



Wheelchair Rugby Canada (WRC) Domestic Programs Committee
Terms of Reference
September 2021

Type:

The Domestic Programs Committee (DPC) is a standing committee of Wheelchair Rugby Canada and members are appointed and/or approved by the WRC Board of Directors.

Purpose:

The DPC was created to guide and influence the development of wheelchair rugby in Canada through a planned and collaborative approach with all partners in the system.

Scope:

- The scope of the Committee encompasses domestic development and competition, including the rules and regulations governing the sport in Canada.

Authority:

- The Committee can recommend rule and policy changes and competition sanctions but final approval is at the discretion of the Board of Directors.
- The Committee has the authority to approve player transfers, competition seeding and scheduling, the format of competitions and Podium Club applications.
- The Committee has the authority to appoint Ad-Hoc Committees to consider specific issues or projects and make recommendations.

Membership:

- Chairperson**
- National Team Athlete Representative*
- National Development Director or Appointed Representative*
- Technical Commissioner (TC)*
- NextGen Coach*
- 3 East/West Representatives (PSO and/or Club as required by the Committee)*
- Classification Commissioner (On call as required)*

- Communications & Marketing Coordinator (On call as required)
- Administration & Special Events Coordinator (On call as required)
- Duncan Campbell holds an Honorary, Non-Voting position on the DPC

* Voting Member of the Committee

** Votes in the event of a tie

The Chairperson, Technical Commissioner and Classification Commissioner are appointed by the Board of Directors. The National Development Director, Communications & Marketing Coordinator, Administration & Special Events and NextGen Coach are WRC staff positions. The voting members of the Committee are responsible to appoint the East/West Representatives based upon expertise and/or region.

Term:

- Member terms, with the exception of WRC staff and Commissioners, are two years, staggered, as follows:
 - Chairperson, Athlete Representative, 1 West Representative (appointed in odd years)
 - 1 East Representative (appointed in even years)
 - 1 East or West representative (appointed in even years)

Meetings:

- In person meetings of the Committee will be held in March (Vancouver Invitational), May (National Championships) and may be held in conjunction with the WRC General Assembly.
- Quarterly conference calls will be held at the call of the Chairperson.
- Quorum is reached at 50% + 1 of the members of the committee.
- Voting is by majority of those present.
- In some circumstances, expedited decisions may be required. In such circumstances, the Chairperson, National Development Director and either the Technical Commissioner or Athlete Representative may make a decision that will later be brought to the Committee for review and approval.
- Meeting agendas will be developed by the Chairperson and circulated by the Administration & Special Events Coordinator via email.
- Minutes will be recorded and distributed by the Administration & Special Events Coordinator.

Reporting:

- Minutes of all meetings will be reviewed by the CEO and matters requiring a decision forwarded to the Board of Directors.
- The Committee will prepare a National Championships evaluation and submit to the Board for review not later than July 15th annually.

- The Committee will prepare an annual report for the Board of Directors and the membership.

Deliverables:

1. Provide input to the WRC Strategic Plan as it concerns the development programs, technical programs and competition structure in Canada.
2. Review the rules and regulations governing the sport in Canada on an annual basis and make recommendations for change/revision to the Board of Directors.
3. Review the national competition structure including club, provincial and national competitions and provide recommendations to address the needs within the Canadian system to ensure healthy growth and development at all levels.
4. Review the national infrastructure and make recommendations to ensure adequate resources are available to support the system including trained and certified coaches, referees and classifiers at all levels of play.
5. Develop a National Hosting Manual that serves as a guide to ensure minimum standards are met with respect to all aspects and at all levels of competition. Review the manual annually.
6. Solicit and evaluate bids for the National Championship and make recommendation to the Board of Directors.
7. Provide technical support to the National Championships host committee from the time of selection.
8. Provide Technical Delegates for events (as required).
9. Evaluate annual Podium Club applications and recommend funding based on systemic priorities.
10. Provide technical support as required for healthy club development.
11. Provide technical support as required to support effective NSO/PSO system alignment.
12. Communicate regularly and effectively with the Wheelchair Rugby community in Canada.
13. Bi-annual review of the DPC Terms of Reference.