



**Climbing Escalade Canada (“CEC”) Technical Committee
Terms of Reference**

Official Policy Name

CEC-OP-04 Climbing Escalade Canada – Technical Committee Terms of Reference

Purpose/Mandate

Reporting to the Executive Director (“ED”), the Technical Committee (“TechCom”) aims to support the CEC Events and Programs by providing expertise, knowledge and advocacy to the ED.

Goals and Objectives:

The objectives of the TechCom include, but are not limited to:

- Review the annual IFSC Rules Update and how they affect Canadian competitions;
- Developing the application and selection process for events and officials, including the structure of the selection committee;
- Developing programs and certification levels for officials;
- Developing Education Plan for officials in Canada;
- Developing Evaluation and Feedback Process for officials;
- Setting goals and objectives that contribute to the long-term success of competitive climbing in Canada, while respecting the principles of the Long-Term Athlete Development framework (“LTAD”); and,
- Supporting other initiatives as requested by the ED and/or CEC Board of Directors (the “Board”).

Jurisdiction

The TechCom will develop and recommend processes, procedures, and competition series based on the needs communicated by the Board.

Final approval for the following will be conducted by the Board based on the recommendation of the committee:

- Rule and format changes;
- Selection of events and officials, including the selection of apprentices/assistants;
- Certification procedure for officials;
- Any literature produced for the means of training, rules and procedures.

Composition/ Members

There shall be no fewer than three and no more than ten committee members.

Chair

The TechCom chair shall be the CEC Officiating Consultant, or in the absence of a Consultant, a member of the committee selected using an annual intra-committee nomination and simple majority vote model (“TechCom Chair”).

The TechCom Chair is responsible for:

- Acting as liaison between the Executive Director and the TechCom;
- Coordinating TechCom meetings and creating operational timelines; and,

- If requested by the ED, attending Board meetings as a non-voting member to present information and updates from the TechCom.

Working groups may be established for special projects, as determined by the Committee.

From time to time the Committee may invite other individuals with subject matter knowledge to participate in and share their insights with the Committee, as deemed appropriate by the TechCom.

Membership Process

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the TechCom; however, preference shall be given to those experienced with sport climbing technical rules. The Officiating Consultant, in collaboration with the ED, shall review the open call applications each year and recommend which of the applicants shall be appointed to the TechCom. Selected committee members must be endorsed by the board of directors.

The Board in its sole discretion but preferably in conjunction with a recommendation from the ED or the Officiating Consultant, may remove any member of the TechCom. Removal of members of the TechCom may be conducted regardless of whether cause for removal is established, but must be conducted respectfully.

Members of the Board may apply and be appointed to the TechCom (“**Regular Board TechCom Member**”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at TechCom meetings. Board members applying for membership on the TechCom must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the TechCom.

Term of Membership

All appointments have a maximum term of two (2) years, starting on June 1. The Officiating Consultant shall be responsible for ensuring the TechCom composition is split such that roughly half of the members shall face expiring terms each year. The Officiating Consultant, in their sole discretion, may appoint certain TechCom members for a one (1) year term in order to ensure compliance with the previous sentence.

Upon the expiration of their term of membership, committee members interested in serving for an additional consecutive term must re-apply via the open call for applications and be re-appointed by the Officiating Consultant, ED and Board. Prior involvement on the TechCom does not guarantee an appointment to the TechCom.

There are no limits to the number of consecutive terms for any one committee member.

Accountability

The TechCom reports, and is accountable, to the ED.

Work Methods/ Frequency

Work Methods

All TechCom work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

Frequency

The TechCom shall hold at least 1 video call every quarter to set objectives and monitor progress on the completion of those objectives.

Meeting Process

Every meeting must include:

- Meeting Chair – Responsible for directing conversation and ensuring adherence to the agenda;
 - o Meeting chair may be someone other than the committee chair.
- Secretary – Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

Consensus Model and Voting Rules

Decisions should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop, and agree to support a decision in the best interest of the whole.

If consensus cannot be reached, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using either of the following methods, as decided by the meeting chairperson:
 - o show of hands, or
 - o anonymous ballot, as decided by the chairperson of the meeting.
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
 - o For greater clarity, Regular Board TechCom Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board TechCom Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a TechCom meeting, a Board member other than the Regular Board TechCom Member must attend.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The TechCom shall develop and provide recommendations, and share this with the Officiating Consultant and/or the ED;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

Communications

A group email and phone number list will be created for all members of the TechCom. The email and number list is ONLY to be shared amongst the TechCom members and must not be shared with anyone outside of the TechCom unless express permission to do so is granted by the ED.

The ED must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

Policy No. CEC-OP-04

Pages: 4

Original Version Approved: 2018/10

Current Version Approved: 2023/09/12

Date of Next Review: 2025/09