

May 5, 2020

## **Domestic Committee Terms of Reference**

### **Responsibilities:**

The Domestic Committee serves as an operational committee to support the General Manager as well as the Athlete Coach Development Manager (ACDM) in the development of biathlon across Canada. This committee will assist the review, revision, and creation of documents, materials and events that will enrich our members' biathlon experience in Canada. It will also ensure that the needs of all participants are reflected and strive to ensure that all participants have equal access to high quality programming.

### **Areas of Focus:**

Within each year, the General Manager and ACDM will identify areas of priority for the Domestic Committee to execute. The priorities will align with the overall Biathlon Canada domestic development strategy.

- Athlete Development
- Coaching Development
- Officials Development
- Events Development

### **Actions:**

- Execute on projects identified within the Areas of Focus
- Review the Terms of Reference
- Review officials' applications for Biathlon Canada national events and support the appointment process.
- Review domestic event bids and support the appointment process.

### **Committee Structure and Appointments:**

The Committee will be chaired by the General Manager. Additional members will consist of the Athlete and Coach Development Manager (ACDM), one member of the Board of Directors, in addition to 4-6 members selected by the General Manager.

*Selection of members will consider:*

**Regional Balance:** a representation from across Canada.

**Diversity:** age, gender, ethnicity, skills, and personal experience.

**Role Balance:** same number of officials as coaches.

**Certification:**

- coaching representatives on this committee must be a certified NCCP Biathlon Coach (Community and/or Competition).
- official representatives on this committee must be a certified Technical Delegate (domestic) or International Referee.

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*Applications:* Applicants for the Domestic Committee must submit a letter of interest annually by June 15th.

*Appointments:* Appointments will be completed annually by July 15<sup>th</sup>.

*Term:*

- Two years, to a limit of six consecutive years.
- Terms will end in a staggered fashion.

*Decision-Making:*

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

*Voting and Quorum:*

- Quorum will consist of 50% of the votes for the Committee.
- Each member will have one vote, except for the General Manager.
- The Committee does not have authority to make decisions on behalf of the General Manager or to bind Biathlon Canada in any way, unless specifically authorized to do so by the General Manager.