



# **Rope Skipping Canada**

## **Saut à la Corde Canada**

**ROPE SKIPPING CANADA ATHLETE COUNCIL**

## **TERMS OF REFERENCE**

*(Updated: April 11, 2021)*

### **Purpose:**

The purpose of the Rope Skipping Canada (RSC) Athlete Council is to represent the athlete voice for the sport of rope skipping/jump rope in Canada. They will advise the RSC Board of directors and Committees to provide feedback on a variety of topics. The Athlete Council will provide recommendations to the RSC Board of Directors that reflects the best interests of RSC athletes and that allows for continued development of rope skipping within Canada. The primary function of the Athlete Council will be to provide recommendations-to the RSC Board of Directors.

### **Membership:**

All members of the Athlete Council must be RSC members in good standing. The Athlete Council will have the following composition of members:

- Minimum of eight (8) members. (With 2 per PSO, if possible a male and a female)
- Committee Chair or Co-Chairs (appointed by the 8 members of the Athlete Council at their first meeting)
- 1 RSC Board Liaison (point of contact)

The term length for membership on the Council will be two (2) years. Members of the Council may be absent from a maximum of three (3) meetings in a calendar year. Once 3 meetings are missed, the individual's membership on the Council will be revoked.

### **Eligibility/Elections:**

- Council members will be elected by the athletes within each Provincial Sport Organization

(PSO)

- Members must be 16 years of age or older to sit on the Athlete Council
- Members must have competed at an RSC sanctioned event within the last 3 years
- Each PSO can determine their own election process

## **Responsibility/Authority:**

This Council represents athletes within the sport of rope skipping and advises the RSC Board of Directors. The Athlete Council Chair will be responsible for communicating with the RSC Board of Directors. The RSC Board of Directors invites the Council to submit proposals related to athlete development and success. All recommendations made by the RSC Athlete Council must be sent in writing in advance and the Athlete Council Chair may attend the RSC Board of Directors meetings to present any recommendations. The Board of Directors will determine if they need to review and determine if an approval is necessary.

## **Working Method:**

### **Meetings**

The task group will meet a minimum of six (6) times yearly. Meetings will be held via conference call at the discretion of the chair. The Council Chair/Co-Chairs will be selected yearly by the council. Members of the Council will submit agenda topics to the Council Chair/Co-Chairs in advance of scheduled meetings. The Council Chair/Co-Chairs must inform the RSC Board of Directors of the meeting schedule, such that the RSC Board of Directors may add items to the agenda when/if required. The meeting materials will be circulated to the Council by the Chair/Co-Chairs via electronic communication (e.g., email, Google Docs, etc.). When required, non-members of the Council may be invited to participate in a meeting, where their input is considered valuable to a specific agenda topic. The Council Chair/Co-Chairs, may, if desired, assign the role of Secretary to a Council member, or may take on the Secretary role themselves.

### **Sharing of Information**

Members of the Council will share information via electronic communication (e.g., Email, Google Docs, etc.). All Council recommendations made to the RSC Board of Directors should be considered confidential until a final decision is made by the RSC Board of Directors. Council members are encouraged to engage RSC athletes in dialogue regarding the nature of the group and discussion topics, such that their recommendations reflect the interests of the RSC athletes. Any information provided to the Council from the RSC Board of Directors that is explicitly deemed as confidential may not be shared with any individuals who are not members of the Council.

### **AGM**

The Athlete Council must provide a written annual report for the AGM outlining what they have accomplished through the year.