



## American Canoe Association (ACA) Competition Council Meeting Minutes

**Date:** December 2-3, 2017

**Location:** Arlington, VA

### Attendance:

#### Competition Council Board Members Present:

- Slalom: *Scott Mann*
- Sprint:
- Paracanoe: *Debby Smith*
- Canoe Polo: *Stephanie Schnorr*
- Marathon: (unable to attend)
- Ocean Racing (surfski): *Michele Eray*
- Sprint Officials Association: *Scotty Greifenberger*
- Dragon Boat: *Jim O'Dell*
- Outrigger: *Jeannette Pascua*
- Wildwater: *Jeff Owen*
- FreeStyle Kayaking: *Risa Shimoda*
- Collegiate Race Series: *Jon Guy Owens*
- Whitewater Open Canoe Downriver: *Nate Lord*
- Open Canoe Slalom:
- Canoe Poling: *Scott Stepenuck*
- Canoe Sailing: *Marilyn Vogel*
- FreeStyle Canoeing: (unable to attend)
- Athlete Advisory Council representative: *Emily Wright & Brandon Holiday*
- ACA Board of Director representative(s): *Kirk Havens*
- Competition Council Chair appointment(s): *vacant*
- At-large Director(s): *vacant*
- Immediate Council Past Chair: *vacant*

#### Guest Attendees:

- Chuck Sullivan – Lifetime member and affiliated with Canoe Sailing
- Adam Van Grack – USA Canoe/Kayak Board President

#### ACA Staff:

- Christopher Stec, Chief Operating Officer
- Morgan House, Director of High Performance & Competition
- Shaun Caven, Paracano High Performance Manager
- Chris Barlow, Sprint High Performance Manager
- Aasim Saleh, Sprint Jr. Team Manager
- Amy Ellis, Membership/State Director Coordinator

*\*This is the initial, formative meeting of the ACA's Competition Council.*

The meeting was called to order at 11:10 am on Saturday, December 2, 2017 by ACA Board of Director Kirk Havens.

#### **Secretary's Report:**

As this is the initial, formative meeting, there were no previous minutes to review or approve.

#### **Welcome & Overview:**

Chris Stec

- Welcomed and thanked everyone for attending
- Introduced Kirk Havens, ACA Board of Directors (BoD) representative

Kirk Havens

- Acknowledged and thanked ACA staff for their role in helping ACA become new National Governing Body (NGB) for paddlesports
- Acknowledged and thanked Scott Mann current USACK board member
- Acknowledged Stephanie Schnorr with Women's Kayak Polo for winning the Pan American Polo Championships
- ACA Board working together to provide pathway for athletes to move to next level
  - Trying to move forward with association with some colleges to allow youth to take free courses while pursuing paddlesports racing career
  - Working on a scholarship program for Collegiate paddlers
  - Working with State Park Directors to get park personnel certified as instructors and coaches
  - ACA Board member, Jeff Rouse, Olympic gold medalist in swimming. He's working on a program with swimmers, "Being Cool in the Pool," where swimmers will get in kayaks, and do figure eights, and maybe some of them will become paddlers
- Explained that he was here to learn from everyone, wants know what will help them reach their goals

Chris Stec

- Reviewed the meeting schedule (see attached agenda)
- Reimbursement Procedures (see attached Reimbursement Request form)
  - Travel Reimbursement form is located on right side of meeting binder
  - Simply fill out the bottom portion of the form and mail it in with any applicable receipts

- If you are able to cover any of the costs on your own – such as parking at the airport, for example – the ACA thanks you. If not, just add it to the reimbursement form.
- Introductions – starting with ACA staff, went around room and had everyone state the following about him/herself
  - Amy Ellis, representing ACA staff – Membership, Competition Council Secretary pro-tem
  - Chris Barlow, representing ACA staff – Sprint High Performance Manager
  - Morgan House, representing ACA staff – Director of High Performance & Competition
  - Adam Van Grack, representing USACK Board of Directors
  - Scott Stepenuck, representing Canoe Poling
  - Shaun Caven, representing ACA staff – Paracanoe High Performance Manager
  - Nate Lord, representing Whitewater Open Canoe Committee
  - Jim O’Dell, representing Dragon Boat
  - Kirk Havens, representing ACA Board of Directors
  - Scott Mann, representing Slalom
  - Chuck Sullivan, Lifetime member and affiliated with Canoe Sailing
  - Marilyn Vogel, representing Canoe Sailing
  - John Guy Owens, representing Collegiate Race Series
  - Emily Wright, Athlete Advisory Council representative
  - Brandon Holiday, representing Athlete Advisory Council (alternate representative)
  - Scott Greifenberger, representing Sprint Officials Association
  - Risa Shimoda, representing USA Freestyle Kayaking
  - Jeanette Pascua, representing 5 different Outrigger Associations
  - Jeff Owen, Chair USA Wildwater
  - Stephanie Schnorr, representing Women’s & Men’s Canoe Polo
  - Debby Smith, representing Paracanoe
  - Aasim Saleh, representing ACA staff – Sprint Jr. Team Manager
  - Missy Hill, representing Sprint – Events Committee
  - Michele Eray, representing Ocean Racing (surfski)
  - Chris Stec, representing ACA staff – Chief Operating Officer

**Staff Presentations:**

Chris Stec

- Stated that at first we weren’t sure how this meeting was going to go, but that after the introductions it seems that it might go better than anticipated
  - Asked everyone to please remember to keep in mind the “Meeting Norms” listed on the flipchart
    - We Know We Are Working Well Together When We... (see attached PowerPoint slide #3)
- Explained that topics were bound to come up that were off subject, or that we would run out of time while discussing a particular topic and need to move on to the next subject. In those situations, the topic would be placed in “The Eddy” to be discussed at the end of the meeting if time allowed
- Competition Council – Mission Statement (see PowerPoint slide #6)
  - This is the guiding statement approved by the BoD
  - Some will suggest changes and we hope you will

- Your homework is to think about the Mission Statement and suggest changes tomorrow
- Organizations (see PowerPoint slide #7)
  - Some of these logos, names and acronyms are very familiar to you
  - Some of these don't make any sense to some you
  - Others know about all of them
- ACA Structure: Board – Councils – Committees – Staff (see PowerPoint slides #8-13)
  - Overview of ACA Organizational Structure
  - Overview of Safety Education & Instruction Council (SEIC) Organizational Structure
    - The SEIC is an example of your mirror council. They have sub-committees, the Chair of each sits on the SEIC. The Chair of the SEIC sits on the BoD and gives a report at the monthly conference call
  - Overview of draft Competition Council Organizational Structure
    - Competition Council – We have a “rough, part-way done draft” that we want you and others to help refine
    - Competition Council Board – Has voting authority and is composed of elected and appointed individuals and represents the Competition Council
      - Outrigger – ACA has no jurisdiction over outrigger, but they reached out to us and we are happy to include them
      - International Canoe Federation (ICF) Disciplines
        - Men's Polo
        - Women's Polo
        - As far as we can tell they're operated separately
        - By the way, canoe polo raises more money than any other discipline
      - Olympic/Paralympic
        - Sprint – The different groups that come under that category
        - Slalom – Structured similarly to Sprint
          - Q: Jeff Owen – What do the stars/asterisks indicate?
          - A: Stec – Each star indicates one vote on the Competition Council
          - Q: Scott Mann – 25 votes, plus elite athletes?
          - A: Stec – That's going to be a discussion for tomorrow
    - ACA Competition Staff Organizational Structure (see PowerPoint slides #12 & 13) – Stec gave a brief overview
- Finances: Funding Sources & Bank Accounts – Money doesn't grow on trees and ACA has a limited supply
  - Funding Sources
    - US Olympic Committee (USOC)
      - Slalom – USOC providing a little money for 2018
      - Sprint
        - For years has not received any money
        - USOC will provide in-kind funding for training camp in 2018
    - US Paralympic
      - Paracanoe
        - USOC wasn't going to provide any funds
        - We pushed back and now they will provide a little funding

- ACA
  - Membership Dues
    - ACA's financial model has always been based on membership dues
    - When awarded grant money we ramp up, but when without grant money it's back to membership dues sustaining the organization
  - Donations & Fundraising
  - Grants
    - Stec to figure out
    - Thinking outside the box: National Institute of Health and child obesity grants
  - Corporate Partnerships – Wade's role now transitions to looking for corporate funding
- Discipline Committees
  - Racing Member dues = \$55 Racing Individual, \$75 Racing Family
    - A percentage of those dues will be given back to the discipline selected by that member
    - Example: 1,000 Outrigger members \$20/member to the discipline = \$20,000 budget for Outrigger
    - Discipline can decide how to spend that money after being vetted by Morgan House and Chris Stec
    - Bank account specific to Competition
    - Money cannot and will not be spent on other disciplines outside that for which it was designated
  - You need to educate your members to renew/join under the Racing membership
  - The \$5 membership does not go into the Racing account
    - Q: Scotty Greifenberger – Is it more important for someone to join as a member or make a donation?
    - A: Stec – Membership is more important.
  
    - Q: Greifenberger – Are we doing away with PACs?
    - A: Stec – No.
  
    - Q: Do the ICs have a position in that diagram?
    - A: Stec – That's where I need some education from you.
- How to Make a Financial Request
  - Get written approval from a majority of your Discipline Committee
  - Go to ACA website
    - Under *Competition* header
    - Click on *Competition Council*
    - Scroll down to *Additional Information* section of webpage
    - Go to: Discipline Committee Financial Requests & Reimbursements
      - Complete Funding Request Form
      - Wait for approval from the ACA National Office before spending money

- Make the purchase(s)\*
  - Submit the Reimbursement Form along with receipts
- \*Alternatively, the National Office can mail a check, make a wire transfer, or pay online from the Competition Holding account within 5 business days

Q: Smith – Can you assure us that the ACA won't take a cut of the donations?

A: Stec – Unless you really surprised me and you start bringing in hundreds of thousands of dollars in donations and we need to hire another staff person to manage it, no. We will not take any money from the donations.

Q: Owen – Who has the ability to click on the request button?

A: Stec – Right now it's on the front end of the website and anyone can see it. We can give each Competition Committee member a username and password and make this password protected.

Q: Hill – Asked about funding request process for giving a stipend to someone.

A: Stec – Everything I just said is different for Sprint and Slalom because your discipline receives money from USOC and it is designated to be used for specific expenditures.

It's important that all disciplines know what's available to you at the ACA and how to access it.

- Uniforms – USACK had an agreement with Nike for years. ACA hopes to continue that relationship
  - Katie Hanson at the ACA office helped coordinate uniforms this past year
  - We'll be moving to an online process
    - Beginning in January want an estimate of number and approximate sizes of men and women uniforms you'll need
    - <https://www.niketeam.com> has an approximation of what you'll see on the website
- Communications
  - Paddle Magazine
    - Digital magazine, goes out every-other-month to tens of thousands of members
    - Staff member Kim Jenkins, ([kjenkins@americancanoe.org](mailto:kjenkins@americancanoe.org)) is the editor. She has close to 20 years of experience editing magazines
    - Emily Wright will have a column in the next issue. If you have ideas for a story, please contact Kim
  - Rapid Media
    - *Paddling Magazine* and *Kayak Angler*
    - Quarterly magazine that goes out to hundreds of thousands of ACA members and non-members
    - ACA gets 4 pages in every issue
  - Email
    - We have the ability to eBlast members and non-members
    - 30 thousand legitimate members, 50 thousand prospective members

- We can email a sub-set of ACA members: all Racing members who are associated with the Sprint discipline, or all expired Racing members associated with Sprint or another discipline
    - You would send Morgan the text of your email and he would eBlast them through the ACA database for you
    - We schedule our eBlasts so that we do not spam our members.
      - Please keep in mind that Membership, Stewardship, and other departments are also eBlasting members
      - Plan far enough ahead so that if there are no openings on the eBlast calendar for a particular week, it can be scheduled for another
  - Social Media
    - Staff member John Sims ([jsims@americancanoe.org](mailto:jsims@americancanoe.org)) handles all of ACA's social media
    - John has discretion on ACA social media regarding timeliness unless we tell him something is date-specific or has a hard deadline
- Comprehensive Calendar
  - ACA online Event Calendar
    - Select Competition/Slalom and you'll probably only see a handful of events posted. In a few months the calendar will have a lot more posted to it
    - You can use the ACA Event Calendar for online registrations, including setting it up for collecting registration fees
  - Team Up
    - A free online app
    - A way for the Competition Staff to communicate schedules
    - Different categories are color coded
    - Will be opening it up to all of you soon, after we've used it for a bit to fully understand it
- Conference Call Line & GoToMeeting
  - The ACA has a conference call line that you may use
    - Once you have access to Team Up, you can use that calendar to schedule your calls
    - This is just a phone-based conference call line
    - Until you have access to Team Up, please coordinate use of the ACA Competition Conference Call line through Morgan
  - The ACA does have a GoToMeeting account
    - We need to figure out how to provide access to users without their having our Admin login information
    - We will provide that information as soon as we have it
- Council & Committee Rosters
- Membership Structure: Dues & Funding
  - Looked at Racing Athletes, Families, Coaches & Officials membership type description on website
    - When someone selects this membership type they are required to select a competition discipline
    - Disciplines currently set up as:

- Whitewater Slalom
- Flatwater Sprint
- Paracanoe
- Polo
- Marathon
- Wildwater
- Canoe Sailing
- Freestyle
- Outrigger
- Dragon Boat
- Stand Up Paddle
- Surfski
- Rafting
- Disciplines need to be updated, ex. Polo = Men's Canoe Polo, and Women's Canoe Polo are separate
- Current number of people in ACA database who chose Racing member type and the following disciplines
  - Freestyle = 10
  - Slalom = 34
  - Sprint = 259
- PAC Individuals & Families vs. Racing member type
  - PAC member type description provides a lot more information
  - Racing member type does not provide enough detailed information to drive athletes to that membership
  - Racing member type doesn't even list any of the memberships like the preceding member types – inconsistent
  - Insurance coverage is not explained for the Racing member type
    - Q: Mann – Can we publish an explanation of the Racing member type information in the next issue of Paddle?
    - Q: Brandon Holiday – Can we add a membership upgrade option to the website?
    - Q: Risa Shimoda – We need to communicate this information on multiple platforms
    - A: Stec – These are all things we need to consider as we discuss this today and tomorrow
    - Q: Owen – A couple of months ago I noticed that the waivers do not have the Racing member type on them
    - A: Amy Ellis – A lot of clubs are not using the current waiver, which can be downloaded from the ACA website. The revised date in the lower left corner should be 2017
  - We can think about pulling a report based on discipline and send it to Discipline Committee Chairs on a quarterly basis
    - Q: Mann – Then could we email them?

A: Stec – Explained that we schedule eBlasts and that the email should come from the Committee Chairs

- SafeSport
  - Now that we're the NGB all of the following people need to take the SafeSport training
    - Racing members
    - Officials & Judges
    - Coaches
    - Trainers
    - Sugar Island Trustees
    - Camp Sebago Board
    - National Office staff
    - Board of Directors
  - The SafeSport training has been updated as of November 6, 2017. You will need to re-take it if you haven't taken it since that date
  - Training is valid for two (2) years
  - You must use the ACA's access code in order for your completed training to be linked to the ACA
  - On the ACA website the SafeSport link and information can be found under the Competition header

Chris Stec then introduced Morgan House, Director of High Performance & Competition

### **Facilitated Discussions:**

Morgan House

Thanked everyone for coming and gave some information on his background. He's been paddling for 22 years, and has a background in sprint kayaking. He is excited about taking on this position and is here for you. Communication is key, as he can't help if he doesn't know where or how help is needed. Please feel free to call, text or email him to discuss anything about which you think he needs to be brought up to speed.

- Coaching Certifications: recruitment & retention
  - Coaching certification, why do we need it?
  - Chris Barlow added: That it came to his attention that we don't have a US sprint coaching certification program anymore
  - COPAC approached us to develop a program
    - Sprint has wholeheartedly adopted the ICF certification
    - Started with 3 initially certified coaches, and now have 40 certified coaches
  - Providing a meaningful certification that is accepted worldwide is important to grow the sport
  - Slalom – no ICF certification program is available

Comments:

Nate Lord – He's worked with some European who are highly trained and certified.

Aasim Saleh – He's found it's easier to find a great "soccer dad" and train him to coach, than it is to find a good coach with a great personality.

Mann – Scalability is a problem. How do you get enough people in enough places to build a program instead of building a program around just one person?

- How do we integrate knowledge into things that already exist to develop those skills?

Stec – You're absolutely right. You're talking about 8,000 instructors who are qualified to teach a range of skills. From those who are qualified to teach my mother to paddle flatwater, all the way up to those who can teach highly technical skills.

- We're going to use the ACA instructor certification program to model coaching certification curriculum for the disciplines that don't already have curriculum.

Mann – What's the difference between coaching certification and instructor certification? I see it as 3 pillars:

Coaching:	Instructor:
1. Technical	1. Technical
2. Physiology	2. Physiology
3. Psychology	3. Safety

Stec – Bill Endicott wrote a 90 page coaching manual for the ACA. While some of it is outdated, the core of it is still good information.

Barlow – We would like to put together a Coaches Code of Conduct.

- Officials/Judges Certifications: recruitment & retention

Greifenberger – We've had an online program we've done the past few years through USA Canoe/Kayak. I've found the ICF attitude to be that the judges are there to punish/disqualify the racers. It shouldn't be that way.

Mann – Slalom also have an Official's Training Program. Some of the issues are:

- We're using volunteers who are required to join the organization
- Initial certifications are done at Worlds – they have to pay for their travel
- Must be a judge for a certain number of years, so it's a legacy

Stephanie Schnorr – Canoe Polo also needs ICF certified refs. We have 1 certified ref in the US. We need to figure out how to certify refs locally

Stec – Would a tiered system help with that?

Schnorr – For refs, yes. For coaches, we don't need coaches.

Shimoda – Freestyle also has a greater judge need rather than coaching need.

- How do we build a pipeline for coaches/officials?

Greifenberger – If you do one sport all the time you get burned out. We really need to do cross-over events.

Holiday – Our program is working with schools and adaptive athletes.

Hill – Local Parks & Rec have grants. Kids want to have activities to do.

Owen – Event reporting – every kid that attends an event, immediately send them a postcard or other correspondence: “Here are coaches in your area.”

Lord – You just have to start at the grassroots level, “Hey this is a rec kayak.” Show them that it exists.

Owen – What comes next? Need appropriate coaching, boats, paddles, etc.

Holiday – Outreach, but most people in this room are not retired. It’s a huge time investment. How do you get the best time efficiency? Get the local community to buy into it.

Shimoda – Awareness has to come to it. Opportunity – people need to be able to experience it, demo event, cross-over events.

Havens – Described Paddle Star Program. Get access to set up 50 meter courses, 2 buoys, figure eight course on water features at parks. Kids can go out in rec canoes and kayaks and try it. ACA gets data on time it takes to complete the course.

Stec – Stec knows Executive Director of the American Camp Association, and there is a potential partnership opportunity.

Hill – Concerned about retention. “What benefit is there for my kid to continue?” Have a problem getting parents seeing future in it. Maybe the ACA could develop a program where donors could donate money designated to athletes and hold it?

- Gender Equity / Diversity

Greifenberger – It doesn’t appear to be a problem with sprint officials. It seems to be fairly even.

Michele Eray – The ICF requires equity for surfski.

Saleh – You have to be intentional about it. I’ve made a point to take women to international events the last 2 times we went. That way they have experience and can go in the future.

Greifenberger – Other types of diversity – that’s definitely an area where we need improvement.

Havens – We’re currently working on grants to work with kids in inner cities.

Stec – Homework reminder: Operating Procedures – I need you to read it with a red pen. A lot of this is going to affect you.

For 42 years the Education Council has argued over governance rules. We used that as a starting point. It’s been vetted and approved by the USOC, their attorneys, and the ACA BoD.

## **Governance Overview:**

Chris Stec

- ACA Board of Directors: Elite Athlete nominations – On Tuesday, December 5<sup>th</sup>, elections will open for 3 elite athlete representatives to sit on the Board of Directors
- USOC Representation
  - Athletes' Advisory Council (AAC) – A USOC group made up of elected representatives from each sport
  - Forum for all athletes to discuss how decisions coming their way affect them
  - It's the athletes' direct link to other athletes
- ICF Representation
  - During past 2 years ACA office has been notified the day before a deadline when a signature, form or payment is needed
  - Morgan needs more notice than the day before the deadline. Now that you have been told, we cannot guarantee that deadlines will be met if you wait until the last minute to make your request
- Competition Council Operating Procedures (Editing notes captured on Operating Procedures document by House & Stec)
  - Parts of this document will not apply to your group/discipline

Mann – When the discipline comes up with their High Performance Plan does that then need to be voted on?

Stec – No. When canoe sailing determines their schedule for next year, slalom does not get to vote on that. Now, if you come up with a plan for more gender equity, yes.

Owen – The Competition Council mission and the Competition Committee mission are nearly verbatim. What is the difference?

Lord – Competition Committee mission needs to include national championships

Owen – Simple Mission Statement:

The Competition Council is committed to promoting athletic competition in paddlesports at the local, regional, national, and international levels. (Insert a series of bullet point “goals” listed below)

Jim O'Dell – Can I send you the Dragon Boat Operating Procedures?

Stec – Oh that's right, you're also a 501c3. That's something we didn't take into account. Yes, please send them to me.

Schnorr – I'm looking at page 2 at the references to the Competition Council, the ACA Board of Directors, the Competition Council Board, and all these abbreviations. It's confusing. How do they relate to each other? Which is a sub-set of what? Acronyms should be defined up front and listed on the last page.

Owen – On page 2, Article III, each of the separate paragraphs listed under section A. should actually have its own letter.

Page 3, the last bullet point at the top of the page is not necessary as it is already defined

There is a redundancy throughout the document, “The Competition Council as a whole” is defined on the first page.

Shimoda – This is specific to Freestyle. We don’t race and our athletes aren’t racers.

Stec – This is important. Now is the time to change the name of the membership.

Mann – Competitive Members seems to negative. Maybe Competition?

Ellis – Why not Competition Individuals & Families?

Shimoda – About terms and term limits – I have no opinion on what the term limits are, but would suggest a three year term limit that maybe overlaps with Worlds

Mann – I think 2 years is good due to the time people want to volunteer. However, maybe we can say they can get a waiver from Competition Council for a longer term?

Stec – Actually, on page 7. b. Term Limits. Look at v. “A waiver to Officer Term Limits may be requested of the CC Board.”

Shimoda – So everyone thinks 2 years is the right amount of time?

Lord – I agree with Risa. I think a 3 year term is better.

Owen – We need to have some continuity.

Stepenuck – I thought the timeframe was confusing. It seemed to contradict itself.

Stec - then walked everyone through the entire process from call for nominations to newly elected Committee members taking their positions.

Mann – We haven’t figured out the transition period and when elections will take place.

Stec – Beginning in January 2018 Sprint, Slalom and Paracanoe will start their election process. Nominations in January, elections in February. For the ICF disciplines, ideally we should do the same thing. Hold elections at the same time as the Olympic and Paralympic elections. (Dragon Boat and I will have to do some separate figuring out due to your 501c3 status.)

Everyone agreed.

Discussion took place regarding the problem with members who have selected the wrong member type and how to most easily get them moved to the new Competition Individuals & Families member type.

Stec suggested that for this initial election it is important that we are as inclusive as possible, and therefore we hold an open election which means that we eBlast ALL current ACA members regardless of member type. After voting closes, but before we announce election winners we’ll need to vet the votes to see who voted.

Mann – why don’t we ask them to identify what they are: parent, athlete, official, etc.? And also ask them “Where did you last compete?”

Barlow – What about members who are multidisciplinary?

Stec – They'll need to pick a primary discipline to designate which one the portion of their dues goes to, but they can vote for multiple disciplines?

Mann – Under Family membership it's unclear whether each family member can vote.

Stec – We need to figure out an age cut off. Is it 16, or 12?

Mann – Recommended that the 3 Elite Athlete Board reps also sit on the Council.

Stec – Any other minor tweaks/suggestions, please email them to me.

### **Open Session:**

#### Greatest Needs from each Discipline:

Chris Stec

This is a partnership between the ACA and discipline committees. If we don't know what you need, we can't say if we can or can't help you.

- Communication
- Development
- Grant Writing Support
- Equipment (Jeff Owens – 2020 World Cup event here in US and we need to be able to buy those used boats from the Europeans. They won't want to ship them back, and we need them.)
- Event Planning
  - RFP
  - Marketing Templates
  - Opportunities to Partner

#### Goals for Next Year:

Chris Stec

Gave everyone 3 index cards and asked them to think about the factors influencing the ability to reach their goals.

1. On first index card, list 3 bullet point answers to the following question. *What are 3 things the ACA can do to help your committee in 2018?*
2. On second index card, write your discipline and name at the top of the card. *What are 2-3 things that you as the Chair of the Committee need to do to accomplish your goals?*
3. Take one envelope and write your discipline on the outside. Either take a picture of the 2<sup>nd</sup> index card, or write what you're committing to on the 3<sup>rd</sup> index card. Now place the 2<sup>nd</sup> index card in the envelope. The 1<sup>st</sup> index card – what you need from the ACA stays out of the envelope. Pass the 1<sup>st</sup> card and the envelope with the 2<sup>nd</sup> card down the row to us. A year from now we'll pull out these cards and see if you/your committee accomplished them and if the ACA accomplished the things you asked for.

**Topics/Items for Discussion:**

Chris Stec

What did we not cover that you wanted to cover?

Shimoda – When will you know the percentage of money that the ACA will be giving to the disciplines?

Stec – That amount has to be determined/approved by the BoD/Wade. It will be very soon.

Mann – Can we discuss communications and how we're going to get the word out to our members? Can the ACA staff write up a "template" message that we can tailor to our discipline?

Stec – Yes. I think that's a great idea. We also need to update the competition landing page with clear information.

Lord – If I want to send an eBlast to all members in the Rocky Mountain region, who do I send the text of that email to?

Stec – If it's competition related, that should go to Morgan.

Owen – I need to update my membership to the Competition membership pretty quickly.

Stec – Remember, we're going to have an open election with qualifiers to determine if the voter is a competition member or not.

Stepenuck – Are you going to be providing eBlasts to all members about SafeSport training?

Schnorr – Back to membership and the discipline-specific money that comes in. How do we access that?

Stec – You can use the online form I showed you yesterday to request funds.

Hill – What's the transparency on those funds?

Stec – We'll have a password-protected area of the website and Kandace will update the information monthly.

Shaun Caven – What's the process if we want to host an International/World Championship?

Stec – That's a great point and I don't have an answer yet, Shaun. Definitely this group will need to know, and the BoD will need to know as well.

Shimoda – What's our involvement in the World Games in Birmingham?

Stec – Right now, none.

Shimoda – We want to be involved, but it's hard for us to have a voice.

Stec – I need to better understand the process, but we might be able assist.

Schnorr – How does the ACA support national events?

Stec – We insure them, ACA staff can attend and help. It varies from event to event.

**Discussion & Vote on Motions:**

None

**Old Business:**

None

**New Business:**

- ACA Leadership Academy, August 24-25, 2018
  - ACA has partnered with Paddlesport Retailer
  - We'll have an Officials/Judges clinic track

**Upcoming Council Meetings:**

- Teleconference – Spring 2018, TBD
- August 25, 2018 – Oklahoma City, OK

**Adjournment:**

The meeting was adjourned at 1:05 pm on Sunday, December 3, 2017.

Submitted by,

Amy Ellis  
Secretary pro-tem  
ACA Competition Council

**Attachments:**

- Competition Council Agenda
- Reimbursement Request form
- Competition Council PowerPoint presentation
- Competition Council Operating Procedures document



# Competition Council Meeting

December 2-3, 2017  
Arlington, VA

## Agenda

### Locations:

- Hotel: Crystal Gateway Marriott
  - 1700 Jefferson Davis Hwy. Arlington, VA 22202 (703-920-3230)
  - Meeting Room Location - Jefferson Room: Lobby Level
- Saturday Evening Dinner: King Street Blues ([www.kingstreetblues.com](http://www.kingstreetblues.com))
  - 1648 Crystal Square Arcade, Arlington, VA (703-415-2583)

### Transportation:

- Reagan National Airport (DCA)
- To Hotel:
  - Crystal City Metro Station (*Blue Line or Yellow Line*), or
  - Hotel Shuttle (*free*) - Courtesy phone located at airport, or call: 703-920-3230

### ACA Staff Contact Info:

- Chris Stec, Chief Operating Officer: [cstec@americancanoe.org](mailto:cstec@americancanoe.org) 828-329-3404
- Morgan House, Director of High Performance & Competition: [mhouse@americancanoe.org](mailto:mhouse@americancanoe.org) 770-540-6307
- Amy Ellis, Membership Coordinator: [aellis@americancanoe.org](mailto:aellis@americancanoe.org) 540-907-4460 x108, or 706-206-6316

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### • Friday, December 1st

*Arrivals prior to Friday - must be pre-approved – to confirm hotel room availability*

- Evening
- Arrival
  - Dinner on your own

### • Saturday, December 2nd

- Morning
- Arrivals continue
  - Breakfast on your own

8:15am

- ACA Staff Meeting: Competition Department

10:00am

- Competition Council Meeting Check in Opens – *Amy Ellis & Morgan House (Jefferson Room)*

11:00

- Competition Council Meeting Begins (*Jefferson Room*)
  - Welcome & Call to Order – *Kirk Havens, ACA Board of Directors*
  - Overview – *Chris Stec*
    - Reimbursement Procedure & Hotel Rooms





# Competition Council Meeting

December 2-3, 2017

Arlington, VA

## Agenda

- Introductions
- Staff Presentation
  - ACA Structure: Board – Councils – Committees - Staff
  - Finances: Funding Sources & Bank Accounts
  
- 12:00pm ◦ Lunch (*with the group at the hotel*)
  
- 1:00 ◦ Meeting resumes
  - Staff Presentation continues – *Chris Stec*
    - Uniforms
    - Calendar
    - Communications
    - Conference Call Line & GoToMeeting
    - Council & Committee Rosters
    - Membership Structure - Dues - Funding
  
- 3:00 ◦ Break (*snacks and drinks provided*)
  
- 3:30 ◦ Facilitated Discussion – *Morgan House*
  - Coaching Certifications: recruitment & retention
  - Officials/Judges Certifications: recruitment & retention
  - Development Program / Pipeline
  - Gender Equity / Diversity
  
- 4:45 ◦ Governance Overview – *Chris Stec*
  - ACA Board: Elite Athlete Nominations
  - Athlete Advisory Council
  - USOC representation
  - ICF representation
  - COPAC representation
  - Competition Council Operating Procedures - introduction
  
- 5:00 ◦ Meeting Concludes for the Day
  
- 6:30 ◦ Meet in Lobby to Walk to Group Dinner
  
- 7:00 ◦ Group Dinner & Networking – King Street Blues
  - 1648 Crystal Square Arcade, Arlington, VA (703-415-2583)
  - 5 minute walk from hotel





# Competition Council Meeting

December 2-3, 2017  
Arlington, VA

## Agenda

### ● Sunday, December 3rd

- 7:15am ◦ Paracanoe Committee Meeting (*Shaun, Debby, Brandon, Chris B., Morgan*)
- 8:00 ◦ Light Breakfast provided (*Jefferson Room*)
- 8:30 ◦ Competition Council Meeting Resumes (*Jefferson Room*)
  - Competition Council Operating Procedures – in depth discussion
  - Development Program / Pipeline continued
- 9:45 ◦ Open Session for Other Topics or Ideas
- 10:15 ◦ Greatest needs from each Discipline
- 10:45 ◦ Break
- 11:00 ◦ Final Session
  - Next Steps
  - January: Nominations & Elections
  - Future Goals
  - 2018 Competition Council Meeting(s):
    - Monthly or Quarterly Conference Calls?
    - August 24-25, 2018  
at the ACA Leadership Academy in conjunction with Paddlesports Retailer
- 12:00pm ◦ Conclusion and Depart for Airport, Thank You & Safe Travels!
  - Airport Transportation provided by metro or hotel

*Must make individual arrangements with hotel for courtesy shuttle*

*Hotel Departures after Sunday - must be pre-approved*

a/o 11.30.2017



# ACA - REIMBURSEMENT REQUEST / REIMBURSEMENT FORM

**Volunteer Name:** \_\_\_\_\_ **Date of Request:** \_\_\_\_\_

**Proposed Expenses:**

Description & Corresponding Date(s)	Account#	Class	Amount
Competition Council Meeting - Travel Expenses	Travel	Competition	\$
Airfare, food (no alcohol), gas receipts (not mileage), parking	Travel	Competition	\$

**Proposed Expenses Approved by:** \_\_\_\_\_ Christopher Stec \_\_\_\_\_ **Date:** \_\_\_12/1/2017\_\_\_  
**Executive Director / Chief Operating Officer**

**Actual Expenses:**

Description	Account#	Class	Amount
	Travel	Competition	\$
	Travel	Competition	\$
	Travel	Competition	\$
	Travel	Competition	\$
	Travel	Competition	\$
		<b>Total:</b>	\$

*I certify that this is a true and accurate report of expenses incurred on travel to the ACA Competition Council meeting.*

**Volunteer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Final Reimbursement Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Executive Director / Chief Operating Officer**

**Amount Reimbursed:** \_\_\_\_\_ **Date:** \_\_\_\_\_ **Check #** \_\_\_\_\_

**ACA Financial Coordinator Signature:** \_\_\_\_\_

*\*Please attach all receipts and any relevant notes to this form.*



# The Future of Paddlesports Competition in the USA

Education. Recreation. Stewardship. Competition. Exploration.



# Competition Council Meeting - Overview

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

- Meeting Schedule
  - Food
  - Breaks
- Travel Reimbursement
- Hotel Rooms
- Introductions
  - Staff
  - Council Members / Designees



# We Know We Are Working Well Together When We...

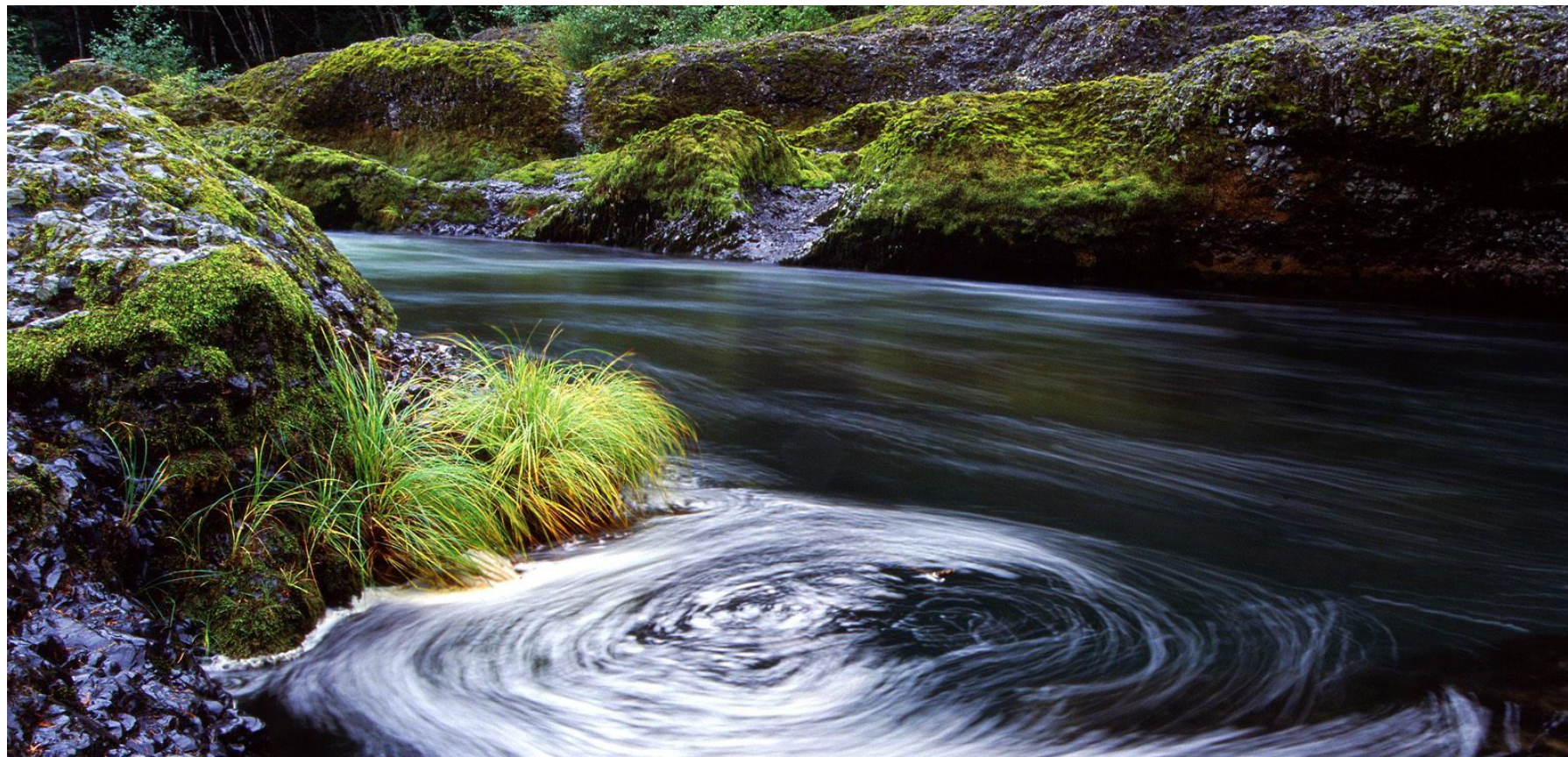
[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

- Keep focused on meeting objectives
- Allow everyone the opportunity to speak
- Listen well to each other
- Seek to understand each other's point of view
- Respect differences
- Are honest & open minded
- Keep to time frames
- Support decision once they are made



# The 'Eddy'

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Purpose...

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

To make a positive difference for current and future paddlesport athletes.



# Competition Council – Mission Statement

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

The Competition Council (CC) is committed to developing and promoting athletic competition in paddle sports at the local, regional, national, and international levels. The CC shall enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games and other international competition; and to promote and grow recreational paddlesports competition in the United States. The CC Board shall represent the interests of athletes, coaches and officials to the ACA National Board of Directors.



# Organizations

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



INTERNATIONAL  
OLYMPIC  
COMMITTEE

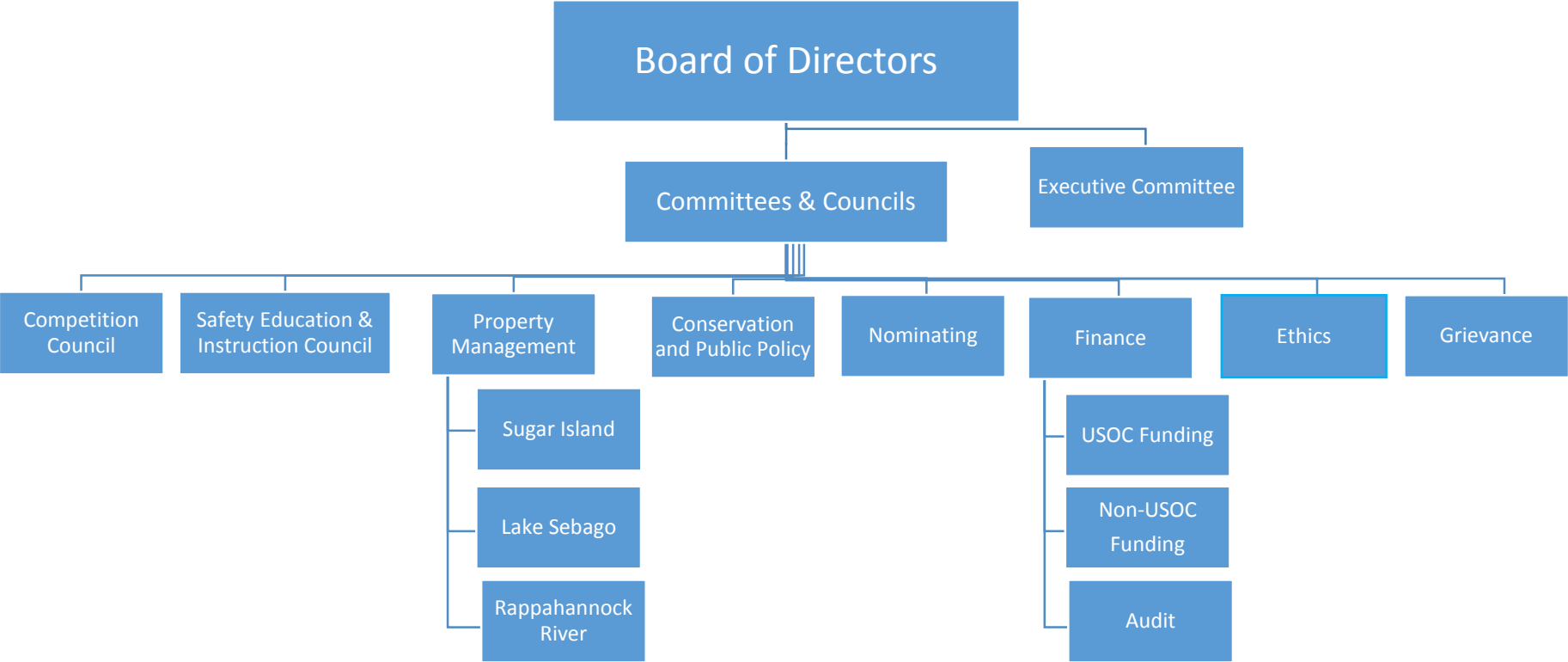


International  
**Paralympic**  
Committee



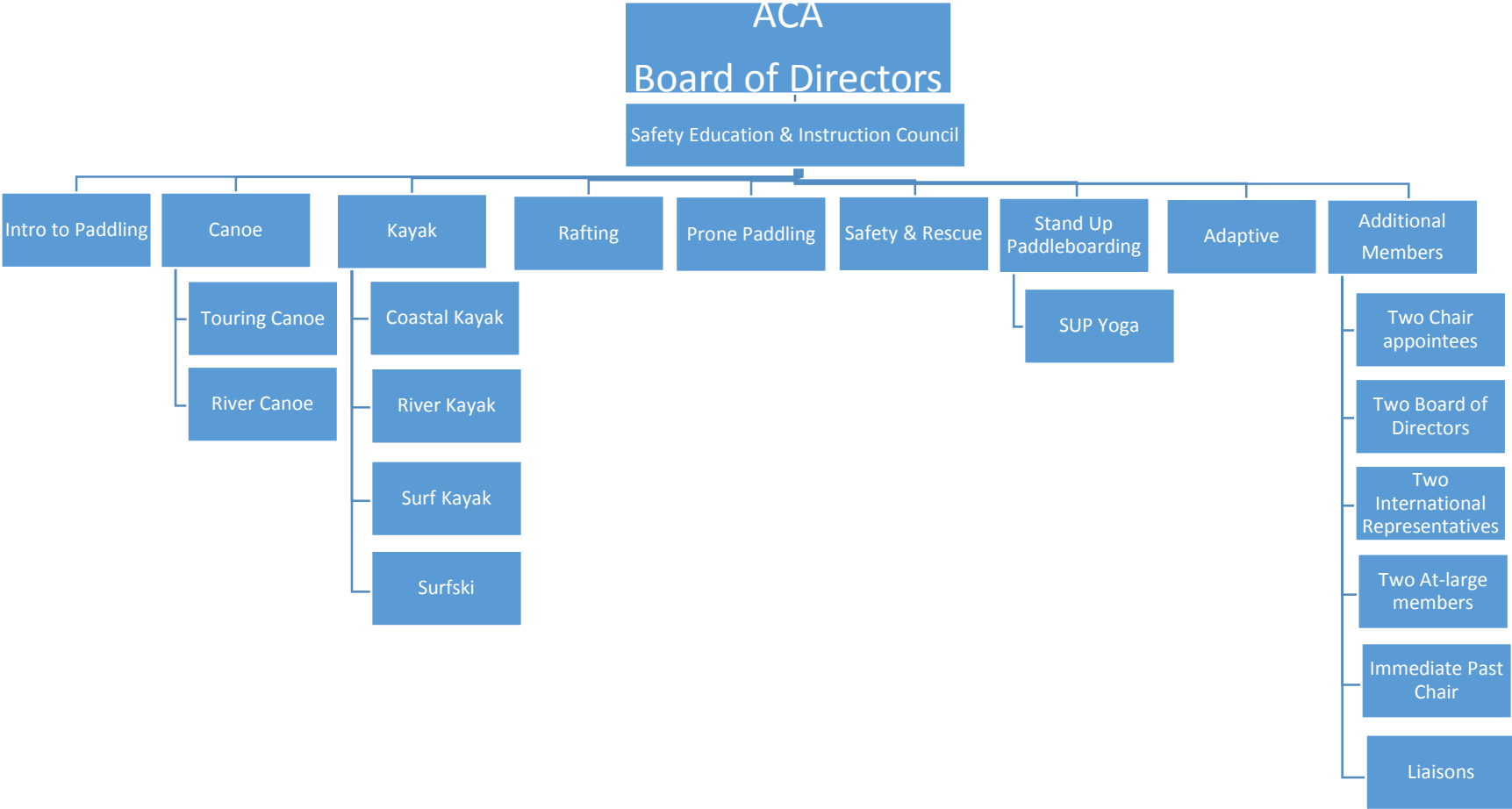
# ACA Organizational Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# ACA Organizational Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# ACA Organizational Structure

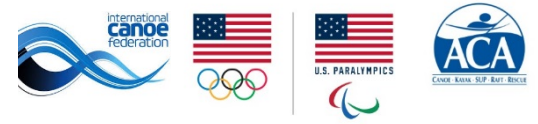
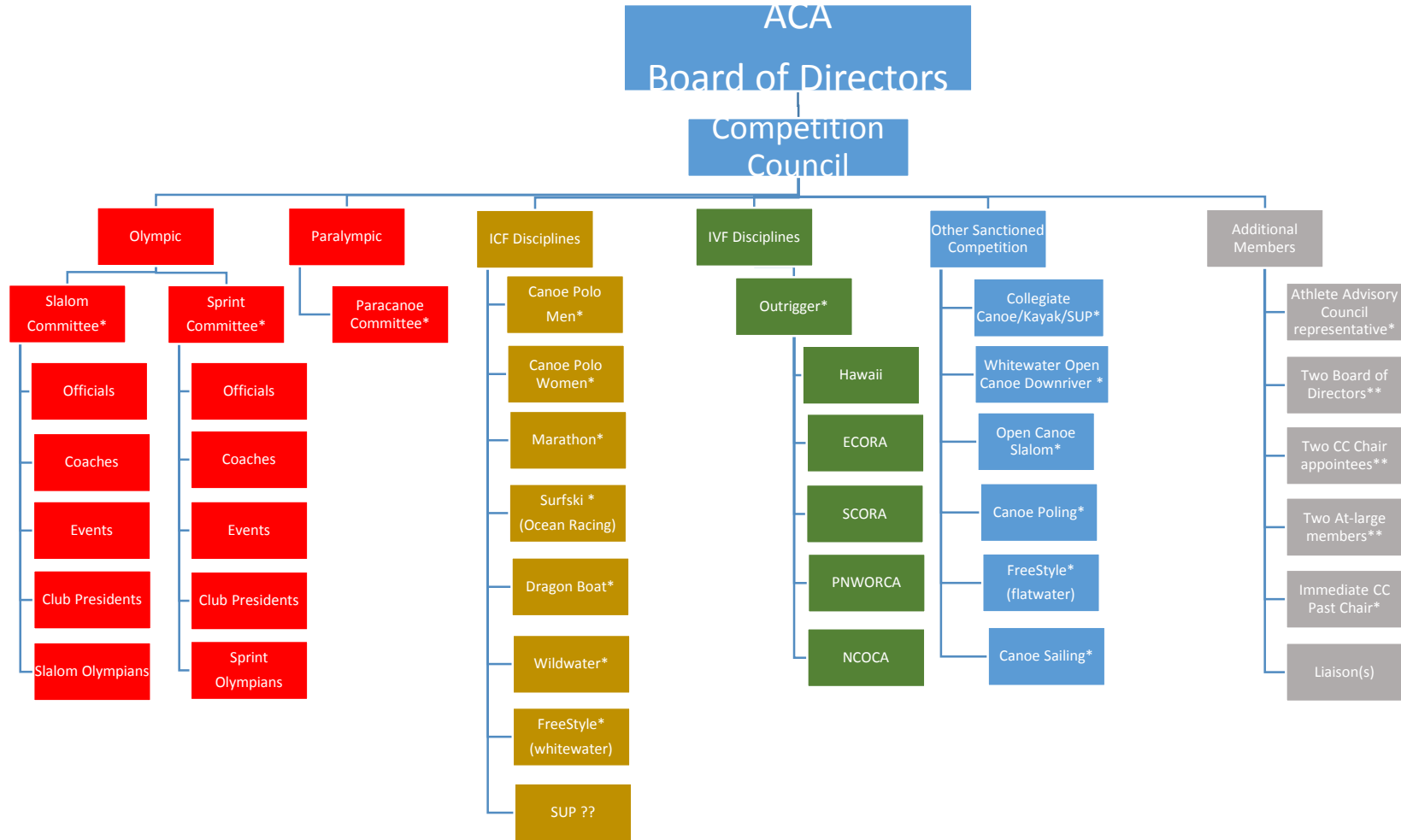
[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

- **Competition Council**
  - Composed of all ACA members in the Racing membership classes
- **Competition Council Board**
  - Has voting authority and is composed of elected and appointed individuals and represents the Competition Council



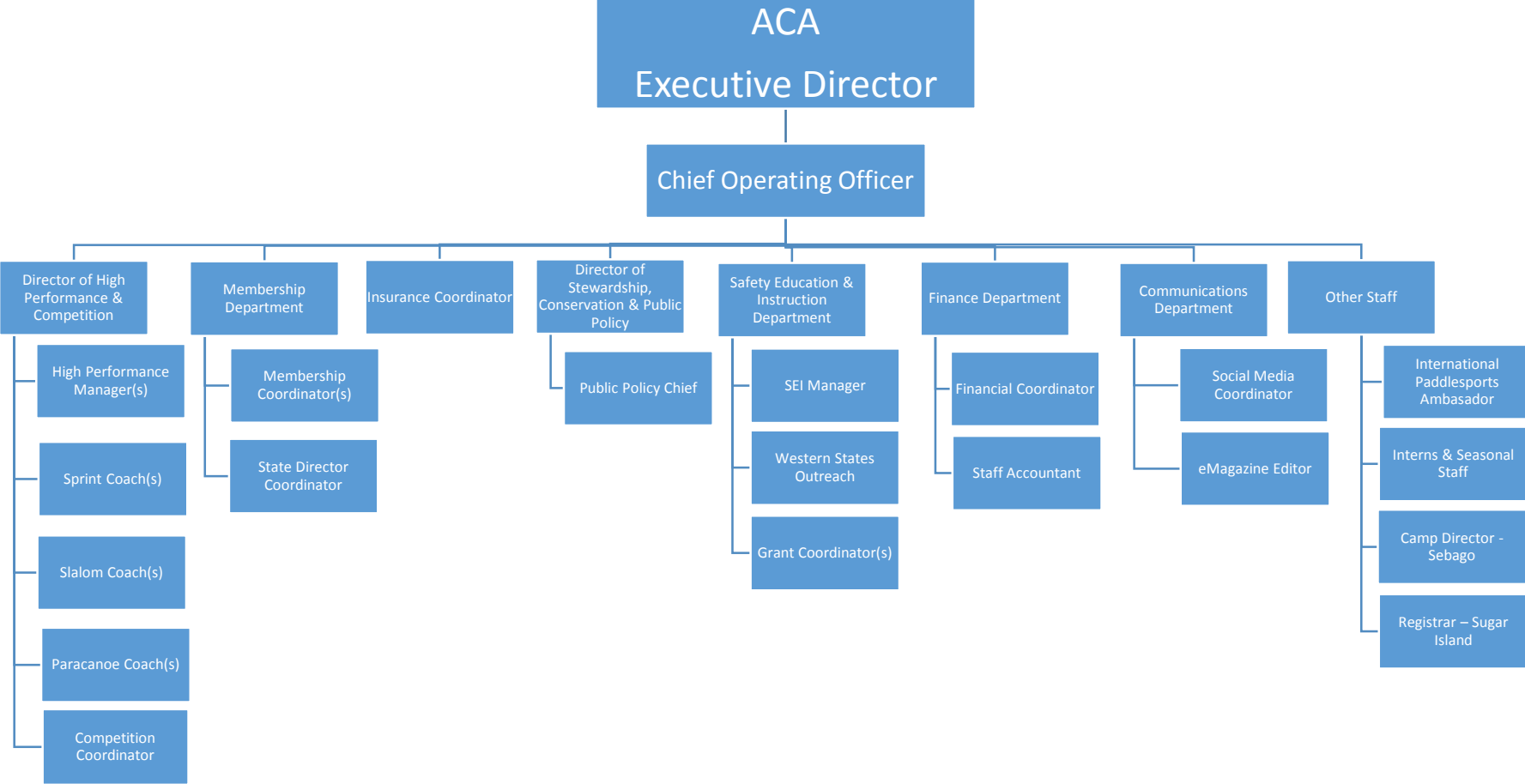
# ACA Organizational Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# ACA Organizational Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# ACA Organizational Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

Director of High Performance & Competition

Sprint High Performance Manager

National Team Kayak Coach

National Team Canoe Coach

Jr. Team Manager

Slalom High Performance Manager

National Team Coach

Development Coach

Paracanoe High Performance Manager/Coach

Competition Coordinator

Interns

Contract Staff



# Funding Sources & Bank Accounts

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Funding Sources & Bank Accounts

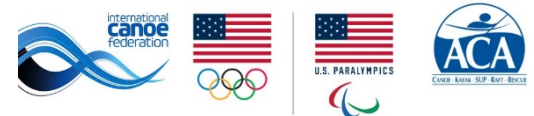
[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Funding Sources

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

- U.S. Olympic Committee
  - Slalom
  - Sprint
- U.S. Paralympics
  - Paracanoe
- ACA
  - Membership Dues
  - Donations & Fundraising
  - Grants
  - Corporate Partnerships
- Discipline Committees



# Bank Accounts

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

- ACA Holding Account - Competition
  - Olympic
    - Slalom
    - Sprint
  - Paralympic
    - Paracanoe
  - FreeStyle Kayaking
  - Canoe Polo (Men's & Women's)
  - FreeStyle Canoeing
  - Dragon Boat
  - General Donations



# How to Access your Funds?

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Team Uniforms – phase I

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Team Uniforms – phase II

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Communications

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



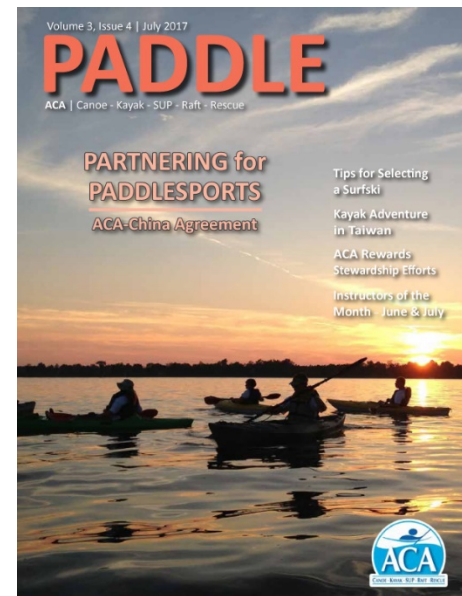
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# Communications

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Communications

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Comprehensive Calendar

www.americancanoe.org/Competition

Find Competitions - ACA | Canoe - Kayak - SUP - Raft - Rescue

eStore Donate Join



Making the World a Better Place to Paddle! Since 1880

EDUCATION STEWARDSHIP / POLICY COMPETITION INSURANCE MEMBERSHIP COMMUNITY

## Find Competitions

Enter search criteria...

More in this Section...



Please click on the appropriate link below to see a calendar of the applicable upcoming competitions:

- [View all competitions](#)

### Olympic

- [Slalom](#)
- [Sprint](#)

### Paralympic

- [Paracanoe](#)

### International Canoe Federation

- [Freestyle \(whitewater\)](#)
- [Ocean Racing \(surf ski\)](#)
- [Marathon](#)
- [Wildwater](#)
- [Canoe Polo](#)
- [Dragon Boat](#)

### International Va'a Federation

- [Outrigger](#)

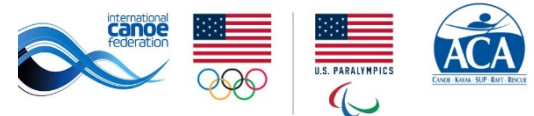
### Other Sanctioned Races

- [Stand Up Paddleboarding](#)
- [Collegiate Race Series](#)
- [Open Canoe Slalom](#)
- [Whitewater Open Canoe Downriver](#)
- [Canoe Sailing](#)
- [Canoe Polo](#)
- [FreeStyle Canoeing \(flatwater\)](#)
- [Youth Races:](#)
  - [Camp Cup Challenge - NC](#)



# Conference Call Line & GoToMeeting

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Council & Committee Roster

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

Nº	NOMBRE Y APELLIDOS	AÑO NAC.	POSICIÓN	CLUB	FF.TT.
1.-	BEATRIZ PAREJO ALONSO	1987	LANZADORA	SANT BOI	CATALANA
2.-	ROSER JONÁS LLAURADÓ	1994	LANZADORA	PROJETE SOFTBALL	CATALANA
3.-	NOELIA FLORES MARTÍNEZ	1983	LANZADORA	ANTORCHA	VALENCIANA
4.-	ANE BARANDIARÁN GARCÍA	1992	LANZADORA	KIROLGI OBB	VASCA
5.-	ROSA Mª BLANES BARTUAL	1987	LANZADORA	KIROLGI OBB	VASCA
6.-	JESSICA IBORRA BERMÚDEZ	1985	RECEPTORA	SANT BOI	CATALANA
7.-	REBECA CARRERA GARCÍA	1982	RECEPTORA	ATL. S. SEBASTIÁN	VASCA
8.-	Mª TERESA SANJUAN BERONQUE	1984	JUG. CUADRO	SANT BOI	CATALANA
9.-	ANA I. ALLUÉ MENA	1994	JUG. CUADRO	SANT BOI	CATALANA
10.-	MIREIA GUTIÉRREZ LOZANO	1992	JUG. CUADRO	SANT BOI	CATALANA
11.-	AINARA LARRAZA PIKABEA	1986	JUG. CUADRO	KIROLGI OBB	VASCA
12.-	IDOIA BENITO LÓPEZ	1992	JUG. CUADRO	KIROLGI OBB	VASCA
13.-	SARA ETXEBERRÍA ELIZALDE	1994	JUG. CUADRO	KIROLGI OBB	VASCA
14.-	MARÍA CAICOYA RODRÍGUEZ	1996	JUG. CUADRO	ATL. S. SEBASTIÁN	VASCA
15.-	RAQUEL MONCHO VARELA	1994	JUG. CUADRO	ANTORCHA	VALENCIANA
16.-	AROA CALVO GOICOETXEA	1989	EXTERIOR	KIROLGI OBB	VASCA
17.-	OLATZ ZUBÍA TORREGARAI	1990	EXTERIOR	KIROLGI OBB	VASCA
18.-	ÁNGELA DÍAZ ORTEGA	1994	EXTERIOR	DRIDMA RIVAS	MADRILEÑA
19.-	IRUNE PAREDES FERNÁNDEZ	1990	EXTERIOR	ATL. S. SEBASTIÁN	VASCA



# Membership: Dues Structure

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Coaching Certification: recruitment & retention

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Officials / Judges: recruitment & retention

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



# Development Program / Pipeline

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



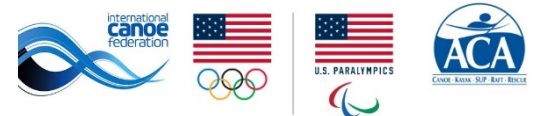
# Gender Equity / Diversity

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)

Sport is a bridge to equality, integration and social inclusion.

IOC President Bach highlighted the fact that sport plays an important role for social cohesion by providing opportunities for people of different backgrounds to interact and exchange ideas:

*“Sport has the unique power to bring people together, regardless of background, gender, culture or belief.”*



# Gender Equity / Diversity

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



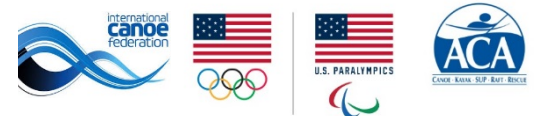
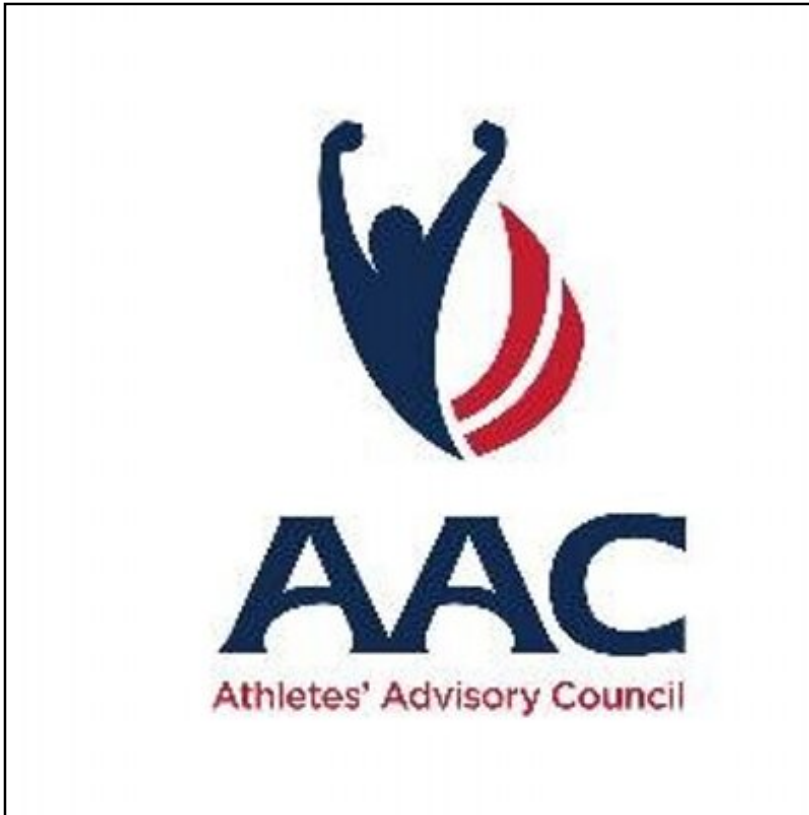
# Governance

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



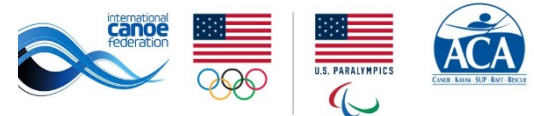
# Governance

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# Governance

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)



## Competition Council Operating Procedures

*a/o 8.23.2017*

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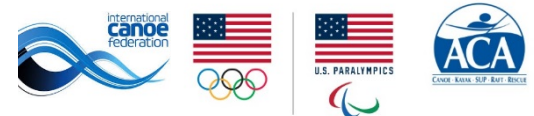
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American Canoe Association  
[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)  
*a/o 8.23.2017*



# Next Steps...

[www.americancanoe.org/Competition](http://www.americancanoe.org/Competition)





# Competition Council Operating Procedures

*a/o 8.23.2017*

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## **ARTICLE I. NAME**

This National Activity Council shall be known as the Competition Council(CC) of the American Canoe Association(ACA). In these operating procedures, whenever the acronym CC appears, it shall be taken to mean the ACA's Competition Council.

## **ARTICLE II. MISSION**

The Competition Council(CC), is committed to developing and promoting athletic competition in paddle sports at the local, regional, national, and international levels. The CC shall enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games and other international competition; and to promote and grow recreational paddlesports competition in the United States. The CC Board shall represent the interests of athletes, coaches and officials to the ACA National Board of Directors.

## **ARTICLE III. GOVERNANCE**

A. The Competition Council is established by the ACA National Board of Directors as an integral part of the ACA to coordinate all programs and activities in the areas of paddlesports competition at the local, regional, national and international levels on behalf of the ACA.

The CC operates under the authority of the ACA National Bylaws and the ACA National Board of Directors, and the ACA National Office. All programs, plans and policies developed by the CC Board shall be subject to final authority of the ACA National Board of Directors.

The CC is composed of all ACA members in the Racing Athlete, Racing Family, Coaches, and Officials membership categories whose dues are also current.

The CC Board, has voting authority, and is composed of elected and appointed individuals and represents the CC.

The CC Executive Committee is composed of the Chair, Vice Chair, Secretary, Immediate Past Chair, and one(1) Elite Athlete.

B. The CC Board is composed of voting and non-voting members.

C. Voting members of the CC Board must be ACA members whose dues are current. To represent an International Canoe Federation(ICF) or International Va'a Federation(IVF) discipline on the CC Board, an individual must be an ACA member in the Racing Athlete, Racing Family, Coaches, or Officials membership category whose dues are also current.

D. Non-voting members of the CC Board are composed of liaison members from other appropriate organizations.

E. The voting members of the CC Board may consist of a:

- Chair
- Vice Chair

- Secretary
- Immediate Past Chair of the CC
- two(2) National Board of Directors appointed by the ACA National Board President
- two(2) appointments by the CC Board Chair
- two(2) At-Large members
- the Chair of each Competition Committee
- At least 20% Elite Athletes as defined in ACA Board Policy: ATH-001: Athlete Representative Classifications

#### F. Elections and Appointments for the CC Board

##### 1. Officers

- a. The Officers of the CC Board shall be a Chair, Vice-Chair, and Secretary
- b. Officers of the CC Board shall be selected from among current CC Board members in good standing in even numbered years by ballot of the CC Board distributed and tabulated at the CC Board Meeting either prior to or at the ACA Annual Membership Meeting.
- c. The CC Chair must be in the Racing Athlete, Racing Family, Coaches, or Officials membership category in good standing.
- d. The CC Chair must be elected by the CC Board prior to the ACA Annual Membership Meeting so that he/she may be placed on the ACA Board of Directors Ballot for member election as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011: Electronic Voting Process.
- e. CC Board members unable to attend the meeting may vote for officers by phone, email, or other electronic means, with such votes tabulated by the CC Secretary and ACA National Office Staff.
- f. Vacancies in CC Board Officer positions that may occur between scheduled elections shall be filled by ballot of the CC Board. Ballots may be distributed in person, by mail, by email, or by other electronic means.
- g. Upon election to CC Board office, the officer's prior position on the CC Board shall be vacant and open for re-election. If a re-election is not practical, the CC Board Chair may appoint a replacement to finish out the remainder of the current term.

##### 2. Appointments by the ACA National Board President

- a. See ACA National Bylaws
- b. a minimum of two National Board of Directors appointed by the President
- c. occur at the discretion of the current ACA Board President
- d. appointments last for 1 year, ending on December 31
- e. individuals may be re-appointed for consecutive years
- f. upon a change in the ACA Board President, the current appointees will finish out their term

##### 3. Appointments by the CC Board Chair

- a. appointments may begin on January 1st
- b. appointments last for 1 year, ending on December 31
- c. individuals may be re-appointed for consecutive years
- d. upon a change in the CC Board Chair, the current appointees will finish out their term

##### 4. Competition Committee Chairs

- a. See Article VI.C.2 and 3

##### 5. At-Large Members

- a. A call for nominations will occur in the fall of odd numbered years, facilitated by the CC Board Chair and the ACA National Office
  - i. Nominees must be CC members in good standing
  - ii. Nominees will be required to provide: name, phone, email and a biography
- b. By electronic ballot of current CC members, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years

- c. In the event the At-Large positions are unable to be filled, the CC Board Chair may appoint them
- 6. Elite Athletes
  - a. Elite Athletes shall either be directly elected by Elite Athletes eligible to run; or the ACA Board may appoint the Elite Athletes but only upon the approval of a representative group of Elite Athletes.
  - b. Term of service begins on January 1<sup>st</sup> and shall last for 1 year, ending on December 31<sup>st</sup>
  - c. Individuals may be re-appointed for consecutive years without limit
- 7. Non-voting Liaison Members
  - a. A non-voting liaison member from another organization can be brought onto the CC Board by a majority vote of the CC Board

All elected CC Board terms of membership or office shall be for two years, beginning 1 January after election.

G. If a Competition Committee Chair is unable to attend a CC Board meeting, the Competition Committee may send a substitute representative member. The Competition Committee Chair must notify the CC Board Chair or Secretary prior to the meeting, in writing, to declare the approved substitute representative.

H. The status of an entity without representation at two consecutive meetings will change from Active to Advisory status and not be considered part of the quorum count. Advisory members attending a meeting automatically convert to Active status.

I. In the case of a vacancy or in the event of resignation or removal of a member per ACA National Bylaws from the CC Board, the CC Board Chair will request the affected Competition Committee to select a replacement before appointing one. For other voting members, the CC Board Chair will appoint one.

J. By a 2/3 vote of the CC Board, a voting member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the CC board member in question shall be given the opportunity for rebuttal.

K. In the event of a tie in any CC Board or CC Board Committee election, the CC Board Chair will cast the deciding vote. If the CC Board Chair has already voted on the matter, or is unable to cast the deciding vote, the President of the ACA Board of Directors will cast the deciding vote. If the CC Board Chair is also the President of the ACA Board of Directors, then the Vice-chair of the ACA Board of Directors will cast the deciding vote, followed by the Secretary then Treasurer.

L. Any potential or existing conflict of interest between an ACA or CC interest and an individual CC Board member must be disclosed at the first CC Board meeting of each year, or when such conflict arises. Where duality exists, the individual may state opinion but may not vote.

#### **ARTICLE IV. COMPETITION COUNCIL AFFILIATION**

All ACA members in the Racing Athlete, Racing Family, Coaches, and Officials membership categories whose dues are also current are members of the Competition Council. Any ACA member in good standing may affiliate with the CC by registering with the same and paying any additional annual dues.

## ARTICLE V. CC BOARD OFFICERS

A. CHAIR. The chair, or his/her designee, will be the CC nominee for ACA member election as the CC representative to the ACA National Board of Directors as directed by the timeframe listed in the ACA National Bylaws and ACA Board Policy Gov-011: Electronic Voting Process. The Chair's duties shall be to prepare agendas for, call and preside over meetings of the CC Board, to appoint special committees and workgroups, and to represent and act on behalf of the CC between CC Executive Committee and full CC Board meetings. The Chair is responsible to achieve the CC goals. Resignation of the CC Chair requires resignation as the CC representative to the ACA National Board of Directors.

B. VICE CHAIR. The Vice Chair shall perform the duties of the Chair when absent, and in the event of death, resignation or removal of the Chair, the Vice-Chair shall assume the unexpired term of the Chair.

C. SECRETARY. The duties of the Secretary shall temporarily assume the be to provide notice and a written agenda to CC Board members thirty days prior to meetings, keep and distribute minutes of meetings, and keep all appropriate CC Board records.

If the Secretary is not present at a CC Board meeting, a "Secretary *pro tem*" shall be appointed by the Chair to keep minutes and deliver them to the secretary in a timely manner.

## ARTICLE VI. CC BOARD COMMITTEES

The CC Board shall use committees to provide smaller work groups for areas of special interest. Committee membership may vary, with additional appointments by the CC Board Chair or the committee itself. All committee work will be brought before the CC Board or the CC Executive Committee for authorizing action. There shall be the following standing committees, but the CC Board may create others on permanent or temporary basis, by CC Board action. The CC Executive Committee shall include at least 20% Elite Athlete representation, and all other committees shall include at least 20% Actively Engaged Athletes, as defined in ACA Board Policy ATH-001: Athlete Representative Classifications.

A. CC EXECUTIVE COMMITTEE shall be comprised of the Chair, Vice Chair, Secretary, Immediate Past Chair and one(1) Elite Athlete. It shall act for the CC Board when immediate issues arise and an CC Board meeting is not imminent or practical.

B. The NOMINATIONS COMMITTEE shall be comprised of one member from each of the Competition Committees, at least 20% Actively Engaged Athlete representatives and chaired by the Immediate Past Chair. It shall be responsible for preparing nominations for CC Board Officers.

C. The COMPETITION COMMITTEES shall develop, enhance and promote athletic competition in paddlesports at the local, regional, national, and, where appropriate, international levels. The CC shall enable United States athletes to achieve sustained competitive excellence in Olympic, Paralympic, Pan American, Parapan American Games and other international competition as applicable for their committee; and to promote and grow recreational paddlesports competition in the United States. The Competition Committees shall represent the interests of athletes, coaches and officials to the CC Board.

### 1. Governance

- a. Each Competition Committee will have a minimum of 5 voting members and a maximum of 15 voting members

- i. All voting members must be a current ACA member in good standing in the Racing Athlete, Racing Family, Coaches, or Officials membership categories whose dues are current
      - ii. Each Competition Committee will choose the number of voting members, between a minimum of 5 voting members and a maximum of 15 voting members, that will constitute its committee
      - iii. At least 20% of each Competition Committee shall include Actively Engaged Athlete representatives
      - iv. The ACA National Office will keep the official roster
      - v. The term for voting members will be two years, beginning on January 1 of even numbered years
    - b. Each Competition Committee can have up to 10 non-voting Affiliate members
      - i. Affiliate members do not have to be an ACA Racing Athlete, Racing Family, Coaches, or Officials member, but do need to be a current ACA member
      - ii. Each Competition Committee will choose the number of non-voting Affiliate members, between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
      - iii. The ACA National Office will keep the official roster
      - iv. The term for Affiliates will be two years, beginning on January 1 of even numbered years
    - c. The Executive Committee consists of the Chair, Vice Chair, Secretary, Immediate Past Chair and one(1) Elite Athlete
    - d. Resignations: any member may resign at any time by giving written notification to the Chair or Secretary. If the Chair resigns, they must give written notice to the CC Board Chair and they will no longer be the Competition Committee representative to the CC Board.
    - e. How to Remove Members
      - i. By a 2/3 vote of a quorum of the voting members of the Competition Committee, a voting member or affiliate member may be removed for cause. In such event, written notice for the intended action shall be included in the meeting agenda and the committee member in question shall be given the opportunity for rebuttal.
      - ii. If the Chair is removed for cause, they are no longer on the Executive Committee as the Immediate Past Chair and no longer the Competition Committee representative to the CC Board.
    - f. How to Fill Vacancies
      - i. The Chair of the Competition Committee may temporarily appoint an individual to fill the remaining term of any vacancy for an officer, a voting member, or an Affiliate member
      - ii. If the Chair is vacant, a new Chair may be elected, facilitated by the ACA National Office, by current voting and affiliate members to fill the remaining term.
        - 1. If the above method is not successful, the CC Board Chair will appoint a Chair to fill the remaining term.
2. Officers
- a. Descriptions
    - i. Chair: The Chairperson shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
      - 1. The duties of the Chair shall be to prepare agendas for, to call and preside over meetings of the Competition Committee and Executive Committee; to appoint subcommittees or workgroups and represent and act on behalf of the Competition Committee between meetings.

2. The Chair, along with the National Office staff, bear the overall responsibility to achieve the committees' goals, as approved by the CC Board and ACA National Board of Directors
  3. Represent the Competition Committee on the CC Board
  4. An individual can only hold the position of Competition Committee Chair for one Competition Committee at a time
  - ii. Vice Chair: The Vice Chair shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
    1. The duties of the Vice Chair shall be to assist the Chair with meetings and work projects of the committee. If the Secretary is not present, the Vice Chair will record the meeting minutes
    2. In the absence of the Chair, the Vice Chair shall perform the duties of the Chair and when so acting shall exercise all powers of the Chair
  - iii. Secretary: The Secretary shall be elected from among the voting members of the committee for a two year term starting on January 1 of even numbered years.
    1. The duties of the Secretary shall be to:
      - a. Distribute the meeting notice and agenda at least 15 days before each meeting
      - b. Keep and distribute meeting minutes
      - c. Coordinate all ballots and elections with the ACA National Office
      - d. If the Secretary is not present at a meeting, the Vice Chair will become the "secretary pro tem". If the Vice Chair is not able, then a "secretary pro tem" will be appointed by the Chair. The "secretary pro tem" will record the minutes and forward them to the Secretary and ACA National Office in a timely manner
  - iv. Immediate Past Chair: The Past Chair will serve as a voting member of the Competition Committee and on the Executive Committee
- b. Term Limits
- i. Officer term limits are 2 years, starting January 1 of even numbered years.
  - ii. An officer of a Competition Committee may only be reelected once to the same position in successive elections
  - iii. An individual can only hold 1 officer position within a Competition Committee at any point in time.
  - iv. There is no overall limit to the number of officer positions an individual can hold in different Competition Committees, except in cases of an apparent conflict of interest which may be determined by the CC Board or ACA National Office.
    1. An individual can only hold the position of Competition Committee Chair for one Competition Committee at a time
  - v. A waiver to Officer Term Limits may be requested of the CC Board.
    1. A waiver of Officer Term Limits can only be requested once for a Competition Committee Chair per successive election.
3. Election Procedures
- a. Voting Members
- i. Each Competition Committee will choose its number of voting members between a minimum of 5 voting members and a maximum of 15 voting members
    1. The ACA National Office will keep the official roster
  - ii. A call for nominations will occur in the fall of odd numbered years, facilitated by the Competition Committee Chair and the ACA National Office
    1. Nominees will be required to provide: name, phone, email and a biography
  - iii. By electronic ballot of current CC members in that discipline, facilitated by the ACA National Office, the election will take place in the fall of odd numbered years

- iv. The individuals with the greatest number of votes that coincide with the Competition Committee's pre-set number of voting members, will be elected to the Competition Committee and will begin their term on January 1.
  - v. Actively Engaged Athletes shall either be directly elected by Actively Engaged Athletes eligible to run; or may be appointed but only upon the approval of a representative group of Actively Engaged Athletes
- b. Officers
- i. Elections for the Chair, Vice Chair and Secretary will take place by electronic vote in January of even numbered years
  - ii. An electronic ballot of the voting members will be facilitated by the ACA National Office
  - iii. In the event a Competition Committee is unable to elect a Vice Chair or Secretary, the Competition Committee Chair shall appoint one
- c. Affiliate Members
- i. Each Competition Committee will choose its number of non-voting Affiliate members between a minimum of 0 Affiliate members and a maximum of 10 Affiliate members
    - 1. The ACA National Office will keep the official roster
  - ii. Following the Officer elections, the voting members of the Competition Committee will elect, by electronic ballot facilitated by the ACA National Office, the Affiliate members
  - iii. If the pre-set number of Affiliate members are not elected by the voting members, the Competition Committee Chair may appoint the remainder of the open positions
4. Meetings
- a. Each Competition Committee will meet in person at least one(1) time per year
  - b. In addition, each Competition Committee will also meet two(2) additional times per year, either in person, via conference call or via an electronic meeting
    - i. Additional conference calls or electronic meetings are encouraged
  - c. The Chair will provide notice and a written agenda to committee members 15 days prior to the meeting, with a copy sent to the Competition Department. Business not on the agenda will be added to New Business and will be acted upon if time permits.
  - d. If the Chair is unable to attend a meeting, the Vice Chair or an appropriate designee, may be appointed by the Competition Committee Chair to chair the meeting
  - e. Committee meetings will operate by Roberts Rules of Order, tempered by common sense and good manners
  - f. A Quorum shall be one more than half of the voting members of the committee
    - i. with 6 voting members, the quorum would be 4
    - ii. with 5 voting members, the quorum would be 3
    - iii. the Quorum number is based off of the entire number of voting members of the committee, not just the committee members present on a call or at a meeting
  - g. Executive Committee meetings of the Competition Committee may be held as needed between Competition Committee meetings. The agenda for these meetings will be developed and sent out prior to the meeting by the Chair. A report of all actions taken by the Executive Committee between Competition Committee meetings shall be included in the written meeting minutes and presented at the next Competition Committee meeting
    - i. A Quorum of the Executive Committee meeting shall be one more than half of the voting members of the Executive Committee
    - ii. the Quorum number is based off of the entire number of voting members of the Executive Committee, not just the Executive Committee members present on a call or at a meeting
  - h. Proxy voting is prohibited

- i. Permanent Agenda Items for Competition Committee meetings include:
  - i. Call to Order
    - 1. Establish Quorum
  - ii. Secretary's Report
    - 1. Review and Approval of prior Meeting Minutes
  - iii. Committee Chair Report
  - iv. Competition Department Report / Update (*if appropriate*)
  - v. Sub-committee / Workgroup reports
  - vi. Election matters as required
  - vii. Old Business
  - viii. New Business
  - ix. Upcoming Meeting(s)
- 5. Sub-Committees or Workgroups
  - a. May be formed by majority vote of the Competition Committee
  - b. Must have a defined purpose or task
  - c. May be permanent or temporary
  - d. The work product created or policy recommendations will be presented to the Competition Committee for disposition
  - e. Outside members, not affiliated with the ACA, may be brought in with approval of the Competition Committee Chair
  - f. Sub-committees and workgroups have no voting privileges on the Competition Committee
  - g. The ACA National Office will keep the official roster
- 6. Current Competition Committees
  - a. Slalom (Olympic)
    - i. High Performance
    - ii. Officials
    - iii. Coaches
    - iv. Events
  - b. Sprint (Olympic)
    - i. High Performance
    - ii. Officials
    - iii. Coaches
    - iv. Events
    - v. Club Presidents
    - vi. Olympians
  - c. Paracanoe (Paralympic)
  - d. Canoe Polo (ICF)
  - e. Marathon (ICF)
  - f. Surfski / Ocean Racing (ICF)
  - g. Dragon Boat (ICF)
  - h. Wildwater (ICF)
  - i. Freestyle (ICF)
  - j. Outrigger (IVF)
  - k. National Collegiate Paddling Competition Committee
  - l. Whitewater Open Canoe Downriver
  - m. Open Canoe Slalom
  - n. Canoe Poling
  - o. Canoe Sailing
  - p. FreeStyle (flatwater)
- 7. New or Provisional Competition Committees
  - a. Provisional Competition Committees

- i. In order for a Provisional Competition Committee to be formed, a motion must be brought forth by a member of the CC and it must be approved by the CC Board
- ii. Minimum documentation required:
  - 1. CC Motion Recommendation Form
  - 2. A list of volunteers willing to serve on the Provisional Competition Committee
  - 3. First Draft of an Implementation Plan, including, but not limited to:
    - a. Potential number of individuals affected
  - 4. Timeline for moving towards presenting a motion to become an official Competition Committee
- iii. The Chair of the Provisional Competition Committee will serve as a non-voting liaison member to the CC Board
- b. New Competition Committee
  - i. In order for a new Competition Committee to be formed, a motion must be brought forth by a member of the CC and it must be approved by the CC Board and then by the ACA National Board of Directors.
  - ii. Minimum documentation required:
    - 1. CC Motion Recommendation Form
    - 2. The Committee's Statement of Purpose
    - 3. A statement describing how the committee will enhance paddlesports competition in the U.S. at the local, regional, national, and, where appropriate, international levels
    - 4. A list of volunteers willing to serve as voting members of the Competition Committee
    - 5. Implementation Plan, including, but not limited to:
      - a. Potential number of individuals affected
      - b. Initial work projects the committee plans to initiate
      - c. Address whether or not there is a need for a Pilot Program
      - d. Timeline for implementation

## **ARTICLE VII. COMPETITION COUNCIL BOARD MEETINGS**

The Competition Council Board shall meet in-person either before or at the ACA Annual Membership Meeting and in-person at least one other time during each year. Additional communication, including face to face meetings and electronic discussions are encouraged. The business of the Competition Council Board may be conducted through telephone, email or other electronic methods between meetings.

A. The Chair must provide notice and a written agenda to the Secretary for distribution to the Competition Council Board members 30 days prior to Competition Council Board meetings. Any member should submit agenda items and reports to the Competition Council Chair and Secretary at least 45 days prior to scheduled meetings. Business not on the agenda, may not be acted on until the successive meeting unless agreed to by a 2/3 vote of a quorum.

B. If the Chair is unable to attend, the Vice Chair, or other designee, may be appointed to chair the meeting.

C. Competition Council meetings will operate by Roberts Rules of Order, tempered by common sense and good manners.

D. A Quorum shall be 40% of the voting members of the Competition Council Board.

E. The permanent Competition Council Board Meeting Agenda will include:

- a. Call to Order  
    Establish Quorum
- b. Secretary's Report  
    Review and approval of minutes
- c. Competition Department Report (staff)
- d. Liaison Reports
- e. High Performance Reports (Slalom, Sprint, Paracanoe)
- f. Competition Committee Reports
- g. Nominations Committee Report
- h. Discussion & Vote on Motions
- i. Old Business
- j. New Business
- k. Upcoming Competition Council Meeting(s)

F. Proxy voting is prohibited. Each Discipline Committee represented on the CC Board will have one vote cast by that committee's attendant representative. No individual, including those representing dual entities, may cast more than one vote.

#### **ARTICLE VIII. COMPLAINT PROCEDURES**

Any complaints or grievances shall be heard through the procedures set forth in ACA Board Policy Gov-13: Grievance

#### **ARTICLE IX. AMENDMENTS TO OPERATING PROCEDURES**

A. Amendment to these Operating Procedures shall be by a 2/3 majority vote of the voting members of the Competition Council Board. The vote may be conducted during meetings or by other means as determined by the Competition Council Board. Competition Council Operating Procedure amendments will be submitted to the ACA National Board of Directors for approval.

B. Proposed Amendments must be presented to the CC Board Chair and Secretary in precise written form, including rationale.

C. Written notice of proposed amendments shall be provided to all voting CC Board members by the CC Board Chair or Secretary. The notice shall state the exact wording of the proposed amendment and the rationale for the change.

## ARTICLE X. COMPETITION COUNCIL POLICIES

The Competition Council Board may adopt and print operational policies, such as the Competition Council Policy Manual, that may be approved and altered by majority vote of a quorum of the Competition Council Board.

Any item not covered by these operating procedures shall revert to the ACA National Bylaws for guidelines.

### **ADDENDA:** Approved Changes to the Competition Council Operating Procedures

Approved and adopted by the National Activity Council for Competition and endorsed by the American Canoe Association (ACA) Board of Directors.

<u>Date of Change</u>	<u>Operating Procedures Change</u>	<u>Approved By</u>
January 5, 2009	Original	ACA Board of Directors
October 22, 2017	Updated for NGB Status	ACA Board of Directors