

## **PRESIDENT**

The President shall be responsible for the coordination of corporate policy and organization, and shall ensure that the corporation achieves the objectives set by the membership. The President shall preside over all Annual General and Board of Directors meetings and shall sit as a member of all standing committees as well as the Canadian Cycling Association Board of Directors.

## **VICE PRESIDENT, FINANCE AND ADMINISTRATION**

The Vice-President, Finance and Administration shall take on all responsibilities of the President when the latter is absent and in addition perform all duties assigned by the President as well as look after all financial affairs of the Corporation including the budget, financial reports and grants.

# **DEVELOPMENT COMMITTEE**

The Development Committee shall be composed of the Vice President of Development, the President. 1 Active Licensed Riders; 2 Members at Large (a least one must be a level 1 certified coach or equivalent) The Development Committee shall be directly responsible for the following items:

## **Marketing**

- Increase awareness of the sport of cycling by raising its profile through promoting cycling within the corporation and to the community.
- To create and support marketing and fundraising initiatives.

## **Coaching**

- Administer the National Coaching Certification Program (NCCP) Technical course for cycling.
- Develop a marketing plan for the NCCP Program.
- Establish policies and fees for course conductor and coaching courses.

## **Athletes**

- Develop a Club Mark program for SCA clubs
- Develop a grassroots youth series in multiple disciplines

## **VICE PRESIDENT of DEVELOPMENT**

The Vice President, Development shall be responsible for the effective operation of the Development Committee, of which he/she shall serve as Chairperson.

## **DEVELOPMENT COMMITTEE ELECTED MEMBER**

(Three positions) One active licensed rider responsible for being the racer's voice at the committee level on all issues. Two members at large (a least one must be a level 1 certified coach or equivalent)

## **TECHNICAL COMMITTEE**

The Technical Committee shall be composed of the Vice President of Technical, the President, Chief Road Racing Commissaire, Chief MTB Racing Commissaire, 2 Active Licensed Riders. The Technical Committee shall be directly responsible for the following items:

### **Technical**

- Create, monitor and evaluate an SCA Long Term Athlete Development (LTAD) Plan.
- Ensure the SCA technical regulations are consistent with those of the CCA
- Establish domestic racing policies which include the provincial race series, the Sask Cup events and any potential National / World Cup events

### **Provincial Calendar**

- Establish policies related to the technical requirements of regional and Provincial events based on racing rules
- Establish calendar and levy fees for events
- Establish policies, standards and guidelines for provincial series (Sask Cup)
- Monitor and adjust the rider's categories to ensure proper development of rider
- Seek out interprovincial partnerships that can see resources and experiences shared

### **Officials**

- Implements and oversees procedures relative to the assignment of Commissaires to provincial events.
- Reviews commissaire feedback and recommendations.
- Developing training programs, course materials, criteria and identifies upgrading opportunities for commissaires.

## **VICE PRESIDENT TECHNICAL**

The Vice President, Technical shall be responsible for the effective operation of the Technical Committee, of which he/she shall serve as Chairperson.

## **PROVINCIAL MTB CHIEF COMMISSAIRE**

- Sit as a member of the Development Committee.
- Keep an up to date list of Provincial Commissaires.
- Keep updated with rule changes as they are announced by the CCA.
- Run training courses (CCA states this must be run by a course conductor) for provincial commissaires.
- Upgrade Commissaires
- Early in season schedule Commissaires to work the races; this should include a Collage of three (Chief, Finish line, and Race Secretary).
- Maintain a database of Schedules of Events for all of the provincial races.
- At the beginning of the race season obtain the number plate series for each category from SCA staff.
- Maintain Commissaire's bag (signage, tape, finish line sheets, lap counting sheets, Commissaire's expense sheets, clipboards, hammer spikes, screws for signage).
- Ensure Commissaire's bag is available for each race, as there is only one set of equipment it needs to be made available through out the province.

- The Chief Commissaire of each race should contact the race organizer approx. 2 weeks in advance to make sure the race has been sanctioned, volunteers are in place, and first-aid has been arranged.
- Prior to the race with the race organizer, make sure a course map is available, have someone ride and time a hot lap, set the number of laps, and update the Schedule of events.

### **CHIEF ROAD COMMISSAIRE**

- Responsible for ensuring that sanctioned road (and cyclocross) events are conducted according to the CCA rules and the SCA policies. In other words, to ensure that road races are fun in a fair and unbiased manner and to oversee the sporting aspects of road racing.
- Responsible for assigning and/or co-coordinating the assignment of commissaires to officiate at provincially sanctioned road events.
- Will identify and assist in the organization of commissaire opportunities, which may include training programs, course materials, upgrading criteria, etc.
- Provide beginner commissaire courses as required by the SCA and educate commissaires and expedite the dispersal of information of rule and procedure changes.
- Be an active member of the Development.

### **TECHNICAL COMMITTEE ELECTED MEMBER**

These members must be active licensed riders and are responsible for being the racer's voice at the committee level on all issues.

# **HIGH PERFORMANCE COMMITTEE**

The High Performance Committee shall be composed of the Vice President of High Performance, Director of Road programs, Director of Mountain Bike Programs, Director of Women's Program and the President.

The High Performance Committee, accountable to the Executive Committee, shall be responsible for developing, monitoring and evaluating the Association's Sask First/Canada Games Program and establishing selection policies and administrative guidelines to deal with the Athletes Assistance Program.

## **VICE PRESIDENT, HIGH PERFORMANCE**

The Vice-President, High Performance shall be responsible for the effective operation of the High Performance Committee, of which she/he shall serve as Chairperson.

## **DIRECTOR OF ROAD PROGRAMS**

The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and to develop Road coaches to a Summer Games level i.e., NATIONAL COACHING CERTIFICATION PROGRAM (NCCP) Level 3.

## **DIRECTOR OF MOUNTAIN BIKE PROGRAMS**

The Director shall be responsible to oversee the development of the best athletes to a Summer Games and then National Team level and develop Mountain Bike coaches to a Summer Games level, i.e. NCCP Level 3

## **DIRECTOR OF WOMEN'S PROGRAMS**

The Director shall be responsible to oversee the development of the best female athletes to a Summer Games and then National Team level and develop Road and MTB coaches to a Summer Games level, i.e. NCCP Level 3

# **RECREATION AND TRANSPORTATION COMMITTEE**

The Recreation and Transportation Committee shall be composed of the President, the Vice-President of Recreation and Transportation, the Education Coordinator, Women's Recreational Cycling Representative, two Recreation & Transportation club representatives and the Director of Recreational Mountain Biking.

The Recreation and Transportation Executive Committee, accountable to the Executive Committee, shall work with the Vice President of Recreation and Transportation; defining the short and long term goals for recreational cycling, safe cycling advocacy and utilitarian cycling in Saskatchewan and create, develop and implement programs to meet those goals.

## **VICE-PRESIDENT, RECREATION AND TRANSPORTATION**

The Vice-President, Recreation and Transportation shall be responsible for the effective operation of the Recreation and Transportation Committee of which he/she shall serve as Chairperson. He/she shall also be responsible for the formation of the provincial touring schedule and coordination with organizations or individuals involved with non-competitive cycling.

## **RECREATION & TRANSPORTATION EDUCATION COORDINATOR**

The Coordinator shall be responsible for organizing the development and promotion of educational materials for the Recreation & Transportation sector.

## **DIRECTOR OF RECREATION MOUNTAIN BIKE**

The Director shall be responsible for communicating recreational issues at the committee level.

## **RECREATION & TRANSPORTATION CLUB REPRESENTATIVES**

The representatives are responsible for communicating recreational issues at the committee level. One representative must be from the randonneuring sector and the second from a recreation club.

## **WOMEN'S RECREATIONAL CYCLING REPRESENTATIVE**

The representative is responsible to encourage women to participate in the sport of cycling by helping to organize sessions introducing them to the sport.