



Team Telemark Competitive Program Parent Committee

Terms of Reference

Article 1. Name

- 1.1 The name of this committee shall be the Team Telemark Competitive Program Parent Committee (the “Committee”).
- 1.2 The Committee shall conduct its business on a calendar year from June 01 to May 31st.

Article 2. Mission, Purpose, and Functions

- 2.1 The Committee is a committee of the Telemark Nordic Club (the “Club”) and follows the vision, mission and values of the Club as well as the Club constitution and all by-laws and policies.
- 2.2 The Committee reports to the Telemark Nordic Club Board of Directors (the “Board”).
- 2.3 The Mission of the Team Telemark Competitive Program is to deliver a positive experience for the athletes in a fun, supportive and encouraging environment. The program provides a progressively structured training experience to help the athletes achieve their competitive goals and love of Nordic skiing/Biathlon as a sport for life.
- 2.4 The purpose of the Committee is to develop and organize the Competitive Program by coordinating and supporting activities including registration, race entries, transportation and accommodation, budgeting, fundraising, coaching resources, and funding allocations.
- 2.5 In collaboration with the General Manager (the “GM”) and the Board, the functions of the Committee include but are not limited to:
 - Setting policy and developing strategic plans for the Competitive Program in collaboration with the General Manager (the “GM”) and Board.
 - Preparing annual budgets, which are integrated into the overall Club budget and approved by the Board.
 - Managing Competitive Program coaching contracts (including Head Coach, Assistant Coach, and Biathlon Coach).
 - Determining fees for the Competitive Program on an annual basis.
 - Managing the Competitive Program revenue and expenses in accordance with the approved budget.

- Authoring and presenting grant applications to Nordiq Canada, Biathlon Canada, Biathlon BC, Cross Country BC, Telemark Club, Via Sport and/or other agencies, as appropriate.
- Administering the corporate sponsorship program for the Competitive Program.
- Organize fundraising activities.
- Liaising with parents, coaches, and athletes.

Article 3. Membership

- 3.1 All parents or guardians of athletes enrolled in the Competitive Program, who are members in good standing with the Club and have paid programming fees in full, are eligible to serve on the Committee or attend Committee meetings as observers (observers do not have voting rights). There is no limit to the number of parents/guardians eligible to serve on the Committee.
- 3.2 Parents or guardians of athletes enrolled in Track Attack/Track Attack - Biathlon Bears (Learning to Train), who are members in good standing with the Club and have paid programming fees in full, may also be invited to serve on the Committee or attend as observers in order to support synergies between the Competitive Program and Skills Development Program. A limit of 3 parents/guardians of Track Attack athletes may serve on the Committee.
- 3.3 In accordance with [Telemark Nordic Club Bylaws](#), the Committee Director and Biathlon Director (or delegates) shall be appointed to represent the Competitive Program on the Board.
- 3.4 Members may vote on motions before the Committee; Observers and *ex officio* members do not have voting rights. Committee members will declare any conflicts of interest in motions before the Committee (e.g., a personal / pecuniary interest that is not generally shared by the Competitive Program or Club) and abstain from deliberations and votes on these motions.

Article 4. Officers

- 4.1 The Committee's officers shall comprise the Director, Biathlon Director, Assistant Director, Registrar, Secretary, Communications Coordinator, Fundraising Coordinator, and Members at Large. There is no limit to the number of parents/guardians who can serve as Members at Large.
- 4.2 Officers shall be affirmed by passing a motion with a simple majority vote at a Committee meeting.
- 4.3 The GM, Head Coach(es), and President of the Club or a Board designate, may sit as *ex officio* members of the Committee (if not otherwise eligible as a parent or guardian).
- 4.4 Officer Roles and Responsibilities

Director

Presides at all meetings and works closely with the Head Coach, GM, and Board to plan agendas and meetings (in the absence of the Director, an alternative officer may be appointed at the meeting to preside). In conjunction with the Club Treasurer, presents a full detailed account of receipts and disbursements of the Competitive Program whenever requested. Reconciles Competitive Program revenues and expenses with the Club Treasurer, GM and bookkeeper as appropriate.

Biathlon Director

Heads the Biathlon sub-committee. Assists the Director with annual budget preparation (including determining Competitive Program fees) and ongoing monitoring.

Assistant Director

Takes an active and lead role in the activity of the Committee, including meeting discussions and decisions, select sub-committee work, and assistance with the Director and other officers of the committee. Assists the Director with annual budget preparation and ongoing monitoring.

Registrar

With the GM, coordinates membership drives and the collection of fees and membership data for the Competitive Program.

Secretary

Takes minutes of Committee meetings and sends correspondence as necessary.

Communications Coordinator

As appropriate, uses a variety of mediums (email, social media, press releases, website content, promotional material, etc.) to communicate the activities, events and accomplishments of the Competitive Program to various stakeholder groups and the media (e.g., Competitive Program athletes, Telemark Nordic Club, Cross Country BC, Biathlon BC, Nordiq Canada, Biathlon Canada, Telemark sponsors).

Fundraising Coordinator

Determines an annual fundraising plan and works with the community of Competitive Program parents, athletes and coaches to raise the funds set out in the Competitive Program budget through activities such as bottle drives, ticket raffle, ski swap, ski waxing for club members, bbq's, grants, and sponsorships.

Members-at-Large

Individually or collectively manage one or more functions and portfolios as determined by the Committee.

4.5 The Committee shall assign members to various working groups and sub-committees as necessary. Examples of sub-committees include but are not limited to: biathlon, coach coordination, race competition planning, fundraising, and social planning.

4.6 Any officer of the Committee who fails to perform the duties as outlined in the Terms of Reference can be removed by passing a motion with a two-thirds vote at a Committee meeting.

Article 5. Meetings.

The Committee shall meet approximately monthly from September through June. The day, time, and location of the meetings will be mutually agreeable to the Committee members.

Article 6. Quorum

A minimum of four Committee members must be in attendance to constitute a quorum. *Ex officio* members should not be counted towards a quorum.

Article 7. Amendments

These Terms of Reference may be amended by informing the Committee of the proposed amendment at least two weeks before the meeting. All amendments must be approved by passing a motion with a simple majority vote of the Committee.

The Team Telemark Competitive Program Parent Committee Terms of Reference approved on this date: December 8th, 2021.

Motion to approve: Abby

Seconded: Sandy