

**Canadian Cerebral Palsy Sport Association (CCPSA) also operating under the name of BOCCIA CANADA  
PARTICIPATION AND DEVELOPMENT COMMITTEE'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 Participation and Development committee ("Committee") is a committee constituted by the Board of Directors ("Board") of the CCPSA, established to provide advice and recommendations on participation and development issues in boccia.

**2. COMPOSITION**

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

- 2.1 The Chair is appointed by the Board and is also a voting member on the Boccia Canada Council.
- 2.2 A representative appointed by each provincial/territorial boccia partner. A substitute representative may be named in case the first representative is unable to attend a meeting.
- 2.3 Additional representatives may be named by the Committee (ratified by the Board), to represent additional provinces/territories or equivalent associations, being recognized viable entities to govern boccia.
- 2.4 A representative of the Officials and Technical Committee (OTC) as determined by it.
- 2.5 CCPSA employe(s) (non-voting) as appointed by the Chief Executive Officer.

**3. TERMS AND APPOINTMENT**

- 3.1 The Chair and Members shall be appointed for 4-year term or for a period until the end of the Summer Games Paralympic quadrennial. They shall serve a maximum of two terms unless determined otherwise by the Board. The two term maximum will not apply to employees of provincial/territorial boccia partners who are the designated representative.
- 3.2 Each provincial/territorial Member shall nominate their respective representatives for an appointment to the Committee.

**4. MEETINGS**

- 4.1 A majority of the voting members of the Committee present in person, or by telephone, or by video conference, shall constitute a quorum.
- 4.2 The Committee shall endeavor to reach consensus on all significant decisions. In the event that consensus cannot be reached, the determinations of the Committee 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 Committee shall be entitled to cast the deciding vote. All Committee members are expected to attend such meeting, in person, or via telephone, or video conference. Any decision or determination of the Committee reduced to writing and signed by all members of the Committee shall be fully as if it had been made at a meeting duly called and held.
- 4.3 The Committee meets as frequently as it deems necessary, but no less than 6 times per year. Meetings may be called by the Chair of the Committee or a member of the Committee. The time and place where the meetings of the Committee 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 Committee.

- 4.4 The Committee 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 Committee, but in any event shall be reviewed in advance by the Chair of the Committee. The Chair of the Committee shall make an oral report at all Boccia Canada Council meetings and to the Board if so requested by the Board.
- 4.5 The Committee may invite external guests as it may see fit from time to time to attend all or part of the meetings of the Committee and assist in the discussion and consideration of the duties of the Committee.
- 4.6 All members of the Committee 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 Committee.
  - (b) Regularly attend and participate in Committee meetings.
  - (c) Respect the confidentiality of information discussed by the Committee.
- 4.7 At times, discussions and deliberations of the Committee include personal and confidential information. The Committee's members commit to keeping these issues confidential as deemed appropriate in the circumstances.

## **5. COMMITTEE RESPONSIBILITIES**

- 5.1 The Committee is responsible for providing advice and recommendations to Boccia Canada Council and the CEO, when requested by the CEO, on matters related to the growth, development of and participation in boccia. The Committee has no decision-making power unless the Board determines otherwise. Without limiting the foregoing, the Committee shall perform the following duties:
- (a) Provide recommendations to the CCPSA's CEO and staff on the coordination of provincial/territorial and national competition schedules.
  - (b) Liaise with the Boccia Canada Council, High Performance Committee, Officials and Technical Committee and Athletes' Council in the areas of athlete, coach, and officials' development with focus on entry to development level for athletes.
  - (c) Advise the Boccia Canada Council and CEO 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.
  - (d) Recommend standards relating to sanctioned events.
  - (e) Liaise and work with the CCPSA staff and Boccia Canada Council on expanding membership and participation in boccia and the CCPSA.
  - (f) Perform additional duties as requested by the CEO or agreed upon by the Boccia Canada

Council and this Committee.

**6. OTHER**

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

## **APPENDIX "A"**

### **DEVELOPMENT AND PARTICIPATION COMMITTEE**

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

1. As the leader of the Committee, the Chair shall have, in fulfilling the mandate of the Committee, the following duties and responsibilities:
  - a) Attend Committee meetings and Boccia Canada Council meetings.
  - b) Report to the Boccia Canada Council, CEO or the Board if requested, on the activities, findings, and any recommendations of the Committee.
  - c) When authorized by the CEO, liaise with CCPSA staff as required.
  - d) When requested by the Board or the CEO, represent the Committee and the CCPSA to outside parties and to the public.
  - e) Liaise with, align, and communicate with the Chairs of the Officials and Technical Committee, High Performance Committee and Athletes' Council and the Boccia Canada Council.
  - f) Oversee the structure, composition, membership, and activities delegated to the Committee.
  - g) Chair every meeting of the Committee and encourage welcoming, inclusive, respectful, and open discussion at the meetings; encourage Committee members to ask questions and express viewpoints during meetings.
  - h) Foster ethical and responsible decision-making by the Committee and its individual members.
  - i) Liaise with the CEO or their designate to set agenda and to conduct regular Committee meetings; with input from other Committee members, as appropriate, and ensure that there is sufficient time during Committee meetings to fully discuss agenda items.
  - j) Provide overall leadership to enhance the effectiveness of the Committee.
  - k) Facilitate the timely, accurate and proper flow of information to and from the Committee.
  - l) Arrange for management, external advisors, and others to attend and present to the Committee, as appropriate and approved by the CEO.
  - m) Take all other reasonable steps to ensure that the responsibilities and duties of the Committee, as outlined in these terms of references, are well understood by the Committee members, and executed as effectively as possible.
  - n) Facilitate communication among the provincial/territorial partners/Committee and other relevant interested parties on participation and development issues.
  - o) Bring to the CEO and Boccia Canada Council issues of provincial/territorial concern.
  - p) Recruit representation from each provincial/territorial Member or equivalent association to compose the Committee.
  - q) Collaborate with CCPSA staff to conduct regularly scheduled provincial/territorial Member's Check-in meetings as needed.
  - r) Liaise with and support the CCPSA staff responsible for support to the Canadian Boccia Championships and host committee as appropriate.
  - s) Fulfill the position of Chair or designate a proxy Chair for the Provincial Development Grant reviews.
  - t) Ensure responsibilities of the Committee are fulfilled according to CCPSA's Strategic Plan and annual Operational Plan.
  - u) Recruit members for working groups, task forces, committees and coordinate their work and ensure

they are accountable.

- v) Carry out such duties as may be reasonably determined by the Committee or requested by the CEO, Boccia Canada Council or the Board.
- w) Contribute to review and revision of policies related to participation and development as required.

