



2020-21 Committees (Non-Board Committees)

Committee Mandate

Football Canada's **Contact** and **Non-Contact committee** are responsible for oversight of programs and policy related to all three disciplines of football including but not limited to high performance, coaching, competitions, athletes, officials, rules and safety.

The committees create and propose to the Board of Directors new policies, changes or additions. No decisions around budgetary recommendations will be finalized until reviewed and approved by the Finance Committee and/or the Football Canada office. No decisions around governance recommendations will be finalized until reviewed and approved by the Governance Committee and/or the Football Canada office.

Responsibilities

Contact and Non-Contact Program Committee responsibilities may include:

- Review rules
- Review safety policies
- Monitor existing programs
- Identify gaps for new programming
- Activate and monitor sub-committees when needed
- Communicate with Provincial Sport Organizations

Composition and Voting

Composition

- One Delegate from each Member
- Staff representative from Football Canada
- Two Football Canada Board representatives
- One committee chair

Voting

- Each Member delegate receives one vote
- Board representatives receive one vote each
- Football Canada staff and committee chair do not hold a vote.

Note: In the event of a tie, the committee chair may cast the tie-breaking vote.

Committee Chair

- Chair will be nominated from Football Canada Membership at Annual General Meeting
- Chair will be representative from provincial sport organization
- Chair will hold position for a two-year term

Note: If committee chair cannot or does not perform the necessary duties required of the chair they will be asked to vacate by the Board of Directors.



Committee Terms

Football Alberta	End of Term 2021
Canadian Football League	End of Term 2021
Football Newfoundland and Labrador	End of Term 2021
Football Nova Scotia	End of Term 2021
Ontario Football Alliance	End of Term 2021
Football Saskatchewan	End of Term 2021
BCPFA	End of Term 2022
Football Manitoba	End of Term 2022
Football Quebec	End of Term 2022
Football New Brunswick	End of Term 2022
Football PEI	End of Term 2022

Note: Once the first set of terms are up each member organization representative will have a two-year term with the exception of Associate Members who are renewed on an annual basis.

Frequency of Meetings and Manner of Call

- Contact Calls will take place once every second Thursday every two months.
- Non-Contact Calls will take place on every third Thursday every two months.
- Calls will take place via Zoom video call or equivalent.

Quorum

- Committee consists of 12 voting members
- Quorum is four attending voting members

Resources

- Football Canada staff member Contact – Aaron Geisler
- Football Canada staff member Non-Contact – Jamie Geisler

Reporting

- Chair of committee provides a summary to attending Board members and Executive Director in a timely manner.



Sub-Committees

Sub-Committee Mandate

Football Canada's Contact and Non-Contact sub-committees are responsible for overseeing specific areas designated by the contact or non-contact committees. These committees will be tasked to do work in these specific areas and report back to the main committees as well as provide all recommendations for approval. The sub-committees will include but not limited to:

- Competitions
- LTAD
- Coaching
- Female Development
- Officials Development
- Rules
- High Performance
- First Nations Development
- Safety

The chair of the sub-committee may be selected within the individual sub-committee unless pre-appointed by the Board. The chair is responsible for providing a report back to the Chair and staff resource of the contact and/or non – contact committee. The reports must be submitted a minimum of seven days prior to the contact or non-contact committee call. Please see 'Reporting' at the end of this policy document for reporting details.

Responsibilities

The sub-committees are responsible for reviewing policy and programming and provide recommendations back to the contact or non-contact committees. On projects requiring budget outlines, consultation or development the sub-committee may forward files to the Finance Committee. On projects requiring governance outlines, consultation or development the sub-committee may forward files to the Governance Committee.

Areas of focus may include:

- Review rules
- Review policies
- Monitor existing programs
- Identify gaps in programming
- Propose new programming

Composition and Voting

Composition

Sub-committees will vary in size. It is recommended the composition of the sub-committees are a minimum of five to a maximum of 12 plus the chair. The committees will be made of Board members, PSOs and experts.



- Staff representative from Football Canada
- Members and experts
- One or two Football Canada Board representative
- One committee chair

Voting

- Each delegate receives one vote
- The board representative receives one vote
- Football Canada staff and committee chair do not hold a vote.

Note: In the event of a tie, the committee chair may cast the tie-breaking vote.

Committee Chair

- Chair will be selected by the committee members
- Chair will hold position for a two-year term

Note: If committee chair cannot or does not perform the necessary duties required of the chair they will be asked to step down.

Sub-Committee Terms

BCPFA	End of Term 2021
Canadian Football League	End of Term 2021
Football Manitoba	End of Term 2021
Football Quebec	End of Term 2021
Football New Brunswick	End of Term 2021
Football PEI	End of Term 2021
Football Alberta	End of Term 2022
Football Saskatchewan	End of Term 2022
Ontario Football Alliance	End of Term 2022
Football Nova Scotia	End of Term 2022
Football Newfoundland and Labrador	End of Term 2022

Note: Once the first set of terms are up each member organization representative will have a two-year term with the exception of Associate Members and expert representatives who are renewed on an annual basis.

Frequency of Meetings and Manner of Call

- Sub-committee calls will take place once every two months or as required
- Calls will take place via Zoom video conference call or equivalent

Quorum

- For a quorum to be established with three of voting members must be present.

Board Proxy

- If a Board member is not able to make a sub-committee meeting the Football Canada Vice President has the ability sit on the committee as a proxy.



- Unless the President is listed as a committee or sub-committee member, the President may not serve as a proxy for a non-attending Board member. In accordance with bylaw and policy, the President may attend any committee or sub-committee meeting in an ex-officio capacity.
- There are no proxies for other members on committees or sub-committees.

Reporting

- The Chair of committee/sub-committee provides a summary of relevant items to the Chairs of the Contact and Non-Contact committee and attending Board members and Executive Director in a timely manner.
- There may be an item where the committee/sub-committee is seeking or requiring direction from the Finance or Governance Committee. The Chair of committee/sub-committee shall provide a summary of relevant items to the Chairs of the Finance or Governance Committee in addition to the Executive Director in a timely manner prior to key meetings.