



## Provincial Program Committee Policy

### POLICY PURPOSE

To provide a structure and process of governance to ensure that the Provincial Program accomplishes its expressed objectives.

### COMMITTEE COMPOSITION

The Manitoba Cycling Association (MCA) Provincial Program Committee shall be comprised of:

1. A *Parent Representative* recommended by the majority of development, performance and high performance program parents and approved by the Board. The Parent representative must have a child that is a current member of the provincial program over the entire length of term (May 1 to April 30). Child of Parent Representative must have participated in the provincial program for a minimum of one consecutive year before the start of the term.
2. A current *Athlete Representative* recommended by the majority of development, performance and high performance program athletes and approved by the Board. The athlete representative must be a current member in good standing with the provincial program over the entire length of term (May 1 to April 30), and must have participated in the provincial program for a minimum of one consecutive year before the start of the term.
3. A *Coaching Representative* recommended by the majority of MCA level 2 or Introduction to Competition or higher coaches and approved by the Board. The coaching representative must be an approved coach under the MCA Coaching Standards Policy.
4. An *Elite Master Athlete Representative* with previous Provincial Program (or higher) experience approved by the Board.

The Provincial Program Coordinator, who will be the chairperson and the Provincial Coach also attend committee meetings. The Provincial Coach does not have a vote; the chair casts a vote in the event of a tie.

The appointment of member representatives of the Provincial program committee will take place on May 1 of each year, with the following terms of appointment for the following member representatives:

- Athlete Representative: elected yearly for a May 1 to April 30 term
- Parent Representative: elected yearly for a May 1 to April 30 term
- Coach Representative: elected for a two year term on even years, for May 1 to April 30
- Elite Master Athlete Representative: elected for a two year term on odd years, for May 1 to April 30

In April of each year, the four representatives should be identified. The recommendation should be made with the names of the supporting persons from that stakeholder group as well as the names of everyone who participated in the decision. The number of names supporting the recommendation will represent the majority of that stakeholder group. The representatives will begin their term starting May 1 of their elected year.

If a representative is unable to complete the term and a vacancy occurs on the committee, a new representative can be recommended by the majority of that stakeholder group and confirmed by the Provincial Program Committee Chair.

### **COMMITTEE PURPOSE AND AUTHORITIES**

The Provincial Program Committee is a voting committee that directs and supports the program towards its expressed objectives.

The Provincial Program Committee discusses and directs the implementation of the Provincial Program.

The Provincial Program Committee will provide active support to the Coordinator and the Coach; including support

In the administration of their duties and any other activities that help fulfil the program's objectives. Key decisions made by the Provincial Program (PP) Committee include:

- Recruiting all assistant PP coaches
- Creating a bingo allocation process for the PP
- Establishing a schedule of races for the PP team (that prioritize but are not limited to Road Nationals, Mountain Bike Nationals, Cycle-cross Nationals, Canada Summer Games, Western Canada Summer Games); these races include the presence of the Provincial Program Coach.
- Planning, organizing and executing PP trips
- Selecting criteria for the PP and the selection of the PP team
- Participate in creating annual budgets for the PP, includes setting athlete fees
- Supporting unbudgeted expenses, for approval by the Board as required.

The PP Coordinator has the authority to undertake his/her responsibilities (as per the Board of Directors policy)

and is accountable to the BOD for these responsibilities. The PP Coordinator's responsibilities include:

- Working with the major games (Canada Games and Western Canada Games) and ensuring that all reports and information required are provided in a timely manner
- Confirming that coach, athlete and parent representatives were selected by the majority of each stakeholder group prior to approval by the Board.
- Representing the concerns of the PP committee to the Board
- Scheduling PP Committee meetings \

The Provincial Coach has the authority to undertake his/her responsibilities (as per the roles and responsibilities of the position) and is accountable to the MCA Executive Director for these responsibilities. The coach's responsibilities include:

- Creating training programs and plans for all PP athletes
- Reporting athlete progress, training requirements and annual evaluations to PP Committee
- Supervising, directing and managing all assistant PP coaches
- Facilitating, monitoring and ensuring the technical development of all coaches

- Maintaining emergency contact list and action plan in case of emergency
- Reporting to PP Coordinator any concerns and violations by PP athletes or parents of athletes in the form of an incident report
- Maintaining financial information and forward to ED on a monthly basis
- Confirming PP financials once entered into MCA financial system

The PP Coordinator and the Provincial Coach are jointly responsible for:

- Taking disciplinary action with athletes when required
- Ensuring that all PP athletes are fully registered in the program and have completed all medical forms as well as any documentation required for travel
- Creating annual budgets for the PP, includes setting athlete fees
- Updating budget forecasts on a monthly basis.

The implementation of the PP Committee's key decisions is the responsibility of the PP Coach, unless otherwise delegated to PP Committee members

The PP Committee may also engage in additional activities including, but are not limited to:

- Coordinating volunteers to support PP races, events, and trips
- Fundraising for the PP.

## **DISSEMINATION OF PROVINCIAL PROGRAM INFORMATION**

Minutes, including all decisions, will be taken at all PP Committee meetings and once approved will be disseminated.

- The Chair is responsible to disseminate relevant information to the MCA board.
- The Athlete Representative is responsible to disseminate relevant information to athletes.
- The Parent Representative is responsible to disseminate relevant information to athlete's parents. CONFLICT OF INTEREST

From time to time it may be reasonable to exclude a PP committee member from a specific decision due to a perceived or real conflict of interest. This could include, but is not limited to, the parent and athlete representatives being excluded from a decision about selection criteria and/or PP team selection.

Exclusions due to a perceived or real conflict of interest require majority support of the Provincial Program committee members, excluding the member potentially in conflict.

## **PROGRAM OBJECTIVES**

The actions of the Provincial Coach, PP Chair, and PP Committee are for the purpose of accomplishing the PP program objectives.

### **The Primary Objectives of the MCA Provincial Program are:**

1. To attend and achieve podium results as a team in;

- a. CCA Road Nationals
  - b. CCA Mountain Bike Nationals
  - c. CCA Cycle-cross Nationals
  - d. Western Canada Summer Games
  - e. Canada Summer Games
  - f. Any other major race, which is entered as a team (for example Tour de l' Abitibi)
2. To recruit and develop performance cyclists, both male and female, in the age range of Cadet to Espier in the disciplines of;
    - a. MTB (Cross Country)
    - b. Road (Road Race, Criterium, Individual Time Trial, Cycle-cross)
  3. To ensure a year-round program of training and development, in keeping with cycling's Long Term Athlete Development model;
    - a. Development Team
      - i. Learn to Train
      - ii. Train to Train
    - b. Provincial Program
      - i. Learn to Complete
      - ii. Train to Compete
      - iii. Learn to Win
      - iv. Train to Win
  4. To offer the following staff to support the Team, when possible
    - a. Coaching
      - i. NCCP Level 3 Certified Cycling Coach
      - ii. Male and Female NCCP Level 2 Certified Cycling Coaches  
*\*\* Coaches may not be family members or guardians of team members*
    - b. Manager
    - c. Mechanic
    - d. Sports Science Professionals, to assist with performance enhancement
  5. To place cyclists on the CCA National Team
  6. To coordinate with the National Training programs
  7. To be one of the best developed Provincial Sports Organization (PSO) programs within Sport Manitoba.

**The Secondary Objectives of the MCA Provincial Program are:**

1. To be an incentive to and to encourage any children's cycling program that is associated with the MCA
2. To support the efforts of team members with whatever equipment is within our budgetary means.

"Approved by the Board of Directors of the Manitoba Cycling Association by motion on Nov, 8, 2012