

Para-Nordic Working Group

Terms of reference/mandate

October 2024

1. Introduction

Nordiq Canada supports and promotes Para-Nordic skiing at all levels consistent with Nordiq Canada's overall vision 'Cross-country skiing is Canada's sport for life and our Olympic and Paralympic super-power.' As such, the Chief Executive Officer (the "CEO") forms the Para-Nordic Committee (the "Committee") as an operational committee of Nordiq Canada.

2. Purpose

The Working Group provides expertise, guidance and operational support to the Sport Development Director and the High Performance Director in the development and delivery of programs designed to achieve international excellence in Para-Nordic skiing. The Group's goals will be fully aligned with Nordiq Canada's goals as identified in the strategic plan, the Athlete Performance Profile (APP) and the Long-Term Development Model (LTDM).

3. Accountability

The Committee reports to the CEO through the Sport Development Director (SDD). The Committee does not have authority to make decisions on behalf of the CEO or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO.

4. Mandate

The Group will perform the following duties as requested by and in collaboration with the SDD and High Performance Director (HPD) and/or designated staff:

- a. Help develop and implement strategic direction and plans for Nordiq Canada's Para-Nordic program including coach, athlete and event pathways.
- b. Contribute to an annual program evaluation to confirm that objectives are being met and are achieving the desired results.
- c. Facilitate communication, cooperation and coordination between the different levels (i.e., Nordiq Canada National, divisions and clubs) and components of Para-Nordic programs.

- d. Recommend Nordiq Canada representatives for participation in international committees related to Para Nordic;
- e. Provide advice and assistance to other operational committees of Nordiq Canada as required.
- f. Deliver guidance and help related to other aspects of Para-Nordic programs in Canada wherever and whenever possible.

5. Membership

- a. The Group shall be composed of, when reasonably possible:
 - the Sport Development Director;
 - the High Performance Director;
 - Nordiq Canada Para Nordic staff as required;
 - one para nordic athlete who was a member of the Senior PNST for a minimum of two years and has been retired from competition for at least three years;
 - one Nordiq Canada Licensed Coach in good standing with a NCCP status of L2T or higher with a specialization in para nordic coaching;
 - a Biathlon Canada representative;
 - at least one Division representative integrated with Para Nordic development at the Divisional and club level
 - at least two members at large who bring, together with other members, a balance of the following expertise: athlete development pathway, FIS classification, high performance sport, para-nordic sport;
 - the CEO (ex-officio);
 - such other members as may be identified by the Chairperson as beneficial to the Group
- b. The Group's composition, excluding ex-officio members as may be required, will reflect the Nordiq Canada Gender Equity Policy.
- c. The CEO shall appoint members.
- d. The membership term is one year expiring in September and is renewable.

6. Chairperson

- a. The Sport Development Director shall be the Chairperson of the Group.
- b. The Chairperson is responsible for
 - providing leadership to the Group (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Group's work)
 - representing the Group in communication

7. Decision-Making

- a. The Group's role is limited to providing advice and support to the SDD and HPD. For greater clarity, while the SDD and HPD will strongly consider the Group's advice, they shall not be bound by advice from the Group.
- b. In order to clearly provide their advice, Group members, including the chair if he or she is a voting member of the Group, shall cast votes. When quorum is present, a majority vote is sufficient to indicate clear advice.
- c. 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.

8. Meetings

- a. The Chairperson shall determine a meeting schedule that facilitates achievement of the Group's on-going work and will meet at least four times per year.
- b. Meetings may be by online platform, in person, or by any other means that facilitates simultaneous communication of attending Group members.
- c. Directors and Chairpersons of other Nordiq Canada programs may be invited to attend meeting that may have implications for their program areas or where their advice is indicated.
- d. The Group will keep a record of recommendations and decisions and provide this

record to the CEO.

9. Resources

Nordiq Canada will provide the Group with reasonable resources to fulfill its mandate and may, from time to time, assign staff to help the Group with its work. Group members must take training recommended by Nordiq Canada.

10. Evaluation

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