

# FENCING COACHES OF CANADA

## RULES & REGULATIONS

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### 1. NAME

The coaching division of the Canadian Fencing Federation shall be called the "Fencing Coaches of Canada". The official abbreviation shall be "FCC" .

### 2. PURPOSE

The purpose of the FCC shall be to maximize the potential of all coaches to serve the Canadian fencing community with the highest quality of instruction, training and support possible.

The division shall:

- a. support quality education and training for fencing coaches in Canada,
- b. advocate for and support the profession of fencing coach within Canada,
- c. provide information to all members about initiatives within and outside of the CFF; and
- d. represent the interests of member coaches.

### 3. MEMBERSHIP

All members must hold a valid CFF licence and are bound by the bylaws, rules and regulations of the CFF.

#### A. Categories of membership

- i. Full members: persons who hold current certification in fencing with the National Coaching Certification Program (NCCP) or are recognized as full members in accordance with the FCC equivalency policy for foreign trained coaches.
- ii. Associate members: persons who are in training within the NCCP or are recognized as associate members in accordance with the FCC equivalency policy for foreign trained coaches.
- iii. Life members - persons who have contributed significantly to the division and who the division wishes to honor.

## **B. Membership fees**

Division membership fees will be recommended annually by the FCC Management Council to the Board of Directors of CFF. These fees shall be expended for items within the budget submitted by the FCC Management Council and approved by the CFF Board of Directors.

## **4. MANAGEMENT COUNCIL**

The division shall be managed by a Management Council of five (5) members who shall:

- i. recommend to the CFF Board of Directors, such operational policies and activities that will support the CFF Board's strategic outcomes for coaching;
- ii. support the implementation of those operational policies and activities that have been approved by the CFF Board;
- iii. support opportunities for coaches to collaborate with one another to fulfill the purpose of the FCC;
- iv. serve as a coordinating body to represent the interests and voice of coaches to the CFF Board and its committees and to branch members

### **A. Election of Management Council**

A call for nominations to the Management Council shall be published within sixty (60) days of the expiry of the CFF membership year. All directors are eligible for re-election and all nominees must be licenced FCC division members in good standing with the CFF. A list of nominees shall be published within thirty (30) days of the expiry of the membership year. All members shall have 21 days after the publication of the nominees to register their vote. Only the votes received by the voting deadline will be counted.

### **B. Length of term for Management Council members**

Members of the Management Council shall be elected for a two year term. A staggered system of elections will be conducted annually so that the positions of two members will be open for election in one year and the remaining three positions will be open for election in the succeeding year.

### **C. Council Chair**

At the first meeting after their election, the Management Council shall select from their number, one member to serve as chair.

### **D. Recording Secretary**

The Management Council may appoint a Recording Secretary to keep minutes of its meetings.

### **E. Appointment of other Staff**

The Management Council may appoint such others as required to implement its plans.

### **F. Termination of tenure of office**

The office of an elected member shall be automatically vacated:

- i. if the member resigns the office by delivering a written resignation to Chair of the FCC,
- ii. if a director has been absent from two consecutive meetings of the Managing Council, or
- iii. upon incapacitation or death.

## **5. COACHING REPRESENTATION**

A. The Management Council shall have the authority and responsibility to recommend to the CFF, the coaches' representative whenever such representation is required within committees of the CFF or as requested by external organizations whose purposes are consistent with those of the FCC and the CFF. The CFF shall accept the recommendation for such appointment, unless there are valid reasons not to accept the recommendation.

B. At the first meeting after their election, the Management Council shall select from their number, one member to be the Coaches' Representative to the CFF Board. The Council may select the same person to serve both as Council chair and as Coaches' representative to the CFF Board.

## **6. MEETINGS OF MANAGEMENT COUNCIL**

A. There shall be a minimum of four Management Council meetings held per year. Participation in meetings may be either in person, by telephone or by other telecommunication device that permits all persons participating in the meeting to speak and hear each other.

B. Each elected member of the Management Council shall hold one vote. In the event of a tie, the motion shall be defeated. Decisions shall be made by a simple majority of votes cast.

C. In the event of a vacancy arising within the Management Council, the remaining members may, by majority vote, fill the vacancy by appointment.

## **7. ACCOUNTABILITY TO DIVISION MEMBERS**

A. Members shall be informed, in a transparent and timely manner, of the work of the FCC Management Council through publication in both official languages on the FCC section of the CFF website.

B. The Management Council is responsible for publishing an annual report one month prior to the election of officers for due consideration by its members. The annual report shall include a review of the work of the Management Council.

C. Whenever any question arises which the Management Council considers should be put to a vote of the division members, the Chair shall make a written submission of the question to the members for their decision. The decision shall be rendered according to a majority of the votes received within 21 days of the publication of the question.

## **8. VOTING BY DIVISION MEMBERS**

- a. Voting by division members shall be conducted through electronic means such that each member's vote is private and confidential and only one vote per member can be recorded.
- b. Publication of notice on the FCC section of the CFF website will be considered sufficient notice of business requiring a vote. The notice shall include the deadline date to register a vote.
- c. All members, including members of the Management Council, shall have one vote. Proxy votes are not permitted.
- d. In the case of removal of a member of the Management Council from office, a two thirds (2/3) majority of the registered votes shall be required.

## **9. CONDUCT & DISCIPLINE**

Any person who registers as a member of the FCC will, through that registration, agree to abide by the rules and regulations of the CFF. Violation of any rule or regulation may render a member liable to censure by the FCC and the CFF in accordance with their respective disciplinary policies.

June 3, 2008