



## USA Canoe/Kayak Sprint and Slalom Governance Committee Roles and Responsibilities

USA Canoe/Kayak depends upon the role of volunteers in their capacity as members of the Sprint and Slalom Olympic sport governance committees in performing essential roles and responsibilities for the effective governance and functioning of the Olympic sports. To foster the efficient functioning of the Sprint and Slalom Governance Committees, the following are identified as the Roles and Responsibilities of the Governance Committees for their respective sports. References to “SGC” shall refer to the Sprint Governance Committee with regard to the Sprint disciplines and shall refer to the Slalom Governance Committee with regard to the Slalom disciplines.

1. Provide strategic advice on significant issues facing the Sprint and Slalom disciplines to USA Canoe/Kayak management and to the Board through the Director associated with the respective discipline.
2. The SGC, in conjunction with the USA Canoe/Kayak staff, will create a document descriptive of the respective discipline.
3. Subject to and consistent with policy, guidance and strategic direction provided by the Board of Directors, the SGC in conjunction with USA Canoe Kayak Staff will create the Mission / Goal Statements and long term vision for the respective discipline.
4. SGC will develop a sport toolbox which may include sections on club development, marketing, fundraising, event development, and recruitment.
5. Collaborate with the USA Canoe/Kayak National Teams Director and National Team coaches on the creation of a quadrennial Olympic strategic plan; the plan shall identify major milestones such as goals and objectives for international and national competition events.
6. Provide input and feedback (i) to the National Teams Director on the annual High Performance Plan to be submitted to the United States Olympic Committee and on National Team and Olympic Team Selection Procedures submitted by staff and (ii) on the draft document before it is forwarded to the United States Olympic Committee and throughout the development process.
7. Adopt, if deemed appropriate, a system for ranking athletes and provide all necessary guidance to staff for the determination and publication of such rankings.
8. Encourage competition in the respective discipline by, among other things:
  - a. selecting the dates and locations for major competitions, including team trials and national championships, each year in a manner consistent with the published USA Canoe/Kayak procedures for major events;
  - b. collaborating with staff to ensure that major events are attractive to our members, professionally conducted and produced on a sound financial basis;



- c. support the expansion of competitions within the respective discipline and make each competitive event as successful as possible; and
  - d. support and collaborate with staff in the consideration and presentation of bids to the ICF to host international competitions in the respective discipline. The staff, on behalf of USA Canoe/Kayak, assumes responsibility for creation of sound contracts and budgets.
9. Promulgate the rules of the respective discipline, including:
  - a. reviewing the rules each year;
  - b. conforming our rules to those of the International Canoe Federation as necessary
  - c. proposing any changes deemed appropriate;
  - d. providing adequate opportunity for comment from members; and
  - e. publicizing the rules and any changes thereto.
10. Enforce the rules of the respective discipline by:
  - a. managing a program to educate and certify volunteer officials;
  - b. selecting qualified officials for all major USA Canoe/Kayak competitions;
  - c. encouraging certified officials to obtain ICF certification;
  - d. maintaining and keeping current lists of all US and ICF certified officials in conjunction with staff. The staff is the official point of communication with the ICF; and
  - e. proposing to staff no later than three business days prior to the published deadline ICF certified officials to be nominated for service at ICF events.
11. Provide service and leadership to the respective discipline internationally by proposing to staff no later than three business days prior to the published deadline USA Canoe/Kayak members to be nominated for service on the corresponding ICF or COPAC sport committee. The staff will keep the SGC apprised of upcoming ICF deadlines.
12. Propose to staff no later than three business days prior to the published deadline USA Canoe/Kayak members for nominations requested for awards of external organizations related to the respective discipline (such as a Hall of Fame, etc.). The staff will keep the SGC apprised of any upcoming deadlines.
13. Encourage the growth of the respective discipline by assisting individuals or groups. The SGC provides insight, structure, facilitation, templates, tools and guidance for the respective discipline.
  - a. Support developing clubs, competitions and similar youth programs;
  - b. Support talent identification programs to attract high potential athletes to the respective discipline;
  - c. Support the growth and sustainability of the coaching development program for the respective discipline;
  - d. Support camaraderie among all paddling disciplines;
  - e. Support the development of programs for the inclusion of opportunities in the respective discipline for athletes with disabilities and for other segments of our population that are under-represented among our members;



- f. Support member recruitment drives (help develop materials that promote the respective discipline, help devise membership benefits that encourage USA Canoe/Kayak membership, and help develop a quality organization that aids club growth and recruitment; and
    - g. Identify and share fund-raising efforts to provide resources that foster and support the continued growth of the respective discipline.
14. Cultivate a culture within the respective discipline that values excellence, fair play, team work, honesty, and respect for competitors and for coaches, volunteers, officials, sponsors, media and fans. Instill these values into the rules of the respective discipline and, if appropriate, a code of conduct statement. Promote these values and expected standards of conduct and enforce them as necessary.
15. Create subcommittees or task forces as necessary to fulfill the Committee's roles and responsibilities.
16. Formulate and submit to the Chief Executive Officer, on a timetable to be established by the Chief Executive Officer, a budget for performance of the Committee's roles and responsibilities including any agreements and contracts required for the Committee to fulfill its roles and responsibilities. The Committee shall have no authority to enter into contracts on behalf of USA Canoe/Kayak.
17. Provide the Board of Directors with an annual written report by December 1<sup>st</sup>, which report shall include, among other information that the Committee deems appropriate:
  - a. a summary of activities and accomplishments of the current calendar year;
  - b. a summary of goals for the succeeding calendar year; and
  - c. suggestions for changes to these roles and responsibilities of the Committee.