

Domestic Development Committee Terms of Reference

Approved September 2020



1. Introduction

An integrated, well-developed domestic development system is integral to Nordiq Canada achieving both international excellence and getting more Canadians on Skis. The Domestic Development Committee (the Committee) is an operational committee formed to assist Nordiq Canada in achieving these goals.

2. Purpose

The Committee provides technical expertise and guidance to the High Performance Director and the Director of Coach and Athlete Development, or their designates, to drive and support excellence at all levels of domestic programming below the national team through Divisions and clubs in alignment with the Long Term Development Model (LTDM) and Gold Medal Pathway (GMP).

3. Accountability

The Committee makes recommendations to the High Performance Director (HPD) and Director of Coach and Athlete Development (DCAD) or their designate(s). The Committee does not have the authority to bind, make or dictate decisions on behalf of the HPD or DCAD or Nordiq Canada in any way, unless specifically authorized by the CEO. The Committee is expected to abide by all relevant Nordiq Canada policies.

Members who are representatives of the Divisions (5.a.iii) are also accountable for ensuring proper communication with the Divisions' contact persons identified by each Division chairperson.

4. Mandate

The Committee will perform the following duties in coordination with the High Performance Committee (HPC) and guided by the HPD and DCAD or their designate(s):

- a. Help develop and implement a domestic HP strategy leading to a steady stream of internationally competitive athletes
- b. Provide feedback on criteria development
- c. Help design and deliver safe and effective LTDM programming aligned to GMP
- d. Share best practices and work together to address identified gaps in domestic athlete development
- e. Engage with regional communities as frequently as needed to share information about planned initiatives and changes, and gather feedback from the community to inform the direction of the Committee

5. Membership

- a. The Committee shall be composed of:
 - i. The DCAD or their designate (ex-officio);
 - ii. One HP staff representation – the HPD or designate (ex-officio)
 - iii. One representative from each Division who is currently active in high performance domestic development (e.g., coaching, technical director) and has

athlete development expertise will be invited and identified in cooperation with Division Chairpersons

- iv. One Para-Nordic Committee representation (ex-officio)
- v. One High performance athlete representative – identified in consultation with the Board of Director’s Athlete Representative
- vi. Other representative(s) as identified by the committee, who can fill an identified gap in skill or expertise (ex-officio)
- vii. The Nordiq Canada Events Coordinator (ex-officio)
- viii. The CEO (ex-officio)
- b. The Committee’s composition, excluding ex-officio members as may be required, will reflect the Nordiq Canada Gender Equity Policy.
- c. The CEO shall appoint members in consultation with key stakeholders
- d. The membership term for voting members shall be one year expiring June 1 and is renewable on a yearly basis. For sake of providing the Committee with enough ongoing background to attend to its mandate in the most efficient way, members will be expected to be on the Committee for more than one term. Stakeholders’ representatives will be consulted on this question every year at the end of the term.

6. Decision-Making

The Committee’s role is providing advice and support to the HPD and DCAD. For greater clarity, while the HPD and DCAD will strongly consider the Committee’s advice, the HPD and DCAD shall not be bound by advice from the Committee. Justification needs to be provided for variance to DDC recommendations.

- a. In order to clearly provide their advice, Committee voting members (i.e. excluding ex-officio), shall cast votes where appropriate. When quorum is present, a majority vote is sufficient to indicate clear advice.
- b. Members are required to declare conflicts of interests, be they potential, real or perceived, before debate begins and immediately excuse themselves from debate. The member must not vote where there is a perceived or real conflict. If a Committee member fails to declare an interest that is known to the Chairperson, the Chairperson will declare that interest.

7. Chairperson

- a. The Chairperson of the committee will be the DCAD or his/her designate
- b. The Chairperson is responsible for:
 - i. providing leadership to the Committee (e.g., convening meetings; developing agendas; ensuring quorum; calling votes; documenting decisions; assigning, supervising and coordinating the Committee’s work);

- ii. Representing the Committee in communication with stakeholders and partners.

8. Meetings

- a. The Chairperson will determine the meeting schedule but should be on a monthly basis on average; however, the Committee may be consulted at any time.
- b. Meetings may be by phone, videoconference, in person, or by any other means that facilitate simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee will be five voting members.

9. Resources

Nordiq Canada will provide the Committee with reasonable resources to fulfill its mandate and may, from time to time, assign staff to help the Committee with its work. These resources may include mandatory training to help committee members fulfill their mandate.

10. Evaluation

The CEO will conduct an annual review of the Committee's performance against Terms of Reference objectives and deliverables.