

OPERATIONS

ROLES AND RESPONSIBILITIES - PROGRAM COMMITTEES

All program committees described in this document:

- Function as part of the operational level of the association.
- Are ultimately accountable to the membership for fulfilling their mandate
- Are delegated the authority to work towards their mandate within organizational policies and an approved budget.
- Are accountable to the board for implementing programs and projects that are consistent with strategic priorities within approved budget and organizational policies
- Report to the Executive Director as the delegated authority of the board in the management of operations.
- Observe operational guidelines set by the ED in developing annual plans and budgets.

EVENTS COMMITTEE

Mandate

Develop a provincial calendar of events as prescribed by the board of directors and consistent with the vision for optimizing athlete development described within the Long Term Athlete Development Model.

Membership

Chair – assigned staff member

Two members appointed in even years by the board of directors.

One member appointed in odd years by the board of directors.

All appointed members of the committee will serve a two year term All members have one vote and there are no proxy votes.

Responsibilities

1. Establish an annual provincial calendar that includes provincial championships dates, locations and organizers; provincial series events, dates, locations and organizers; and national and UCI events in Canada.
2. Establish a bidding procedure for provincial championships and provincial series
3. Awards the provincial championships according to organization policy and operating guidelines.
4. Ensure OCA sanctioned events meet OCA standards and work in consultation with the officials committee to enforce applicable standards
5. Oversee the planning and development of new calendar fixtures, e.g., Youth Cycling Series and identifies the technical requirements, risk management and marketing requirements.
6. Provide guidelines for organizers of provincial championships, series and other calendar fixtures.
7. Ensures the development of current and new event organizers.
8. Develop and update calendar guidelines.

Authority

- Can develop program guidelines and procedures related to the bidding, awarding and evaluation of provincial calendar events
- May form advisory sub-committees to work on specific aspects of its mandate.
- May, from time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Can schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects
- May implement reallocation of its budget consistent with its mandate and OCA policies

Accountability

- Accountable to the Executive Director for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies and within the approved annual budget.
- Accountable to the membership for ensuring a consultative approach in decision-making. In particular the Committee should ensure the input of clubs, event organizers, athletes and other groups and individuals that will be impacted by the Committee's decisions.

Reporting

- Provides written report, through the Executive Director, to the Board of Directors at the time of each board meeting for the purpose of ensuring that the board is informed of progress toward strategic goals and needs for new or revised policy direction.
- Provides a written report to the Annual General Meeting identifying its decisions, activities and the results of any evaluations it has carried out.

Chair

The duties of the Chair are to:

1. Establish the agenda for committee meeting in consultation with committee members.
2. Chair the committee and ensuring that the committee makes decisions within its mandate, the approved budget and organizational policies.
3. Communicate the Committee's decisions and actions to the Executive Director and to those who have been consulted in the decision-making process
4. Represent the Committee to the membership and in the annual budgeting and planning process
5. Prepare reports of decisions, progress and issues for submission to board meetings and the Annual General Meeting
6. Stay informed of relevant organizational policies
7. Ensure that committee members are informed of all critical matters

OFFICIALS COMMITTEE

Mandate

Develop, evaluate and assign Commissaires.

Membership

Chair – assigned staff member

One General Member, appointed in even years by the board of directors

One Road official appointed in odd years by the board of directors.

One MTB official appointed in even years by the board of directors.

One BMX official appointed in odd years by the board of directors.

All appointed members of the committee will serve a two year term. All members have one vote and there are no proxy votes.

Responsibilities

1. Plan for the ongoing recruitment and development of officials
2. Develop and implement officials certification programs
3. Oversee the evaluation of provincial level officials
4. Ensure the enforcement by officials in Ontario events of the CCA/UCI rulebook with Ontario amendments.
5. Review CCA rule changes and develop and implement appropriate Provincial rule changes.
6. Receive and circulate changes to Provincial rules.
7. Assign commissaries to provincially sanctioned events and recommend appropriate Ontario officials to national and internationally sanctioned events held in Canada
8. Recommend Ontario officials to CCA and U.C.I. courses
9. To enforce applicable standards for OCA sanctioned events

Authority

- Can develop program guidelines and procedures related to the development, assignment and evaluation of officials
- May form advisory sub-committees to work on specific aspects of its mandate.
- May, from time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Can schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects
- May implement reallocation of its budget consistent with its mandate and OCA policies

Accountability

- Accountable to the Executive Director for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies and within the approved annual budget.
- Accountable to the membership for ensuring a consultative approach in decision-making. In particular the Committee should ensure the input of event organizers, clubs and athletes and the Events Committee.

Reporting

- Provides written report, through the Executive Director, to the Board of Directors at the time of each board meeting for the purpose of ensuring that the board is informed of progress toward strategic goals and needs for new or revised policy direction.
- Provides a written report to the Annual General Meeting identifying its decisions, activities and the results of any evaluations it has carried out.

Chair – assigned staff member

The duties of the Chair are to:

1. Establish the agenda for committee meetings in consultation with committee members.
2. Chair the committee and ensuring that the committee makes decisions within its mandate, the approved budget and OCA policies.
3. Communicate the Committee's decisions and actions to the Executive Director and to those who have been consulted in the decision-making process
4. Liaise with event organizers, clubs, athletes and the events committee on the implementation of CCA rule changes and Ontario amendments
5. Represent the Committee to the membership and in the annual budgeting and planning process
6. Prepare reports of decisions, progress and issues for submission to board meetings and the Annual General Meeting
7. Stay informed of relevant organizational policies
8. Ensure that committee members are informed of all critical matters

ONTARIO BMX COMMITTEE

Mandate

To support the development of BMX within the OCA and work towards the integration of BMX as a discipline within the other standing Program Committees.

Membership

Chair – assigned staff member

President or delegate from affiliated BMX tracks within Ontario

Responsibilities

1. Develops and monitors budget for BMX activities
2. Establishes provincial calendar for BMX events, provincial championships and provincial series.
3. Set a sanction policy for BMX events
4. Coordinates the development, publication and updating of a OCA BMX rulebook
5. Provide guidelines for the development and training of officials
6. Identifies officials to attend provincial, national and UCI courses
7. Collaborate in the eventual integration of BMX into standing Program Committees.

Authority

- Can develop program guidelines and procedures related to BMX in Ontario
- May form advisory sub-committees to work on specific aspects of its mandate.
- May, from time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee
- Can schedule meetings and any other activities to facilitate decision-making
- May request and review proposals to complete specific projects
- May implement reallocation of its budget consistent with its mandate and OCA policies

Accountability

- Accountable to the Executive Director for carrying out its responsibilities in a way that contributes to the achievement of the goals set out in the strategic plan and, is consistent with organizational values and policies and within the approved annual budget.
- Accountable to the membership for ensuring a consultative approach in decision-making. In particular the Committee should ensure the input of event organizers, clubs and athletes and the Events Committee.

Reporting

- Provides written report, through the Executive Director, to the Board of Directors at the time of each board meeting for the purpose of ensuring that the board is informed of progress toward strategic goals and needs for new or revised policy direction.
- Provides a written report to the Annual General Meeting identifying its decisions, activities and the results of any evaluations it has carried out.

Chair

The duties of the Chair are to:

1. Establish the agenda for committee meeting in consultation with committee members.
2. Chair the committee and ensuring that the committee makes decisions within its mandate etc.
3. Communicate the Committee's decisions and actions to the Provincial Member Associations and to those who have been consulted in the decision-making process
4. Represents the Committee to the membership
5. Prepare reports of decisions, progress and issues for submission to board meetings and the Annual General Meeting
6. Stay informed of relevant organizational policies
7. Ensure that committee members are informed of all critical matters