



The Canadian Functional Fitness Federation

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National Championships Committee

Canadian Functional Fitness Federation (CFFF)

Terms of Reference

1. Purpose

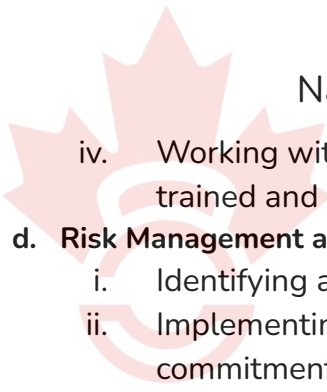
- a. The National Championships Committee (the "Committee") is appointed by the Board of Directors (the "Board") of the CFFF to oversee the planning and execution of the Canadian National Championships. The Committee is responsible for:
 - i. Managing the competition structure, qualification process, and event logistics.
 - ii. Ensuring a fair and consistent competitive environment for athletes.
 - iii. Aligning with the goals of the CFFF, the International Functional Fitness Federation (iF3), and the Canadian Sport Governance Code.

2. Committee Composition

- a. In accordance with the **Committee Governance Framework**, the Committee will:
- b. Consist of a minimum of three members, including at least one director from the CFFF Board, who will serve as chairperson.
- c. Include individuals with expertise in event planning, functional fitness competitions, or related fields.
- d. Be appointed annually by the Board, with members serving until the next annual meeting, a successor is appointed, or they resign or are removed.

3. Duties and Responsibilities

- a. The Committee is responsible for:
 - b. **Competition Planning and Logistics**
 - i. Selecting a suitable venue and dates.
 - ii. Developing a detailed event schedule.
 - iii. Coordinating permits, insurance, and event registration.
 - iv. Organizing equipment and staffing requirements.
 - c. **Qualification and Competition Structure**
 - i. Establishing qualification procedures and criteria for the National Championships.
 - ii. Ensuring alignment with the CFFF's Long-Term Athlete Development Plan.
 - iii. Considering online qualifiers as a minimum standard for all provinces and sanctioning select club events as additional qualifying opportunities.
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- iv. Working with the Technical Officials Committee to ensure a sufficient number of trained and certified officials.
- d. **Risk Management and Compliance**
 - i. Identifying and mitigating risks, including athlete safety and facility concerns.
 - ii. Implementing appropriate safety protocols and upholding the CFFF's commitment to athlete safety.
 - iii. Adhering to the CFFF's bylaws, the Canada Not-for-Profit Corporations Act (NFP Act), and the Canadian Sport Governance Code.
- e. **Budget and Financial Oversight**
 - i. Developing and managing the budget for the National Championships.
 - ii. Tracking all income and expenses related to the event.
- f. **Marketing and Communication**
 - i. Collaborating with the Domestic Development Committee to create a marketing and communication plan.
 - ii. Promoting the event in coordination with CFFF leadership to attract athletes.
- g. **Post-Event Review**
 - i. Conducting a post-event evaluation to assess competition success and identify improvements for future years.
 - ii. Providing a summary report to the CFFF Board of Directors.

4. Authority

- a. As outlined in the **Committee Governance Framework**, the Committee:
 - i. Has the authority to develop and implement plans for the National Championships, subject to Board approval.
 - ii. May request attendance from CFFF officers, employees, or external advisors as needed.
 - iii. May retain independent advisors with Board approval.

5. Meetings

- a. Committee meetings will be scheduled and conducted in accordance with the **Committee Governance Framework**, including quorum requirements, notice periods, and agenda preparation.

6. Decision-Making and Reporting

- a. Decisions will be made by majority vote, with the chair holding a casting vote in case of a tie.
- b. The Committee reports regularly to the Board on matters relevant to its responsibilities.

7. Committee Member Expectations

- a. Committee members must:
 - i. Act in good faith and in the best interests of the CFFF.
 - ii. Prepare diligently for meetings and actively participate in deliberations.

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- iii. Pursue continuing education opportunities to enhance their expertise.

8. Secretary

- a. The Committee shall appoint a Secretary, as required in the **Committee Governance Framework**, to maintain meeting minutes and circulate them to members in a timely manner.

9. Publication

- a. These Terms of Reference will be made available on the CFFF website.