

Water Polo Canada
Athletes' Council
Terms of Reference

Purpose

To represent and promote the views and interests of the youth, junior and senior national team athletes in an effort to further the objectives of Water Polo Canada ("WPC"), its Board of Directors (the "Board"), Staff, Officials and Coaches in achieving best-ever performances.

Terms of Reference

Mandate

- o The Athletes' Council is a standing committee of the Board. It shall assist the Board in understanding and properly considering the interests of youth, junior and senior national team athletes.

Key Duties

- o In fulfilling its mandate, the Athletes' Council will perform the following key tasks:
 - Ensure that athletes participate in a constructive manner in the decision-making and feedback processes of WPC.
 - Ensure, to the greatest extent possible, that WPC policies and programs meet the needs of the athletes including by:
 - Utilizing WPC staff as a resource for support or information as may be needed by the Athletes' Council from time to time.
 - Providing effective athlete representation to the Board.
 - Presenting athletes' views and positions to the relevant decision-making body on both operational and policy issues identified by the Athletes' Council as affecting athlete performance.
 - Reviewing the Athlete Agreement between WPC and athletes receiving funding from Sport Canada Athlete Assistance Program prior to Athlete Agreement being presented to the athletes.
 - Submitting an annual report to the WPC Members for the Annual General Meeting covering matters addressed by the Athletes' Council.
 - Oversee the election of the Athletes' Council Chair every two years.
 - Oversee the annual election of Members to the Athletes' Council, and appoint an Athletes' Council member to each of the following roles (each Council member may be appointed to more than one role):
 - Vice-Chair
 - Liaison to the Men's Junior and Youth National Team Program Athletes
 - Liaison to the Women's Junior and Youth National Team Program Athletes
 - Liaison to the male WPC athletes associated with NCAA and/or professional leagues

- Liaison to the female WPC athletes associated with NCAA and/or professional leagues
- Liaison to the Senior Men's National Team Program Athletes
- Liaison to the Senior Women's National Team Program Athletes

Authority

- o The Athletes' Council is not entitled to contract on behalf of or bind the Board or WPC. The Athletes' Council provides advice and information to the Board in accordance with its mandate and key duties.

Policy Responsibility

- o The Athletes' Council shall be responsible for policy research and oversight of those organizational policies that may be assigned to it for that purpose by the Board from time to time.

Composition

- o The Athletes' Council shall consist of the five members (the Chair plus four additional individuals) elected from athletes who are carded members of Water Polo Canada or who were carded members of Water Polo Canada within five years of the date of their election to the Athletes' Council ("Eligible Members").
 - Each member of the Athletes' Council must be a Member in Good Standing of WPC.
- o A minimum of two men and two women will sit on the Athletes' Council at any given time.
- o A maximum of one retired athlete formerly on each of the Senior Men's and Senior Women's National Team may sit on the Council at any given time. A Council Member is considered an active athlete (i.e., not retired) if they are active on the team at any point during their current term on the Council.

Election

- o Five representatives will be elected from among the Eligible Members to form the Athletes' Council.
- o Athletes' Council members shall be elected for two-year terms.
- o Nominees for the position of Chair will run in their own category on the ballot; the individual who receives the most votes will be named Chair.
- o All nominees running for a position on the Council (including those running for Chair, if they so wish) will be included in a second category to fill the remaining positions on the Athletes' Council.
- o The individual elected Chair will be removed from consideration for the other Council positions.
- o In order to maintain the gender ratio described above, a minimum of one man and one woman will be elected to the position of Athlete Representative each year (i.e., one Men's Representative and one Women's Representative).

- o The Athletes' Council or the staff of WPC if no Athletes' Council members are then holding office, shall call for interested candidates by October 10 of each calendar year, with interested candidates to submit their names by no later than October 31.
- o A Selection Committee, comprised of members of the WPC Board of Directors and/or retired athletes not associated with the Athletes' Council, will be struck in advance of each election. The roles of this Committee will be to:
 - Confirm that each nominee is eligible to sit on the Athletes' Council (either a current Senior National Team athlete or is a Senior National Team athlete that retired less than five years ago and is in good standing).
 - In the case of a tie during the election, members of the Committee will confer and cast the deciding vote.
- o All Eligible Members are entitled to cast one (1) ballot in the election. A list of interested candidates shall be circulated to all eligible members by no later than November 7, with electronic (online) or mail-in votes to be submitted by no later than November 21.
- o Voting Eligible Members will rank the candidates according to their preferred order, and at the end of the voting period the candidate with the fewest votes will be eliminated. Those voters who ranked the candidate with the fewest votes as their first choice will have their vote redistributed to the candidate that they ranked second. This process is repeated until only two candidates remain in a given category and then the candidate with the most votes wins.
- o The President of WPC shall fill the available positions on the Athletes' Council, with the exception of the position of Chair, by appointing those Eligible Members who received the most votes. Election results will be announced no later than December 1.
- o In the case that there are no nominees for the position of Chair:
 - An additional Athlete Representative will be elected to the Council to keep the total number of members at five. The fifth Council member will be the individual who received the next-highest number of votes after the man with the most votes and the woman with the most votes.
 - The President of WPC shall name a Chair by appointing one of the five elected members of the Athletes' Council to the position for a one-year term.
- o In the case that there are no nominees for one or more of the open Athlete Representative positions, the individual(s) who received the next-highest number of votes will be elected to the Council in such a way that the prescribed gender ratio is maintained whenever possible.

Order of Succession

- o Should the Chair be unable to complete their term for whatever reason, Vice-chair shall take over the position of Interim Chair, and an Interim Vice-chair shall be appointed by the President of WPC from the existing Council Members. In this situation, an election will be held the following November to fill the position of Chair, even if the Chair's term was not set to expire.

Meetings

- o The Athletes' Council will meet by telephone or in person, as required. Meetings will be as called by the Chair of the Athletes' Council. Minutes shall be taken at all official meetings.

- o At least three of the five elected members of the Athletes' Council must be in attendance in order to achieve quorum for voting purposes.
- o Either the Executive Director of WPC, or his appointed representative, will attend each meeting of the Athletes' Council.
- o Every effort will be made to hold at least one face-to-face meeting of the Athletes' Council each year.
- o If a member of the Athletes' Council fails to attend three (3) consecutive meetings without good cause (as determined by the other Council members), their position will be automatically vacated.

Resources

- o The Athletes' Council will receive the necessary resources from WPC to fulfill its mandate, and may, from time to time, have staff persons assigned to assist the Athletes' Council with its work.
- o The Board shall appoint a member of the Board to act as a liaison to the Athletes' Council. This liaison will be present at all meetings and will report back to the Board of Directors regarding any official decisions/concerns of the Council. The liaison will also be responsible for passing communications from the Board of Directors along to the Chair of the Council (if urgent) or presenting these communications at the next scheduled meeting of the Athletes' Council.

Objectives/Deliverables

- o This section must be completed by the Athletes' Council annually. The objectives must be simple, measurable and time-bound.

Evaluation

- o The Board will evaluate the performance of the Athletes' Council which shall be assessed against the accomplishment of yearly objectives/deliverables. This review will take place immediately prior to the Annual General Meeting.

Reporting

- o The Athletes' Council will report to the Board, in writing, at the request of the Board, but not less than once per calendar year. The Athletes' Council will report to the Members at the Annual General Meeting in the form of a written report.

Review and Approval

- o The Board of Directors will review these terms of reference every two years.