



CANADIAN TENPIN FEDERATION ATHLETES' COUNCIL TERMS OF REFERENCE

NAME

Canadian Tenpin Federation Athletes' Council

PURPOSE

The Athletes' Council (AC) is constituted under the Canadian Tenpin Federation (CTF) National Bylaws to provide a forum to represent and promote the views and interests the national team and high-performance athletes to CTF's Board of Directors and management on all issues which directly and indirectly affect athletes at the high performance level.

AUTHORITY

- 🍁 The AC is an active advisor to the CTF Board. The AC may establish sub-committees to deal with specific issues in relation to the mandate of the AC. The AC will exercise its authority in accordance with the bylaws, policies of CTF, in addition to the provisions set out in this Terms of Reference.
- 🍁 Representatives of the AC shall not take stands on issues or represent themselves as members of the AC in areas of personal interest having no connection with official AC responsibilities; nor shall they falsely speak on behalf of the entire AC membership or reveal matters deemed confidential by the AC.

KEY DUTIES

Key duties of the CTF Athletes' Council include, but are not limited to:

- Contribute to the development of policy and programs of the CTF;
- Consider and take athlete related issues forward to the High-Performance Unit of the CTF;
- Ensure that international programs, policies, and High-Performance outputs of the CTF are athlete focused;
- Provide input prior to approval on key documents/policies/topics directly affecting athletes including but not limited to Athlete Agreements, Team Selection, High Performance training and competition plans, coaching, etc.;
- To name representatives as requested by [NSO] and other bodies for activities where athlete representation is an integral element, e.g., High Performance Committee;
- Provide athlete representation to the Annual Meeting or any Special Meetings of CTF;
- Provide an Athlete Report to the CTF Board of Directors as per the Reporting Section of this document;
- Elect the Council member who will serve as Director on the CTF Board of Directors; and
- Elect the CTF representatives and alternates to the COC Athletes Advisory Council, when available to our sport, i.e., Olympic Sport.

COMPOSITION

The Athletes' Council shall consist of a minimum of *four (4)*, and a maximum of *six (6)* members elected to include the following:

- ✓ No less than one male;
- ✓ No less than one female;
- ✓ No less than one athlete from each team, i.e., youth, adult, and senior and/or super senior;
- ✓ Must be a minimum of 16 years of age; and



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- ✓ Must be an active or retired Team Canada members.
- ✓ Participants shall not be eligible to serve on the Council if all of the following cannot be met:
 - maintain reasonable currency with national team members;
 - be in good standing with CTF;
 - have competed in a major international competition within the previous ten years; and
 - have not been charged with a doping infraction.

🍁 The roles on the Athletes' Council shall be as follows:

- ✓ Chair;
- ✓ Vice-Chair;
- ✓ Treasurer;
- ✓ Secretary
- ✓ Any other representative as deemed necessary to adequately represent the various interest groups affected by the purpose of the Athletes' Council, e.g., Liaison to the Junior and Development national teams.

NOMINATION AND ELECTION PROCEDURES

- 🍁 Eligible Members (as defined in the Composition Section above) will submit applications to the Athlete's Council. Application Forms are available on the www.tenpincanada.com website.
- 🍁 Should the number of applications exceed the number of available positions on the Athlete's Council, a vote shall be held during the Canadian Team Trials by Team Trials Participants.

TERM

The terms of a CTF Athlete's Council member is defined as follows:

- 🍁 AC members shall be elected for a three (3) year term.
- 🍁 AC members can serve up to a maximum of three (3) terms.
- 🍁 Athletes may be removed from the AC in the following ways:
 - Violation of CTF's Code of Conduct and Ethics Policy.
 - A vote of non-confidence supported by at least three-quarters of the AC representatives.
 - If a Participant receives a doping infraction.
 - Resignation, in which case the athlete representative must make reasonable effort to recommend a suitable replacement to the AC.



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ROLES & RESPONSIBILITIES

- 🍁 The AC shall:
 - Abide by the terms of membership under the CTF Bylaws, which it is acknowledged and agreed includes the CTF's rules, regulations, policies, and procedures.
 - Ensure that the current national team athletes are democratically, faithfully and fairly represented;
 - Have a structure that ensures a democratic election of members; and
 - Sign a Responsibilities Agreement and Code of Conduct.

- 🍁 At the first meeting of the AC following their election, vacant officer roles shall be elected by the members of the AC including:
 - ✓ Chair;
 - ✓ Vice-Chair;
 - ✓ Treasurer
 - ✓ Secretary
 - ✓ Any other representative as deemed necessary to adequately represent the various interest groups affected by the purpose of the AC, e.g., Liaison to the junior and development national teams.

- 🍁 The Chair shall:
 - Be the leader of the AC and represent the AC to the board of directors;
 - Preside at all meetings of the AC;
 - Attend at least one AthletesCAN Forum during their term, if possible;
 - Have the general and active management of the affairs of the AC;
 - See that all orders and resolutions of the AC members are carried into effect; and,
 - Disseminate pertinent information to and from AC and the CTF Board of Directors.

- 🍁 The Vice-Chair shall:
 - Perform the duties and exercise the powers of the Chair in the absence or disability of the Chair, and
 - Perform such other duties as may from time to time be directed by members.

- 🍁 Treasurer shall:
 - Serve as the alternate for the Chair / Vice-Chair, if required.
 - Work with CTF office staff to prepare an annual budget for the AC and facilitate overall understanding of CTF's annual budget and financing processes.



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- ❖ Secretary shall:
 - Serve as the alternate for the Chair / Vice-Chair, if required.
- ❖ Ensure that minutes and action items from each meeting of the AC are prepared and distributed as needed. The duties of all other members of the AC shall be such as the AC requires of them.
- ❖ The members shall serve as such without remuneration and no member shall directly or indirectly receive any profit from his/her position as such; provided that a member may be paid reasonable expenses incurred by him/her in the performance of his/her duties with prior approval from CTF.
- ❖ All AC members are subject to and must adhere to conflict of interest rules. The AC shall establish a Conflict of Interest Policy that shall include annual submissions of declarations specifying any conflict of interest or the lack thereof.

GOVERNANCE & OPERATIONS

- ❖ The AC members will meet by telephone or in person. Meetings will be as called by the Chair, Vice-Chair, or any two (2) members of the AC at any time. Minutes shall be taken at all official meetings.
- ❖ Notice of the time and place for the holding of a meeting shall be given within 48 hours if notice is given by telephone or electronic correspondence;
- ❖ No notice shall be necessary if enough members are present to constitute quorum, and the non-present members do not object to the holding of the meeting; or
- ❖ The members may appoint a day or days in any month or months for regular meetings at a place and hour to be named.
- ❖ Provided meetings have a topic of discussion and purpose, there shall be at least four meetings per year, and more as required. Meetings will typically be held prior to or following a CTF Board of Directors meeting.
- ❖ A majority of members, but no less than three (3) members, shall constitute a quorum for meetings. Any meeting at which a quorum is present shall be competent to exercise all or any of the authorities, powers and discretions by or under the terms of reference of the AC.
- ❖ Each member is authorized to exercise one (1) vote.

RESOURCES

- ❖ The AC will receive the necessary resources from CTF to fulfill its mandate, and may, from time to time, have staff persons assigned to assist the AC with its work.
- ❖ The AC shall carry on its operations without monetary gain to its members and any profits or other accretions to the AC are to be used in promoting its objectives.



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REPORTING

- 🍁 The AC Chair will report quarterly with the High-Performance Committee and the Executive Director.
- 🍁 The AC will present the CTF Board of Directors with an Athlete Report, annually, reflecting the business and recommendations of the AC at the end of each competitive season or fiscal year.
- 🍁 Reports shall follow the Report Template set out by the Athletes' Council. The purpose of the report will be to bring athlete feedback to the forefront, and typically includes:
 - Year in review and major AC accomplishments
 - Athlete feedback on key events
 - Performance reviews and areas for improvement
 - AthletesCAN Forum Reviews
 - Recommendations
- 🍁 Minutes of the meetings will record time, date, and participants of the meeting and any recommendations. Respecting confidentiality and the potentially strategic and sensitive nature of AC discussions, minutes will not record any of the discussion leading to these recommendations.
- 🍁 Minutes will track action items which detail deliverables, status and the anticipated completion dates.
- 🍁 The minutes of the members shall not be available to the public but shall be available to the members upon request, and may be made available to the Board on a discretionary basis.

OBJECTIVES / DELIVERABLES

- To serve as a source of athletes' opinion and advice to the CTF Function Units and Board of Directors with regard to current or contemplated policies and programs.
- To actively represent the interests and concerns of Team Canada and registered participant athletes.
- To review issues of interest to athletes which are raised at the Council or presented to the Council for consideration.
- To provide a forum in which athletes may share and develop information or ideas as they relate to Team Canada and registered participant athletes.
- To ensure communication of issues of concern to Team Canada and registered participant athletes.

APPROVAL

These Terms of Reference were approved by the CTF Board of Directors on [date].

REVIEW

The Athletes' Council, Executive Director, and Regulatory Unit will review these Terms of Reference every three years and make changes if necessary. The Executive Director will review the effectiveness of the Council prior to each Annual Meeting.