

**EVENTS COMMITTEE**  
**TERMS OF REFERENCE / MANDATE**

**1. Introduction**

A robust event schedule is critical to developing athletes, officials, hosts and organizers, and to growing the sport. As such, the Chief Executive Officer (the “CEO”) forms the Events Committee (the “Committee”) as an operational committee of Cross Country Ski de fond Canada (CCC).

**2. Purpose**

The Committee supports the Director of Events in the development and successful operation of a program to facilitate the planning, scheduling, organizing, officiating and hosting of Canadian cross-country and rollerski competitions at all levels. The work of the Events Committee will be fully aligned with the goals of Cross Country Ski de fond Canada as identified from time-to-time in strategic planning.

**3. Accountability**

The Committee reports to the CEO through the Director of Events. The Committee does not have authority to make decisions on behalf of the CEO or to bind CCC in any way, unless specifically authorized to do so by the CEO.

**4. Mandate**

Guided by the Director of Events, the Committee will contribute expertise, human resource capacity, and regional perspectives to the development and successful operation of the CCC events program. In general, the Committee will:

- a. Assist in the development of strategic (i.e., long-term) direction and plans for national and international events in Canada, to provide on-going and sustainable competitive opportunities as support for a Canadian high performance system.
- b. Fulfill objectives and tasks identified in the annual Events Operational Plan.
- c. Contribute to an annual program evaluation to confirm that objectives are being met and are achieving the desired results.
- d. Facilitate communication, cooperation and coordination between the different levels (i.e., CCC National, Divisions and clubs) and components of the events program.
- e. Provide advice to the Director of Events with respect to external and international relations related to competitions and events.
- f. As required, recruit and organize volunteers to help develop and implement events-related initiatives and projects.
- g. Help develop and maintain technical bid packages for national and international events to be held in Canada.
- h. Help solicit, receive and evaluate bids for national and international events to be held in Canada and set timelines for the process.

- i. Help develop and maintain annual technical packages for Tier I and 2 national point races and international events to be held in Canada.
- j. Help develop a national race calendar that is complementary to the National Ski Team program and Coach and Athlete Development programs and also meets the needs of the broader CCC racing community.
- k. Help maintain, through the CCC website, a system of results reporting for national and international events held in Canada, which includes CPL and/or FIS points.
- l. Help prepare submissions for FIS-sanctioned races and ensure that the same are provided to the Canadian Snowsports Association.
- m. Liaise with the FIS Cross-Country Committee through CCC's FIS representative(s) and distribute new FIS policy and rules to the CCC competition public.
- n. Help develop and maintain Canada's International Hosting Plan with Sport Canada and liaise with Sport Canada on Hosting Grant Applications.
- o. Help develop, maintain and integrate the International Competition Rules (ICR) and the Canadian Competition Rules (CCR).
- p. Help with international event planning as required by the Director of Events.
- q. Help develop and maintain a Technical Delegate (TD) training and upgrading system and a national list of TDs.
- r. Help develop and maintain an officials program that includes maintenance of manuals, providing for training opportunities and record keeping.
- s. Help maintain records related to ski course homologation service and keep records of homologated terrain in Canada.
- t. Help the Director of Events with duties related to the planning and execution of Canada Winter Games.
- u. Develop a national license system that reflects the competitive environment of the association.
- v. Provide events-related advice and assistance to other operational committees of CCC as required.
- w. Deliver guidance and help related to other aspects of cross-country ski event management in Canada wherever and whenever possible.

**5. Membership**

- a. The Committee shall be composed of, when reasonably possible:
  - i. the Director of Events
  - ii. an athlete representative
  - iii. such other members as may be identified by the Chairperson as beneficial to the Committee

- iv. representatives from any of the five regions (1. PE, NL, NS, NB; 2. QC, NU; 3. ON; 4. MB, SK, AB, NT; 5. BC, YT) that wish to participate if such regions are not already represented by positions i. through iii.
- v. staff persons who may be assigned by the CEO to support the activities of the Committee (ex-officio)
- vi. the CEO (ex-officio)

b. The CEO will appoint members.

c. The regional members of the Committee shall be appointed by the CEO in consultation with the Committee Chairperson and Division chairpersons in the affected regions. When a region is not represented, the CEO, in consultation with the Committee Chairperson and the Division chairperson of that region, shall determine whether to recommend an individual who will facilitate the communication of the purposes, goals and objectives of the Committee to the Division chairperson.

d. The Board of Directors' Athlete Director shall recommend the athlete representative, in consultation with the Committee Chairperson and the Division chairperson of the region with which the athlete is associated.

e. The membership term is one year expiring in September and is renewable.

#### **6. Chairperson**

a. The Director of Events shall be the Chairperson of the Committee.

b. The Chairperson is responsible for

- i. providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
- ii. representing the Committee in communication

#### **7. Decision-Making**

Decision-making is limited to providing advice and recommendations. The Committee shall endeavour to operate by consensus. In case of disagreement, committee members shall cast votes.

#### **8. Meetings**

a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least once each year.

b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.

c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.

d. A quorum for each meeting of the Committee shall be four people.

e. The Committee will invite Directors and Committee chairpersons of other CCC programs to attend meeting that may have implications for their program areas or where their advice is indicated.