



**Climbing Escalade Canada (“CEC”) CNR Working Group (CNR-WG)
Terms of Reference**

Official Policy Name

CEC-HP-07 CNR Working Group (CNR-WG) Terms of Reference

Purpose / Mandate

Reporting to the High Performance Coordinator (HPC) and the High Performance Governance Committee (HPGC), and the CNR Working Group (CNR-WG) will provide expertise on the Continuous National Ranking (CNR).

Goals and Objectives

The objectives of the CNR-WG include, but are not limited to:

- Review and update the CNR Policy on an annual basis;
- Calculate the CNR and manage its publication as per the CNR policies with all the relative formulae and algorithms needed;
- Develop a process to communicate in a transparent manner the details of the CNR calculations to the athletes
- Act as an advisory group to the High Performance Governance Committee and staff as needed for selection and ranking purposes;
- Run scenarios to determine and recommend improvements to the CNR calculations; and,
- Ensure a fair and objective implementation of the system

Authority

As this is a working group, the group and its members have a limited mandate within the High Performance Program and the CEC. The members and the work conducted are accountable to the High Performance Coordinator.

Members/Composition

There shall be no fewer than 3 and no more than 8 committee members, in addition to the High Performance Coordinator and CNR Consultant.

The composition is as follows:

Supervisor: High Performance Coordinator

Chair: CNR Consultant

3 to 8 members at-large

Expertise in the roles of the following:

- Competitive Data
- Statistics
- Projections
- Excel computing

Membership Process

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the CNR-WG; however, preference shall be given to those experienced in high performance sports. The Executive Director (ED) and the High Performance Coordinator (HPC), in their sole



discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the CNR-WG. Selected committee members must be endorsed by the board of directors.

The Athletes Commission may appoint an Athlete Representative to serve as a member of the CNR-WG. The Athlete Representative will have all the rights, privileges, and responsibilities of any other member of the CNR-WG except that, notwithstanding anything in these Terms of Reference, the Athlete Representative shall serve at the pleasure of the Athletes Commission.

The Board in its sole discretion but preferably in conjunction with a recommendation from the HPC, may remove any member of the CNR-WG, if any. Removal of members of the CNR-WG may be conducted regardless of whether cause for removal is established but must be conducted respectfully.

Members of the Board may apply and be appointed to the CNR-WG (“Regular Board NRWG Member”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at CNR-WG meetings. Board members applying for membership on the CNR-WG must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the CNR-WG.

Members are appointed for a term of 1 year. There are no limits to the number of consecutive terms for any one committee member.

Work Methods/ Frequency

All CNR-WG work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

Frequency

The CNR-WG will meet at least 4 times a year, and as needed. THE CNR-WG will meet at specific timelines to prepare for International Events and timelines. Specific dates will be communicated closer to meeting times.

Meeting Process

Every meeting must include:

- Meeting Chair: Responsible for directing conversation and ensuring adherence to the agenda.
 - Meeting chair may be someone other than the committee chair.
- Secretary: Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting

Conflict of Interest

Due to the nature of the CNR-WG membership composition, conflicts of interest may arise, but should be avoided when possible. Such examples can include but are not limited to: parents of HP athletes, coaches of HP athletes, HP athletes themselves, sponsor of a HP athlete, etc.

All conflicts must be disclosed in the application process. The HPC and ED, in their sole discretion, will determine which conflicts are acceptable and which are not. Once appointed, it is the responsibility of each member of the CNR-WG to disclose their conflict and abstain from discussion and voting when they face a situation where they could benefit from the outcome of the vote. In some cases, a temporary expert (such as a director of CEC or a member of the HP Governance Committee) may sit in place of the person with conflict.

Consensus Model and Voting Rules



Decisions made by the CNR-WG should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop and agree to support a decision in the best interest of the whole.

If consensus cannot be reached on decisions requiring a unified recommendation, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using the either of the following methods, as decided by the meeting chairperson:
 - o show of hands, or
 - o anonymous ballot, as decided by the chairperson of the meeting
- Board representatives, if in attendance, are present to represent the Board's interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
 - o For greater clarity, Regular Board CNR-WG Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board CNR-WG Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a CNR-WG meeting, a Board member other than the Regular Board CNR-WG Member must attend.

Reporting and Recommendations

Reporting and recommendations shall be governed by the following rules:

- The CNR-WG shall develop and provide recommendations, and share this with the chair of the committee and/or the HPC;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

Communications

A group email and phone number list will be created for all members of the CNR-WG. Email and phone lists are ONLY to be shared amongst the CNR-WG members and must not be shared with anyone outside of the CNR-WG unless express permission to do so is granted to the HPC.

The HPC must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

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