



<b>Policy Name</b> <b>TECHNICAL COMMITTEE(S) FRAMEWORK AND TERMS OF REFERENCE</b>		<b>Date of Approval</b> June 26, 2023	<b>Activation Date</b> July 1, 2023
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## 1.0 DEFINING ROLES - GUIDELINES

### 1.1 Bylaws

Bylaws regulate the nature and legal incorporation of the organization. The bylaws describe how to become a Member or Director of the organization, the meetings of the Members and Directors, the powers of Members and Directors, and the election of Directors.

The Board of Directors are the “caretakers” of the Bylaws. The Membership, as defined within the Bylaws, has the authority to change Bylaws.

### 1.2 Policy

Policies are a statement of belief/value/position, often used to manage risk or aid in organizational and program effectiveness.

Policies are approved by the Board of Directors. The Board may delegate the responsibility of creating policies to committees. These are generally standing committees of the Board. Even if given to a committee to develop, the Board of Directors has the responsibility and authority to approve all policies.

Management, under the responsibility of the Chief Executive Officer (CEO) is responsible for implementing all policies. The CEO has the ability to delegate this responsibility to other staff or committees.

Examples of policies could include:

- Safe Sport Policies, such as: Code of Conduct and Ethics, Discipline and Complaints, Appeals, Dispute Resolution, Screening, etc.
- Governance Policies, such as: Nominations Protocol for Board of Directors, Director's Policy, Executive Limitations, etc.
- Administrative Policies, such as: Conflict of Interest, Confidentiality, Privacy, Financial Management, Human Resources, Sanctioning, Travel, Selection, Concussion etc.

### 1.3 Rules and Regulations

Rules and Regulations exist separately from policies. Rules and Regulations create statements around parameters and requirements for the operation of leagues, teams, events, equipment or activities.

The Board or Management can create Rules and Regulations. Generally, this would fall to Management who has oversight of the operations of the organization. In the case of GymBC where professional staff are in place this would be the responsibility of Management.

The Chief Executive Officer has the ability to delegate the responsibility to committees or other staff to both create the Rules and Regulations and implement them. Although created or developed by committees, the CEO would still be responsible for approving all Rules and Regulations.

Examples of Rules and Regulations could include: Selection Criteria for Teams aligned to the Selection Policy, procedures or rules for the field of play or competitions, procedures or rules for types and use of equipment etc.



## 1.4 Summary of Roles and Responsibilities

Area	Board	CEO or delegate(s)
Strategic Planning	Approves	Provides input and implements
Operational Planning	Receives as information	Develops and implements
Policy	Approves	Provides input (may develop) and implements
Rules and Regulations	Receives as information	Develops and implements
Committees & Committee TOR	Develops and Approves Board Committees TOR.  Strikes Board Committees.  Receives Operational Committee TOR as information.	Develops and Approves Operational Committee TOR.  Strikes Operational Committees.
Monitoring and Oversight	Full Governance oversight. Monitors all activities of the organization.	Oversight and Monitoring of all Management and Operational Activities.
Budget	Approves	Develops and recommends. Approved Budget guides spending.
Human Resources	Hires and Supervises the CEO.  Approves all HR policies.  Approves all Volunteer Policies.  Evaluates the Board.	Hires and supervises all staff.  Sets staff and volunteer accountabilities, including reviewing of performance and assignments.



## 2.0 TECHNICAL COMMITTEE(S) ENGAGEMENT PROCESS

See reference document: "Technical Committee Engagement Process"

## 3.0 CHAIR (TECHNICAL COMMITTEE) - POSITION DESCRIPTION

### 3.1 *Link to Mission*

To deliver positive and diverse gymnastics experiences for province-wide participation at all levels. The Technical Chair provides leadership to the Technical Committee through providing the technical expertise and representation to help build strong athletes and/or participants and a strong sport development program.

### 3.2 *Authority and Responsibility*

Responsible to the Board of Directors in its governance responsibilities and to the Chief Executive Officer (or their designate) in its operational and programming responsibilities.

Has the authority to communicate on behalf of the technical committee to the Chief Executive Officer or their designate and the GymBC Board of Directors.

As a member of the Technical Program Committee, the Technical Chair acts in a position of trust for the community and is responsible for providing leadership to the technical committee and ensuring the effective operations of the technical committee in meeting its mandate as outlined in the committee terms of reference.

### 3.3 *Requirements:*

- Commitment to the work of GymBC
- Willingness to serve on committees
- Attendance at board meetings
- Attendance at meetings of the technical committees
- Attendance at Annual General Meetings
- Attendance at the Technical Assembly of the committee
- Confidentiality as required for reports and discussions

### 3.4 *Desirable Skills and Attributes:*

- Leadership qualities
- Visionary thinking, taking in the needs of the community as a whole
- Dedicated and committed to the mission of GymBC
- Strong communicator with the ability to influence others
- Strong understanding of gymnastics, including the specific discipline of the technical committee, and the Canadian sport system
- Discretion and confidentiality
- Self-awareness
- Good facilitator
- Networking ability and connected in the community
- Ability to plan and conduct a meeting



### **3.5 Term**

Two (2) year term

### **3.6 General Duties**

In addition to the general duties of a committee member, the chair will also:

- a) Provides leadership to the Technical Committee
- b) Makes sure the Technical Committee adheres to all policies, rules and regulations
- c) Provides leadership to create the Technical Committee meeting agenda with input from the Program Coordinator and other committee members, chairs all meetings of the technical committee.
- d) Keeps the committee's discussion on topic by summarizing issues as needed.
- e) Encourages committee members to participate in meetings and activities
- f) Keeps the committee's activities focused on the mandate, roles and responsibilities of the technical committee
- g) Evaluates the effectiveness of the committee's decision-making process
- h) Has the ability to hold the committee members accountable to the terms of reference, duties and roles of the committee, including following through with individual committee members to ensure they are performing their duties as outlined.
- i) Makes sure that any sub-committees have members appointed to them, including a chair of the sub-committee as required.
- j) In partnership with the Program Coordinator, orients Committee Members to the Technical Committee.
- k) In partnership with the Program Coordinator, maintains a list of active committee projects, including status, accomplishments and tasks/work still to be completed
- l) Serves as ex officio member of any sub-committees of the technical committee and attends their meetings when needed
- m) Promotes the GymBC's and the Technical Committee's purpose in the community and is an active relationship builder
- n) Approves a report for the Annual General Meeting and the Technical Assembly
- o) Serves on the Technical Leadership Working Group or assigns the Vice-Chair or another member of the committee onto this working group

### **3.7 Evaluation**

Self and by the committee, annually.



## 4.0 TECHNICAL COMMITTEE MEMBER - POSITION DESCRIPTION

### 4.1 *Link to Mission*

To deliver positive and diverse gymnastics experiences for province-wide participation at all levels. Members of the technical committee continually inspire others to be involved. They also are leaders in sport and in the community with a commitment towards providing excellence at all levels of the organization, with a specific focus on the technical discipline.

### 4.2 *Authority and Responsibility*

Responsible to the Chief Executive Officer through the Technical Committee Chair. As a member of the Technical Committee, committee members are responsible for actively participating, bringing forward the voice from the community and guide the effective operations of the technical committee in meeting its mandate as outlined in the committee terms of reference.

### 4.3 *Requirements:*

- Commitment to the work of GymBC
- Attendance at technical committee meetings
- Willingness to serve on sub-committees and working groups
- Attendance at meetings of assigned sub-committees or work groups
- Attendance at the Technical Assembly of the committee
- Support of events and special events of GymBC, specifically events related to the technical discipline
- Confidentiality as required for reports and discussions

### 4.4 *Desired Skills and Attributes:*

- Strategic and/or visionary thinking, taking in the needs of the community as a whole
- Ability to work as part of a team
- Dedicated and committed to the mission of GymBC
- Knowledgeable about gymnastics, including the specific discipline of the technical committee and the Canadian sport system
- Discretion and Confidentiality
- Communication skills

### 4.5 *Term*

Committee Members are elected by the membership at the Technical Assembly. Committee members serve as per the length of term as outlined in the Terms of Reference for the technical committee.

### 4.6 *General Duties*

A Technical Committee Member is fully informed on technical committee matters, and participates in the committees' discussions and decisions in matters of rules and regulations, programs, projects, and strategy as it relates to the technical discipline.

- a) Participate in the development of technical committee's operational plan and/or priorities.
- b) Approve, where appropriate, programs, rules and regulations, selection criteria and other recommendations received that relate directly to the technical discipline.
- c) Review the committee's portfolio structure, and approves necessary portfolios to ensure the effective operation of the committee.





- d) Assist in developing and maintaining positive relations among the community to enhance the work of the technical committee and GymBC's mission.
- e) Actively participate in all committee meetings, functions, events and other activities.

## **4.7 Standing Committee Positions**

Technical committee members may be elected or appointed to specific standing positions that represent an interest or recurring activity of the committee. Committees may determine to create specific terms of reference for the working groups that may fall within the scope of these recognized portfolios:

- Chair - See 3.0
- Vice-Chair – supports the Chair and may temporarily assume selected roles of the Chair in times where the Chair is not present or available.
- Athlete Representative – represents the views and interest of the athletes with respect to committee's work and decisions. Chairs and determines required meetings of the athletes within their program area.
- Judging Chair – represents the views and interest of the judges with respect to committee's work and decisions. Determines schedule and chairs required meetings and activities of the judges working group within their program area.
- Coaching Chair – represents the views and interest of the coaches with respect to committee's work and decisions. Determines schedule and chairs required meetings and activities of the coaches working group within their program area.

## **4.8 Evaluation**

Self and by the committee, annually based on the performance of assigned committee projects, requirements and duties.



## 5.0 TECHNICAL PROGRAM COORDINATOR - POSITION DESCRIPTION

### 5.1 Link to Mission

To deliver positive and diverse gymnastics experiences for province-wide participation at all levels. The Technical Program Coordinator continually works to provide GymBC with the technical expertise and representation to help build strong athletes and/or participants and a strong sport development program.

### 5.2 Authority and Responsibility

Responsible to the Chief Executive Officer (or their designate) for operational and programming responsibilities.

As a member of the Technical Program Committee, the Technical Program Coordinator acts in a position of trust for the community and is responsible for providing support to the technical committee and ensures the effective operations of the technical committee in meeting its mandate as outlined in the committee terms of reference.

### 5.3 Requirements:

- Commitment to the work of GymBC
- Willingness to serve on committees, both internal (i.e. Selections) and external (i.e. GymCan, viaSport, etc.)
- Attendance at meetings of the technical committees
- Attendance at Annual General Meetings
- Attendance at Technical Assembly of the committee
- Confidentiality as required for reports and discussions

### 5.4 Skills and Attributes:

- Leadership qualities
- Visionary thinking, taking in the needs of the community as a whole
- Dedicated and committed to the mission of GymBC
- Strong communicator with the ability to influence others
- Strong understanding of gymnastics, including the specific discipline of the technical committee, and the Canadian sport system
- Discretion and confidentiality
- Self-awareness
- Good facilitator
- Networking ability and connected in the community
- Ability to plan and conduct a meeting

### 5.5 Term

Employment appointed by CEO.

### 5.6 General Duties

In addition to the general duties of a committee member, the coordinator will also:



## **5.6.1 Technical Committee Coordination**

- Coordinate the efforts of the Technical Committee (WTC, MTC, TGTC, or GFAC);
- In collaboration with the TC Chair sets meetings, agendas and special events;
- Attend meetings, take minutes, circulate information, prepare for the meetings and follow up on action points;
- Coordinate all GymCan program initiatives, related to GymBC technical programs;
- Work with TC to implement programs and services within the approved annual budget.
- Help to plan and implement annual calendar of technical committee events;
- Ensure athlete, coach and official development activities are implemented;
- Aid the technical committee with the coordination and communication of training camps, clinics and physical ability testing;
- Respond to inquiries from GymBC membership;
- Handle correspondence and inquiries related to the technical program;
- Contribute to the development and implementation of the plan for Sport Science;
- Maintain and update the GymBC Technical Operations Manual annually;
- Contribute to the Technical Leadership Working Group meetings;
- Contribute to harmonize the annual event calendar with all disciplines.
- Contribute to the development, implementation and communication of Gymnastics BC Enhanced Excellence Plan;
- Contribute to maintaining the AAP program lists and communications and distribution of funds to eligible recipients
- Contribute to maintaining the External Credits program lists and communications with eligible recipients
- Organize one Program retreat, annually;
- Track and tabulate all results for the annual athletes and coaches' awards.

## **5.6.2 Team BC**

- Work with Provincial Performance Advisor and IST providers as required;
- Collaborate with the CEO on the development of the Team BC budget(s) and work within the budget for all Team BC events;
- Coordinate and oversee the preparation and execution of interprovincial and national events for Team BC members (athletes, coaches, judges and BC staff). This includes, but is not limited to, coordinating registration, transportation, accommodations, and assisting with Team BC uniforms (design, sizing, distribution);
- Track and maintain all ranking list(s) results for selection to Team BC championship events.
- Track and maintain the athlete mobility lists for reporting to GymCan
- In consultation with all disciplines competitive program coordinators, provincial performance advisors, and Technical Committees, determine the performance objectives and report outcomes for Team BC at major events;
- In collaboration with the Technical Committee, carry out team selection – criteria, selection, team announcement;
- Assist with the selection of support staff;
- In collaboration with the Technical Committee, supervise and guide team coaches (if needed);
- Assist team and independent coaches with competition orders and any other competition issues;
- In collaboration with the Technical Committee, arrange training camps – set dates, location, officials, logistics.



## **5.6.3 Athlete, Coach and Official Development**

- Work with the technical committee to develop and implement strategies to support GymBC athletes and increase participation at all levels;
- Support the development and implementation of coach evaluation and retention strategies;
- Work with the technical committee and the GymBC Coach and Judge Development Coordinator to implement a mentoring program and coach education strategy;
- Where required, support regional development in all 8 zones by working with the technical committee to plan and implement educational and professional development opportunities for athletes, coaches and officials (support role).

## **5.6.4 Events - Local, Provincial and National Events and Competitions**

- Events include, but are not limited to, BC Winter Games, Canada Winter Games, Western Canadian Championships, Western Canada Cup, Canadian Championships and other special events (support role);
- Where required, may serve as Provincial Advisor or Assistant Provincial Advisor for BC Winter Games;
- Serve on the Organizing Committee or sub-committee for GymBC Special Events as required.
- Coordinate technical details of events;
- Contribute information to the directives and workplans;
- Contribute to schedule, prepare the draw (for WAG & MAG) and make changes as required;
- Assist with any other projects when needed.

## **5.5.5 Communication and Public Relations**

- Contribute information summaries on behalf of the Technical Committee for GymBC publications;
- Contribute information, review and update the content of the program section on the GymBC Website;
- Contribute information to the Registration Handbook and other GymBC publications;
- Share and or/distribute relevant competitive program updates, publications, and opportunities with both internal and external stakeholders;
- Raise the profile of successful athletes and coaches from BC;
- Actively promote the expansion of technical programs within BC.

## **5.5.6 Gymnastics Canada and Provincial Gymnastics Associations**

- Communicate with GymCan and other PSOs for inter-provincial and national programs;
- Represent GymBC and Technical Committee positions on a variety of issues related to inter-provincial and national program activities as required.

## **5.5.7 Strategic Partners**

- Work with strategic partners including with BC Games Society, BC High School Sports, viaSport, and CSI-P as required.

## **5.6 Evaluation**

GymBC staff performance appraisal, annually.



## 6.0 TECHNICAL LEADERSHIP WORKING GROUP - TERMS OF REFERENCE

### 6.1 Mandate or Purpose

The Technical Leadership Working Group (TLWG) supports the collaboration of the four (4) technical committees to ensure that areas of common interest and programming efforts can be coordinated where possible.

### 6.2 Core Values for Guiding the Working Group

The TLWG is guided by the GymBC values of Excellence, Leadership, Transparency, Ethics, Professionalism, People Focus, Business Management, Programming Excellence, Customer Service and Safety & Risk Management.

### 6.3 Key Duties

- a) Provide oversight and collaboration to create a GymBC high-level technical plan.
- b) Identify and provide input into any joint or potential collaborative programming efforts, such as professional development opportunities, combined camps/clinics etc.
- c) Provide input into policies approved by the Board that may have an impact on the programming of the technical committees.
- d) Provide an opportunity to share best practices amongst the committee members.
- e) Review, as needed, the Technical Committee Engagement Process, Technical Committee Terms of Reference etc. to ensure consistency and alignment between the technical committees.

### 6.4 Authority and Decision Making

The TLWG will adhere to all GymBC bylaws and approved policies. The committee has no authority to contravene GymBC bylaws or to change or contravene GymBC Board approved policies.

The TLWG has no authority to change or contravene any technical committee approved rules and regulations.

### 6.5 Composition

The TLWG will be comprised of:

- a) One member from each of the four (4) technical committees, either the Technical Chair or Vice-Chair of the committee. The individual will be appointed to the TLWG for the duration of their elected term.
- b) Chief Executive Officer of GymBC.
- c) Program Coordinators (four) of GymBC.
- d) Other staff as deemed appropriate by the Chief Executive Officer.

### 6.6 Meetings

The Committee will meet at the call of the Chief Executive Officer or upon the request of 2 committee members.

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee. It is anticipated that the committee will only need to meet 2 - 3 times per year.



## **6.7 Quorum, Voting and Meeting Attendance**

All committee decisions will be made through consensus.

Quorum will not be established for the TLWG.

## **6.8 Resources or Support**

The Committee will operate within the budget approved by the GymBC Board to fulfill its mandate. The Chief Executive Officer must approve all financial commitments before they are finalized.

The committee will receive the necessary resources from GymBC to fulfill its mandate.

## **6.9 Responsible to**

The committee will report to the Chief Executive Officer or their designate.

## **6.10 Reporting**

The committee, through the Chief Executive Officer, will provide a written report for the Board itemizing the outcomes of each of its meetings.

Minutes will be maintained by the GymBC staff and filed in an approved system or collaboration site of GymBC.

## **6.11 Evaluation**

The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outlined in these terms of reference.

Committee members should also be provided an opportunity to do a self-reflection on their contributions and performance as a committee member.



## 7.0 MEN'S TECHNICAL COMMITTEE - TERMS OF REFERENCE

### ***7.1 Mandate or Purpose***

The Men's Technical Committee (MTC) provides GymBC with the technical expertise, knowledge and representation to support the building of strong athlete and sport development programming.

### ***7.2 Core Values for Guiding the Committee***

The MTC is guided by the GymBC values of Excellence, Leadership, Transparency, Ethics, Professionalism, People Focus, Business Management, Programming Excellence, Customer Service and Safety & Risk Management.

### ***7.3 Key Duties***

- a) Determine, implement and monitor the goals and objectives for the development of men's gymnastics in BC in alignment with the GymBC strategic plan and GymBC strategic and operational priorities.
- b) Determine, implement and monitor programming for Men's Gymnastics in BC in alignment with the approved operating budget of GymBC.
- c) Develop rules and regulations to support the development of athletes through training and competition, taking into consideration and alignment with any national or provincial regulations and rules.
- d) Establish selection criteria for GymBC provincial teams in alignment with any approved GymBC Selection Policy.
- e) Create opportunities to communicate with and engage with the broader gymnastics' community on a regular basis.
- f) Provide input into and participate in the agenda of the Technical Assembly.

### ***7.4 Authority and Decision Making***

The MTC will adhere to all GymBC bylaws and approved policies. The committee has no authority to contravene GymBC bylaws or to change or contravene GymBC Board approved policies.

The MTC has the ability to approve rules and regulations that fall under the responsibility of the technical discipline and MTC.

All policies must be approved by the Board of Directors of GymBC. The MTC, through both the Technical Committee Chair and Chief Executive Officer, may recommend policy to the Board of Directors for consideration.

All programming decisions, must be aligned with operational programming priorities of GymBC and be supported by the GymBC annual operating budget.

The MTC has the ability to form working groups and establish portfolio roles to ensure the work of the committee is completed.

### ***7.5 Composition***

The MTC will be comprised of elected members from the Technical Assembly and appointed staff of GymBC.



All committee members will be elected at the Technical Assembly, as per the process outlined in the Technical Committee Engagement Process. Standing committee positions will be elected for a two (2) year term, unless otherwise indicated. All other positions will be for a single year term.

Standing positions will include: Chair, Vice-Chair, Provincial Judging Chair, Provincial Coaching Chair and Athlete Representative.

The Provincial Judging Chair, Provincial Coaching Chair and Athlete Representative will be elected (or appointed) as outlined by the committee and in collaboration with the respective groups (i.e., Coaching, Judging, Athlete). These roles will be responsible for providing representation on behalf of their respective groups to ensure input into any committee decision is reflective of the full sport.

The committee has the authority to create other portfolio positions to assist in the work of the committee.

Ex-officio positions to the committee will include the Program Coordinator and the Provincial Performance Advisor. These GymBC staff roles are non-voting however provide operational assistance and guidance by way of contributing to the dialog and formation of decisions or direction.

The following positions will be elected in an even year:

- Chair, who also serves as a member of the GymBC Board of Directors.
- Provincial Judging Chair.
- Athlete Representative.
- 2 Members at Large (1 year term), who may be assigned a portfolio by the committee.

The following positions will be elected in an odd year:

- Vice-Chair, who may also serve on the Technical Leadership Working Group.
- Provincial Coaching Chair.
- 2 Members at Large (1 year term), who may be assigned a portfolio by the committee.

Where a committee role becomes vacant during the course of the term, the committee has the authority to appoint a member to the committee until the next Technical Assembly.

## **7.6 Meetings**

At the first meeting following the Technical Assembly, the committee will determine a meeting schedule for the upcoming year. In addition, the Committee will meet at the call of the Chair or upon the request of 2 committee members.

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee.

## **7.7 Quorum, Voting and Meeting Attendance**

Committee members elected by the membership at the Technical Assembly will be deemed voting members and be entitled to one vote.

All motions will be decided by majority vote. In the event of a tie vote, the Chair shall have a second deciding vote.

Quorum for all meetings will be a simple majority of all elected committee members.

Voting members will be expected to attend all scheduled meetings.





## **7.8 Resources or Support**

The Committee will operate within the budget approved by the GymBC Board to fulfill its mandate. The Chief Executive Officer must approve all financial commitments before they are finalized.

The committee will receive the necessary resources from GymBC to fulfill its mandate. The committee, will also receive support from the assigned Program Coordinator. The Chief Executive Officer has the final authority on all staffing positions appointed or hired for the MTC's work.

The Program Coordinator will assist the committee through: working in partnership with the Chair of the MTC to establish meeting agendas and ensure meeting minutes or decisions are recorded; provide any documents or resources the committee may need to effectively perform its role; support the committee through tracking and monitoring projects and initiatives the committee is working on; ensuring needed communication and information is either shared with the committee as needed and communicating relevant updates and information to the GymBC membership.

## **7.9 Conflict of Interest**

The committee will abide by the Conflict of Interest Policy adopted by GymBC Board of Directors, and as outlined in the Complaint Management Handbook.

<https://gymbc.org/public/uploads/Complaint-Management-Handbook.pdf>

At the beginning of each meeting, members of the committee who are in a conflict of interest as it relates to voting on a decision, should declare so and refrain from discussion and voting. The conflict should be noted in the meeting minutes.

## **7.10 Responsible to**

The committee will report to the Chief Executive Officer or their designate.

## **7.11 Reporting**

Minutes will be maintained by the Program Coordinator and filed in an approved system or collaboration site of GymBC. Minutes will be provided to the Chief Executive Officer.

The Committee will report to the membership at the Technical Assembly.

## **7.12 Rules and Regulation Oversight (if applicable)**

See Operations Manual

## **7.13 Evaluation**

The Technical Chair will evaluate the performance of the committee in collaboration with the Program Coordinator. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outline in these terms of reference.

Committee members should also be provided an opportunity to do a self-reflection on their contributions and performance as a committee member.



## 8.0 WOMEN'S TECHNICAL COMMITTEE - TERMS OF REFERENCE

### ***8.1 Mandate or Purpose***

The Women's Technical Committee (WTC) provides GymBC with the technical expertise, knowledge and representation to support the building of strong athlete and sport development programming.

### ***8.2 Core Values for Guiding the Committee***

The WTC is guided by the GymBC values of Excellence, Leadership, Transparency, Ethics, Professionalism, People Focus, Business Management, Programming Excellence, Customer Service and Safety & Risk Management.

### ***8.3 Key Duties***

- a) Determine, implement and monitor the goals and objectives for the development of Women's gymnastics in BC in alignment with the GymBC strategic plan and GymBC strategic and operational priorities.
- b) Determine, implement and monitor programming for Women's Gymnastics in BC in alignment with the approved operating budget of GymBC.
- c) Develop rules and regulations to support the development of athletes through training and competition, taking into consideration and alignment with any national or provincial regulations and rules.
- d) Establish selection criteria for GymBC provincial teams in alignment with any approved GymBC Selection Policy.
- e) Create opportunities to communicate with and engage with the broader gymnastics' community on a regular basis.
- f) Provide input into and participate in the agenda of the Technical Assembly.

### ***8.4 Authority and Decision Making***

The WTC will adhere to all GymBC bylaws and approved policies. The committee has no authority to contravene GymBC bylaws or to change or contravene GymBC Board approved policies.

The WTC has the ability to approve rules and regulations that fall under the responsibility of the technical discipline and WTC.

All policies must be approved by the Board of Directors of GymBC. The WTC, through both the Technical Committee Chair and Chief Executive Officer, may recommend policy to the Board of Directors for consideration.

All programming decisions, must be aligned with operational programming priorities of GymBC and be supported by the GymBC annual operating budget.

The WTC has the ability to form working groups and establish portfolio roles to ensure the work of the committee is completed.

### ***8.5 Composition***

The WTC will be comprised of elected members from the Technical Assembly and appointed staff of GymBC.



All committee members, except the Provincial Judging Chair (who will be elected biennially at the Women's Annual Judges Meeting), will be elected at the Technical Assembly, as per the process outlined in the Technical Committee Engagement Process. Standing committee positions will be elected for a two (2) year term, unless otherwise indicated. All other positions will be for a single year term.

Standing positions will include: The Chair and Provincial Judging Chair.

The Athlete Representative will be elected (or appointed) as outlined by the committee and in collaboration with athletes from member clubs. The Athlete Representative and the Provincial Judging Chair will be responsible for providing representation on behalf of their respective groups to ensure input into any committee decision is reflective of the full sport.

The committee has the authority to create other portfolio positions to assist in the work of the committee.

Ex-officio positions to the committee will include the Program Coordinator and the Provincial Performance Advisor. These GymBC staff roles are non-voting however provide operational assistance and guidance by way of contributing to the dialog and formation of decisions or direction.

The following positions will be elected in an even year:

- Chair, who also serves as a member of the GymBC Board of Directors.

The following positions will be elected in an odd year:

- Provincial Judging Chair (elected at the Women's Annual Judges Meeting).

The following positions will be elected annually:

- Vice-Chair, who may also serve on the Technical Leadership Working Group.
- Athlete Representative.
- 5 Members at Large who may be assigned a portfolio by the committee.

Where a committee role becomes vacant during the course of the term, the committee has the authority to appoint a member to the committee until the next Technical Assembly.

## **8.6 Meetings**

At the first meeting following the Technical Assembly, the committee will determine a meeting schedule for the upcoming year. In addition, the Committee will meet at the call of the Chair or upon the request of 2 committee members.

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee.

## **8.7 Quorum, Voting and Meeting Attendance**

Committee members elected by the membership at the Technical Assembly will be deemed voting members and be entitled to one vote.

All motions will be decided by majority vote. In the event of a tie vote, the Chair shall have a second deciding vote.

Quorum for all meetings will be a simple majority of all elected committee members.



Voting members will be expected to attend all scheduled meetings.

## **8.8 Resources or Support**

The Committee will operate within the budget approved by the GymBC Board to fulfill its mandate. The Chief Executive Officer must approve all financial commitments before they are finalized.

The committee will receive the necessary resources from GymBC to fulfill its mandate. The committee, will also receive support from the assigned Program Coordinator. The Chief Executive Officer has the final authority on all staffing positions appointed or hired for the WTC's work.

The Program Coordinator will assist the committee through: working in partnership with the Chair of the WTC to establish meeting agendas and ensure meeting minutes or decisions are recorded; provide any documents or resources the committee may need to effectively perform its role; support the committee through tracking and monitoring projects and initiatives the committee is working on; ensuring needed communication and information is either shared with the committee as needed and communicating relevant updates and information to the GymBC membership.

## **8.9 Conflict of Interest**

The committee will abide by the Conflict of Interest Policy adopted by GymBC Board of Directors, and as outlined in the Complaint Management Handbook.

<https://gymbc.org/public/uploads/Complaint-Management-Handbook.pdf>

At the beginning of each meeting, members of the committee who are in a conflict of interest as it relates to voting on a decision, should declare so and refrain from discussion and voting. The conflict should be noted in the meeting minutes.

## **8.10 Responsible to**

The committee will report to the Chief Executive Officer or their designate.

## **8.11 Reporting**

Minutes will be maintained by the Program Coordinator and filed in an approved system or collaboration site of GymBC. Minutes will be provided to the Chief Executive Officer.

The Committee will report to the membership at the Technical Assembly.

## **8.12 Rules and Regulation Oversight (if applicable)**

See Operations Manual

## **8.13 Evaluation**

The Technical Chair will evaluate the performance of the committee in collaboration with the Program Coordinator. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outline in these terms of reference.

Committee members should also be provided an opportunity to do a self-reflection on their contributions and performance as a committee member.



## 9.0 TRAMPOLINE GYMNASTICS TECHNICAL COMMITTEE - TERMS OF REFERENCE

### 9.1 Mandate or Purpose

The Trampoline Gymnastics Technical Committee (TGTC) provides GymBC with the technical expertise, knowledge and representation to support the building of strong athlete and sport development programming.

### 9.2 Core Values for Guiding the Committee

The TGTC is guided by the GymBC values of Excellence, Leadership, Transparency, Ethics, Professionalism, People Focus, Business Management, Programming Excellence, Customer Service and Safety & Risk Management.

### 9.3 Key Duties

- a) Determine, implement and monitor the goals and objectives for the development of Trampoline Gymnastics in BC in alignment with the GymBC strategic plan and GymBC strategic and operational priorities.
- b) Determine, implement and monitor programming for Trampoline Gymnastics in BC in alignment with the approved operating budget of GymBC.
- c) Develop rules and regulations to support the development of athletes through training and competition, taking into consideration and alignment with any national or provincial regulations and rules.
- d) Establish selection criteria for GymBC provincial teams in alignment with any approved GymBC Selection Policy.
- e) Create opportunities to communicate with and engage with the broader gymnastics' community on a regular basis.
- f) Provide input into and participate in the agenda of the technical assembly.

### 9.4 Authority and Decision Making

The TGTC will adhere to all GymBC bylaws and approved policies. The committee has no authority to contravene GymBC bylaws or to change or contravene GymBC Board approved policies.

The TGTC has the ability to approve rules and regulations that fall under the responsibility of the technical discipline and TGTC.

All policies must be approved by the Board of Directors of GymBC. The TGTC, through both the Technical Committee Chair and Chief Executive Officer, may recommend policy to the Board of Directors for consideration.

All programming decisions, must be aligned with operational programming priorities of GymBC and be supported by the GymBC annual operating budget.

The TGTC has the ability to form working groups and establish portfolio roles to ensure the work of the committee is completed.



## **9.5 Composition**

The TGTC will be comprised of elected members from the Technical Assembly and appointed staff of GymBC.

All committee members will be elected at the Technical Assembly, as per the process outlined in the Technical Committee Engagement Process. Standing committee positions will be elected for a two (2) year term, unless otherwise indicated. All other positions will be for a single year term.

Standing positions will include: Chair, Vice-Chair, Provincial Judging Chair, and Provincial Coaching Chair.

The Provincial Judging Chair, Provincial Coaching Chair and Athlete Representative will be elected (or appointed) as outlined by the committee and in collaboration with the respective groups (i.e., Coaching, Judging, Athlete). These roles will be responsible for providing representation on behalf of their respective groups to ensure input into any committee decision is reflective of the full sport.

The committee has the authority to create other portfolio positions to assist in the work of the committee.

Ex-officio positions to the committee will include the Program Coordinator and the Provincial Performance Advisor. These GymBC staff roles are non-voting however provide operational assistance and guidance by way of contributing to the dialog and formation of decisions or direction.

The following positions will be elected in an even year:

- Chair, who is also currently a member of the GymBC Board of Directors.
- Provincial Judging Chair.
- Athlete Representative (1 year term).
- 2 Members at Large, who may be assigned a portfolio by the committee (1 year term).

The following positions will be elected in an odd year:

- Vice-Chair, who may also serve on the Technical Leadership Working Group.
- Provincial Coaching Chair.
- Athlete Representative (1 year term).
- 2 Members at Large, who may be assigned a portfolio by the committee (1 year term).

Where a committee role becomes vacant during the course of the term, the committee has the authority to appoint a member to the committee until the next Technical Assembly.

## **9.6 Meetings**

At the first meeting following the Technical Assembly, the committee will determine a meeting schedule for the upcoming year. In addition, the Committee will meet at the call of the Chair or upon the request of 2 committee members.

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee.

## **9.7 Quorum, Voting and Meeting Attendance**

Committee members elected by the membership at the Technical Assembly will be deemed voting members and be entitled to one vote.

All motions will be decided by majority vote. In the event of a tie vote, the Chair shall have a second deciding vote.



Quorum for all meetings will be a simple majority of all elected committee members.

Voting members will be expected to attend all scheduled meetings.

## **9.8 Resources or Support**

The Committee will operate within the budget approved by the GymBC Board to fulfill its mandate. The Chief Executive Officer must approve all financial commitments before they are finalized.

The committee will receive the necessary resources from GymBC to fulfill its mandate. The committee, will also receive support from the assigned Program Coordinator. Chief Executive Officer has the final authority on all staffing positions appointed or hired for the TGTC's work.

The Program Coordinator will assist the committee through: working in partnership with the Chair of the TGTC to establish meeting agendas and ensure meeting minutes or decisions are recorded; provide any documents or resources the committee may need to effectively perform its role; support the committee through tracking and monitoring projects and initiatives the committee is working on; ensuring needed communication and information is either shared with the committee as needed and communicating relevant updates and information to the GymBC membership.

## **9.9 Conflict of Interest**

The committee will abide by the Conflict of Interest Policy adopted by GymBC Board of Directors, and as outlined in the Complaint Management Handbook.

<https://gymbc.org/public/uploads/Complaint-Management-Handbook.pdf>

At the beginning of each meeting, members of the committee who are in a conflict of interest as it relates to voting on a decision, should declare so and refrain from discussion and voting. The conflict should be noted in the meeting minutes.

## **9.10 Responsible to**

The committee will report to the Chief Executive Officer or their designate.

## **9.11 Reporting**

Minutes will be maintained by the Program Coordinator and filed in an approved system or collaboration site of GymBC. Minutes will be provided to the Chief Executive Officer.

The Committee will report to the membership at the Technical Assembly.

## **9.12 Rules and Regulation Oversight (if applicable):**

See Operations Manual

## **9.13 Evaluation**

The Technical Chair will evaluate the performance of the committee in collaboration with the Program Coordinator. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outline in these terms of reference.

Committee members should also be provided an opportunity to do a self-reflection on their contributions and performance as a committee member.



## 10.0 GYMNASTICS FOR ALL TECHNICAL COMMITTEE - TERMS OF REFERENCE

### 10.1 Mandate or Purpose

The Gymnastics for All Technical Committee (GFAC) provides GymBC with the technical expertise, knowledge and representation to support the building of strong participant and sport development programming.

### 10.2 Core Values for Guiding the Committee

The GFAC is guided by the GymBC values of Excellence, Leadership, Transparency, Ethics, Professionalism, People Focus, Business Management, Programming Excellence, Customer Service and Safety & Risk Management.

### 10.3 Key Duties

- a) Determine, implement and monitor the goals and objectives for the development of Gymnastics for All in BC in alignment with the GymBC strategic plan and GymBC strategic and operational priorities
- b) Determine, implement and monitor programming for Gymnastics for All in BC in alignment with the approved operating budget of GymBC.
- c) Develop rules and regulations to support the development of athletes through training and competition, taking into consideration and alignment with any national or provincial regulations and rules.
- d) Create opportunities to communicate with and engage with the broader gymnastics' community on a regular basis.
- e) Provide input into and participate in the agenda of the Technical Assembly.

### 10.4 Authority and Decision Making

The GFAC will adhere to all GymBC bylaws and approved policies. The committee has no authority to contravene GymBC bylaws or to change or contravene GymBC Board approved policies.

The GFAC has the ability to approve rules and regulations that fall under the responsibility of the technical discipline and GFAC.

All policies must be approved by the Board of Directors of GymBC. The GFAC, through both the Technical Committee Chair and Chief Executive Officer, may recommend policy to the Board of Directors for consideration.

All programming decisions, must be aligned with operational programming priorities of GymBC and be supported by the GymBC annual operating budget.

The GFAC has the ability to form working groups and establish portfolio roles to ensure the work of the committee is completed.

### 10.5 Composition

The GFAC will be comprised of elected members from the Technical Assembly and appointed staff of GymBC.





All committee members will be elected at the Technical Assembly, as per the process outlined in the Technical Committee Engagement Process. Standing committee positions will be elected for a two (2) year term, unless otherwise indicated. All other positions will be for a single year term.

Standing positions will include: Chair and Vice-Chair.

The GFAC **may** appoint an athlete who is a current registered athlete with GymBC or retired within the last three (3) years to act as the athlete representative. The athlete representative is a non-voting member of the committee and will be appointed on a yearly basis. The athlete representative is not required to attend all meetings, and where their input and insights will inform the decision making of the committee, they will be invited to attend those meetings.

Ex-officio position to the committee will include the Program Coordinator. This GymBC staff role is non-voting however provides operational assistance and guidance by way of contributing to the dialog and formation of decisions or direction.

The following positions will be elected in an even year:

- Chair, who also serves as a member of the GymBC Board of Directors.
- 11 Members at Large, who may be assigned a portfolio by the committee (1 year term).

The following positions will be elected in an odd year:

- Vice-Chair, who may also serve on the Technical Committee Leadership Advisory Group.
- 11 Members at Large, who may be assigned a portfolio by the committee (1 year term).

Where a committee role becomes vacant during the course of the term, the committee has the authority to appoint a member to the committee until the next Technical Assembly.

## **10.6 Meetings**

At the first meeting following the Technical Assembly, the committee will determine a meeting schedule for the upcoming year. In addition, the Committee will meet at the call of the Chair or upon the request of 2 committee members.

The Committee will meet by tele-conference; video-conference or in person, as required to perform the duties required of the Committee.

## **10.7 Quorum, Voting and Meeting Attendance**

Committee members elected by the membership at the Technical Assembly will be deemed voting members and be entitled to one vote. Where more than one committee member is affiliated with the same club, only one individual shall be allowed to cast a vote.

All motions will be decided by majority vote. In the event of a tie vote, the Chair shall have a second deciding vote.

Quorum for all meetings will be a simple majority of all elected committee members.

Voting members will be expected to attend all scheduled meetings.



## **10.8 Resources or Support**

The Committee will operate within the budget approved by the GymBC Board to fulfill its mandate. The Chief Executive Officer must approve all financial commitments before they are finalized.

The committee will receive the necessary resources from GymBC to fulfill its mandate. The committee, will also receive support from the assigned Program Coordinator. The Chief Executive Officer has the final authority on all staffing positions appointed or hired for the GFAC's work.

The Program Coordinator will assist the committee through: working in partnership with the Chair of the GFAC to establish meeting agendas and ensure meeting minutes or decisions are recorded; provide any documents or resources the committee may need to effectively perform its role; support the committee through tracking and monitoring projects and initiatives the committee is working on; ensuring needed communication and information is either shared with the committee as needed and communicating relevant updates and information to the GymBC membership.

## **10.9 Conflict of Interest**

The committee will abide by the Conflict of Interest Policy adopted by GymBC Board of Directors, and as outlined in the Complaint Management Handbook.

<https://gymbc.org/public/uploads/Complaint-Management-Handbook.pdf>

At the beginning of each meeting, members of the committee who are in a conflict of interest as it relates to voting on a decision, should declare so and refrain from discussion and voting. The conflict should be noted in the meeting minutes.

## **10.10 Responsible to**

The committee will report to the Chief Executive Officer or their designate.

## **10.11 Reporting**

Minutes will be maintained by the Program Coordinator and filed in an approved system or collaboration site of GymBC. Minutes will be provided to the Chief Executive Officer.

The Committee will report to the membership at the Technical Assembly.

## **10.12 Rules and Regulation Oversight (if applicable)**

See Operations Manual.

## **10.13 Evaluation**

The Technical Chair will evaluate the performance of the committee in collaboration with the Program Coordinator. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables, as well as fulfilling the key duties as outline in these terms of reference.

Committee members should also be provided an opportunity to do a self-reflection on their contributions and performance as a committee member.