

KARATE NOVA SCOTIA

Committees

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Karate Nova Scotia Committees Document

Purpose

For the facilitating of various functions associated with Karate Nova Scotia (KNS), committees are formed to provide guidance and direction. The purpose of this document is to clarify what the different committees are, and the functions they serve. They are overseen by the Board of Directors (BOD), and it is expected these committees communicate with the BOD on a regular basis.

Procedures to establish a committee, or key volunteer role, and the terms under which those entities function are contained in this policy document.

Committees

Authority to Establish Committees

Bylaw 5.9 states that *“The Board may appoint such committees as it deems necessary for managing the affairs of KNS and may appoint members of committees or provide for the election of members of committees, may prescribe the duties of committees, and may delegate to any committee any of its powers, duties, and functions except where prohibited by these Bylaws.”*

Reporting by Committees

All committees report to the BOD through either the committee chairperson or a designated BOD liaison.

At the request of the BOD, committee Chairpersons may be asked to submit an annual report to the membership, for presentation at the Annual General Meeting.

Categories of Committees in Karate Nova Scotia

Standing Committees

Standing Committees are permanent committees of the association and set up as either “Committees of the Board” or “Operations and Programming Committees”.

- a. “Committees of the Board” are established to oversee topics areas which may more effectively be discussed in detail by a smaller group of Directors with recommendations then being made to the whole BOD. Each committee will have a Terms of Reference.
- b. “Operations and Programming Committees” are struck to bring together technical and operational expertise to support the Strategic Plan and help drive activity in their subject area. Each committee will have a Terms of Reference.

Ad Hoc Committees

Ad Hoc Committees are struck to undertake a specific short-term task that is outside of or in addition to the normal scope of work of existing committees or staff. Each committee will have a Terms of Reference.

Standing Committees

Committees of the Board

1. Governance
2. Staff Oversight Committee

Operations and Programming Committees

1. Coaching Development
2. High Performance
3. Tournament Committee
4. Officials

Appointment to Committees

The following procedure will be used to solicit candidates for committee roles:

1. A call for interested candidates to fill expiring terms on all Committees shall be made at least 30 days prior to every Annual General Meeting, with interested people submitting their interest to the Karate Nova Scotia President.
2. The call will note the desired level of knowledge and expertise for each committee, including any requirements for technical certification levels.
3. Candidate submissions will be reviewed by a sub-committee of Directors, with further inquiries about interest in committee appointment being directed to additional individuals if necessary.
4. The BOD shall make Committee appointments within 30 days of the Annual General Meeting.

Length of Appointments to Committees

Appointments shall go to the 2nd Annual General Meeting following the appointment. For appointments to new Committees, approximately half of the appointments should be made for two- year terms, and half for three-year terms, to create a rotation of terms for committee members.

Appointment of Committee Chairpersons

Unless otherwise stated in the committee Terms of Reference, Committees Chairs shall be appointed by the BOD.

Membership in Karate Nova Scotia for Committee Members

All appointees to committees will be a Regular Member of Karate Nova Scotia unless this requirement is specifically waived by the BOD.

Vacancies on Committees

The BOD shall fill vacancies on Committees by appointment as necessary with the appointment for the vacated term to expire based on the existing committee member rotation.

Committee members can be re-appointed in accordance with the Terms of Reference for that committee.

Sub-Committees

With the approval of the BOD, a Committee may strike a Sub-Committee to undertake special projects under that committee's general jurisdiction. Generally, Sub-committees exist for a year or shorter duration.

Sub-Committee members will be tentatively appointed by the Committee Chair and could include individuals external to the Committee. Appointments require final approval by the President before the appointment is finalized.

Ad Hoc Committees

The BOD may appoint Ad Hoc committees as required. A Terms of Reference will be developed and approved by the BOD prior to committee appointments being made.

Authority of Committees

All Committees must work within the parameters of the approved Karate Nova Scotia Directional Document and approved annual budget levels and keep the BOD informed of activities and major decisions outlined in their Terms of Reference.

Annual committee budget requests are submitted to the BOD and Treasurer for review and inclusion in the draft budget. Committee budget submissions may be revised to meet the needs of the association. The BOD approves the overall budget.

Implementation Plans and operational timelines must be developed by each Committee based on the approved Directional Document and be submitted in a timely manner to the BOD for approval. Once approval is granted, the committee is expected to activate their Implementation Plan and report to the BOD through their Chair or EC liaison.

Functioning of Committees

Each Karate Nova Scotia Committee will function in accordance with the Karate Nova Scotia Bylaws, with specifics noted below:

- a. Committee decisions will be reached by consensus or by simple majority.
- b. Committee Chairs can vote on any motion being considered by the committee.
- c. Meetings can be held in person, by teleconference or through other electronic meeting methods, provided that all committee members have audio access to the meeting.
- d. A quorum is a simple majority of committee members appointed at the time of the meeting.
- e. If the Chair is not able to attend the meeting, the Committee shall appointment a Chair for the meeting from amongst the members present.
- f. Meeting documentation and reports should be distributed to all committee members at least 5 days prior to any committee meeting.
- g. A committee member shall be appointed as recording secretary for each meeting, with draft Minutes being circulated within 10 days of the meeting.

- h. Meeting Minutes for Committees of the Board will be distributed to the Secretary of Karate Nova Scotia.
- i. Meeting Minutes for Committees will be distributed to that Committee's Members and the BOD.
- j. Any member of any Committee who misses three consecutive meetings of that committee will be removed from committee responsibilities. That person may appeal to the BOD for reinstatement.
- k. If warranted by discussion items, the Committee may invite a non-committee staff member to attend all or portions of a committee meeting.
- l. Committees may invite members of Karate Nova Scotia to attend portions of a meeting if they can provide special expertise to an agenda topic. Attendance is restricted to the applicable portion of the meeting and invitees are not privy to committee decisions or recommendations until the decision or recommendation is available to all members.

Committee Standards of Conduct

Committees of the Board

Committees of the Board are held to the same standards of confidentiality and conflict of interest as any discussion or deliberation of the BOD as a whole.

If warranted by discussion items, the Committee may invite another Director or staff member to attend all or portions of a committee meeting.

Operations and Programming Committees and Ad Hoc Committees

Committee members and advisors shall maintain the confidentiality and privacy of all deliberations, and of records, materials and information which are not generally available to members or the public.

A Committee may obtain the advice and counsel of external advisors, providing the BOD has approved the involvement and any cost of engagement of such advisors.

Committee Terms of Reference

Each committee must have a Terms of Reference approved by the BOD in place prior to any appointment of committee members being made. The Terms of Reference for existing Karate Nova Scotia Committees can be found in this document.

Governance

Committee of the Board

Committee Purpose

The Governance Committee is a Committee of the Board, and responsible for recommendations to the Executive Committee regarding the Constitution and Bylaws and policy for the association.

Composition

The Governance Committee has four members:

- President (Chair)
- 2 other Directors

Term of Office

The President serves on the Governance Committee while in office. Other Directors are appointed annually. The Executive Director serves on the committee while employed in that position.

Scope of Responsibility

The Governance Committee is responsible for:

- annual review and recommendations of the Constitution and Bylaws to ensure compliance with the Societies Act of Nova Scotia, and appropriate direction for association business and practices;
- annual review and recommendations of existing policies and procedures, and development of new policies and procedures to ensure reflection of appropriate requirements and practices that protect the best interests of KNS;
- bi-annual review of the current Executive Committee and Standing Committee structure and Terms of Reference to ensure alignment with Strategic and Operating Plans.

Accountability and Authority

- The Governance Committee reports to the Board of Directors through the President.

Staff Oversight Committee

Committee of the Board

Committee Purpose

The Staff Oversight Committee is a Committee of the Board, and is responsible for the hiring process, appointment and annual performance review of the Technical Director and High-Performance Coach of the organization.

Composition

The Staff Oversight Committee has a minimum of two and maximum of four members:

- the President (Chair)
- at least one and up to three additional Directors appointed by the Board of Directors

Term of Office

The President serves on the Staff Oversight Committee while in office. Other Directors are appointed annually.

Scope of Responsibility

The Staff Oversight Committee is responsible for:

- conducting the hiring process and recommending the appointment of the Technical Director and High-Performance Coach to the BOD;
- reviewing and evaluating the Technical Director and High-Performance coach annually, based on agreed upon objectives and indicators;
- making recommendations to the BOD regarding Technical Director and High-Performance Coach's status and compensation;
- receiving Technical Director and High-Performance coach's recommendations regarding staff compensation and alterations in employment benefits or personnel policies;

Accountability and Authority

The Staff Oversight Committee reports to the BOD through the President.

Coaching Development

Programming Committee

Committee Purpose

The Coaching Development Committee is a *programming standing committee* of KNS and is responsible for the development and implementation of coaching development plans and programs to ensure that the athletes in the sport have the best opportunity to achieve their personal goals.

Composition

The committee has a minimum of three and maximum of six members:

- The Chair is appointed by the BOD
- A Master Learning Facilitator
- A liaison member from the High-Performance Committee
- Up to three additional members appointed by the BOD from applications received from the general membership:

Term of Office

Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed.

Scope of Responsibility

The committee is responsible for ensuring that Nova Scotia has a strong and robust coaching development program, by:

- implementation of the Karate Canada National Coaching Certification Program (NCCP) in Nova Scotia, including ensuring that there are an appropriate number of Coach Developers to meet the needs of the system;
- developing or accessing non-certification professional development opportunities for coaches;
- developing and implementing a Mentorship Program for Junior Coaches;
- developing and publishing an annual calendar of all coaching development activities and opportunities;
- working with the BOD in the development of the annual budget for coaching development;
- working with the High-Performance Committee to ensure consistency and strong links between coaching development and participant development activities;
- working with the High-Performance Committee to integrate the coaching development program with the certification and professional development requirements of the high performance coaches;
- regularly reviewing and making recommendations as necessary to the BOD regarding all Coaching Policies and Procedures.

Accountability and Authority

The Coaching Development reports to the BOD through the Committee Chair. The Committee Chair will provide a written report to the BOD when requested and will provide a year-end report for the Annual General Meeting with the activities of the committee and the coaching development statistics for the year.

High Performance

Programming Committees

Committee Purpose

The High-Performance Committee is a *programming standing committee* of KNS and is responsible for the development and oversight of the provincial High-Performance Program.

Composition

The High-Performance Committee is confirmed by the BOD and includes:

- Director-at-Large assigned to the High-Performance portfolio, who shall Chair the committee
- KNS High Performance Coach
- One KNS Coach based on applications received from the KNS coaching staff.
- *One Male athlete representative
- *One Female athlete representative
- Up to two additional members appointed by the BOD from applications received. Can be members or non-members based on expertise.
- KNS Technical Director

**Selection of Athlete Representatives - One male and one female athlete rep will be selected by their peers during a face-to-face or electronic meeting during which the Committee Chairperson is also present to answer questions about the committee and the roles of the Athlete Representatives.*

Terms of Office

Committee members serve based on their specific position on the committee.

- The High-Performance Director-at-Large chairs the committee so long as they remain in that position on the BOD.
- The KNS High-Performance coach sits on the committee while holding that role with KNS.
- A KNS Team Coach is appointed to the committee for a one-year term, with re-appointment available.
- Athlete Representatives serve a one-year term but may be reselected by their athlete peers.
- Additional members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. These members may be re-appointed by the BOD.
- The KNS Technical Director sits on the committee while holding that role with KNS.

Scope of Responsibilities

Within the parameters of the Directional Document, the High-Performance Committee is responsible for developing, implementing and monitoring the high-performance program, including the following stages of training and performance:

- Train to Train
- Train to Compete
- Train to Perform
- Train to Win (working with Karate Canada)

The Committee Chair serves as the NS liaison to the Karate Canada High-Performance Committee.

In addition, the committee has the following responsibilities:

- reviewing, updating, and maintaining the Team NS Handbook and Policies, including, but not limited to:
 - NS Team Selection
 - Athlete Assistance Program
 - Team Structure
- working with the Tournament Committee to ensure that programming calendars are complementary and to ensure Provincial Tournaments align with LTD and provide a logical progression for athletes;
- ensuring that information is made available to athletes regarding funding or educational opportunities or athlete grants from external organizations;
- working with the BOD in the development of the High-Performance budget for both the program and the committee;
- working with the Coaching Development Committee to develop and/or access coaching development opportunities appropriate for the needs of high performance coaches;
- making recommendations to the BOD from time to time regarding High-Performance Program opportunities, program policies and other issues.
- promoting and managing the KNS Athlete Assistance program, including eligibility and selection criteria and processes;
- ensuring appropriate communication to all eligible athletes about the program;
- investigating, and if appropriate, promoting other granting opportunities from external sources for KNS athletes.

Accountability

The High-Performance Committee reports to the BOD through the Chair of the High-Performance Committee.

The Chair will provide a written report to the BOD when requested. The Committee will also provide a year-end report to the Annual General Meeting outlining the activities of the program and committee, including all performance program results and future significant competitions.

Tournament Committee

Programming Committee

Committee Purpose

The Tournament Committee is a *programming standing committee* of KNS and is responsible for the organization and management of Provincial Tournaments.

Composition

The Committee has a minimum of four members.

- The Chair is appointed by the BOD
- The Tournament Director is appointed by the BOD
- At least two and possibly more Committee members are appointed by the Chair as needed

Term of Office

When appropriate and based on the location of the tournaments, Committee members are appointed for a period of two years, with terms expiring at the second Annual General Meeting after appointment. Committee members may be re-appointed.

Scope of Responsibility

The committee is responsible for ensuring that the KNS tournaments are organized and conducted to a high standard with safety, enjoyment and development being of paramount importance. Specifically, the committee:

- is responsible for the on-site management of the tournament on behalf of the organization
- is responsible for all tournament logistical needs including, but not limited to:
 - selecting an appropriate venue
 - first aid arrangements
 - competitive schedules
 - tournament communication
 - equipment set-up and break down, delivery and rental
 - food for volunteers and officials
 - tournament awards and presentations
- will consult with the Officials Committee to determine the Rules of the Competition, and will review these from time to time to ensure that they meet the developmental and competitive needs of the sport;
- develops and distributes the tournament packages to zones and clubs, including competition rules, fees and deadlines, ensuring that the information is also available through the website;
- works with the High-Performance Committee to ensure that programming calendars are complementary and provide a logical progression for athletes;
- works with the High-Performance Committee to ensure Provincial Tournaments align with Long-term Athlete Development;

- appoints a liaison to the Officials Committee and works with the committee as required to meet the needs of the event;

Accountability and Authority

The Tournament Committee reports to the BOD through the Committee Chair. The Committee Chair will provide a written report to the BOD when requested, and a year-end report for the Annual General Meeting with the activities of the committee, including entry information, tournament results, a financial statement and recommendations for any rule changes or tournament changes for future years.

Official Committee Terms of Reference

Purpose

The official committee's role is to oversee all matters related to officiating. This includes:

- Interpreting WKF rules of competition and recommending their application for provincial competitions
- Provide annual provincial certification opportunities to KNS members.
- Ensure competitions are run safely and in a manner that is fair and equitable to all participants.
- Provide recommendations to the BOD on how to move forward with matters related to Officiating.

Composition

The committee shall strive to have representation from as many different styles as possible. In principle members of the committee shall hold a National license (any level), or a minimum certification of Provincial A. The committee shall be comprised of a max of 5 members and a minimum of 3, and be representative of the active licensed Officials. Committee members are subject to the approval of the BOD.

Terms

The terms of the committee members shall be 3 years. After their term is up, and if there are more than one qualified applicant, then the BOD will elect one based on their qualifications and recommendation from the officials committee. If there are no qualified applicants, the member's term may be extended for up to 1 year or, until a suitable applicant is found.

Care should be taken so that no more than 2 positions can be replaced at any one time. Current terms of the members will be 3, 2, and 1-year basis and will be tracked by the Technical Director of Karate Nova Scotia, or a role decided upon by the BOD, in absence of a Technical Director.

Roles

Provincial Chief Referee

The Chief Referee shall be elected by the members of the Officials Committee. In principle, they must have, at a minimum, a National certification (any level). The term of chief referee shall be 3 years. After the term has expired, a new Chief Referee will be elected. If there is more than one suitable applicant, then the Officials Committee will elect one based on their qualifications. Such qualifications shall include, but not limited to good people skills, good organizational skills, excellent officiating skills, teaching ability, good communication and motivation skills. If there are no qualified applicants, the Provincial Chief Referee's term may be extended for up to 1 year or, until a suitable applicant is found.

The responsibilities of the Chief Referee include:

- Establish and/or maintain a relationship with Karate Canada's Official Committee
- Ensuring that regular and special Official Committee meetings are held as required and shall act as chair for such meetings.
- Ensure that regular Officials clinics are held as required, at times when the greatest participation can be expected and, ideally, prior to provincial tournaments.
- Ensure that provincial certifications are held annually as required and provide support to provincial officials seeking National/inter-national certifications.
- To organize the officials at KNS competitions and ensure that a pre-competition briefing is held as well as conduct a post competition debrief.
- Strive to be up to date with the latest revisions/interpretations of the rules by attending National/International courses and seminars and pass on this knowledge to provincial officials and coaches.
- Attend training mandated by the BOD.
- Conduct themselves in a manner that is respectful to all members of Karate Nova Scotia (athletes, coaches, officials, parents)

Official Committee Representative

The responsibilities for an Official Committee Representative include:

- Attend all scheduled Official Committee meetings and share in the responsibility of tracking meeting minutes.
- Attend all Official clinics and assist in the facilitation/setup of the clinics.
- Be up to date with the latest revisions/interpretations of the rules used in provincial tournaments.
- To attend KNS Tournaments and act as tatami managers when requested to do so.
- Attend all official's competition briefings and competition de-briefs.

- Conduct themselves in a manner that is respectful to all members of Karate Nova Scotia (athletes, coaches, officials, parents)

Meeting Frequency

At a minimum, the official's committee shall meet twice per calendar year. Once in the fall and once in the spring at times that are mutually convenient to the members of the committee. Meetings can take place in person or virtually.

Special meetings can be called at any time by any member of the committee.

Minutes will be kept for all officials committee meetings. If no scribe is available, committee members shall take turns keeping the minutes. Minutes will be shared based on the guidelines listed above for all committees. All meeting minutes will be made available to the Secretary of KNS to share on KNS's google drive.

Voting

For the purposes of the Official Committee a quorum shall be 3 voting members. A quorum must be met for any voting to be valid. Each member of the committee shall have one vote and all voting must be done in a meeting (virtual or in-person) Voting by email is not acceptable. All items being voted on must be ratified by the BOD, as such there does not need to be a consensus on Official Committee voting.

Conflict of Interest

It is expected that all representatives of the committee bring an unbiased opinion to all matters, and as such the following scenarios should be avoided:

- Sensei, Coach, or sempai/student relationships with other members of the committee should be avoided.
- Personal relationships with other members should be avoided.

The BOD reserves the right to remove members of the Officials Committee, if they feel representatives of the committee are biasing other members of the committee.