



## Terms of Reference Canada Snowboard Technical Programs Committee (CSTPC)

### Document Version Management:

Version	Date	Approved by:	Date
Original version drafted	May 2017	Board of Directors	2017.05.13 TBC
Reviewed & Updated			

### I. AUTHORITY

- A. The Canada Snowboard Technical Programs Committee (the "CSTPC") is established under the authority of the Board of Directors (the "Board") of Canada Snowboard. The CSTPC is responsible for advising the board, through the Executive Director, on fulfilling its oversight responsibilities related to technical rules and guidelines for competitive snowboarding.
- B. The CSTPC shall function as stipulated in these Terms of Reference (the "TOR") and the General Bylaws of Canada Snowboard.
- C. Further, the CSTPC will exercise its authority specifically as set out in these Terms of Reference.

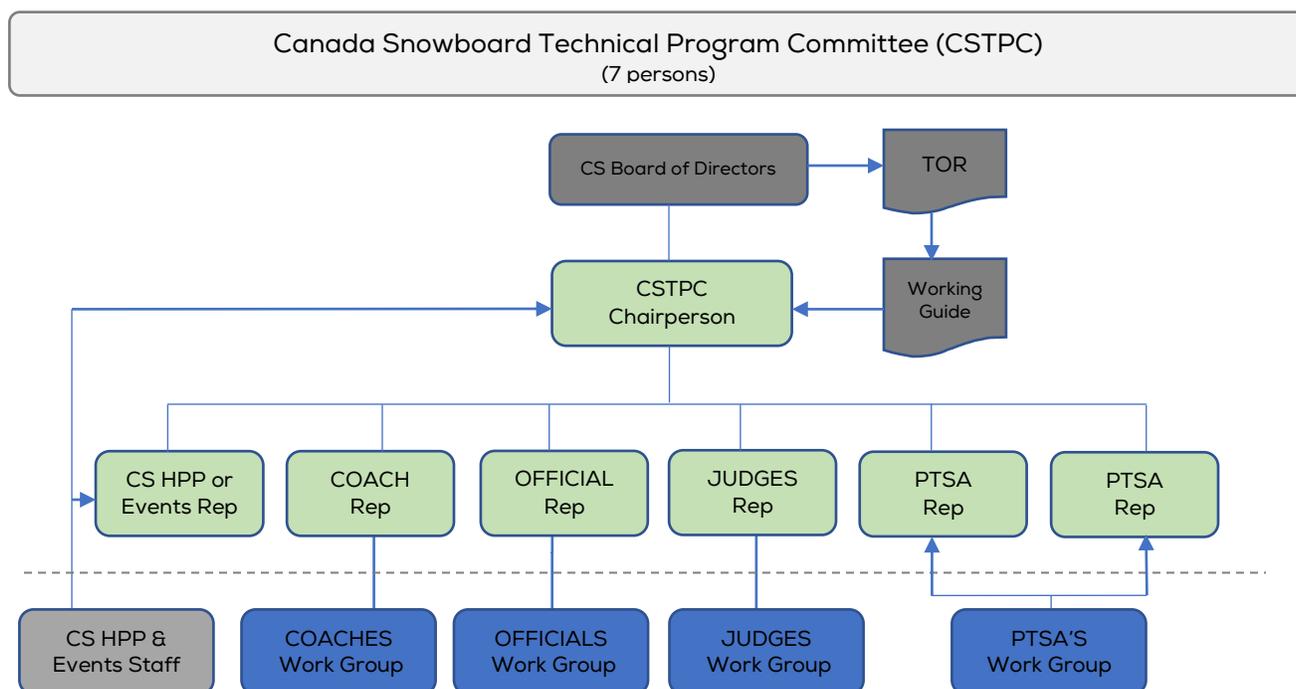
### II. PURPOSE AND MANDATE

- A. The CSTPC is established to address a vital need within the competitive snowboarding community, that is, achieving greater uniformity of the rules and guidelines fundamental to running competitive snowboarding events in Canada;
- B. In turn, the CSTPC will create a standardized set of rules and guidelines that organizers can turn to when facing any number of normal and irregular circumstances that can arise over the course of planning and delivering a competitive event;
- C. Furthermore, the creation of a standardized set of event rules and guidelines will directly impact four specific areas of Canada Snowboard's Strategic Plan:
  - Podium success for Canada on the international stage
  - Expand the depth of the competitive athlete pool through Sport Development initiatives
  - Continue to professionalize all aspects of operations
  - Improve communications to external audiences, membership, athletes and other stakeholders; and
- D. Specifically, the CSTPC has oversight and is responsible for the following key elements directly related to snowboarding competitive events and are considered the authority for making any recommendations to these specified elements:
  1. Rulebook review and approval;

2. Handbooks review and approval;
3. Competition Pathway review and approval; and
4. Bidding and Hosting Strategic Plan.

### III. COMPOSITION

- A. Appointments to the CSTPC are approved by the Board, normally on the recommendation of the Executive Director.
- B. The CSTPC shall consist of seven (7) individuals as follows:
  1. Two (2) Canada Snowboard HPP and Events Representatives, both F.T. employees with one (1) who will serve as the CSTPC Chairperson;
  2. One (1) Coaches Working Group Representative;
  3. One (1) Canadian Officials Working Group Representative;
  4. One (1) Canadian Judges Committee Representative;
  5. Two (2) Provincial and Territorial Snowboard Association Committee Representatives:
    - One (1) from the five provinces with the largest membership base (BC, AB, ON, QC, NS)
    - One (1) from the seven territories / provinces with smaller membership bases (YK, SAS, MB, NWT, PEI, NB, NF).
- C. A One (1) *ex officio*, non-voting member, who is not considered when establishing numbers for quorum, comprised of the Executive Director.
- D. The Chairperson of the CSTPC will be appointed by the Executive Director and normally will be the most senior Canada Snowboard Representative on the CSTPC.



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#### IV. APPOINTMENT TERMS AND QUORUM

- A. The CSTPC membership is appointed annually by the Board of Directors upon a recommendation from the Executive Director.
- B. The four identified work groups will be responsible for nominating their representative on an annual basis with the nomination deadline of April 30 each year. If no consensus nominee can be agreed upon by anyone work group, then that group should submit a list of candidates to Canada Snowboard prior to the nomination deadline. In this scenario, the CSTPC Chairperson will then select the representative from the submitted list of nominees for nomination as a member of the CSTPC.
- C. The two staff representatives on the CSTPC will be nominated by CS Management based upon job function and responsibilities.
- D. Should a vacancy occur on the CSTPC, the Executive Director shall appoint a replacement at the next feasible opportunity based on a recommendation from the CSTPC, with the appointment official with ratification by the Board at their next scheduled meeting.
- E. There are no limitations restricting the incumbent CS HPP & Events representatives or other CSTPC Members from being appointed for subsequent terms.
- F. Voting:
  - 1. The desired approach is to build consensus and obtain unanimous support, although in the absence of a unanimous vote, decisions will be made by a simple majority vote.
  - 2. As per the General Bylaws, each CSTPC member has one (1) vote, except the meeting Chairperson who does not normally vote.
  - 3. In the event that a vote results in a tie, the Chairperson will cast the deciding vote.
- G. Quorum: A quorum for the CSTPC will be the simple majority of its voting Members.

#### V. MEETINGS AND OPERATION

- A. It is planned that the appointed CSTPC Representatives would meet in-person once per year plus conduct meetings via conference call once per quarter, in addition to any discretionary meetings required to discuss urgent matters.
- B. Canada Snowboard will cover reasonable costs for each of the CSTPC Representatives to attend the in-person meeting, including travel, accommodations and appropriate meal expenses as per approved CS Budget.
- C. The CSTPC Chairperson will organize administration of the CSTPC including development and monitoring of an annual budget.

#### VI. DUTIES AND RESPONSIBILITIES

The CSTPC shall perform the following duties and responsibilities on an on-going basis:

- A. Oversight and management of event rules and regulations and guidelines
  - 1. Write and update Rule Books for use at snowboard competitions in Canada [all disciplines]

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- 2. Develop an implementation plan for rulebooks and handbooks
  - B. Monitoring and oversight of the implementation of Canada Snowboard rules
    - 1. Deciding penalty/sanctions according to the rules for any violation of the Canada Snowboard rules
    - 2. Responding to questions or concerns regarding the rules
    - 3. Hearing formal appeals
  - C. Oversight of the national long-term events Bidding and Hosting Plan
    - 1. Evaluate an ongoing basis the bidding and hosting plan
    - 2. Provide feedback on the bidding and hosting plan

## VII. ACCOUNTABILITY

The CSTPC is accountable to the Canada Snowboard Board of Directors and only has authority that is granted by the Board that retains the sole power to grant that authority. The CSTPC may, however, carry out such tasks provided that the Board has specifically delegated this power to the CSTPC under the oversight of the Executive Director.

### A. Recording of Minutes

- 1. Minutes of the meetings will record time, date and participants of the meeting and any recommendations to be forwarded to the Board. Respecting confidentiality and the potentially strategic and sensitive nature of CSTPC discussions, minutes will not record any of the discussion leading to these recommendations.
- 2. Minutes will track action items which detail deliverables, status and the anticipated completion dates.

### B. Formal Reporting

The Chairperson, on behalf of the CSTPC, shall provide a report to the Executive Director for purposes of reporting to the Board of Directors as deemed appropriate but no less than annually.