



Climbing Escalade Canada (“CEC”) National Team’s Logistics Committee

Terms of Reference

Official Policy Name

CEC-OP-11 Climbing Escalade Canada – National Team’s Logistics Committee (“NTLC”) Terms of Reference

Purpose/ Mandate

Reporting to the High Performance Director (“HPD”), the purpose of the NTLC is to provide support to the CEC High Performance Team by aiding in the research, planning, implementation, and management of logistics associated with National Team attendance at International events.

These logistics include but are not limited to:

- travel logistics: air and ground travel, visas and other entry documents
- accommodation and meals
- training facilities near the competition venue

Goals and Objectives

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

- Aid in the research, planning, implementation and management of national team logistics for athletes and staff associated with international events;
- Make recommendations to HPD regarding national team travel policies and procedures.

Jurisdiction

The NTLC committee will develop, recommend, and review the components of the National Team’s International competition logistics including:

- Pursuit of travel partnerships (travel agencies, booking agents, etc.);
- Review of best practices from other Canadian Sports with regards to travel and other “at competition” policies;
- Planning, implementation and management of travel and accommodations for athlete and staff
- Other logistics as requested by the HPD and/or National Coach(es).

The NTLC may complete other tasks as requested by the HPD and/or the Board from time to time.

Members/Composition

There shall be no fewer than 3 and no more than 7 committee members.

Chair

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

The NTLC Chair is responsible for:

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

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 NTLC.

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 NTLC; however, preference shall be given to those experienced in HP Sport Travel and Logistics, or related fields. The HPD, in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the NTLC. The Board must endorse recommendations from the HPD.

The Board in its sole discretion but preferably in conjunction with a recommendation from the HPD, may remove any member of the NTLC. Removal of members of the NTLC 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 NTLC (“Regular Board PCC Member”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at NTLC meetings. Board members applying for membership on the HPLC must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the NTLC.

Term of Membership

All appointments have a maximum term of two (2) years, starting on June 1. The NTLC Chair shall be responsible for ensuring the NTLC composition is split such that roughly half of the members shall face expiring terms each year. The NTLC Chair, in their sole discretion, may appoint certain NTLC 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 HPD and Board. Prior involvement in the NTLC does not guarantee an appointment to the NTLC.

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

Accountability

The NTLC reports to, and is accountable to, the HPD.

Work Methods/ Frequency

Work Methods

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

Frequency

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

Additional meetings may be required leading up to international events and will be scheduled as needed.

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 the committee chair.
- Secretary – Responsible for recording meeting minutes.

Consensus Model and Voting Rules

Decisions made by the NTLC 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 on decisions requiring a unified recommendation, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee members need to be present in person or by proxy in order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members present in person 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 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.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The NTLC shall develop and provide recommendations, and share these with the chair of the committee;
- Decisions are then made with approval from the NTLC Chair and/or the HPD as required; and
- 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 NTLC. Email and phone lists are ONLY to be shared amongst the NTLC members and must not be shared with anyone outside of the NTLC unless express permission to do so is granted by the HPD.

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

Policy No. CEC-OP-11

Pages: 4

Original Version Approved: 2021/10/26

Current Version Approved: 2021/10/26

Date of Next Review: 2024/10