



***Sprint Racing Discipline  
Rules of Structure***

***November 2020***

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## 1 Interpretation

In these rules of structure and all other rules of structure of the Sprint Racing Discipline, unless the context otherwise requires:

- (a) "association" means Canoe Kayak Canada (CKC);
- (b) "board" means the Board of Directors of Canoe Kayak Canada;
- (c) "by-laws" means the by-laws of CKC;
- (d) "council" means the Sprint Racing Council of the Sprint Racing Discipline.
- (e) "Member clubs" means Paddling Association members in the sprint racing discipline of a Division
- (f) "Paddling Association member" means community, regional, provincial/territorial organizations involved in the sport of paddling including divisions, provincial/territorial sport organizations, paddling clubs and others who are admitted as Members in the Association. (as per CKC Bylaws 2.1b)
- (g) "person" includes an individual, a body corporate, corporation, company, partnership, syndicate, trust and aggregate of persons;
- (h) "Terms of Reference" means the Board approved Terms of Reference for the Sprint Racing Council
- (i) the singular includes the plural, and the plural includes the singular;
- (j) the masculine gender includes the feminine and the neutral; and

## 2 Purpose

The Sprint Racing Council (SRC) is a technical committee of CKC that is representative of the CKC Paddling Association members active in the sprint racing discipline, hereafter called Member clubs. The main role of the Council is to provide technical direction of the discipline and as such it operates with a relatively high degree of autonomy on technical matters specific to the discipline.

The purpose of these Rules of Structure for the Spring Racing Discipline, and all amendment and additions thereto, is to provide for and manage the operation and organization of the sprint racing discipline Member clubs of CKC and the Sprint Racing Council. The CKC Articles and Bylaws, and the SRC Terms of Reference are integral in the interpretation of these Rules of Structure.

In the event that there are any areas of conflict between the CKC Articles of Incorporation, the CKC Bylaws, the SRC Rules of Structure or the SRC Rule Book, the referenced documents will supersede each other in the order in which they are listed above.

### 3 Constituency

The Sprint Racing Council is a representative committee of the CKC Paddling Association members active in the sprint racing discipline. Paddling Association members in good standing with CKC may apply to become Member clubs of the sprint racing discipline through the process outlined in Section 4.

Voting Member clubs that have paid the sprint racing annual fees are governed by these Rules of Structure and are eligible to participate fully in Sprint Discipline programming and competitions, the Council, any Member club meetings and the Annual Summit and are entitled to vote.

Associate Member clubs that have paid the sprint racing annual fees are eligible to attend any meetings of the Member clubs including the Annual Summit however they are not entitled to vote. In addition, Associate Member clubs are not eligible participate in Sprint Discipline programming and competitions, or the Council.

### 4 Process for Admission to the Sprint Racing Discipline

#### 4.1 Voting Member clubs

Any Paddling Association member may be admitted as a voting Member club in the sprint racing discipline if an application in writing, endorsed by two sprint racing discipline voting Member clubs, in good standing at the time of delivery, is delivered to the Flag Officer of the Division in which geographical bounds such Paddling Association member applying for admission is located. The application shall clearly define the Paddling Association member club colours to be worn by competitors during competition. Upon such application being delivered to the proper Flag Officer, that Flag Officer shall submit the application to the first meeting of the SRC Domestic Development Committee (DDC) thereafter. If, and only if, the application is then approved by simple majority vote of the DDC and ratified by the SRC, the applying Paddling Association member there upon becomes a voting Member club of the sprint racing discipline; otherwise the application shall be deemed rejected.

#### 4.2 Associate Member clubs

Any Paddling Association member may be admitted as an Associate Member club in the sprint racing discipline if an application in writing, endorsed by two sprint racing discipline voting Member clubs, in good standing at the time of delivery, is delivered to the Flag Officer of the Division in which geographical bounds such Paddling Association member applying for admission is located. Upon such application being delivered to the proper Flag Officer, that Flag Officer shall submit the application to the first meeting of the SRC Domestic Development Committee thereafter. If, and only if, the application is then approved by simple majority vote of the DDC and ratified by the SRC, the applying Paddling Association member there upon becomes an Associate Member club of the sprint racing discipline; otherwise the application shall be deemed rejected.

## 5 Annual Fees

### 5.1 Annually Determined

The Sprint Racing Council shall present to the Annual Summit of the Member clubs, a recommended schedule of annual discipline Voting and Associate Member club fees, paddler registration fees and entry fees for the Canadian National Sprint Racing Canoe Kayak Championships and Canadian National Sprint Racing Long Distance Canoeing Championships (hereinafter referred to as the "Championships"). Upon acceptance by a simple majority of votes cast at such Annual Summit, the said fees become binding upon, and payable by, the Member clubs. These fees are in addition to the Dues payable to CKC on an annual basis.

### 5.2 Time of Payment

- (1) The annual discipline Voting and Associate Member club fees shall be paid on or before April 1<sup>st</sup> of each year.
- (2) The paddler registration fees shall be paid no later than July 31st each year.
- (3) The entry fees for the Championships shall be paid at the time the entries are submitted to the National Office by the respective Divisions and/or Provinces; or such other date as may have been determined by resolution at such Annual Summit. Championships entry fees not received in the National Office within 48 hours of the deadline will be subject to a 5% penalty.

## 6 Divisions

### 6.1 Geographical Divisions

The clubs of the Sprint Racing Discipline of CKC shall be divided into the geographical divisions described in this paragraph 5, provided that to acquire and maintain the rights of a Division as provided in this Policy, a Division must have, and continue to have, not less than three member Clubs in good standing.

#### 6.1.1 Atlantic Division

The Atlantic Division is comprised of the Provinces of Nova Scotia, New Brunswick, Prince Edward Island, Newfoundland and Labrador.

#### 6.1.2 Quebec Division

The Quebec Division is comprised of the Province of Quebec.

#### 6.1.3 Eastern Ontario Division

The Eastern Ontario Division is comprised of that portion of the Province of Ontario bounded on the east by the Province of Quebec, and on the west by a straight line extending from Bowmanville on Lake Ontario to Mattawa on the Ottawa River and thence projected and continuing to its intersection with the boundary of the Province of Quebec; and further including the city of North Bay, Ontario.

#### 6.1.4 Western Ontario Division

The Western Ontario Division is comprised of that portion of the Province of Ontario bounded on the east by the Eastern Ontario Division and on the west by the Province of Manitoba; excluding the city of North Bay, Ontario.

#### 6.1.5 Prairie Division

The Prairie Division is comprised of the Provinces of Manitoba, Saskatchewan, Alberta, the Northwest Territories, the Yukon Territory and Nunavut.

#### 6.1.6 Pacific Division

The Pacific Division is comprised of the Province of British Columbia.

The SRC has the authority to place clubs within Divisions, regardless of the geographical boundaries outlined above, if necessary.

### 6.2 Districts

A Division shall have the right to organize itself by districts within its geographical boundaries, provided however that there can be only one Flag Officer and Registrar of the Division at any given time.

### 6.3 Flag Officers

The Member Clubs of each Division shall elect or appoint an individual to be known as the Flag Officer of the Division. The Flag Officer shall be the presiding officer generally with respect to Division affairs. He or she shall call and preside over all meetings of the Division, have general supervision over the operation of the Division and Regattas held by Clubs of the Division, and in this regard, the Flag Officer shall ensure that the Division Clubs and their registrants conduct themselves in accordance with the CKC By-Laws, these Rules of Structure, Sprint Racing Discipline Competition Rules of the Association, and the By-Laws or Rules of the Division. The Flag Officer shall be invited to attend the meetings of the SRC held during the Annual Summit if they are not the Divisional Representative on the SRC. The Flag Officer shall be the only individual with authority to sanction Regattas held in his or her Division of the Association, on behalf of the Sprint Racing Council.

### 6.4 Vice Flag Officer(s)

The Member clubs of each Division may elect or appoint one or more Vice Flag Officers of the Division. The Vice Flag Officer or, if more than one, the Vice Flag Officers, in order of seniority or designation (as determined by the Division), shall be vested with all the powers and shall perform all the duties of the Flag Officer in the absence or inability or refusal to act of the Flag Officer. The Vice Flag Officer, or if there are more than one, one of the Vice Flag Officers, may attend and act in the place of the Flag Officer at any meeting of the Sprint Racing Council to which the Flag Officer has been invited, in the absence or inability or refusal to attend of the Flag Officer.

### 6.5 Division Registrar

The Member clubs of each Division shall elect or appoint an individual to be known as the Registrar of the Division. This individual shall keep an accurate and complete record of the racing class status of all sprint racing paddlers who



are registrants of Member clubs within the Division and shall deliver a true copy of that record to the Domestic Programs Director of the Association no later than July 31st.

#### 6.6 Division Organizational Rules

Each Division shall adopt rules governing its organization that shall be consistent with the By-Laws of the Association, these Rules of Structure and any such rules, or any part thereof, shall be null and void to the extent of any such inconsistency. Division rules and any repeal or amendments thereof may not come into force prior to delivery of a true copy of said to the head office of the Association. Each Division, in administering its affairs and the affairs of the Association within the Division, shall act in accord with the said By-Laws, these Rules of Structure, Division Rules, and the Sprint Racing Discipline Competition Rules of the Association.

#### 6.7 Division Disciplinary Action

A Division may take disciplinary action, including suspension from regatta racing in that Division, against any Club, or registrant thereof, within its Division, or Individual who is competing or has competed in regattas in that Division, for breach of any of the Division rules or the Sprint Racing Discipline Competition Rules of the Association. Any such disciplinary action shall take effect immediately upon notification in writing to the Club or registrant thereof, or Individual, being disciplined.

The Club or registrant thereof, or Individual, being disciplined may appeal the disciplinary action to the next regularly scheduled meeting of the Sprint Racing Council that is scheduled to take place more than seven days after the written notice of appeal is delivered to the Head Office of the Association.

It is a condition precedent of any such right to appeal of the Divisional decision that the said written notice of appeal be delivered to the Head Office of the Association within fourteen days of receipt of the written notification of the disciplinary action to the appellant. On the appeal the Sprint Racing Council may confirm, reduce, or rescind the disciplinary action taken. The appellant shall be notified in writing of the decision of the Sprint Racing Council and may further appeal that decision to the next scheduled meeting of the Board of Directors of the Association that is scheduled to commence more than seven days after notice in writing of the appeal is delivered to the Head Office of the Association,

It is a condition precedent of any such right to appeal of the SRC decision that the said written notice of appeal be delivered to the Head Office of the Association within fourteen days of notification in writing to the appellant of the Sprint Racing Council decision. On the appeal, the Board of Directors has the same powers as the Sprint Racing Council on the appeal from the Division. The appellant shall be notified in writing of the decision of the Board and the decision of the Board is final and binding upon the appellant. On application, the Sprint Racing Council or Board may abridge any of the times prescribed therein on any appeal to them respectively.

## 7 Sprint Racing Council Composition

The Sprint Racing Council is a technical committee of CKC that is representative of the Member clubs in the sprint racing discipline. It is one of three disciplines that currently make up the Paddling Discipline class of members within CKC. The approved Terms of Reference for the SRC can be found in Schedule B.

The main role of the Council is to provide technical direction of the discipline and as such it operates with a relatively high degree of autonomy on technical matters specific to the discipline.

### 7.1 Composition

The Council is made up of 13 individuals comprised of:

- Immediate Past Chair
- Chair
- Vice Chair High Performance
- Vice Chair Domestic Development
- Vice Chair Athlete Relations
- Coaches Representative
- Officials Representative
- 1 representative from each Division (6)

The Immediate Past Chair, the Chair, the Vice Chair High Performance, and the Vice Chair Domestic Development may not be a member of the Sprint Racing Council in more than one capacity and upon such individual becoming a member of the Council in a second capacity, the individual's position on the Council on account of his or her first capacity immediately becomes vacant. No individual shall have more than one vote on Council.

### 7.2 Representation

To the extent possible, the Council will strive to ensure appropriate gender, and Divisional representation on the Council and its committees.

### 7.3 Qualifications

Any individual who is a member of a voting Member club in the Sprint Racing Discipline is eligible for election or appointment to the Sprint Racing Council.

### 7.4 Election and Term of Sprint Racing Council Members

The election of the Chair, Vice Chair High Performance, Vice Chair Domestic Development and Divisional Representatives shall take place at the Annual Summit of the Sprint Racing Discipline's Member clubs.

All members of the SRC will serve 2 year terms with a maximum of 3 terms.

### 7.5 Sequence of Election

At the Annual Summit, the election of the individuals to sit on the Sprint Racing Council shall take place in the following sequence, from first to last:

Chair, Vice Chair High Performance, Vice Chair Domestic Development, Divisional Representatives.

All votes shall be by secret ballot.

7.6 Election and Term of Vice Chair Athlete Relations

The Vice Chair Athlete Relations shall be elected or appointed not later than November 1 of every second year, commencing with November 1, 2016, by the athletes' constituency within the Sprint Racing Discipline through a democratic mechanism of their choice. The athletes' constituency is comprised of current carded National Team athletes in the sprint racing discipline. The candidate may be an active or retired National Team athlete in the sprint racing discipline within the past four years. The term for the position of Vice Chair Athlete Relations will be for a period of two years, commencing in 2016.

7.7 Election and Term of Coaches' Representative

The Coaches' Representative shall be elected or appointed not later than November 1 of every second year commencing with November 1, 2016, by the Coaching Technical Committee (CTC) through a democratic mechanism of their choice. The Coaches' Representative elected by CTC in the year 2014 shall be the Coaches' Representative for a term ending November 1, 2016 and as of that date and thereafter the Coaches' Representative shall be elected or appointed to two year terms.

7.8 Election and Term of Officials' Representative

The Officials' Representative shall be appointed by the National Officials Committee from amongst its members not later than November 1 of every second year commencing with November 1, 2016.

7.9 Immediate Past Chairperson

The position on the Sprint Racing Council of Immediate Past Chairperson shall be held from time to time by that individual who is in fact the Immediate Past Chairperson of the Council or the individual appointed to that position as hereinafter provided.

7.10 Resignation

Any member of the Sprint Racing Council, may resign from his or her position on the Council upon giving notice thereof in writing to the Council and the resignation becomes effective at the time specified in the resignation or upon receipt by the Council, whichever is later.

7.11 Removal

The Member clubs may, by resolution passed by a majority of at least three-quarters of the votes cast at a special meeting of such Member clubs duly called for that purpose, remove any member of the Council from his or her position on the Council, before the expiration of his or her term and may, by a majority of votes cast at the meeting, elect any individual in his or her stead for the remainder of his or her term.

7.12 Vacation of Council Seat

In addition to the vacancy of a seat on the Sprint Racing Council as provided in paragraph 6.1, a seat on the Sprint Racing Council is vacated if the individual

holding that position dies, resigns from the Council, or if he or she ceases to have the necessary qualification.

#### 7.13 Filling Vacancies

Where a vacancy occurs in a seat on the Sprint Racing Council, other than the Vice Chair Athlete Relations, the Coaches' Representative or the Officials' Representative, the remaining Council members, as soon as practicable after the vacancy occurs, whether their number on the Council amounts to a quorum or not, shall appoint an individual to fill the vacancy until the time of the next ensuing Annual Summit, at which Annual Summit the vacancy shall be filled by election or appointment by the general membership for the balance of the term of the vacated seat. Where a vacancy occurs in the position of Vice Chair Athlete Relations, the Coaches' Representative or the Officials' Representative, that seat on the Council shall be replaced for the remainder of the term of that position on the Council by an appointee of the athletes' constituency, the Coaching Technical Committee, or the National Officials Committee whichever is appropriate, as soon after the vacancy occurs as is practicable.

### 8 Sprint Racing Discipline Nominations to the CKC Board of Directors

In accordance with Section 4.1a of the CKC Bylaws, the Sprint Racing Discipline will elect or appoint two individuals to the CKC Board of Directors. The process for this election or appointment is determined by the discipline as outlined in 8.1 and 8.2.

#### 8.1 Automatic Appointment

The Chair of the Sprint Racing Council will automatically be appointed to the CKC Board of Directors upon their election as SRC Chair.

#### 8.2 Second Board Position

The Past Commodore will automatically be appointed to the CKC Board of Directors upon the election of a new Commodore. In the event that the Past Commodore is unable or unwilling to serve on the Board, the individual to fill the second Board position will be determined by the SRC through either an election or an appointment. Such process will be determined by the SRC when the position becomes available.

#### 8.3 Term Lengths

In accordance with the CKC Bylaws, Board positions have a term length of two years with no maximum number of terms permitted.

### 9 Roles/Responsibilities of Sprint Racing Council Members

#### 9.1 Chair

The Chair shall be the chief spokesperson of the Sprint Racing Discipline of the Association. He or she shall, if present, preside at all meetings of the Member clubs and of the Sprint Racing Council and shall be charged with the general supervision of the business and affairs of the Sprint Racing Discipline of the Association.

- 9.2 Immediate Past Chair  
The Immediate Past Chair shall be vested with all the powers and shall perform all the duties of the Chair in the absence or disability or refusal to act of the Chair. If the Immediate Past Chair exercises any such duty or power, the absence or inability of the Chair shall be presumed with reference thereto. The Immediate Past Chair shall serve as Chair of the Nominating Committee for the Sprint Racing Discipline and shall also perform such duties and exercise such powers as the Chair may from time to time delegate to him or her or the Sprint Racing Council may prescribe.
- 9.3 Vice Chair High Performance  
The Vice Chair High Performance shall be responsible for overseeing the High Performance Plans and Programs of the Sprint Racing Discipline with the technical staff of CKC. He or she shall be the chair of the High Performance Committee and report to the Sprint Racing Council on the status of the high performance program of the Sprint Racing Discipline wherever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual Summit. The Vice Chair High Performance shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Discipline may from time to time delegate to him or her or the Sprint Racing Council may prescribe.
- 9.4 Vice Chair Domestic Development  
The Vice Chair Domestic Development shall be responsible for overseeing the Domestic Plans and Programs of the Sprint Racing Discipline with the technical staff of CKC. He or she shall be the chair of the Domestic Development Committee and report to the Sprint Racing Council on the status of the domestic program of the Sprint Racing Discipline whenever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual Summit. The Vice Chair Domestic Development shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Discipline may from time to time delegate to him or her, or the Sprint Racing Council may prescribe.
- 9.5 Vice Chair Athlete Relations  
The Vice Chair Athlete Relations shall serve as a member of the Sprint Racing Council representing the athletes. The Vice Chair Athlete Relations shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Council may from time to time delegate to him or her.
- 9.6 Coaches' Representative  
The Coaches' Representative shall serve as a member of the Sprint Racing Council representing the Coaching Technical Committee. The Coaches' Representative shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Council may from time to time delegate to him or her.
- 9.7 Officials' Representative  
The Officials' Representative shall serve as a member of the Sprint Racing Council representing the National Officials Committee. The Officials' Representative shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Council may from time to time delegate to him or her.

#### 9.8 Divisional Representatives

The Divisional Representatives shall serve as members of the Sprint Racing Council representing their respective Division. The Divisional Representatives shall also perform such duties and exercise such powers as the Chair of the Sprint Racing Council may from time to time delegate to them.

### 10 Meetings of the Sprint Racing Council

#### 10.1 Place of Meetings

Meetings of the Sprint Racing Council may be held at any place in or outside Canada.

#### 10.2 Quorum

A majority of the Council members constitutes a quorum at any meeting of the Council, and, notwithstanding any vacancy among the members thereof, a quorum of council members may exercise all the powers of the Council.

#### 10.3 Calling of Meetings

Meetings of the Council shall be held from time to time at such place, at such time and on such day as the Chair, CEO, Immediate Past Chair, or any three voting Council members may determine, and call. Notice of every meeting so called shall be given to each Council member not less than fourteen (14) days before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Council members are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

#### 10.4 Regular Meetings

The Council shall meet at least twice per year in person and may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Council fixing the place and time of regular meetings of the Council shall be sent to each Council member thereof forthwith after being passed, but no other notice shall be required for any such regular meetings. Meetings may be held by teleconference or other electronic means provided that all Council members are equally able to participate.

#### 10.5 First Meeting of New Council

The Council may without notice hold its first meeting for the purpose of organization and appointment or election of positions for the ensuing term, immediately following an Annual Summit of Member clubs of the Sprint Racing Discipline, provided that a quorum of Council members is present, or such later time as the meeting can be reasonably convened provided that a quorum of Council members is present.

#### 10.6 Votes to Govern

At all meetings of the Council, motions shall pass when a majority of the votes are in favor of a question. In the event of a tie, the Chair shall cast a vote. Voting by proxy is prohibited.

#### 10.7 Waiver of Notice

A member of the Council may waive a notice of a meeting of the Council, and attendance of a Council member at a Council meeting is a waiver of notice of the

meeting, except where a Council member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

#### 10.8 Participation by Telephone

A Council member may, if all the members of the Council consent, participate in a meeting of Council members or of a committee thereof by means of such telephone or other communications facilities as permits all persons participating at the meeting to hear each other, and a Council member participating in such a meeting is deemed to be present at the meeting.

#### 10.9 Electronic voting

The Council may chose to use electronic voting process in accordance with the CKC Electronic Voting Policy.

#### 10.10 Adjournment

Notice of an adjourned meeting of Council members is not required to be given if the time and place of the adjourned meeting is announced at the original meeting.

#### 10.11 Committees

In addition to the standing committees in Section 12, the Council may appoint such committee or committees as it deems necessary or appropriate for such purposes and with such duties and powers as it shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Council may make from time to time.

#### 10.12 Resolution in Lieu of Meeting

A resolution in writing, signed by all the persons entitled to vote on the resolution at a Council meeting or committee meeting, is as valid as if it had been passed at a meeting of such. A copy of every such resolution shall be kept with the minutes of the proceedings of the Council or committee.

#### 10.13 Reimbursement of Expenses

Council and committee members may be paid such sums in respect of their approved out-of-pocket expenses incurred in attending Council, committee, or Association meetings or otherwise in respect of the performance by them of their duties as the Council may from time to time determine. Such payments shall be made in accordance with the CKC financial policies and procedures.

### 11 Meetings of Sprint Racing Discipline Member Clubs

#### 11.1 Annual Summits

The Annual Summit of Member clubs shall be held in November of each year at such a place as has been determined by the Sprint Racing Council. The purpose of this meeting is to receive the Chair's report, the financial statements relating to the Sprint Racing Discipline, elect Council members, determine rule changes as required in accordance with the SRC Rule Book procedures and for the transaction of such other business as may properly be brought before the meeting relating to the Sprint Racing Discipline.

## 11.2 Special Meetings

The Council may at any time call a special meeting of Member clubs for the transaction of any business that may properly be brought before such meeting of Member clubs. A special meeting shall also be called upon delivery to Head Office of the Association of a written request for same from not less than three voting Member clubs in good standing representing at least two Divisions.

## 11.3 Place of Special Meetings

Special meetings of Member clubs shall be held at such place within Canada as the Sprint Racing Council from time to time determines.

## 11.4 Notice of Meeting

Notice of the time and place of each meeting of Member clubs shall be sent not less than 30 days before the date of the meeting to each Member club, and to each Past Commodore and/or Past Chairs of the Sprint Racing Discipline whose name appears on the records of the Association at the close of business on the day preceding the date on which notice is sent.

## 11.5 Individuals Entitled to be Present

Voting and Associate Member clubs in good standing, including Past Commodores and/or Past Chairs of the Sprint Racing Council, are the only individuals entitled to attend a meeting of Member clubs of the Sprint Racing Discipline. Any other individuals may be admitted only on the invitation of the Chair of the meeting or with the consent of the meeting. Flag Officers are entitled to attend meetings of the Sprint Racing Council held in conjunction with the Annual Summit if they are not Divisional Representatives on the SRC.

## 11.6 Quorum

A majority of voting Member clubs present in person or by proxy constitutes a quorum for the transaction of business at any such meeting of Member clubs.

## 11.7 Right to Vote

At any meeting of Member clubs, each voting Member club in good standing is entitled to one vote. Each such voting Member club shall deliver to the Chief Executive Officer of the Association prior to commencement of the meeting, or in the absence of the CEO, to the Chair of the meeting immediately following commencement of the meeting, notice of what person, or two persons, is or are entitled to speak at the meeting for that voting Member club, provided that a Council member may not act as such person, and if there are two persons which of the two is entitled to cast the vote of the voting Member club. Each Council member present is also entitled to one vote at a meeting of Member clubs.

## 11.8 Proxies

Every voting Member club entitled to vote at a meeting of Member clubs may, by means of a proxy, appoint a proxy holder to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by the proxy. No person may hold more than one proxy. Council members and employees of the Association cannot be proxy holders. A proxy holder shall be himself or herself in good standing with the Association, and shall be a registrant of a voting Member club that is in good standing with the Association. A proxy shall be in writing, executed by the proper officers of the Member club, and in such form as may be prescribed by the Sprint Racing



Council from time to time. It shall be deposited with the Chair of the meeting before the meeting is called to order, or at such earlier time and in such manner as the Sprint Racing Council prescribes.

#### 11.9 Votes to Govern

All questions proposed for the consideration of the Member clubs at a meeting shall be decided by a majority of the votes cast thereon.

#### 11.10 Show of Hands

At all meetings of Member clubs every question shall be decided by a show of hands unless a ballot thereon be required by the Chair or be demanded by a voting Member club or proxy holder present and entitled to vote. After a show of hands has been taken upon any question, the Chair may require, or any voting Member club or proxy holder present and entitled to vote may demand, a ballot thereon. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon be so required or demanded, a declaration by the Chair that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or proportion of the votes recorded in favour of or against the question. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot.

#### 11.11 Ballots

If a ballot is required by the Chair of the meeting or is demanded and the demand is not withdrawn, a ballot upon the question shall be taken in such manner as the Chair of the meeting directs.

#### 11.12 Electronic Voting

The use of electronic voting is permitted with the approval of a majority of Member clubs and will be conducted in accordance with the CKC Electronic Voting Policy. Email and other online voting systems may be utilized.

#### 11.13 Adjournment

The Chair of a meeting of Member clubs may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.

## 12 Competition Rules

### 12.1 Scope of Rules

At a meeting of Member clubs of the Sprint Racing Discipline, rules governing the sport of competitive sprint racing, and long distance sprint racing, in Canada may be enacted, repealed, amended, and added to by a majority vote of at least two thirds of the votes cast; and such rules shall be called the "Competition Rules". Without in any way restricting the generality of the foregoing, such rules may include rules regulating competitor, club and division eligibility and discipline, registration of competitors, competition uniforms, equipment, classes of competition, organization of, holding of, hosting of, and selection of the site of the Canadian National Sprint Racing Canoe Kayak Championships.

## 12.2 When Rules Changes Can be Made

Subject always to compliance with the provisions of Paragraphs 10.1 and 10.3, the Competition Rules may be repealed, amended, or added to, but only once every two calendar years commencing with the year 2014; provided however, the meeting of Member clubs of the Sprint Racing Discipline if at such meeting, on a vote restricted to only the voting Member clubs present in person or by proxy and otherwise eligible to vote at the meeting, not less than 90 percent of such Member clubs vote in favour of opening the Competition Rules for repeal, amendment, or addition to.

## 12.3 Mode of Making Rule Changes

The Competition Rules may only be amended, repealed or added to by motion of the Sprint Racing Council, a Division or a voting Member club. In the latter two cases, they must be in good standing both at the time the motion hereinafter required is delivered and at the time of the meeting at which the repeal, amendment or addition to the Competition Rule is to be considered. Such motion shall not require seconding at the meeting in order to be properly before the meeting for consideration, except in the case of a motion from a voting Member club which shall require seconding at the meeting in order to be considered.

Notice in writing shall be delivered to the Chief Executive Officer by the moving party, at least five months prior to the meeting at which the repeal, amendment or addition to the Competition Rules is to be considered. The Domestic Development Committee will review the rule proposals into two categories:

- i. Housekeeping
- ii. Substantive

Housekeeping rule proposals will be forwarded directly to the Sprint Racing Discipline Annual Summit for decision. Substantive Rules will be forwarded to an ad hoc Technical Committee appointed by the SRC. The purpose of the Technical Committee will be to review the proposals within the context of the of the Sprint Racing Discipline's strategic goals in order to ensure compliance. The Technical Committee will submit their recommendations to the DDC for distribution to the Member clubs thirty (30) days in advance of the Annual Summit.

The Chief Executive Officer shall send a notice of such motion(s), both Housekeeping and Substantive, to each Member club at least thirty (30) days prior to the date of the meeting. Once a rule change (amendment, repeal, addition to) is properly before a meeting of Member clubs for consideration, any voting Member club may move, in proper order, an alternative to the rule change, provided there is a seconder to such motion and the motion is restricted to the subject of the same rule change. If a rule change properly put before a meeting of Member clubs requires, in order to ensure consistency and a proper sense to the Competition Rules, amendment to or repeal of another rule, or addition of a rule not referenced in the motion delivered to the Chief Executive Officer as aforesaid, such other rule may be considered for amendment, repeal or addition, by either amendment to the motion by the moving party, or by motion of any voting Member club, provided there is a seconder to such motion.

## 13 Notices

### 13.1 Method of Giving

Notice will include the time and place of a meeting, the proposed agenda, reasonable information to permit Member clubs to make informed decisions, and will be given to each Member club by the following means:

- a) By mail, courier or personal delivery to each Member club, at least 30 days before the day on which the meeting is to be held; or
- b) By telephone, electronic or other communication facility to each Member club, at least 21 days before the day on which the meeting is to be held.

### 13.2 Computation of Time

In computing the date when notice must be given under these Rules of Structure requiring a specified number of days notice of any meeting or other event, the date of giving the notice of any meeting or other event shall, unless otherwise provided, be included.

### 13.3 Omissions and Errors

The accidental omission to give notice to Member clubs or the non-receipt of any notice by a Member club or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

### 13.4 Waiver of Notice

Any voting Member club (or their duly appointed proxy), and any Sprint Racing Council member may waive any notice required to be given under these Rules of Structure and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in the giving of such notice.

### 13.5 Signatures to Notices

The signatures to any notice required to be given hereunder may be written, stamped, typewritten or printed, or partly written, stamped, typewritten or printed or electronic.

## 14 Committees

### 14.1 General

The Sprint Racing Council shall appoint specific committees and chairs as required and provide each with terms of reference. Committee members and chairs shall hold office for a period of two years, or until their successors are appointed, but the Council may remove at its pleasure any such committee member or committee chair. No current employee of CKC may hold a voting position on any SRC committee.

## 14.2 High Performance Committee

The HPC is made up of up to 6 persons, who are elected or appointed, comprised of:

- SRC Vice Chair High Performance (Committee Chair)
- Athletes Representative - elected by the carded National Team members
- Coaches Representative - elected by the National Coaches Association
- 3 other people appointed by the SRC, who have specific knowledge or skills that would be beneficial to the work of the committee

To the extent possible the HPC will ensure gender and regional representation within its composition.

Ex-officio non-voting positions on this committee include:

- Chief Executive Officer
- Chief Technical Officer
- Head Coach
- Chair - Domestic Development Committee
- Director of Development

The HPC may appoint other ex-officio members as it deems appropriate.

All members of the HPC will serve terms of two years, and such terms will be renewable.

Elections and appointments will take place prior to and be ratified at the Annual Forum of the discipline's CKC Paddling Association members.

Each member of the HPC shall have one vote. Three voting members of this committee shall be its quorum, one of whom must be the Vice Chair High Performance. In the event the Vice Chair High Performance is not available, they will appoint an Acting Vice Chair HP from amongst the committee members to act in their place. In the event of a tie vote, the CTO will cast a tiebreaking vote.

Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the High Performance Committee shall have such Terms of Reference as outlined in *Schedule C: High Performance Program Committee Terms of Reference*.

## 14.3 Domestic Development Committee

The DDC is made up of up to 6 persons, who are elected or appointed, comprised of:

- SRC Vice Chair Domestic Development (Committee Chair)
- Athletes Representative - elected by the Athlete Divisional Reps
- Coaches Representative - elected by the National Coaches Association

- Officials Representative - elected by the National Officials Committee
- 2 other people appointed by the SRC

To the extent possible, the DDC will ensure gender and regional representation within its composition.

Ex-officio non voting members on this committee include:

- Chief Executive Officer
- Director of Development
- Chair - High Performance Committee
- Chief Technical Officer

The DDC may appoint other ex officio members as it deems appropriate.

All members of the DDC will serve staggered terms of two years, and such terms will be renewable. Those members on the Committee at the time of approval of these Terms of Reference will continue in their term.

Elections and appointments will take place prior to and be ratified at the Annual Forum of the sprint racing discipline's CKC Paddling Association members.

The Athlete Representative will be elected by the Athlete Divisional Reps (Pacific, Prairies, WOD, EOD, QC, Atlantic). In the event there is no Athlete Divisional Rep for a Division, the Athlete Committee will appoint a representative for the Division. Nominations for the Athlete Representative will take place 2 weeks prior to the national championships, where an election will take place, with the new Athlete Representative's term commencing at the conclusion of the national championships. In the event that an Athlete Representative cannot be elected during this period, or wishes to be replaced before his/her term ends, the Athlete Committee may appoint a representative.

Each member of the DDC shall have one vote. Three voting members of this committee shall be its quorum, one of whom must be the Vice Domestic Development. In the event of a tie vote, the DD shall cast a tie-breaking vote.

Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the Domestic Development Committee shall have such Terms of Reference as outlined in *Schedule D: Domestic Development Committee Terms of Reference*.

#### 14.4 National Sprint Officials Committee

The National Sprint Officials Committee of the Sprint Racing Discipline shall be composed of:

- i. A Chair who shall be elected for a two year term by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual Summit of the Sprint Racing Discipline and the term of the Chair-elect shall

commence with the close of the Annual Summit and run to the close of the Annual Summit two years hence.

- ii. Three Nationally Accredited Officials in good standing who shall be elected for staggered three year terms by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual Summit of the Sprint Racing Discipline and the terms of office will close at the close of the Annual Summit of the Sprint Racing Discipline three years hence.
- iii. One Divisional Officials Coordinator who shall be elected or appointed for a two year term by the Divisional Officials Coordinators through a democratic mechanism of their choice
- iv. One Athlete Representative who shall be elected or appointed not later than August 30<sup>th</sup> of every second year, commencing with August 30, 2016, by the athletes constituency through a democratic mechanism of their choice. The term for the Athlete Representative will be for a period of two years, commencing in 2016.
- v. One Coaching Representative who shall be elected or appointed not later than August 30<sup>th</sup> of the current year, by the members of the Coaches Technical Committee through a democratic mechanism of their choice. The Coaches' Representative elected by the National Coaches Association in the year 2014 shall be the Coaches' Representative for a term ending August 30, 2015 and as of that date and thereafter the Coaches' Representative shall be elected or appointed to a two year term.

The Chief Executive Officer and the National Programs Manager shall also be members of this committee in an ex-officio, non-voting capacity.

The National Sprint Officials Committee shall have such Terms of Reference as outlined in *Schedule E: National Sprint Officials Committee Terms of Reference*.

#### 14.5 Coaching Technical Committee

The Coaching Technical Committee shall be composed of a minimum of six individuals and a maximum of seven individuals comprised of:

- The Coaches Representative from the SRC who shall be the Chairperson of the CTC;
- The Coaches Representative from the High Performance Committee;
- The Coaches Representative from the Domestic Development Committee;
- The Coaches Representative from the National Officials Committee;
- Two or three members at large to ensure regional representation, elected or appointed by the Coaches Technical Committee for a one year term, beginning in 2015, followed by two year terms thereafter.

CKC staff may be, but not limited to, ex-officio, non-voting members of the CTC:

- Chief Executive Officer
- Director of Coach and Athlete Development
- Domestic Development Director
- High Performance Director
- National Team Coach

Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the Coaching Technical Committee shall have such Terms of Reference as outlined in *Schedule F: Coaching Technical Committee Terms of Reference*.

#### 14.6 SRC Nominating Committee

The Sprint Racing Council shall appoint prior to December 1st each year, a SRC Nominating Committee composed of:

- i. one current member of the Sprint Racing Council not seeking re-election to the SRC or nomination to the Board of Directors and
- ii. not less than three nor more than four other individuals recommended by the Immediate Past Chair who are a Paddling Association Member of the Sprint Racing Discipline of the Association.

Existing members of the Sprint Racing Council who are elected by the general membership (i.e. Chair, Vice Chair High Performance, Vice Chair Domestic Development, Divisional Representative) may not serve on the SRC Nominating Committee. The Chief Executive Officer shall be an ex-officio non-voting member of the Committee.

The SRC Nominating Committee shall collaborate with the Board Nominating Committee to select, after securing the consent of each nominee, individuals to run for office for the Sprint Racing Council positions up for election at the ensuing Annual Summit. The SRC Nominating Committee shall then, and not later than September 15th each year, submit a report or slate of their nominations to the Chief Executive Officer of the Association who shall include it in the Notice calling the Annual Summit of the Sprint Racing Discipline of the Association. This report or slate shall show the individuals named by the Committee as nominees for all positions up for election on the Sprint Racing Council.

Additional nominations may be proposed for the positions on the Sprint Racing Council up for election by any two voting Member clubs in the sprint racing discipline in good standing who jointly submit, in writing, to the Chief Executive Officer of the Association, the name and address of their nominee and the position for which he or she is nominated, no later than ten (10) days before the date of the said Annual Summit. The joint nomination must be personally signed by the Commodore of the voting Member clubs making the submission. Prior to December 31st of any year, any registrants of a voting Member club in the sprint racing discipline in good standing may submit his or her name to the Chief

Executive Officer of the Association as a nominee for election to a position on the Sprint Racing Council at the next ensuing Annual Summit of Member clubs, and the nomination shall be personally signed by the Commodore of each of two voting Member clubs in good standing, and shall include a resumé of the nominee's qualifications.

Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the Nominating Committee shall have such Terms of Reference as outlined in *Schedule G: SRC Nominating Committee Terms of Reference*.

#### 14.7 Trophies & Awards Committee

The Sprint Racing Council shall appoint a Trophies & Awards Committee consisting of at least three individuals, one of whom shall be the Immediate Past Chair provided such individual is willing to be a member of the Committee, and shall name the Chair of the Committee.

It is the responsibility of this Committee to make recommendations to the Council, and the Board of Directors, as the case may be, regarding all matters of the Sprint Racing Discipline of the Association relating to trophies, awards and honours. Without restricting the generality of the foregoing, the Committee shall:

- a) Establish criteria for acceptance of trophies, on behalf of the Sprint Racing Discipline of the Association, to be used for annual competitions;
- b) Receive and recommend to the Council acceptance of trophies which meet the criteria established for donations;
- c) Ensure the necessary bonds are signed for the protection of the Association trophies;
- d) Ensure that all trophies are on hand for presentation at the CKC Championship Regatta;
- e) Recommend to the Council or Board of Directors, as the case may be, nominations for honours and awards conferred by the Association;
- f) Recommend to the Council or Board of Directors, as the case may be, nominations of Association members in competition for awards and honours conferred by other associations or any company or government or private body.

Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the Trophies & Awards Committee shall have such Terms of Reference as outlined in *Schedule H: Trophies & Awards Committee Terms of Reference*.



## 15 Changes to Rules of Structure

### 15.1 Enactment - Amendment - Repeal

Rules of Structure of the Sprint Racing Discipline of the Association may be enacted, amended, and repealed, by a two-thirds vote of the voting Member clubs at a meeting of such Member clubs duly called for the purpose of considering the said enactment, amendment, or repeal; providing that the enactment, amendment, or repeal shall not be enforced or acted upon until deposited at the Head Office of the Association.

### 15.2 Mode of Making Changes

The Rules of Structure may only be enacted, amended, or repealed by motion, duly seconded, by a voting Member club entitled to vote at the meeting of Member clubs referenced in 13.1 above, provided however, notice, in writing, shall be delivered to the Chief Executive Officer by the moving Member club, at least sixty (60) days prior to the meeting at which the enactment, amendment or repeal is to be considered. The Chief Executive Officer shall send a notice of such motion to each Member club at least thirty (30) days prior to the date of the meeting. Once a Rules of Structure change (enactment, amendment, or repeal) is properly before a meeting of Member clubs for consideration, any voting Member Club entitled to vote at the meeting may move, in proper order, an alternative to the Rules of Structure change, provided there is a seconder to such motion and the motion is restricted to the subject of the same Rules of Structure change. If a Rules of Structure change properly put before a meeting of Member clubs requires, in order to ensure consistency and proper sense to the Rules of Structure, enactment, amendment, or repeal of another paragraph of the Rules of Structure not referenced in the motion delivered to the Chief Executive Officer as aforesaid, such other paragraph may be considered for enactment, amendment, or repeal, by either amendment to the motion by the moving party, or by motion of any voting Member club entitled to vote at the meeting, provided there is a seconder to such motion.

## 16 Execution of Documents

### 16.1 Signing Individuals

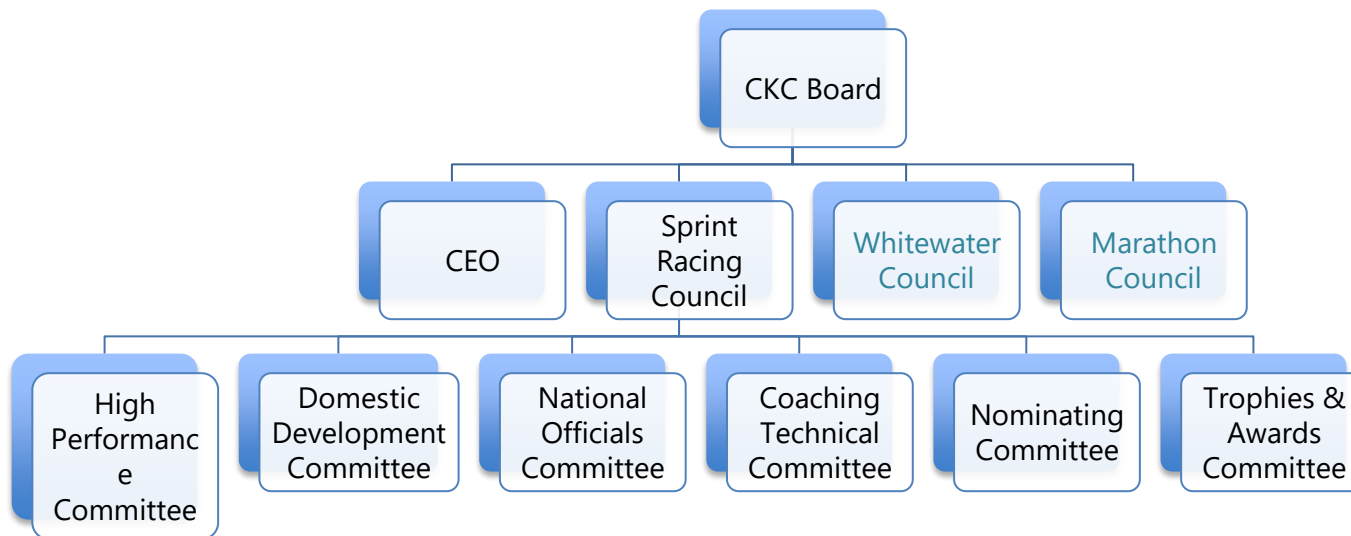
Documents required to be signed on behalf of the Sprint Racing Discipline of the Association may be signed by any two of the Chair, Immediate Past Chair and a Sprint Racing Council member. Notwithstanding this, the Council may at any time and from time to time direct the manner in which and the individual or individuals by whom any particular document of any class of documents may be signed within the authority of the Council.

## 17 Effective Date

### 17.1 Commencement

These Rules of Structure are enacted on December 3, 2016 and come into effect at the close of the Annual Summit of the Member clubs held on December 3, 2016. These Rules will be reviewed annually by the SRC.

18 Schedule A: Sprint Racing Council Organizational Chart



## 19 Schedule B: Sprint Racing Council - Terms of Reference

Name	Sprint Racing Council
Mandate	<p>The Sprint Racing Council (SRC) is a technical committee of CKC that is representative of the CKC Paddling Association members active in the sprint racing discipline. It is one of three disciplines that currently make up the Paddling Discipline class of members within CKC.</p> <p>The main role of the Council is to provide technical direction of the discipline and as such it operates with a relatively high degree of autonomy on technical matters specific to the discipline and to direct the sprint paddling discipline in Canada.</p> <p>These Terms of Reference, the CKC Bylaws, and the Sprint Racing Discipline Rules of Structure inform the authority and operation of the Council.</p>
Key Duties	<p>The Council will perform the following duties</p> <ul style="list-style-type: none"> <li>• Working with CKC staff and SRC committees, oversee the development of the SRC annual and quadrennial strategic directions in alignment with the CKC Strategic Plan</li> <li>• Evaluate committee progress in Domestic and High Performance programming against annual and quadrennial performance objectives.</li> <li>• Base any decisions or ratifications on expert recommendations from CKC staff, the HPC and the DDC ensuring that i) due diligence has been done with regards to gathering appropriate input (for examples coaches and athletes), ii) that the process for development and timelines have been adhered to, and iii) that there is alignment with the SRC and CKC strategic priorities and direction.</li> <li>• Ratify such rules, fees, policies, criteria, procedures and schedules that further the priorities and objectives of the discipline (including such things as carding and selection criteria, annual fees)</li> <li>• Provide input and guidance on annual approved budgets for the discipline based on recommendations from CKC staff and SRC subcommittees</li> </ul>

	<ul style="list-style-type: none"> <li>• Engage in advocacy specific to the discipline.</li> <li>• Nominate one individual of its choosing for appointment to the Board.</li> <li>• Prescribe and oversee the procedures and timelines for election of its members.</li> <li>• Review these Terms of Reference and the Sprint Racing Discipline Rules of Structure annually and provide input to the Board on desired changes.</li> </ul> <p>In carrying out these duties the Council will work closely with the technical staff of CKC, and will report to the CEO.</p>
<p>Authority</p>	<p>The Council has established five sub-committees with specific Terms of Reference to assist in carrying out its work: High Performance Committee, Domestic Development Committee, Coaches Technical Committee, National Officials Committee and Trophies &amp; Awards Committee. Additional subcommittees may be established to assist it in carrying out its work. The Council may delegate its duties to these and other subcommittees, will prescribe written terms of reference for such subcommittees, may appoint persons to and may remove persons from such subcommittees, and may dissolve any such subcommittees. A quorum for any subcommittee will be a majority of its members. The costs for any subcommittees must be provided for in the Council's budget</p>
<p>CEO Veto</p>	<p>Notwithstanding the authority of the Council to oversee all technical matters of the discipline, the CEO, on behalf of the Board of Directors, will retain a veto over such technical matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the Council in relation to the exercise of this veto power will be resolved by the Board. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
<p>Composition</p>	<p>The Council is made up of up to 13 persons, who are elected by the Paddling Association members of the discipline or appointed by their constituency, comprised of:</p> <ul style="list-style-type: none"> <li>• Immediate Past Chair</li> <li>• Chair</li> <li>• Vice Chair High Performance</li> <li>• Vice Chair Domestic Development</li> <li>• Vice Chair Athlete Relations</li> <li>• Coaches Representative</li> <li>• Officials Representative</li> <li>• 1 representative from each Division (6)</li> </ul> <p>The Chair of the SRC automatically becomes a member of the CKC Board of</p>

	<p>Directors.</p> <p>All members of the Council will serve terms of two years and such terms will be renewable to a maximum of three terms. The Immediate Past Chair position shall serve a single non-renewable term of two years.</p> <p>Members are elected according to the process outlined in the Sprint Racing Discipline Rules of Structure.</p> <p>Elections will take place at the Annual Forum of the discipline’s CKC Paddling Association members. Divisional Representatives will be selected by their Divisions and will be named to the council. The Coaches and Officials Representatives will be appointed by their respective committees in advance of the Annual Forum.</p> <p>The Chair of the Council does not vote but may cast a vote in the event of a tie. The CEO is an ex-officio member of the Council, who attends its meetings but does not have a vote.</p>
Meetings	The Council will meet at least twice per year in person and may meet more frequently as required by telephone conference. Meetings of the Council will be at the call of the Chair, at the call of the CEO, at the call of the Immediate Past Chair or at the call of three of the Council's voting members (other than the Chair).
Resources	The overall budget for the council will be determined by the Board of Directors. Subject to any restrictions on funds prescribed by funders, the Council will have authority over expenditures within the overall approved budget.
Reporting	The Council will report to the CEO quarterly, or more often as required. The Council will report to the Paddling Association members of the discipline annually, at the Corporation's annual meeting. The Council will report to the Board annually.
Approval and Review	These Terms of Reference were approved by the Board on December 2, 2016. This document will be reviewed annually by the Council and the Board and will be updated by the Board as required.

## 20 Schedule C: High Performance Program Committee - Terms of Reference

Name	High Performance Committee
Mandate	<p>The High Performance Committee (HPC) is a sub-committee of the Sprint Racing Council (SRC).</p> <p>The main role of the HPC is to provide technical expertise and guidance to CKC staff and in particular the Chief Technical Officer for the high performance aspect of the sprint racing discipline.</p> <p>These Terms of Reference, the CKC Bylaws and the Sprint Racing Discipline Rules of Structure inform the authority and operation of the HPC.</p>
Key Duties	<p>As delegated by the SRC and as set forth in the Terms of Reference of the Council, the HPC will perform the following duties:</p> <ol style="list-style-type: none"> <li>1. Working with the CTO, review and provide advice on strategic priorities and objectives for all National Team plans and programs in alignment with the SRC strategic direction and the CKC Strategic Plan;</li> <li>2. In collaboration with the Chief Technical Officer (CTO) and Head Coach, provide recommendations in the development, and oversee the implementation of criteria and procedures governing the selection of members to National sprint racing canoeing teams.</li> <li>3. In collaboration with the CTO and Head Coach, support the development and implementation of criteria and procedures governing the selection of sprint racing canoeists for the Sport Canada Athlete Assistance Program;</li> <li>4. In collaboration with the Domestic Development Committee of the SRC, provide guidance to CKC Staff in the development, implementation and evaluation of Long Term Athlete Development (LTAD) programs to support paddler development within the discipline that are consistent with any minimum standards for high performance athlete development established by CKC.</li> <li>5. Collaborate with the Domestic Development Committee to provide integrated recommendations and policies between High Performance and Domestic Programing in areas where these two areas are connected and overlap.</li> <li>6. Provide such input as is requested by the CEO in the performance evaluation of the Chief Technical Officer, and as may be requested by</li> </ol>

	<p>the CTO, the evaluation of the Head Coach</p> <p>7. In keeping with the Sprint discipline strategic priorities, provide expert opinion, guidance and input as may be requested by the CTO and CKC staff, regarding the establishment and development of the National Team High Performance Centers and provide updates to the SRC with respect to same in such manner and at such times as the SRC requests.</p> <p>8. Act as race jury during National Team Trials;</p> <p>9. Provide input and expert advice as requested by the CTO in any area that furthers the high performance priorities and objectives of CKC, and the sprint discipline</p> <p>10. Perform related duties when called upon by the CTO and SRC to do so.</p> <p>In carrying out these duties the HPC will work closely with the technical staff of CKC and the DDC, and will report to the SRC and the CEO.</p>
<p>Authority</p>	<p>Led by the CTO, the HPC may call upon for advice, or delegate any of its specific duties to, anyone whom the HPC determines would be of assistance in carrying out the aforementioned duties. With the approval of the SRC, the Committee may form a sub-committee with terms of reference relating to technical matters. The costs for HPC and any sub-committees must be provided for in the Council's budget.</p>
<p>CEO Veto</p>	<p>Notwithstanding the responsibility of the HPC to provide technical expert opinion and guidance on matters of the High Performance Program, the CEO will retain a veto over such technical matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the HPC in relation to the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
<p>Composition</p>	<p>The HPC is made up of up to 6 persons, who are elected or appointed, comprised of:</p> <ul style="list-style-type: none"> <li>• SRC Vice Chair High Performance (Committee Chair)</li> <li>• Athletes Representative - elected by the carded National Team members</li> <li>• Coaches Representative - elected by the National Coaches Association</li> <li>• 3 other people appointed by the SRC, who have specific knowledge or skills that would be beneficial to the work of the committee</li> </ul> <p>To the extent possible the HPC will ensure gender and regional representation within its composition.</p> <p>Ex-officio non-voting positions on this committee include:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> </ul>

	<ul style="list-style-type: none"> <li>• Chief Technical Officer</li> <li>• Head Coach</li> <li>• Chair - Domestic Development Committee</li> <li>• Director of Development</li> </ul> <p>The HPC may appoint other ex-officio members as it deems appropriate.</p> <p>All members of the HPC will serve terms of two years, and such terms will be renewable.</p> <p>Elections and appointments will take place prior to and be ratified at the Annual Forum of the discipline’s CKC Paddling Association members.</p> <p>Each member of the HPC shall have one vote. Three voting members of this committee shall be its quorum, one of whom must be the Vice Chair High Performance. In the event the Vice Chair High Performance is not available, they will appoint an Acting Vice Chair HP from amongst the committee members to act in their place. In the event of a tie vote, the CTO will cast a tiebreaking vote.</p>
Meetings	The HPC will meet at least twice per year in person and may meet more frequently as required by telephone conference. Meetings of the HPC will be at the call of the Chair, at the call of the CTO or at the call of three of the HPC’s voting members (other than the Chair).
Resources	The overall budget for the HPC will be determined by the CKC Staff, supported by the SRC and approved by the Board of Directors. Subject to any restrictions on funds prescribed by funders, the CTO will have authority over expenditures within the Committee’s approved budget.
Reporting	The HPC will report to the SRC quarterly, or more often as required. The HPC will report to the Paddling Association members of the discipline annually, at the Discipline’s Annual Forum. The SRC will report to the Board annually.
Approval and Review	These Terms of Reference were approved by the SRC on Nov 3, 2016. This document will be reviewed annually by the HPC and the SRC and will be updated by the SRC as required.

## 21 Schedule D: Domestic Development Committee - Terms of Reference

Name	Domestic Development Committee
Mandate	<p>The Domestic Development Committee (DDC) is a sub-committee of the Sprint Racing Council (SRC).</p> <p>The main role of the DDC is to provide technical expertise and guidance to</p>



	<p>CKC staff and in particular the Director of Development (DD) for the domestic development aspect of the sprint racing discipline).</p> <p>These Terms of Reference, the CKC Bylaws and the Sprint Racing Discipline Rules of Structure inform the authority and operation of the DDC.</p>
<p>Key Duties</p>	<p>As delegated by the SRC and as set forth in the Terms of Reference of the Council, the DDC will perform the following duties:</p> <ol style="list-style-type: none"> <li>1. In collaboration with CKC staff, PTSO partners and other stakeholders, advance the interests of domestic programming, through our PTSO's and member clubs.</li> <li>2. Promote and foster canoe kayak participation for the purpose of growing sprint racing in Canada;</li> <li>3. Communicate with any and all groups and organizations who express an interest in the objectives of the Association as they relate to the Sprint Racing Discipline; and encourage and assist such groups and organizations to become members of their PTSO;</li> <li>4. In collaboration with the DD, oversee all matters relating to the National Championships Including: <ol style="list-style-type: none"> <li>a. Review applications to host the annual Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships and make appropriate recommendations to the Council in this regard; and to ensure arrangements are made for the holding of the CKC Championships in the event no applications for a given year are received;</li> <li>b. Recommend to the Council the race events which shall comprise the Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships, if required;</li> <li>c. Provide recommendations on entry eligibility, registration, athlete status and any other issues related to the National Championships, at the pre-National Championship meeting.</li> </ol> </li> <li>5. In collaboration with the DD, recommend to the Sprint Racing Council, competitions other than the Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long</li> </ol>

	<p>Distance Canoeing Championships which may serve to further the objects of the Association as set forth in its Articles of Incorporation;</p> <ol style="list-style-type: none"> <li>6. In collaboration with the DD, make recommendations to the Sprint Racing Council on matters with respect to the amendment, implementation and interpretation of the Sprint Racing Discipline Competition Rules, CKC Code of Safety, CKC Long Term Athlete Development Model and other matters related to competition within Canada.</li> <li>7. In collaboration with the DD, recommend policies that ensure the long-term stability of our member clubs, and support their ability to deliver safe, LTAD appropriate programming.</li> <li>8. In collaboration with the Coaches Technical Committee and CKC staff, provide guidance in coaching education development and implementation</li> <li>9. In collaboration with the CKC staff, oversee Para Canoe growth and development</li> <li>10. In collaboration with CKC staff, oversee PaddleAll growth and development</li> <li>11. In collaboration with the High Performance Committee of the SRC, provide guidance to CKC Staff in the development, implementation and evaluation of Long Term Athlete Development (LTAD) programs to support paddler development within the discipline that are consistent with any minimum standards for high performance athlete development established by CKC.</li> <li>12. Collaborate with the High Performance Committee and CKC staff to provide integrated recommendations and policies between High Performance and Domestic Programming in areas where these two areas are connected and overlap.</li> <li>13. Working with the DD, assist in the development of recommendations to the Sprint Racing Council on the Technical Packages for CKC Nationals, Canada Cup, Canada Games and other regattas where applicable.</li> <li>14. In collaboration with the DD, Divisions and clubs, provide support to ensure the ongoing development of the club system and programs</li> <li>15. In collaboration with CKC staff, assist in the development of recommendations to the Sprint Racing Council on research projects designed to improve the development of the sport of canoeing.</li> <li>16. Support CKC staff in the development of recommendations to the Sprint Racing Council on projects that facilitate the sharing of best</li> </ol>
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	<p>practices between member clubs, divisions and PTSOs.</p> <p>17. Working with the DD, review and provide advice on strategic priorities and objectives for all domestic plans and programs in alignment with the SRC strategic direction and the CKC Strategic Plan;</p> <p>18. Perform related duties when called upon by Council to do so.</p> <p>In carrying out these duties the DDC will work closely with the technical staff of CKC and the HPC, and will report to the SRC and the CEO.</p>
Authority	<p>Led by the DD, the DDC may call upon for advice, or delegate any of its specific duties to anyone whom the DDC determines would be of assistance in carrying out the aforementioned duties. With the approval of the SRC, the DDC may form a sub-committee with terms of reference relating to technical matters. The costs for the DDC and any sub-committees must be provided for in the Council's budget.</p>
CEO Veto	<p>Notwithstanding the authority of the DDC to oversee all technical matters relating to domestic development of the discipline, the CEO will retain a veto over such technical matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the DDC in relation to the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
. Composition	<p>The DDC is made up of up to 6 persons, who are elected or appointed, comprised of:</p> <ul style="list-style-type: none"> <li>• SRC Vice Chair Domestic Development (Committee Chair)</li> <li>• Athletes Representative - elected by the Athlete Divisional Reps</li> <li>• Coaches Representative - elected by the National Coaches Association</li> <li>• Officials Representative - elected by the National Officials Committee</li> <li>• 2 other people appointed by the SRC</li> </ul> <p>To the extent possible, the DDC will ensure gender and regional representation within its composition.</p> <p>Ex-officio non voting members on this committee include:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director of Development</li> <li>• Chair - High Performance Committee</li> <li>• Chief Technical Officer</li> </ul> <p>The DDC may appoint other ex officio members as it deems appropriate.</p> <p>All members of the DDC will serve staggered terms of two years, and such terms will be renewable. Those members on the Committee at the time of approval of these Terms of Reference will continue in their term.</p>

	<p>Elections and appointments will take place prior to and be ratified at the Annual Forum of the sprint racing discipline’s CKC Paddling Association members.</p> <p>The Athlete Representative will be elected by the Athlete Divisional Reps (Pacific, Prairies, WOD, EOD, QC, Atlantic). In the event there is no Athlete Divisional Rep for a Division, the Athlete Committee will appoint a representative for the Division. Nominations for the Athlete Representative will take place 2 weeks prior to the national championships, where an election will take place, with the new Athlete Representative’s term commencing at the conclusion of the national championships. In the event that an Athlete Representative cannot be elected during this period, or wishes to be replaced before his/her term ends, the Athlete Committee may appoint a representative.</p> <p>Each member of the DDC shall have one vote. Three voting members of this committee shall be its quorum, one of whom must be the Vice Domestic Development. In the event of a tie vote, the DD shall cast a tie-breaking vote.</p>
Meetings	The DDC will meet at least twice per year in person and may meet more frequently as required by telephone conference. Meetings of the DDC will be at the call of the Chair, at the call of the DD, or at the call of three of the DDC's voting members (other than the Chair).
Resources	The overall budget for the DDC will be determined by the SRC and the Board of Directors. Subject to any restrictions on funds prescribed by funders, the DD will have authority over expenditures within the Committee’s approved budget.
Reporting	The DDC will report to the SRC quarterly, or more often as required. The DDC will report to the Paddling Association members of the discipline annually, at the Discipline’s Annual Forum. The SRC will report to the Board annually.
Approval and Review	These Terms of Reference were approved by the SRC on November 3, 2016. This document will be reviewed annually by the DDC and the SRC and will be updated by the SRC as required.

## 22 Schedule E: National Sprint Officials Committee - Terms of Reference

Name	National Sprint Officials Committee
Mandate	<p>The National Sprint Officials Committee (NOC) is a sub-committee of the Sprint Racing Council.</p> <p>The main role of the NOC is to provide technical direction and oversight of</p>

	<p>the officiating aspects of the discipline.</p> <p>These Terms of Reference, the CKC Bylaws and the SRC Rules of Structure inform the authority and operation of the NOC.</p>
Key Duties	<p>Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the NOC will perform the following duties:</p> <ol style="list-style-type: none"> <li>1. Prepare a program for the recruitment and training of divisional, national and international officials;</li> <li>2. Prepare course material for officiating clinics;</li> <li>3. Prepare and distribute an Officials Handbook;</li> <li>4. Prepare accreditation exams for Division and Provincial Level officials;</li> <li>5. Recommend officials to the Domestic Development Committee for appointment to the Canadian Sprint Canoe Kayak Championships, the Canadian Sprint Canoe Kayak Long Distance Championships and other domestic competitions</li> <li>6. Recommend Officials to the High Performance Committee for appointment to National Team Trials and International competitions;</li> <li>7. Assess performance using coach, athlete and formal evaluation procedures;</li> <li>8. Maintain records of officials;</li> <li>9. Prepare and distribute annually, to all divisions, a list of accredited National and International Level officials;</li> <li>10. Review Competition Rules annually, and propose changes directly to the Domestic Development Committee;</li> <li>11. Establish policies, procedures and an appeal process for the decertification of officials;</li> <li>12. Perform related duties when called upon by the Sprint Racing Council to do so.</li> </ol> <p>In carrying out these duties the NOC will work closely with the technical staff of CKC, and will report to the SRC and the CEO.</p>
Authority	The NOC may call upon for advice, or delegate any of its specific duties to,

	<p>anyone whom the NOC determines would be of assistance in carrying out the aforementioned duties. The NOC may form a sub-committee with terms of reference relating to technical matters. The costs for the NOC and any sub-committees must be provided for in the Council's budget.</p>
CEO Veto	<p>Notwithstanding the authority of the NOC to oversee all technical matters relating to officiating of the discipline, the CEO, on behalf of the Board of Directors, will retain a veto over such technical matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the NOC in relation to the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
Composition	<p>The NOC is made up of 7 persons, who are elected or appointed, comprised of:</p> <ul style="list-style-type: none"> <li>vi. A Chair who shall be elected for a two year term by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual Summit of the Sprint Racing Discipline and the term of the Chair-elect shall commence with the close of the Annual Summit and run to the close of the Annual Summit two years hence.</li> <li>vii. Three Nationally Accredited Officials in good standing who shall be elected for staggered three year terms by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual Summit of the Sprint Racing Discipline and the terms of office will close at the close of the Annual Summit of the Sprint Racing Discipline three years hence.</li> <li>viii. One Divisional Officials Coordinator who shall be elected or appointed for a two year term by the Divisional Officials Coordinators through a democratic mechanism of their choice</li> <li>ix. One Athlete Representative who shall be elected or appointed not later than August 30<sup>th</sup> of every second year, commencing with August 30, 2016, by the athletes constituency through a democratic mechanism of their choice. The term for the Athlete Representative will be for a period of two years, commencing in 2016.</li> <li>x. One Coaching Representative who shall be elected or appointed not later than August 30<sup>th</sup> of the current year, by the members of the Coaches Technical Committee through a democratic mechanism of their choice. The Coaches' Representative elected by the National Coaches Association in the year 2014 shall be the Coaches' Representative for a term ending August 30, 2015 and as of that date and thereafter the Coaches' Representative shall be elected or</li> </ul>

	<p>appointed to a two year term.</p> <p>The Committee shall appoint one of its members to be the Officials Representative on the SRC.</p> <p>The Chief Executive Officer and the National Programs Manager shall also be members of this committee in an ex-officio, non-voting capacity.</p> <p>All members of the NOC shall have renewable terms.</p> <p>Each member of the NOC shall have one vote. Four voting members of this committee shall be its quorum.</p>
Meetings	The NOC will meet at least twice per year in person and may meet more frequently as required by telephone conference. Meetings of the NOC will be at the call of the Chair, at the call of the CEO, or at the call of three of the NOC's voting members (other than the Chair).
Resources	The overall budget for the NOC will be determined by the SRC and the Board of Directors. Subject to any restrictions on funds prescribed by funders, the NOC will have authority over expenditures within the Committee's approved budget.
Reporting	The NOC will report to the DDC twice yearly, or more often as required. The NOC will report to the CKC Paddling Association members of the discipline annually, at the Discipline's Annual Summit.
Approval and Review	These Terms of Reference were approved by the SRC on November 28, 2015. This document will be reviewed annually by the NOC and the SRC and will be updated by the SRC as required.

### 23 Schedule F: Coaches Technical Committee - Terms of Reference

Name	Coaching Technical Committee
Mandate	<p>The Coaching Technical Committee (CTC) is a sub-committee of the Sprint Racing Council (SRC or the Council).</p> <p>The main role of the CTC is to provide coaching technical direction, oversight and support to CKC Sprint Racing Discipline projects and committees.</p> <p>These Terms of Reference, and the SRC Rules of Structure inform the authority and operation of the CTC.</p>
Key Duties	Within the jurisdictional limits of the SRC, as set forth in the Terms of Reference of the Council, the CTC informed by a regional perspective, will

	<p>play a key role in the development, promotion, and communication in the following areas:</p> <ul style="list-style-type: none"> <li>• In collaboration with the Domestic Development Committee and CKC staff, oversee coaching education, development and implementation for sprint canoe-kayak coaches in Canada;</li> <li>• Professionalization of coaching, and coaching as a career;</li> <li>• National technical model as well as an athlete developmental model (LTAD);</li> <li>• Support CKC Staff and committees in an advisory capacity</li> <li>• Advise the High Performance Committee (HPC) through the HPC coach representative on high performance matters;</li> <li>• Advise the National Officials Committee (NOC) through the NOC coach representative on officials matters;</li> <li>• Advise the Domestic Development Committee (DDC) through the DDC coach representative on domestic development matters;</li> <li>• Advise the Sprint Racing Council (SRC) through the SRC coach representative on SRD matters;</li> <li>• Recommend policies through the DDC, and SRC, which will ensure the quality of coaching at all levels in CanoeKayak Canada;</li> <li>• Advise and recommend policies and guidelines on coaching education, professional development, certification, maintenance of certification of coaches at all levels;</li> <li>• Recommend policies, guidelines, rules to the DDC concerning safety, coaching certification requirements at clubs, code of conduct, ethics, etc.</li> <li>• Recommend policies, guidelines to DDC and SRC on LTAD and regatta structure at Nationals, Canada Games, Canada Cups and regional regattas.</li> <li>• Perform related duties when called upon by other SRD committees to do so.</li> </ul>
Authority	<p>The CTC may call upon for advice, or delegate any of its specific duties to anyone whom the CTC determines would be of assistance in carrying out the aforementioned duties. The Committee may form a sub-committee with terms of reference relating to technical matters. The costs for CTC and any sub-committees must be provided for in the Council's budget.</p>
CEO Veto	<p>Notwithstanding the authority of the CTC to oversee all technical matters relating to coaching aspects of the discipline, the Chief Executive Officer (CEO), on behalf of the Board of Directors (Board), will retain a veto over such technical matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the CTC in relation to the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
Composition	<p>The CTC will, where possible, have a composition made up of regional</p>



	<p>representation, and gender equity. The CTC is made up of minimum of 6, and maximum of 7 individuals, who are elected or appointed, comprised of:</p> <ul style="list-style-type: none"> <li>• The Coaches Representative from the SRC who shall be the Chairperson of the CTC;</li> <li>• The Coaches Representative from the High Performance Committee;</li> <li>• The Coaches Representative from the Domestic Development Committee;</li> <li>• The Coaches Representative from the National Officials Committee;</li> <li>• Two or three members at large to ensure regional representation, elected or appointed by the Coaches Technical Committee for a one year term, beginning in 2015, followed by two year terms thereafter.</li> </ul> <p>CKC staff may be, but not limited to, ex-officio, non-voting members of the CTC:</p> <ul style="list-style-type: none"> <li>• Chief Executive Officer</li> <li>• Director of Coach and Athlete Development</li> <li>• Domestic Development Director</li> <li>• High Performance Director</li> <li>• National Team Coach</li> </ul> <p>All members of the CTC will serve terms that coincide with the terms on their other committees, except as noted above.</p> <p>Each member of the CTC shall have one vote. Four voting members of this committee shall be its quorum. In the event of a tie, the Chair shall have one additional vote.</p>
Meetings	The CTC will meet at least once per year in person and may meet more frequently as required by telephone conference. Meetings of the CTC will be at the call of the Chair, the DCAD, CEO, or three of the CTC's voting members (other than the Chair).
Resources	The overall budget for the CTC will be determined by the SRC and the Board. Subject to any restrictions on funds prescribed by funders, the CTC will have authority over expenditures within the Committee's approved budget.
Reporting	The CTC will report to the SRC quarterly, or more often as required. The CTC will report to the Paddling Association members of the discipline annually, at the Discipline's Annual Meeting. The CTC will also report to the National Coaches Association Annual General Meeting.
Approval and Review	These Terms of Reference were approved by the SRC on November 3, 2016. This document will be reviewed annually by the CTC and the SRC and will be updated by the SRC as required.

**24 Schedule G: SRC Nominating Committee - Terms of Reference**

Name	Nominating Committee
Mandate	<p>The Nominating Committee (SRC-NC) is a sub-committee of the Sprint Racing Council.</p> <p>The main role of the SRC-NC is to ensure the council and its committees are populated with the appropriate individuals in a timely manner.</p> <p>These Terms of Reference, and the SRC Rules of Structure inform the authority and operation of the SRC-NC.</p>
Key Duties	<p>Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the SRC-NT will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Collaborate with the Board Nominating Committee to seek, identify and recruit individuals to run for office for the SRC positions up for election at the ensuing Annual Summit</li> <li>• Ensure candidates for election meet the qualifications and requirements of the positions</li> <li>• Communicate directly with each candidate to discuss the roles, responsibilities and expectations of the position.</li> <li>• Oversee all aspects of the election procedures leading up to and at the Annual Summit, including identifying and enforcing specific time-lines and any other administrative requirements.</li> <li>• Support the SRC sub-committees to identify eligible candidates</li> <li>• Such additional duties as may be delegated to the Committee by the SRC from time to time.</li> </ul>
Authority	<p>The Committee will exercise its authority as set out in this Terms of Reference, and will do so without interference from the SRC, management or staff.</p> <p>The SRC-NC may determine that elections will occur in advance of the Annual Summit using electronic ballots that may be cast by Paddling Association members in the Sprint Racing discipline at any time in the 14-day period leading up to and ending at midnight on the day before the Annual Summit.</p> <p>The Nominating Committee will have the authority to resolve any dispute in relation to time-lines or the election process.</p> <p>The costs for SRC-NC and any sub-committees must be provided for in the Council's budget.</p>
CEO Veto	Notwithstanding the authority of the SRC-NC to oversee the nomination

	<p>process of the SRC, the CEO, on behalf of the Board of Directors, will retain a veto over such matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the SRC-NC in relation to the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
Composition	<p>The SRC-NC is made up of a maximum of 5 individuals, who are appointed by the SRC prior to December 1<sup>st</sup> of each year, comprised of:</p> <ul style="list-style-type: none"> <li>• one current member of the Sprint Racing Council not seeking re-election to the SRC or nomination to the Board of Directors and</li> <li>• not less than three nor more than four other individuals recommended by the Immediate Past Chair who are a member of a Paddling Association Member of the Sprint Racing Discipline of the Association.</li> </ul> <p>Existing members of the Sprint Racing Council who are elected by the general membership (i.e. Chair, Vice Chair High Performance, Vice Chair Domestic Development, Divisional Representatives) may not serve on the SRC Nominating Committee.</p> <p>The Chief Executive Officer shall be an ex-officio member of the Committee.</p> <p>All members of the SRC-NC will serve one-year terms.</p>
Meetings	The SRC-NC will meet by telephone or in person as required with meetings held at the call of the Chair.
Resources	The overall budget for the SRC-NC will be determined by the SRC and the Board of Directors. Subject to any restrictions on funds prescribed by funders, the SRC-NC will have authority over expenditures within the Committee's approved budget.
Reporting	The Chair of the SRC-NC shall report to the SRC at every meeting of the SRC and to the sprint discipline Paddling Association members at their Annual Summit.
Approval and Review	These Terms of Reference were approved by the SRC on May 30, 2015. This document will be reviewed annually by the SRC-NC and the SRC and will be updated by the SRC as required.

## 25 Schedule H: Trophies & Awards Committee - Terms of Reference

Name	Trophies & Awards Committee
Mandate	The Trophies & Awards Committee (TAC) is a sub-committee of the Sprint

	<p>Racing Council.</p> <p>The main role of the TAC is to make recommendations to Council, and the Board of Directors, as the case may be, regarding all matters of the Sprint Racing Discipline of the Association relating to trophies, awards and honours.</p> <p>These Terms of Reference, and the SRC Rules of Structure inform the authority and operation of the TAC.</p>
Key Duties	<p>Within the jurisdictional limits of the Sprint Racing Council as set forth in the Terms of Reference of the Council, the TAC will perform the following duties:</p> <ul style="list-style-type: none"> <li>• Establish criteria for acceptance of trophies, on behalf of the Sprint Racing Discipline of the Association, to be used for annual competitions;</li> <li>• Receive and recommend to the Council acceptance of trophies which meet the criteria established for donations;</li> <li>• Ensure the necessary bonds are signed for the protection of the Association trophies;</li> <li>• Ensure that all trophies are on hand for presentation at the CKC Championship Regatta;</li> <li>• Recommend to the Council or Board of Directors, as the case may be, nominations for honours and awards conferred by the Association;</li> <li>• Recommend to the Council or Board of Directors, as the case may be, nominations of Association members in competition for awards and honours conferred by other associations or any company or government or private body.</li> </ul>
Authority	<p>The TAC may call upon for advice, or delegate any of its specific duties to, anyone whom the TAC determines would be of assistance in carrying out the aforementioned duties. The TAC may form a sub-committee with terms of reference relating to technical matters. The costs for the TAC and any sub-committees must be provided for in the Council's budget.</p>
CEO Veto	<p>Notwithstanding the authority of the TAC to oversee matters relating to trophies, awards and honours for the Council and Board, the CEO, on behalf of the Board of Directors, will retain a veto over such matters if, in the opinion of the CEO, i) they present unacceptable safety risks, ii) they threaten the image and reputation of CKC or the sport, or iii) they impose financial costs that have not been accommodated in Board-approved general approved budgets. Any dispute between the CEO and the SRC in relation to</p>

	<p>the exercise of this veto power will be resolved by the SRC in the first instance and the Board in the second instance. It is anticipated that this veto power will be exercised in rare circumstances and only in a reasonable fashion.</p>
Composition	<p>The TAC is made up of at least 3 individuals, who are appointed by the SRC at the Annual Summit of the discipline, comprised of:</p> <ul style="list-style-type: none"> <li>• The Immediate Past Chair of the SRC, if they are willing</li> <li>• Two or more other individuals who are members of a Paddling Association Member of the Sprint Racing Discipline of the Association.</li> </ul> <p>The TAC will appoint a Chair from amongst its number.</p> <p>The Chief Executive Officer shall be an ex-officio member of the Committee.</p> <p>All members of the TAC will serve one-year terms.</p>
Meetings	<p>The TAC will meet by telephone or in person as required with meetings held at the call of the Chair.</p>
Resources	<p>The overall budget for the TAC will be determined by the SRC and the Board of Directors. Subject to any restrictions on funds prescribed by funders, the TAC will have authority over expenditures within the Committee's approved budget.</p>
Reporting	<p>The Chair of the TAC shall report to the SRC as needed at the determination of the TAC Chair or the SRC and to the sprint discipline Paddling Association members at their Annual Summit.</p>
Approval and Review	<p>These Terms of Reference were approved by the SRC on November 27, 2015. This document will be reviewed annually by the TAC and the SRC and will be updated by the SRC as required.</p>