

Biathlon Canada Terms of Reference

Nomination Procedure Advisory Group

1 Objectives

- 1.1 The Nomination Procedure Advisory Group (the “**NPAG**”) is an advisory technical committee of Biathlon Canada.
- 1.2 The purpose of the NPAG is to provide information and advice to Biathlon Canada’s High Performance staff with respect to the nomination procedures of the national teams.

2 NPAG members

- 2.1 The NPAG shall consist of the following members:
 - 2.1.1 Biathlon Canada’s Performance Pathway Director, or a replacement appointed by the CEO (the “PPD”)
 - 2.1.2 Biathlon Canada’s High Performance Manager, or a replacement appointed by the CEO (the “HPM”)
 - 2.1.3 3 volunteer members appointed pursuant to section 3.1 (the “Volunteer Members”).
- 2.2 The CEO may only appoint a replacement for the PPD or the HPM if they have declared a conflict of interest, have been determined to be in a conflict of interest, or are unavailable for a meeting of the NPAG.
- 2.3 The PPD shall be the Chair of the NPAG (the “Chair”).
- 2.4 The Chair of the NPAG may invite other individuals to meetings of the NPAG as participants, which may include the National Team coaches, Integrated Support Team, or others.
- 2.5 NPAG members shall abide by the Biathlon Canada Conflict of Interest Policy and, to that end,
 - 2.5.1 Each member shall annually declare any conflict of interest; and

- 2.5.2 Each member and any other person attending a meeting of the NPAC shall declare any conflict of interest in regard to specific matters arising while conducting or present for NPAG business.
- 2.6 The Volunteer Members, the PPD, the HPM and any person designated by the CEO to replace the HPD or the HPM at a meeting of the NPAG must not be:
- 2.6.1 A family member or active coach of an active athlete who is a member of Biathlon Canada's National Training Teams, or is in contention for a position on Biathlon Canada's National Tour Teams;
- 2.6.2 An athlete on or in contention for a position on Biathlon Canada's National Training Teams or National Tour Teams; or
- 2.6.3 An active official or jury member at Biathlon Canada's Selection Events whose decision could affect the overall standings in the competition.
- 2.7 The Volunteer Members must comply with Biathlon Canada's Confidentiality Policy.

3 Appointment & Term

- 3.1 The Volunteer Members shall be appointed by Biathlon Canada's Board of Directors, at the recommendation of the CEO.
- 3.2 The Volunteer Members shall be selected based on their specialist knowledge and experience relevant to High Performance and Biathlon (Appendix A). Consideration shall be given to geographic location only if there is a valid reason to do so.
- 3.3 The NPAG shall advise the PPD in identifying and recruiting the Volunteer Members. The PPD will provide the recommendations to the CEO who will make a recommendation to the Board on the appointment of Volunteer Members to the NPAG.
- 3.4 The terms of the Volunteer Members begin and end on the dates of Biathlon Canada's Annual General Meeting. Volunteer members are selected for a 2-year term.

- 3.5 The Board may remove and appoint replacement Volunteer Members in its sole discretion for any reason.

4 Function and Authority of the NPAG

- 4.1 The primary purpose of the NPAG is to act as an advisory group to Biathlon Canada's High Performance Staff. The Volunteer Members are not empowered with any decision making authority, except as explicitly set out in Biathlon Canada's nomination policies, rules, and procedures.
- 4.2 The NPAG shall provide information and advice to the PPD regarding:
- 4.2.1 The development of High Performance Bulletins within the National Program;
 - 4.2.2 Decisions relevant to the nomination of athletes to events and teams;
 - 4.2.3 Decisions for requests for medical or other byes to events and team nominations;
 - 4.2.4 Ensuring that Biathlon Canada follows its nomination procedures as intended;
 - 4.2.5 Ensuring that the decisions made in sections 4.2.1, 4.2.2, and 4.2.3 are consistent with Biathlon Canada's policies, strategic plan, operational plan, and high performance objectives and strategies; and
 - 4.2.6 Any other matters that the PPD brings to the NPAG for guidance, advice, and input.
- 4.3 As and when requested by the PPD, the NPAG or one of its Volunteer Members shall participate in appeal hearings.
- 4.4 The advisory function described in section 4.2 will work best when the Volunteer Members, the PPD, the HPM, and Biathlon Canada's National Team coaches work as a team and communicate openly and regularly to develop trust and confidence that:
- 4.4.1 On operational matters, the professional knowledge of Biathlon Canada staff will be respected and afforded autonomy;
 - 4.4.2 Guidance, advice, and input of the Volunteer Members will be sought where issues are complex and challenging and would benefit from an external perspective; and

- 4.4.3 Guidance and advice given will be respectful, direct and frank, with a view only to advise on selection to events and team nomination.
- 4.5 After considering the advice of the Volunteer Members, the PPD has the sole and exclusive authority for all final decisions being made regarding the matters set out in this section 4.
- 4.6 If the PPD and the HPM are in a conflict of interest, the Volunteer Members shall have decision making authority regarding nomination decisions. In such case, the Volunteer Members shall follow Biathlon Canada's nomination procedures as intended, with all decisions requiring the support of a majority of the Volunteer Members.

5 Roles and Responsibilities

- 5.1 The PPD has the following roles and responsibilities:
 - 5.1.1 to set the agenda for each meeting;
 - 5.1.2 to deliver the agenda and supporting materials to NPAG members in advance of meetings;
 - 5.1.3 to establish the purpose for each meeting and to explain the agenda at the beginning of each meeting;
 - 5.1.4 to encourage broad participation from NPAG members in discussion;
 - 5.1.5 to end each meeting with a summary of decisions and assignments;
 - 5.1.6 to ensure the timely preparation of minutes of meeting of the NPAG and the timely approval of those minutes by the NPAG;
 - 5.1.7 to follow up with consistently absent NPAG members to determine if they wish to discontinue membership;
 - 5.1.8 to act as the liaison between the NPAG and the other staff of Biathlon Canada; and
 - 5.1.9 to work with the CEO on ensuring appropriate succession of NPAG members.
- 5.2 The Volunteer Members have the following roles and responsibilities:
 - 5.2.1 to understand the mandate and objectives of the NPAG and to work in good faith;
 - 5.2.2 to take a genuine interest in the NPAG's outcomes and overall success;

- 5.2.3 to actively participate through attendance, discussion, and review of minutes, papers, and other documents;
- 5.2.4 to have a good understanding of Biathlon Canada's nomination policies, rules, and procedures and be prepared for the meetings; and
- 5.2.5 to support open discussion and debate and encourage fellow NPAG members to voice their insights.

6 Meetings & Minutes

- 6.1 The NPAG may meet in person, by conference call (or digital equivalent) or by email and will be determined by the PPD and within the limits of Biathlon Canada's budget.
- 6.2 At each meeting, the NPAG will receive reports from the relevant individual or group:
 - 6.2.1 Minutes/action items from previous meetings; and
 - 6.2.2 Issues having been identified since the previous meeting.

Appendix A: NPAG Skills Matrix

Biathlon Canada will select members for the available positions based on the below skills matrix.

Category	Description
Sport Technical Knowledge	Experience as an athlete or coach in Biathlon and/or strong knowledge and understanding of the technical components of the discipline
Canadian High Performance System Experience	Expertise in the High Performance System within the Canadian sport landscape
Legal Acumen	Education and/or experience in a relevant field of law
Data Analytics	Education and/or experience in analyzing numerical data
Language	Representation between English and French speaking individuals
Geography	Representation from various provinces and territories