

# Canadian Divers' Athlete Council

## Draft Terms of Reference

(November 21st, 2009)

### A. PURPOSE

The purpose of the Canadian Divers' Athlete Council (CDAC) shall be to represent and promote the views and interests of the national team and national calibre divers in an effort to further the objectives of the DPC Board, Staff, Officials and Coaches to build Canadian Diving as one of the leading diving nations in the world.

### B. OBJECTIVES

1. To ensure that athletes participate in a constructive manner in the decision-making and feedback processes of DPC.
2. To ensure, to the greatest extent possible, that DPC policies and programs meet the needs of the athletes by means that include:
  - a. Utilizing the DPC staff as a resource for support or information as may be needed by the CDAC from time to time.
  - b. Effective athlete representation on the DPC Technical Committees.
  - c. The presentation of the athletes' views and positions to the relevant decision-making body on issues identified by the CDAC as affecting athlete performance
  - d. Agreement contract between DPC and athletes receiving funding from the Sport Canada Athlete Assistance Program (AAP); prior to the Athlete Agreement being presented to the athletes.
  - e. Feedback regarding changes made to the Travel Team Member Athlete Agreement prior to the Athlete Agreement being presented to the athletes.
  - f. Ensuring there is a formal athlete meeting at the AGM, as well as possible meetings from time to time at National Team Training Camps, to provide an opportunity for discussions and information exchange among athletes.
  - g. Submitting an annual report to DPC for the AGM; to provide constructive feedback on factors that directly or indirectly affect athletes such as training, competition, selection criteria, and planning.

### C. ELIGIBILITY FOR MEMBERSHIP

1. CDCA membership includes all Senior National qualified divers.
2. Retired divers may remain members of the CDAC for a period of four years following their retirement.

### D. ELECTIONS AND TERMS OF ATHLETE COUNCIL MEMBERS

1. A total of three (3) athlete representatives will be elected by the members and will form the Executive of the CDAC.
2. The election process will take place by email vote and will be facilitated by a DPC staff member as described below.
  - i. The DPC staff member will be appointed by the Board of Directors Liaison (from the DPC Board of Directors) or by the High Performance Director.
  - ii. The election will take place in October. All communication will be bilingual in French and in English.
  - iii. A call for interested candidates must be declared by mid-September.
  - iv. Candidates must provide a one (1) page brief bio.
  - v. The election will take place in October and will be facilitated by the appointed DPC staff member.
  - vi. The DPC staff member will announce the results to the DPC Board of Directors for confirmation and then there will be communication to the membership
  - vii. For the year 2009-2010 only, the call for interested candidates will take place in mid-December, and the election will take place in January, 2010. All other election procedures will remain the same.

## **E. APPOINTMENT OF ATHLETE COUNCIL MEMBERS**

1. Three (3) candidates will be elected for a two (2) year term. For the year 2010 only, the term will be for one (1) year only.
2. The candidates with the most votes will become the Chair of the CDAC.
3. In the case of a tie, a decision for the position of the Chair will be made by the DPC Board of Directors.
4. The other two candidates will be members of the CDAC.

## **F. COMPOSITION AND TERMS OF THE CDAC**

1. When possible the CDAC should have regional representation and reflect gender equity.
2. The CDAC should count no less than two (2) active divers.
3. The CDAC must include a minimum of one (1) current national team athlete.
4. Should a member of the CDAC not be able to complete their term of office, the candidate with the 4<sup>th</sup> highest number of votes would be asked to join the CDAC.

## **G. DUTIES OF THE CHAIR**

1. Prepare the agenda for meetings.
2. Represent membership of the DPC Technical Committee.
3. Represent membership at the DPC AGM.
4. Organize meetings for the CDAC at the AGM and from time to time at National Team Training Camps with the support of DPC staff. From time to time this will include conference calls.
5. Communicate with the DPC Chief Technical Officer, DPC High Performance Director, Board of Directors, DPC staff, coaches and officials and CDAC membership.
6. Direct athlete concerns and views to responsible bodies.

## **H. DUTIES OF THE CDAC**

1. Either the chair will appoint one member to be a liaison to the Junior DPC Athletes and one member to be the liaison for athletes who are associated with the NCAA or these positions will be mutually agreed upon by the CDAC.
2. CDAC will be responsible to appoint a member of the CDAC or a DPC athlete to the awards committee, the nominations committee, and from time to time to an appeals committee.
3. The CDAC will be jointly responsible to obtain feedback from the athletes regarding International diving meets.

## **I. DELEGATES ATTENDING THE DPC AGM AND ATHLETES CAN ANNUAL CONFERENCE AND ANY OTHER FORUMS (COC, IOC, etc.)**

1. The CDAC has three (3) votes at the AGM in accordance with DPC by-laws. The CDAC has the full authority and responsibility to determine who will carry those votes.
2. Any CDAC member attending a conference or forum must provide a submission for the annual CDAC Report in order to share information from that conference or forum with other divers and the DPC Board.

## **J. BUDGET REQUIREMENTS**

1. DPC is responsible for funding the CDAC members annually for the following meetings.
  - i. One (1) individual to attend the AthletesCAN Forum.
  - ii. Three (3) individuals to attend the DPC AGM.
  - iii. Conference calls as needed from time to time.