

**RSC Speed Committee- Rules and Regulations (Proposed document to be presented at the 2014 Speed Committee's Annual Meeting on June 28<sup>th</sup> in Toronto, Ontario)**

**Section 1. The Speed Committee**

1. RSC's Speed Committee is an organized group composed of RSC Speed members from Canada. The Speed Committee works on behalf of RSC Speed members, with the aims of success, excellence, and growth in roller/ inline speed skating.
2. Speed Committee members are elected by RSC Speed members at the Speed Committee's Annual Meeting each year.

**Section 2. The Election of the Speed Committee**

1. A vote will be held during the Speed Committee's Annual Meeting (the meeting).
2. This vote will serve to select those who will serve on RSC's Speed Committee (Speed Committee).
3. Definition for a Quorum at the Speed Committee's Annual Meeting: half of all clubs registered with RSC Speed, represented by at least one of their members in attendance at the meeting. Attendance includes being physically present or via conference call or other acceptable electronic communication methods. [Change to: 3. Definition for a Quorum at the Speed Committee's Annual Meeting: half of all clubs registered with RSC Speed, represented by at least one of their RSC registered representatives in attendance at the meeting. Attendance includes being physically present or via conference call or other acceptable electronic communication methods.]

**Section 3. Notification to RSC members (Speed) of the Speed Committee's Annual Meeting [Change to Section 3. Notification to RSC Registrants (Speed) of the Speed Committee's Annual Meeting]**

1. RSC Speed members shall be notified of the upcoming Speed Committee's Annual Meeting ten days prior to the meeting date. [Change to: 1. RSC Speed Registrants shall be notified of the upcoming Speed Committee's Annual Meeting ten days prior to the meeting date.]
2. Notification of the Speed Committee's Annual Meeting can include use of one or more of the following channels: e-mail, RSC website, social media, mail (Canada Post),

telephone.

3. An agenda for the meeting will be drafted and included in the notification of the meeting. The agenda will then be approved at the meeting.

4. The option to vote via Proxy and the process of how to do so will be included in the notification.

5. The Notification to RSC Speed members will include a call for candidates for the available committee positions. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC Speed members. [Change to: 5. The Notification to RSC Speed Registrants will include a call for candidates for the available committee positions. Candidates will submit their intention to run for a position on the Speed Committee by following the process outlined by the Speed Committee that will be described in the Notification to RSC Speed Registrants.]

#### **Section 4. Eligible Voters to Select Speed Committee**

1. All Speed RSC Speed members, over the age of 16-years old at the time of the meeting and in good standing with RSC will have the right to vote. [Change to: 1. All RSC Speed Registrants, over the age of 16-years old at the time of the meeting and in good standing with RSC will have the right to vote.]

2. Eligible voters will be able to cast one vote for each position/ item.

3. Eligible voters who are unable to attend the Speed Committee meeting have the right to cast a ballot by proxy. Proxies must be received by the time the Speed Committee meeting is called to order. Proxies will be accepted by mail, electronic delivery, and in-person prior to or at the Meeting and will be accepted in paper as well as electronic format.

#### **Section 5. Eligible Candidates for Speed Committee**

1. Candidates who wish to stand for election for the Speed Committee will have to be nominated.

2. A candidate can either be:

a) nominated by an RSC member in attendance at the meeting of the Speed Committee or [Change to: a) nominated by an RSC Registrant in attendance at the meeting of the Speed Committee or]

b) self-nominated.

3. Candidates who wish to serve on the Speed Committee must be RSC Speed members in good standing at the time of the meeting where the vote is taking place.

[Change to: 3. Candidates who wish to serve on the Speed Committee must be RSC Speed Registrants in good standing at the time of the meeting where the vote is taking place.]

4. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC Speed members outlined in Section. [Change to: 4. Candidates will submit their intention to run for a position on the Speed Committee by following the process that will be described in the Notification to RSC Speed Registrants outlined in Section 3.5.]

5. It is not mandatory nor a requirement for eligible candidates wishing to stand for election to be present at the meeting.

## **Section 6. The Vote at the Annual Meeting**

1. The list of Candidates for the executive positions will be presented at the meeting.

[Change to: 1. The list of Candidates for the Speed Committee positions will be presented at the meeting.]

2. Votes will be cast by paper ballot.

3. Every RSC member, as described in Section 4, will have the opportunity to cast one (1) vote. [Change to: 3. Every RSC Registrant, as described in Section 4, will have the opportunity to cast one (1) vote.]

4. Votes will be tabulated by two volunteers who are in attendance at the meeting.

5. Candidates will be allowed to have a scrutineer of their choice to observe the process of tabulating the votes.

6. The vote count will be recorded.

7. A motion will be presented to destroy the ballots.

8. Proxy votes (electronic or paper) will be accepted. Those who vote by proxy will need to include their name on the ballot.

## **Section 7. Length of Term for the Speed Committee**

1. Each position on the Speed Committee shall consist of a term of two years.

2. In the first election of the Speed Committee, three positions will be two-year terms

and two (or three if a third is required) shall be one-year terms. All subsequent terms will be for two years

3. Members of the Speed Committee and the length of term (plus year that position is up for election) will be listed on the RSC website.

#### **Section 8. Number of Positions for the Speed Committee [This entire section has been modified]**

1. The Speed Committee consists five and up to seven elected positions who are voted on by RSC Registrants of Speed, plus the Athlete's Representative who is voted on by RSC Registrant athletes of Speed.

2. To ensure regional representation, elected positions will include an RSC registrant in good standing from each of the following regions: Western Canada (Saskatchewan and West), Central Canada (Manitoba and Ontario), Eastern Canada (Quebec and East).

a) when one of the three Regions is unrepresented on the Speed Committee, a 6th position will be opened up Speed Committee and reserved for a candidate from the unrepresented Region.

b) when two of the three Regions is unrepresented on the Speed Committee, a 6th and 7th position will be opened up on the Speed Committee and reserved for a candidate from the unrepresented Regions.

3. The official title for those elected to the Speed Committee shall be 'RSC Speed Director'.

4. An Athlete's Representative will be elected by RSC Registered Speed athletes. The Athlete's Representative will have the opportunity to participate in Speed Committee meetings. The Athlete's Representative's term will last two years. The Athlete's Representative carries a vote and is considered as an RSC Speed Director, carrying the rights & responsibilities as an RSC Speed Director.

5. The RSC Speed Committee will include 3 Regional Positions (Western Director, Central Director, and Eastern Director) and 3 Leadership Positions (Director of Finance, Director of Marketing and Communications, Director of Education (Coaches and Officials)) as well as an Athlete's Representative. An RSC Speed Director may hold up to one Regional Position (the RSC Speed Director must reside in the Region corresponding to the Regional Position held) and up to one Leadership Position. The Athlete's Representative may not hold a Regional Position or Leadership Position. The

positions of President (VP Speed), Secretary, and Leadership Positions will be decided by an internal Speed Committee vote.

### **Section 9. Special Appointment**

1. In the event there is no opportunity to hold a vote for positions on the Speed Committee, or no candidates are willing to stand for election to the Speed Committee, the Speed Committee reserves the right to fill the vacated position by Special Appointment.
2. In the event of a Special Appointment, the Speed Committee will notify RSC Speed members as well as the President of RSC of the Special Appointment.
3. All Committee Members who have been specially appointed will have equal duties, rights and responsibilities as those who have been elected at a Speed Committee Annual Meeting.
4. The term for a Special Appointment position will be held for no more than one year.
5. The position held by Special Appointment will be up for election as a regular position at the next Speed Committee Annual Meeting that follows the Special Appointment.

### **Section 10. The Speed Committee's Annual Meeting**

1. The Speed Committee will hold an Annual Meeting.
2. Minutes for all Speed Committee meetings will be maintained for review and approval at following Speed Committee meetings and will be retained by the Speed Committee as a record of official business.
3. The Speed Committee will make every effort to seek the most opportune time and plan to hold the Annual Meeting for maximum attendance and participation by RSC Speed members, such as the RSC Speed National Championships when RSC Speed members from across Canada gather. [Change to: 3. The Speed Committee will make every effort to seek the most opportune time and plan to hold the Annual Meeting for maximum attendance and participation by RSC Speed Registrants, such as the RSC Speed National Championships when RSC Speed members from across Canada gather.]

### **Section 11. Mandate for the Speed Committee**

1. The RSC Speed Committee is set-up to manage and conduct RSC Speed's affairs.

Some of the tasks entrusted to the Speed Committee's responsibility, care and guidance include but are not limited to: [Change to: 1. The RSC Speed Committee is set-up to manage and conduct roller and inline speed skating's affairs on behalf of Roller Sports Canada's Board of Directors. Some of the tasks entrusted to the Speed Committee's responsibility, care and guidance include but are not limited to:]

a) When feasible, coordinate the organization, or directly organize Championships for i) Indoor, ii) outdoor, and iii) marathon.

b) Update and maintain mass-communication methods for communications with RSC members, clubs, coaches, officials. [Change to: b) Update and maintain mass-communication methods for communications with RSC Registrants, Members (clubs), coaches, officials.]

c) Arrange partnerships and strategic alliances with other organizations, federations, governing bodies, clubs, companies, sponsors, coaches, officials, athletes, vendors, manufacturers, media as approved by the RSC Board of Directors. [Change to: c) Arrange partnerships and strategic alliances with organizations, federations, governing bodies, clubs, companies, sponsors, coaches, officials, athletes, vendors, manufacturers, media.]

d) Develop and implement strategic plans for growth and improvement for skaters, coaches, officials, clubs. For coaches, this includes membership in the Coaches Association of Canada compulsory for all coaches. Establishing Codes of Conduct. Creating NCCP courses for coaches and make the taking of courses in the NCCP or equivalent compulsory for all coaches. [Change to: d) Develop and implement strategic plans for growth and improvement for skaters, coaches, officials, clubs.]

e) Encourage affiliation with RSC via membership and racing licenses. [Change to: e) Encourage affiliation with RSC via registration and racing licenses.]

f) Maintain and update Rulebook. [Change to: f) Maintain and update Rulebook (Rules for RSC Speed).]

g) Maintain minutes of i) Annual Meeting, ii) Internal Committee meetings.

h) Develop immediate near-term strategy as well as medium and long term strategies.

i) Set-up mandate, staff, and coordinate sub-committees. [change to i) Set-up mandate, staffing, and coordinate sub-committees.]

j) Develop and implement plans for coaching and officiating.

k) Develop a guide for hosts/ organizers of the Canadian Championships.

l) Maintain and update record books with distances, categories, placements and times.  
m) Provide clear guidelines and process for membership/ affiliation to RSC for i) individuals, ii) clubs, iii) teams, iv) coaches, v) officials, vi) volunteers. [Change to: m)

Help to provide clear guidelines for process for registration and membership to RSC for i) individuals (registrants), ii) clubs (members)]

n) Manage RSC's international teams (World, Pan American, World Games) including:  
i) selection process, ii) registration, iii) clothing, iv) sponsors, v) travel, vi) accommodations, vii) team manager selection, viii) coach selection, ix) funding x) accreditation, xi) additional supports for the athletes and teams, xii) athlete contracts, xiii) supervision of under-aged athletes, xiv) notification to membership of competitions and process for registration.

o) Develop and implement a budget. [Change too) Develop and implement a budget and ensure efficient spending]

p) Develop a code of ethics for the Speed Committee.

q) Develop guiding principles for RSC Speed.

r) Develop RSC Speed Etiquette, Human Rights and Governance Policy.

s) [Add According to the RSC Speed Budget, as approved by the RSC Board] Seek and hire outside help according to RSC Speed plans.

t) Deliberate and make decisions on requests on an as-needed basis.

u) Form, organize & re-organize, staff, guide and lead sub-committees and ad-hoc groups for short, medium and long term completion of projects, tasks and to support RSC Speed's mandate(s). These may be composed of paid as well as volunteer individuals, groups, associations, corporations, Non-RSC members and other entities.

v) Maintain records of Speed Committee meetings.

w) Communicate with RSC Speed members and RSC Executive. [Change to: w)

Communicate with RSC Speed Registrants and RSC Board.]

x) Publish policy documents (for example rules, coaching policies, officiating policies, competition systems, qualification process for events, competition system, goals and mandate, ethical standards, description of competition venue, developmental systems, finance and budget) to ensure transparency and effective development.

y) [New section: Work with the RSC Board to ensure the RSC Speed Committee has the right and the authority to implement the RSC Speed Committee- Rules and Regulations]

## **Section 12. Speed Committee Internal Meetings & Ethics**

1. Quorum: A quorum for the Speed Committee's meetings is half of all Speed Committee members in attendance, which can be in person or via other methods of communication such as and not limited to teleconferences, instant messaging and telephone.
2. Minutes: Minutes for Speed Committee meetings shall be maintained and will include: a list of those who participated in the meeting, where/ how the meeting was conducted, what was discussed at the meeting, which decisions and action items were taken. The Speed Committee will maintain a historical record of these minutes.
3. Conflicts of Interest: When a Speed Committee member has a conflict of interest, it is expected the conflict is declared. When a conflict has been declared, the members in question will be excluded from further discussions or decisions on that topic.
4. Disqualification: When a Speed Committee members has missed three consecutive meetings, that member may be disqualified from the Speed Committee. When a member has been disqualified from the Speed Committee, the Speed Committee may appoint an RSC Member in Good Standing as a replacement for the disqualified member.
5. Roles: The Speed Committee will have an internal vote to determine the person that will act as President for RSC Speed. Each Speed Director will have one (1) vote. Speed Directors who wish to have the title of President for RSC Speed will make her or his intention known prior to the vote. Speed Directors will cast their vote. The vote will be witnessed by and tabulated by two RSC Speed members.
6. Invitees: The Speed Committee may invite interested parties, including RSC's President, to participate in Speed Committee meetings. Attendance by the RSC President or other invitees is not required for quorum or to hold a Speed Committee meeting.
7. Ethics: RSC Speed Committee members are entrusted to guide RSC Speed and its development in a healthy and ethical manner. Speed Committee's members' rapport with RSC Speed members and the skating community is vital to developing a trusting, working and effective system that is inclusive and works well. RSC Speed Committee members will be held to the highest ethical standards.



[New Section: 8. The RSC Speed Committee members are expected to be guided by basic ethical standards and consideration for Human Rights, including taking a stance against racism, sexism, unsafe behaviour, discrimination, and harassment. The basic ethical standards and consideration for Human Rights should permeate all policies, programs, decisions, and operations of the RSC Speed Committee and committee members.]

[New Section: 9. Removal of RSC Speed Director: Speed Committee members (RSC Speed Directors) who fail to uphold basic ethical standards and considerations for Human Rights or are unable and/or unwilling to act in support for the best interest of the Mandate for the Speed Committee may be removed from the RSC Speed Committee. Removal of an RSC Speed Director is only possible at a duly called Speed Committee meeting featuring a quorum, followed by an affirmative vote held at the duly called Speed Committee meeting in favour (unanimous, taking into consideration the RSC Speed Director(s) who's removal is in question or any RSC Speed Director(s) in conflict of interest cannot vote in this situation) for removal of the RSC Speed Director. The RSC Board and RSC Speed Registrants will be notified of the removal of the RSC Speed Director.]

### **Section 13. Official Languages**

1. This document will be made available in Canada's official language(s)- English and French at the time of writing. [change to: 1. This document will be made available in Canada's official language- English and French at the time of writing.]

2. Updates to this documents will be made in Canada's official languages at the time of updating. [change to: 1. Updates to this documents will be made in Canada's official languages at the time of updating.]

### **Section 14. Compensation, Contracts and Employees [DELETE THIS ENTIRE SECTION]**

1. The Speed Committee may enter into contracts with marketing agents, coaches, officials, managers, employees, athlete support services, sponsors, consultants, agencies, vendors, manufacturers, office workers and other entities with the goal of supporting the Speed Committee's mandate(s).

2. Speed Committee members are eligible for reimbursement of expenses incurred in the participation in meetings and other Speed Committee approved activities.

**[changes to section 14] Section 15. Review of this Document by the Speed Committee**

1. For five years (2013, 2014, 2015, 2016 and 2017), this document will be reviewed on a yearly basis by the Speed Committee. The Speed Committee will suggest changes to be presented at the Speed Committee's Annual Meeting for approval by the RSC Speed members in good standing. A vote of 50% + 1 of the RSC Speed members in attendance will be needed for the suggested changes to be approved and in effect.

**[Change to:** 1. For five years (2013, 2014, 2015, 2016 and 2017), the review will occur on a yearly basis, with the review overseen by the Speed Committee. The Speed Committee can accept and suggest changes to be presented at the Speed Committee's Annual Meeting for approval by the RSC Speed Registrants in good standing. A vote of 50% + 1 of the RSC Speed Registrants in attendance at the Speed Committee's Annual Meeting will be needed for the suggested changes to be approved and in effect.]

2. From the meeting in 2017 onward, the Speed Committee will review this document on an as-needed basis. A vote of 60% + 1 of the RSC Speed members in attendance will be needed for the suggested changes to be approved and in effect. **[Change to:**

2. From the meeting in 2017 onward, the Speed Committee will review this document on an as-needed basis. A vote of 60% + 1 of the RSC Speed Registrants in attendance will be needed for the suggested changes to be approved and in effect.]