



POLICY #3: STANDING AND AD HOC COMMITTEES

1. MEETINGS OF THE MEMBERS
Refer to Article III from the by-laws.
2. VOTING AT MEETINGS OF THE MEMBERS
Refer to Article III from the by-laws.
3. BOARD OF DIRECTORS
Refer to Article IV from the by-laws.
4. OFFICERS
Refer to Article V from the by-laws.
5. STANDING COMMITTEE
All appointed members of Standing Committees shall be appointed for a two (2) year term at the AGM. Members may serve more than one consecutive term.
 - 5.1 Sport Committee
 - 5.1.1 Membership
The Committee will be composed of:
 - a) VP Sport
 - b) Chair, Sport Committee (as appointed by the Board of Directors)
 - c) Four university representatives, with sport specific expertise, appointed by the Board of Directors. Geographical representation and gender balance will be considered a priority. (Reps should not be members of Scheduling Committee)
 - d) Coaches committee chair or designate to be resourced on an ad hoc basis on issues relating to particular sport (non-voting).
 - e) Convenors and/or sport liaisons to be resourced on an ad hoc basis on issues relating to a particular sport (non-voting).
 - f) Canada West Office staff member (non-voting).
 - 5.1.1 Responsibilities
 - a) Sport Committee is a policy driven committee responsible for sport technical issues and recommendations for Canada West.
 - b) Consider and recommend all changes to the Playing Regulations as required.

- b) Ensure that the competition format, team complement, post-season qualification process and technical regulations are clearly outlined for all league/championship and tournaments play in the Playing Regulations.
- c) Receive and take appropriate action on minutes and reports from the Board of Directors, coaches committees and convenors.
- d) Review and recommend dates and sites for conference Championships.
- e) CW Office will ensure synergy and communication between the Scheduling Format Committee, VP Finance and VP Marketing & Communications.
- f) Work within the operating principles of Canada West.

5.1.1 Procedures

- a) The Committee shall hold regular conference calls (once a month). The VP-Sport may also call meetings as required.
- b) The Committee shall report to the Board of Directors through the VP Sport.
- c) All motions from Canada West coaches committees shall be reviewed by the Sport Committee.
- d) Sport specific proposals or motions from the Board of Directors or General Assembly may be referred to the Sport Committee as required.
- e) All motions approved by the Sport Committee shall be ratified by the Board of Directors.
- f) Motions that have financial implications to members or that change Canada West policy shall be referred to the Board of Directors and/or General Assembly.
- h) Recommendations that affect the By-laws or policies shall be referred to the Board of Directors and/or General Assembly.
- i) Ratified minutes and recommendations of the Committee will be circulated by the VP Sport to the membership, the Coaches' Committee Chairs and the Chair of the Sport Information Directors.

5.2 Marketing & Communications Committee

5.2.1 Membership

- a) VP Marketing & Communications (Chair).
- b) Four (4) university representatives appointed by the Board of Directors based on expertise and consideration given to regional representation.
- c) Additional university representatives appointed by the Board of Directors based on expertise with consideration given to regional representation.
- d) Associate Director, Communications and Marketing (non-voting)
- e) Canada West Office staff (non-voting).

5.2.2 Responsibilities

- a) Develop and implement Canada West Marketing & Communications strategies and plans.
- b) Make recommendations to Canada West regarding its Marketing & Communications activities.
- c) Review all Canada West proposals affecting the Marketing & Communications of Canada West.
- d) Share Marketing & Communications best practices and strategies with member institutions.
- e) Develop and oversee Canada West webcasting and video production strategies.

5.2.3 Procedures

- a) The Committee shall hold regular conference calls (once a month). The VP-Marketing & Communications may also call meetings as required.
- b) The Committee shall report to the Board of Directors through the VP Marketing & Communications.
- e) All motions approved by the Marketing & Communications Committee shall be ratified by the Board of Directors.
- f) Motions that have financial implications to members or that change Canada West policy shall be referred to the VP Finance for a recommendation to the Board of Directors and/or General Assembly.
- h) Recommendations that affect the By-laws or policies shall be referred to the VP Finance for a recommendation to the Board of Directors and/or General Assembly.
- i) Ratified minutes and recommendations of the Committee will be circulated by the VP Marketing & Communications to the membership.

5.3 Sport Information Committee

5.3.1 Membership

- a) VP Marketing & Communications (Chair).
- b) One representative per member institution (usually Sport Information Director)
- c) Additional university representatives as appointed by the Board of Directors
- d) Associate Director, Communications and Marketing (non-voting)

5.3.2 Responsibilities

- a) Develop and implement Canada West sport information strategies and plans.
- b) Make recommendations to Canada West regarding its sports information activities.

- c) Review all proposals affecting sports information in Canada West.
- d) Share sports information best practices and strategies.

5.3.3 Procedures

- a) Sports Information Committee reports to Board of Directors through the VP Marketing & Communications (Chair)
- b) The Chair calls meetings as required; at least once per year.
- c) Meetings are to be cost-shared at a central location unless otherwise approved by the Board of Directors. Member will have 14 days to submit their travel expenses for cost-shared meetings. Failure to submit a travel expense report by the deadline may result in a fine. See the Finance Policy for details.

5.4 Awards and Recognition Committee

5.4.1 Membership

- a) Sport Committee member (Chair) as appointed by the VP Sport.
- b) Three Sports Information Directors, as appointed by the Board.
- c) One Athletic Director or Associate Director, if none are available, the Chair may name one additional Sports Information Director, as appointed by the Board.
- d) Associate Director, Communications and Marketing (non-voting)
- e) Finance Manager (non-voting)

5.4.2 Responsibilities

- a) The Committee oversees all aspects for the awarding of Canada West annual recognition awards to individuals and teams in all sports.
- b) Ensure that Canada West annual awards and criteria are consistent with U SPORTS honours and awards.
- c) Ensure that Canada West recipients are nominees for all national awards.
- d) Ensure that there is consistency between the playing regulations and the awards policies in the awarding of recognition awards to individuals and teams.
- e) Ensure there is gender equity in the awarding of recognition awards for all Canada West sports.
- f) Review request for new awards.
- g) Prepare a budget for the purchase and up-keep of annual recognition awards.
- h) Make recommendations to the Sport Committee on all recognition awards when requested by coaches associations.
- i) Make recommendations to the V.P. Sport for the establishment and/or deletion of Canada West recognition awards.

5.4.3 Procedures

- a) Awards and Recognition Committee reports to Board of Directors through the VP Sport.
- b) The Chair calls meetings as required; at least once per year.
- c) Review all motions pertaining to recognition awards forwarded by the Sport Committee.
- d) Circulate meeting minutes to the membership within two weeks after the meeting.
- e) Submit an annual report to the membership for the AGM.

5.5 Scheduling Format Committee

5.5.1 Membership

- a) VP Sport
- b) Chair, Scheduling Committee (as appointed by the Board of Directors)
- c) Four (4) university representatives appointed by the Board of Directors based on expertise and consideration given to regional representation. (Reps should not be members of Sport Committee)
- d) Associate Director, Sport (non-voting).
- e) CW Scheduler (non-voting)

5.5.2 Responsibilities

- a) Serve as a resource and provide support to Canada West Board of Directors.
- b) Provide strategic direction and advice on Canada West scheduling principles.
- c) Review sport formats as directed by membership.
- d) Oversee, in accordance with Canada West Scheduling Policy the creation and distribution of schedules for all sports.
- e) Create annual regular season schedules and playoff formats that will be presented to the Board and/or membership.

5.5.3 Procedures

- a) Scheduling Format Committee is accountable to the Canada West Board of Directors through the VP Sport.
- b) The Scheduling Format Committee will meet a minimum of three times per year, in advance of meetings with membership: September/October, January/February, April/May. Additional meetings may be scheduled as required.
- c) Review all motions/information pertaining to scheduling and formats forwarded by Sport Committee.

- d) Post meeting minutes for the membership within two weeks after the meeting.
- e) Submit an annual report to the membership for the AGM.

5.6 Finance Committee

5.6.1 Membership

- a) VP Finance - Chair
- b) Two (2) university representatives consideration given to expertise and regional representation.
- c) Canada West Finance Manager (non-voting).
- d) Canada West Managing Director (non-voting).

5.6.2 Responsibilities

- a) Provide advice and direction on Canada West fiscal decisions.
- b) Review and provide input on annual budget preparation.
- c) Review regular financial statements.

5.6.3 Procedures

- a) The Finance Committee will meet a minimum of three times per year, in advance of meetings with membership: September/October, January/February, April/May. Additional meetings may be scheduled as required.
- c) Review all motions/information pertaining to finance.
- d) Post meeting minutes for the membership within two weeks after the meeting.
- e) Submit annual reports to the membership for both the Regular Meeting and the AGM.

5.7 Equity, Diversity, and Inclusion Committee

5.7.1 Membership

- a) VP Planning & Research
- b) Canada West Representative to U SPORTS Equity and Equality Committee
- c) Chairs of ad hoc committee(s): Gender Equity and BIPOC
- e) Canada West Office Staff member (non-voting)

5.7.2 Responsibilities

- a) Make recommendations to Canada West regarding the feasibility of EDI related projects.

- b) Develop ad hoc committee specific terms of reference, solicit, and populate ad hoc committee members to support the work of the ad hoc committees that are formed for EDI related topics.
- c) Make recommendations to Canada West regarding EDI activities, proposals and ad hoc projects.
- d) Share Equity, Diversity and Inclusion best practices and strategies with member institutions.
- e) Link to activities and recommendations of the U SPORTS Equity & Equality committee as applicable.

5.7.3 Procedures

- a) The Committee shall hold regular conference calls (bi-annual) but the VP Research and Planning may also call meetings if required by the various ad-hoc project committee(s).
- b) The Committee shall report to the Board of Directors through the VP Research & Planning.
- c) All motions recommended by the EDI Committee or its respective ad hoc project committees shall be sent to the Board of Directors and then the Membership.
 - i. The chair will consult with the VP Finance on any motions that arise from committee that have financial implications prior to finalizing recommendation to the Board of Directors and/or General Assembly.
- d) Recommendations that affect the By-laws or policies shall be referred to the VP Research and Planning for a recommendation to the Board of Directors and/or General Assembly.
- e) Ratified minutes and recommendations of the Committee will be circulated by the VP Research & Planning to the membership.

5.8 Sponsorship Committee

5.8.1 Membership

- a) Chair appointed by the Canada West VP, Marketing from one of the members listed below
- b) Canada West Associate Director, Communications and Marketing
- c) Canada West Associate Director, Sport
- d) Representatives from a minimum of three (3) member institutions
- e) Oversight by the Canada West VP, Marketing

5.8.2 Responsibilities

- f) Serve as a resource and provide guidance to Canada West staff responsible for sponsorship.

- g) Provide strategic direction and advice on Canada West sponsorship activities.
- h) Assist with the valuation of Canada West assets.
- i) Prioritize available Canada West assets for sale.
- j) Provide input, feedback, and recommendations on Canada West sponsorship proposals.
- k) Provide guidance with respect to Canada West prospecting activities.
- l) Provide critical direction on the integration of Canada West sponsorship activities with Canada West membership.
- m) Provide critical direction on the integration of Canada West sponsorship activities with U SPORTS.

5.8.3 Procedures

- e) Sponsorship Committee is accountable to the Canada West Board of Directors through the Marketing and Communications Committee; specifically, the VP Marketing.
- f) The Sponsorship Committee will meet a minimum of three times per year, in advance of meetings with membership: September/October, January/February, April/May. Additional meetings may be scheduled as required.
- c) Review all motions/information pertaining to sponsorship forwarded by the Marketing and Communications Committee.
- d) Post meeting minutes for the membership within two weeks after the meeting.
- e) Submit an annual report to the membership for the AGM.

5.9 Coaches Committees

There shall be one coaches committee for each Canada West sport. In cases where there is both a female and male team for the sport, two coaches committees may be formed for that particular sport.

5.9.1 Membership

- a) Chair to be elected from amongst the committee members. The Chair must be a head coach from a participating institution.
- b) Head coach from each participation institution.
- c) The Sport Liaison appointed by the Board of Directors (non-voting). Refer to section 7 of this policy for details on role and responsibilities.
- d) Where applicable the CW convenor appointed by the Board of Directors (non-voting)
- e) Coaches Committees may appoint members to undertake specific roles within the committee such as Awards Chair, U SPORTS Top 10 Representative, U SPORTS Seeding Committee Representative.

5.9.2 Responsibilities

- a) Provide recommendations on their sport to the Sport Committee.
- b) Provide recommendations on award selection procedures to the Awards and Recognition Committee.
- c) Provide recommendations to the Marketing & Communications Committee.
- d) Determine Award winners for their sport on a Conference basis.
- e) Advances (advocacy) their sport at the U SPORTS level.
- f) Share best practises with Canada West schools.
- g) Where required, the Chair of the Coaches Committee will represent Canada West on the U SPORTS Sport Technical Sub-Committee or will appoint another member of the committee to be his/her designate.

5.9.3 Procedures

- a) All Motions approved by the committee are forwarded by the Sport Liaison to the Canada West Office and subsequently to the appropriate Canada West Committee for consideration.
- b) All coaches committee motions that are U SPORTS related and supported by the appropriate Canada West committee and/or the membership will be forwarded to the appropriate U SPORTS committee.
- c) Action taken on all coaches committee motions will be conveyed to the coaches committee by the Sport Liaison.

5.9.4 Meeting Options

Meeting of the coaches committee are cost shared unless held in conjunction with a Canada West or U SPORTS Championships. Member will have 14 days to submit their travel expenses for cost-shared meetings. Failure to submit a travel expense report by the deadline may result in a fine. Please see the Finance Policy for more details.

- a) On an annual basis each coaches committee will determine the date and location for the next year's coaches meeting(s). Committee may have multiple conference calls, face to face meetings may be scheduled every second year unless approved by the special request to the VP Sport Committee by September 15th for fall sports and October 15th for Winter Sports.
- b) Tournament based sports shall host their annual coaches meeting at the location of the site of the Canada West championship.
- c) The following meeting locations are options for league based sports:
 1. The most cost-effective Canada West location.
 2. A telephone conference call.
 3. Site of the Canada West championship.
 4. Site of the U SPORTS Championship.

If locations 3 & 4 are identified has the preferred location for the next meeting, a formal request from the Chair of the coaches committee along with rationale, must be presented to the Canada West President by September 15

Failure to adhere to the above will result in no financial support for the meeting and motions emanating from the meeting will not be accepted.

5.9.5 Meeting Timelines

- a) Fall Sports- approved motions and minutes to be forwarded by the Sport Liaison to the Canada West Office with 2 weeks of the meeting.
- c) Winter Sports- approved motions and minutes are to be forwarded by the Sport Liaison to the Canada West Office with 2 weeks of the meeting but not later than April 1st.
- d)-All Sports Motions are to be forwarded by the Canada West Office to the appropriate Canada West Committee

5.9.6 Quorum

A quorum for Canada West coaches' committee meetings shall be seventy-five (75) percent of the members participating in the sport

5.9.7 Meeting Procedures

- a) The call for agenda items should be made by the Sport Liaison at least three (3) weeks in advance of the meeting to permit the circulation of agendas items prior to the meeting
- b) The Sport Liaison member or designate, is required to attend the meeting
- c) The convenor will attend Canada West meetings
- d) All motions approved by Coaches Committee must include the mover, seconder, vote count and rationale

5.9.8 Minutes

- a) All minutes of coaches meeting are forwarded by the Sport Liaison to the Canada West office.
- b) In order to be considered by Sport Committee, any recommendations regarding changes to policies or specific regulations must be in the form of a motion and include a tally of the votes cast at the meeting and
- c) The Canada West Office will circulate the minutes to the membership and the Sport Committee

5.9.9 Conference Seeding Representative

All conference seeding representatives for U SPORTS Championships must participate in seeding conference calls or have someone replace them well in advance of the call. Failure to comply will result in a \$500.00 fine assessed to the representative's institution.

5.9.10 U SPORTS Award Selections

It is the responsibility of the Sport Convenor to ensure Canada West Award nominees are submit to U SPORTS in accordance with their timelines and procedures. For sports that do not have a convenor it is the responsibility for the coaches' committee chair or designate to submit Canada West Award nominees to U SPORTS in accordance with their timelines and procedures.

5.10 Head Therapist Committee

5.10.1 Membership

- a) Chair to be elected from amongst the committee members. Chair must be a Head Therapist at a member institution.
- b) One (1) Head Therapist representing each member institution.
- c) The Sport Liaison appointed by the Board of Directors (non-voting)

5.10.2 Responsibilities

- a) Provide recommendations on Therapy matters to the Canada West Board of Directors.
- b) Advances (advocacy) on Therapy matter at the U SPORTS level.
- c) To share information and Best Practices among the head therapists of Canada West institutions.

5.10.3 Procedures

- a) All Motions approved by Head Therapists Committee are forwarded by the Sport Liaison to the Canada West Office and subsequently to the appropriate Canada West Committee.
- b) All Head Therapists Committee motions will be:
 - 1) Supported or not supported by the appropriate Canada West Committee or ruled out of order.
 - 2) Sent back to the Head Therapists Committee for further clarification information; or
 - 3) Brought forward to the membership for consideration if there are financial or philosophical implications or for information only.
- c) All Head Therapists Committee motions that are U SPORTS related and supported by the appropriate Canada West Committee and/or the membership will be forwarded to the appropriate U SPORTS Committee.

- d) Action taken on all Head Therapists Committee motions will be conveyed to the Head Therapists Committee by the Sport Liaison.

5.10.4 Meeting Options

Meeting of the Head Therapist Committee are cost shared. Member will have 14 days to submit their travel expenses for cost-shared meetings. Failure to submit a travel expense report by the deadline may result in a fine. Please see the Finance Policy for more details.

- a) On an annual basis the Head Therapists Committee will determine the date and location for the next year's Head Therapists Committee meeting
- b) In-person meetings will be a two-day meeting.
- c) The following locations are options for meeting locations:
 - 1) The most cost-effective Canada West location which allows for an educational component to the meeting.
 - 2) The most cost-effective Canada West location.
 - 3) A telephone conference call

An education stipend of \$1,000, to be cost shared amongst all institutions, can be used to assist the group in providing educational/professional development opportunities during the two day meeting.

5.10.5 Meeting Timelines

Approved motions to be forwarded by the Sport Liaison to the Canada West Office within 30 days of the meeting and no later than 60 days prior to a Canada West membership meeting.

5.10.6 Quorum

A quorum for Canada West Head Therapists meetings shall be representation from seventy-five (75) percent of the member institutions.

5.10.7 Meeting Procedures

- a.) The Sport Liaison should ensure that a call for agenda items is made at least three (3) weeks in advance of the meeting to permit the circulation of agendas items prior to the meeting.
- b.) The Sport Liaison member is required to attend the meeting.
- c.) All motions approved by Head Therapists Committees must include the mover, seconder, vote count and rationale.

5.10.8 Minutes

- a) All minutes of Head Therapists meeting are forwarded by the Sport Liaison to the Canada West Office
- b) The Canada West Office will circulate the minutes to the membership.

6. AD-HOC COMMITTEES

- 6.1 Membership Committee
See Membership Policy.
- 6.2 Human Resources Committee
See Human Resource Policy
- 6.3 Eligibility Committee
- 6.4 Hall of Fame Committee
- 6.5 Gender Equity Committee
- 6.6 Comparative Data
- 6.7 Basketball Oversight
- 6.8 Black, Indigenous, People of Colour (BIPOC)

7. Sport Liaisons

7.1 Appointment

- a) Sport Liaisons are appointed annually by the CW Office.
- b) Sport Liaisons are usually active Directors of Athletics or Associate/Assistant Directors of Athletics to ensure participation at the Canada West general assembly meetings where they may be asked to speak to sport specific issues.
- c) Although knowledge of the portfolio assigned to the sport liaison is an asset it is not a requirement as the role is primarily that of a facilitator/communication.

7.2 Responsibilities

Sport Liaisons are a key link between coaching committees and the CW staff and membership.

- a) Ensuring that coaches' committee meeting agendas are developed, and meeting minutes are sent to the Canada West Office for circulation.

- b) Chairing coaches' committee meetings, as required.
- c) Providing Canada West updates and education at coaches' committee meetings with particular emphasis on the role of the members and various committees in decision-making.
- d) Advocating for their respective sport at Canada West meetings.
- e) Ensuring accountability for Canada West By-laws, Policies, and Playing Regulations.
- f) Providing timely responses to requests for information. This often includes consultation with coaches and ultimately members (AD's or designates) in that sport.
- g) Overseeing Sport Award selections in accordance with section 5.7.10.
- h) Where required, represent Canada West on the U SPORTS Sport Technical Sub-Committee.
- i) Ensuring two-way flow of information between:
 - i. Sport Technical Sub-Committee and
 - ii. CW members, coaches, and appropriate CW committees and staff members.

7.3 Sport Liaison's Travel See Finance Policy for details.

8. Engagement of Coaches – Coaches Guide

Preamble

- **Coaches' committees are recognized standing committees within Canada West structure**
- **Sport Liaisons, appointed annually, by the Canada West office are a key link between coaching committees and the CW staff and membership**
- **Sport Liaisons are specifically charged with the responsibility of ensuring two-way flow of communication between CW members, coaches and appropriate CW committees and staff members**
- **While guidance exists for both Coaches Committees and Sport Liaisons, some goals of this document would be to:**
 - **Improve consistency with the way coaches are engaged for input on relevant decisions that impact their sport.**
 - **Clarify coaches' expectations with respect to consultation on and communication of relevant and appropriate CW decisions.**

- This guidance is not intended to detract from the valued relationship and communication Coaches need to have with their Directors. Coaches should continue to rely on their AD's and Associate AD's as the primary mechanism for direct feedback into and on Canada West business.

Engagement

- Requests for coaching perspective may be initiated by the CW Board, Staff or Committees as the need arises.
- Coaches' perspective will be sourced via the Coaches Committee structure with the request for Coaches input being communicated through the respective sport liaison.
- Sport liaisons may source input from Coaches Committee members in whatever way is deemed most effective based on the situation (meeting, conference call, email etc.)
- Coaches' perspective will be sourced consistently on the following decisions:
 - Sport format changes
 - Regulation changes (inclusive of regulatory consistency or customization between genders)
 - Changes to officials process or approach
 - Other items at the discretion of the Sport Liaison based on the needs of the sport and specific situation
- Office staff will be in attendance at all coaches committee meetings and copied on all coaches committee correspondence
- Coaches wishing to initiate discussion and feedback are encouraged to do so by first consulting with their sport liaison on appropriate process including one or more of the following:
 - Discussion and motions via coaches committee
 - CW staff via sport liaison and/or coaches committee
 - Institutional leadership (Directors & Associates)