

CANADIAN ASSOCIATION OF HARNESS DOG SPORTS (“CAHDS”)



CAHDS INTERNATIONAL COMPETITIONS COMMITTEE: COMMITTEE SUMMARY & OVERVIEW

1 Definitions

- 1.1. “Regional Organization” or “RO” means a harness dog sports organization representing a specific province, territory or region approved by and affiliated with CAHDS.
- 1.2. “Summary” refers to this document in its entirety.
- 1.3. “Committee” refers to the CAHDS International Competitions Committee which is a subsidiary committee under CAHDS designated as such by the CAHDS Board of Directors.
- 1.4. “Regional Leader” refers to an individual appointed to the Committee.
- 1.5. “International Competition(s)” refers to any competitions held outside of Canada, specifically those hosted by our international organizations: IFSS and ICF.

2 Application

- 2.1. This document specifically applies to the Committee and all members thereof.
- 2.2. The Committee and all members thereof are required to adhere to the guidelines contained in this document in order to maintain their position on the Committee.

3 Purpose & Objectives

- 3.1. Generally, the Committee exists to assist the CAHDS Board of Directors with the management and support of athletes selected to represent CAHDS as part of Team Canada at International Competitions.

- 3.2 Specific tasks designated to the Committee may include:
- Assisting with the Registration Process;
 - Team Captain Nominations;
 - Social Media, marketing, and promotion;
 - Team Canada swag orders;
 - Draft a Code of Conduct for international athletes; and
 - Team Canada Fundraising.

4 General Organization & Structure

- 4.1 **Committee Make-up:** The Committee members should represent a loose reflection of leadership from across the country. As such, the Committee members should consist of representatives from:
- Each Regional Organization; and
 - Each province or territory with individual CAHDS member(s) or CAHDS member club(s) that do NOT have a Regional Organization.
- 4.2 **Appointment:** Each Regional Organization is entitled to recommend a maximum of three (3) individuals to the Committee. The CAHDS board of directors will review these recommendations and finalize the appointment of individuals to the Committee based on the total number of committee nominations, including any CAHDS board members. The CAHDS board of directors will review these recommendations and finalize the appointment of Regional Leaders to the Committee.
- 4.3 **Meetings:** There are no formal meeting requirements for the Committee, however, the Committee should ensure there is a record of any meetings.
- 4.4 **Voting:** All voting may be conducted by simple majority, however, at least one representative from each Regional Organization must be present (electronically or otherwise) in order for a vote to be conducted.

5 Specific Roles & Responsibilities

- 5.1 The Committee Members must vote on the following positions necessary to the efficient function of the Committee annually (typically, this vote will take place within a few weeks of the conclusion of the CAHDS AGM):
- **Secretary** - responsible for taking notes at all meetings of the Committee, keeping track of projects and deadlines, and sending out meeting reminders; and
 - **Communications Person & Committee Chair** - responsible for communicating with CAHDS (for example, providing updates and reports to the CAHDS Board of Directors as may be required from time to time) and conducting meetings of the Committee.

6 Reporting

- 6.1 While there is no specific reporting schedule, the Committee is responsible to report regularly on its activities to the CAHDS board of directors and updates and/or reports may be requested from time-to-time by the CAHDS board of directors. As a subsidiary of CAHDS, it is imperative that the CAHDS board of directors be kept up to date with the Committee's activities and be consulted prior to effecting any specific initiatives.