



**Climbing Escalade Canada (“CEC”) Competition Committee
Terms of Reference**

Official Policy Name

CEC-OP-04 Climbing Escalade Canada – Competition Committee Terms of Reference

Purpose/Mandate

Reporting to the Executive Director (“ED”), the Competition Committee (“CompCom”) aims to support the CEC Events and Programs by providing expertise, knowledge and advocacy to the ED.

Goals and Objectives:

The objectives of the CompCom include, but are not limited to:

- Developing programs and certification levels for officials, routesetters, and belayers;
- Planning and developing annual series calendar, and selecting host venues;
- Evaluating and recommending the structure for the National Series events;
- Developing the application and selection process for events and officials, including the structure of the selection committee;
- Setting goals and objectives that contribute to the long-term success of competitive climbing in Canada, while respecting the principles of the Long-Term Athlete Development framework (“LTAD”); and,
- Supporting other initiatives as requested by the ED and/or CEC Board of Directors (the “Board”).

Jurisdiction

The CompCom will develop and recommend processes, procedures, and competition series based on the needs communicated by the Board.

The committee, with the approval of the ED, may:

- Develop a series calendar;
- Select host venues; and,
- Develop a curriculum for officials training.

The Board has the ability to overturn host venue selections at its sole discretion provided there is a compelling reason to do so.

Final approval for the following will be conducted by the Board based on the recommendation of the committee:

- Rule and format changes;
- Creation and structure of the selection committee;
- Selection of events and officials, including the selection of apprentices/assistants;
- Evaluation and recommendation of National Series event structure;
- Certification procedure for officials;
- Any literature produced for the means of training, rules and procedures;
- Master plan for the Canadian National Series for both youth and open categories.

Composition/ Members

There shall be no fewer than three and no more than ten committee members.

Chair

The CompCom chair shall be a member of the committee selected using an annual intra-committee nomination and simple majority vote model ("CompCom Chair").

The CompCom Chair is responsible for:

- Acting as liaison between the Board and the CompCom;
- Coordinating CompCom meetings and creating operational timelines; and,
- If requested by the ED, attending Board meetings as a non-voting member to present information and updates from the CompCom.

Working groups may be established for special projects, as determined by the Committee.

From time to time the Committee may invite other individuals with subject matter knowledge to participate in and share their insights with the Committee, as deemed appropriate by the CompCom.

Membership Process

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the CompCom; however, preference shall be given to those experienced with sport hosting. The ED, in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the CompCom. Selected committee members must be endorsed by the board of directors.

The Board in its sole discretion but preferably in conjunction with a recommendation from the ED, may remove any member of the CompCom. Removal of members of the CompCom may be conducted regardless of whether cause for removal is established, but must be conducted respectfully.

Members of the Board may apply and be appointed to the CompCom ("**Regular Board CompCom Member**") provided they comply with the terms of this policy and undertake to refrain from representing the Board at CompCom meetings. Board members applying for membership on the CompCom must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the CompCom.

Subcommittees and Organizational Structure

This CompCom will be comprised of the following three sub-committees:

- Route Setting sub-committee;
- Technical sub-committee; and,
- Events sub-committee.

Each sub-committee will be comprised of a chair and 2-3 members of the CompCom. A member of the CompCom can join one or more sub-committee. Composition of each sub-committee shall be determined at the first meeting of the CompCom following selection of members. Each sub-committee chair will report to the CompCom Chair with progress reports. They may be asked to join Board meetings as a non-voting member.

Term of Membership

All appointments have a maximum term of two (2) years, starting on June 1. The CompCom Chair shall be responsible for ensuring the CompCom composition is split such that roughly half of the members shall face

expiring terms each year. The CompCom Chair, in their sole discretion, may appoint certain CompCom members for a one (1) year term in order to ensure compliance with the previous sentence.

Upon the expiration of their term of membership, committee members interested in serving for an additional consecutive term must re-apply via the open call for applications and be re-appointed by the ED and Board. Prior involvement on the CompCom does not guarantee an appointment to the CompCom.

There are no limits to the number of consecutive terms for any one committee member.

Accountability

The CompCom reports, and is accountable, to the ED.

Work Methods/ Frequency

Work Methods

All CompCom work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

Frequency

The CompCom shall hold at least 1 video call every quarter to set objectives and monitor progress on the completion of those objectives.

Meeting Process

Every meeting must include:

- Meeting Chair – Responsible for directing conversation and ensuring adherence to the agenda;
 - o Meeting chair may be someone other than subcommittee chair.
- Secretary – Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

Consensus Model and Voting Rules

Decisions should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop, and agree to support a decision in the best interest of the whole.

If consensus cannot be reached, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using the either of the following methods, as decided by the meeting chairperson:
 - o show of hands, or
 - o anonymous ballot, as decided by the chairperson of the meeting.
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
 - o For greater clarity, Regular Board CompCom Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board CompCom Member may not represent the interests of the Board as a Board representative and

therefore may cast a vote. If a Board representative is required or requested to attend a CompCom meeting, a Board member other than the Regular Board CompCom Member must attend.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The CompCom shall develop and provide recommendations, and share this with the chair of the committee and/or the ED;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

Communications

A group email and phone number list will be created for all members of the CompCom. The email and number list is ONLY to be shared amongst the CompCom members and must not be shared with anyone outside of the CompCom unless express permission to do so is granted by the ED.

The ED must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

Currency

Date of Last Update	Author	Description
Unknown	Unknown	Drafted Policy
September 2020	Borden Ladner Gervais LLP	Updated policy and inserted policy cross references.
November 2020	CEC Board of Directors	Approval

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