time to time to attend all or part of the meetings of the Athletes' Council and assist in the discussion and consideration of the duties

of the Athletes' Council.

- 4.6 All members of Boccia Canada Athletes' Council are expected to be fully informed on matters being reviewed and decided, and to participate meaningfully and respectfully in the group's deliberations and decisions. Furthermore, it is expected that all members.
- (a) Demonstrate a personal commitment to the work and mandate of the Council.
  - (b) Regularly attend and participate in Athletes' Council meetings.
  - (c) Respect the confidentiality of information discussed by the Athletes' Council.
  - (d) Attend training as recommended by Boccia Canada
- 4.7 At times, discussions and deliberations of the Athletes' Council include personal and confidential information. The council's members commit to keep these issues confidential as deemed appropriate in the circumstances.

**5. RESPONSIBILITIES OF THE ATHLETES' COUNCIL**

- 5.1 The Athletes' Council is responsible for providing advice and recommendations to Boccia Canada Council or the Board, when requested by the Board, on matters related to boccia athletes. The Athletes' Council has no decision-making power unless the Board determines otherwise. Without limiting the foregoing, the Athletes' Council shall perform the following duties:
- (a) Provide guidance and recommendations to the Boccia Canada Council including consideration of current or contemplated policies, programs, decisions, or other matters that are relevant to boccia athletes.
  - (b) Ensure a strong foundation that promotes, advocates and supports open and transparent two-way communication between Boccia Canada and all Canadian boccia athletes.
  - (c) Work collaboratively with the Boccia Canada Council, the Officials and Technical Committee, Participation and Development Committee, the High-performance Committee and the CCPSA, and advocate where necessary, to ensure athletes' rights are respected and protected in relation to Boccia Canada and the CCPSA mandate and organizational planning.

**6. OTHER**

- 6.1 The Chair of the Athletes' Council shall have the duties and responsibilities set forth in Appendix "A".
- 6.2 The Athletes' Council shall conduct an evaluation of the Council's performance and Mandate annually and recommend to the Board such Mandate changes, as the Athletes' Council deems appropriate.

## **APPENDIX "A"**

### **ATHLETES COUNCIL**

#### **CHAIR POSITION DUTIES AND RESPONSIBILITIES**

1. As the leader of the Athletes' Council, the Chair shall have, in fulfilling the mandate of the Council, the following duties and responsibilities:
  - a) Attend Athletes' Council meetings and Boccia Canada Council meetings.
  - b) Report to the Boccia Canada Council on the activities, findings, and any recommendations of the Athletes' Council.
  - c) When authorized by the CEO, liaise with CCPSA staff as required.
  - d) When requested by the Board or the CEO, represent the Athletes' Council and the CCPSA to outside parties and to the public.
  - e) If requested by the Board or the CEO, travel to the boccia events.
  - f) Engage, align, and communicate with the Chairs the Officials and Technical Committee, High Performance, Participation and Development Committees and the Boccia Canada Council.
  - g) Oversee the structure, composition, membership, and activities delegated to the Athletes' Council.
  - h) Chair every meeting of the Athletes' Council and encourage welcoming, inclusive, respectful, and open discussion at the meetings and encourage Council members to ask questions and express viewpoints during meetings.
  - i) Foster ethical and responsible decision-making by the Athletes' Council and its individual members.
  - j) Liaise with the CEO or their designate to set agenda and to conduct regular Council's meetings; with input from other Council members, as appropriate, and ensure that there is sufficient time during Council meetings to fully discuss agenda items.
  - k) Provide overall leadership to enhance the effectiveness of the Athletes' Council.
  - l) Facilitate the timely, accurate and proper flow of information to and from the Athletes' Council.
  - m) Arrange for management, external advisors, and others to attend and present to the Athletes' Council, as appropriate.
  - n) Take all other reasonable steps to ensure that the responsibilities and duties of the Athletes' Council, as outlined in these terms of references, are well understood by the Council members, and executed as effectively as possible.
  - o) Carry out such duties as may be reasonably determined by the Council or requested by the Boccia Canada Council or the Board.

