



**Wheelchair Rugby Canada (WRC) Domestic Programs Committee
Terms of Reference
October 2024**

Type:

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

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 WRC.
- The Committee has the authority to approve player transfers, competition seeding and scheduling, and the format of competitions.
- The Committee has the authority to appoint Ad-Hoc Committees at discretion of WRC.

Membership:

- Chairperson**
- National Team Athlete Representative*
- Head Official*
- 3 Club Representatives*
- 1 PSO Representative*
- Head Classifier, or a representative as required (On call as required)*
- WRC Representative
- External Representative, at discretion of WRC

* Voting Member of the Committee

** Votes in the event of a tie

The Chairperson, Head Official and Head Classifier, and are appointed by the Board of Directors. The National Team Representative is appointed by the Athletes Council. The WRC Representative is a staff position. The club and PSO representatives are appointed by WRC.

Term:

- Member terms, with the exception of WRC staff and Head Official and Head Classifier, are two years, staggered, as follows:
 - Chairperson, Athlete Representative (appointed in odd years)
 - 1 PSO Representative (appointed in even years)
 - 1 Club Representative (appointed in even years)
 - 2 Club Representatives (appointed odd years)

Meetings:

- Bimonthly 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, WRC Representative and either the Head Official or Head Classifier 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 WRC Representative
- Minutes will be recorded and distributed by the WRC Representative

Reporting:

- Minutes of all meetings will be reviewed by WRC and matters requiring a decision will be under the discretion of WRC.
- The Committee will prepare a National Championships evaluation and submit to the CEO and Board for review not later than July 15th annually.
- The Committee will prepare an annual report, to be included with the WRC 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 CEO.
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. Review the National Hosting Manual annually that serves as a guide to ensure minimum standards are met with respect to all aspects and at all levels of competition.
6. Review the National Technical Package annually
7. Solicit and evaluate bids for the National Championship and make recommendation to the CEO.
8. Provide technical support to the National Championships host committee from the time of selection.
9. Evaluate annual Podium Club applications and recommend funding to WRC based on systemic priorities. Final authority rests with WRC.
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.