

# **RULES OF STRUCTURE**

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*Being rules governing generally  
the organization of  
The Sprint Racing Discipline  
of the  
CANADIAN CANOE ASSOCIATION  
Enacted April 28, 1984*

This document includes the revisions made at the  
Sprint Racing Discipline Annual General Meetings held  
May 1, 1993; May 7, 1994; May 6, 1995; May 3, 1997;  
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**BE IT ENACTED as the Rules of Structure of  
the Sprint Racing Discipline of the  
Canadian Canoe Association as follows:**

**1. INTERPRETATION**

**1.01** In these rules of structure and all other rules of structure of the Sprint Racing Discipline, unless the context otherwise requires:

- (a) "board" means the board of directors of the Association;
- (b) "by-laws" means all by-laws, including special by-laws of the Association as amended from time to time;
- (c) "association" means the Canadian Canoe Association;
- (d) "person" includes an individual, a body corporate, corporation, company, partnership, syndicate, trust and any member or aggregate of persons;
- (e) the singular includes the plural, and the plural includes the singular;
- (f) the masculine gender includes the feminine and the neuter; and
- (g) "council" means the Sprint Racing Council of the Sprint Racing Discipline.

**2. PURPOSE**

**2.01 Purpose** - The purpose of these Rules, and all amendments and additions thereto, is to provide for and govern the organization of the Sprint Racing Discipline members of the Association, and the Technical Racing Council of that discipline, which Council is hereinafter referred to as the "Sprint Racing Council".

**3. MEMBERSHIP**

**3.01 Club** - Membership in the Sprint Racing Discipline of the Association shall be by and through Clubs or Individual Membership as described by By-Law (1a) of the Association.

3.01(b) Associate Foreign Club – A non-voting, non competing member club

**3.02 Process of Admission: Club** - Any such Club may be admitted to membership in the Association if application in writing, endorsed by two member Clubs of the Association, in good standing at the time of delivery, is delivered to the Flag Officer of the Division in which

3.01(a) Associate Club – A non-voting, non competing member club

geographical bounds such Club applying for membership is located. The application shall clearly define the Club colours to be worn by competitors during competition. Upon such application being delivered to the proper Flag Officer, that Flag Officer shall submit the application to the first meeting of the Sprint Racing Council thereafter. If, and only if, the application is then approved by simple majority vote of the Sprint Racing Council, the applying Club there upon becomes a member of the Association; otherwise the application shall be deemed rejected.

**3.03** Process of Admission: Individual Member - Any person who applies in writing to be an Individual member of the Sprint Racing Discipline of the Association may be admitted to membership upon approval of such person's application for membership by the Sprint Racing Council. All nationally accredited officials in good standing with the CCA shall be considered Individual Members with the Sprint Racing Discipline. All coaches in good standing with CACCK shall be considered Individual Members with the Sprint Racing Discipline.

**3.04** Good Standing - Any member Club, or member thereof, or individual member, of the Sprint Racing Discipline of the Association owing moneys to the Association, whether on account of fees as hereinafter provided for or otherwise, which are past due is, so long as any such monies remain unpaid, not in good standing.

## 4. ANNUAL FEES

**4.01** Annually Determined - The Sprint Racing Council shall present to the Annual General Meeting of members of the Sprint Racing Discipline of the Association a recommended schedule of annual Member Club fees, Individual Member membership fee, and fees related to registration and entry fees for the annual Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships (hereinafter referred to as the "Championships"). Upon acceptance by a simple majority of votes cast at such Annual General meeting, the said fees become binding upon, and payable by, the members.

### **4.02** Time of Payment

- (1) The Annual Member Club membership fees shall be paid on or before April 1<sup>st</sup> of each year.
- (2) The competitor registration fees shall be paid no later than July 31st each year.
- (3) The entry fees for the Championships shall be paid at the time the entries are submitted to the National Office by the respective Divisions and/or Provinces; or such other date as may have been determined by resolution at such Annual General Meeting. Championships entry fees not received in the National Office within 48 hours of the deadline will be subject to a 5% penalty.
- (4) Individual Member fees shall be paid at such time and in such manner as the Sprint Racing Council may determine from time to time.



## **5. DIVISIONS**

**5.01 Geographical Divisions** - The clubs of the Sprint Racing Discipline of the Association shall be divided into the geographical divisions described in this paragraph 5, provided that to acquire and maintain the rights of a Division as provided in these Rules a division must have, and continue to have, not less than three member Clubs in good standing.

**5.02 Atlantic Division** - The Atlantic Division is comprised of the Provinces of Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland.

**5.03 Quebec Division** - The Quebec Division is comprised of the Province of Quebec.

**5.04 Eastern Ontario Division** - The Eastern Ontario Division is comprised of that portion of the Province of Ontario bounded on the east by the Province of Quebec, and on the west by a straight line extending from Bowmanville on Lake Ontario to Mattawa on the Ottawa River and thence projected and continuing to its intersection with the boundary of the Province of Quebec; but including the city of North Bay, Ontario.

**5.05 Western Ontario Division** - The Western Ontario Division is comprised of that portion of the Province of Ontario bounded on the east by the Eastern Ontario Division and on the west by the Province of Manitoba; but excluding the city of North Bay, Ontario.

**5.06 Prairie Division** - The Prairie Division is comprised of the Provinces of Manitoba, Saskatchewan, Alberta and the Yukon and Northwest Territories.

**5.07 Pacific Division** - The Pacific Division is comprised of the Province of British Columbia.

**5.08 Districts** - A Division shall have the right to organize itself by districts within its geographical boundaries, provided however that there can be only one Flag Officer, Vice Flag Officer, and Secretary or Registrar of the Division at any given time.

**5.09 Flag Officers** - The member Clubs of each Division shall elect or appoint a person to be known as the Flag Officer of the Division. The Flag Officer is a member of the Sprint Racing Council as hereinafter provided and shall be the presiding officer generally with respect to Division affairs. He or she shall call and preside over all meetings of the Division, have general supervision over the operation of the Division and Regattas held by Clubs of the Division, and be responsible to the Sprint Racing Council for such operation; and in this regard, the Flag Officer shall ensure that the Division Clubs and their members conduct themselves in accordance with the Association By-Laws, the Rules of Structure, Sprint Racing Discipline Competition Rules of the Association, and the By-Laws or Rules of the Division. The Flag Officer shall be the only person with authority to sanction Regattas held in his or her Division of the Association, on behalf of the Sprint Racing Council.

**5.10 Vice Flag Officer(s)** - The Member Clubs of each Division may elect or appoint one or more Vice Flag Officers of the Division. The Vice Flag Officer or, if more than one, the Vice

Flag Officers, in order of seniority or designation (as determined by the Division), shall be vested with all the powers and shall perform all the duties of the Flag Officer in the absence or inability or refusal to act of the Flag Officer. The Vice Flag Officer, or if there are more than one, one of the Vice Flag Officers, may attend and act in the place of the Flag Officer at any meeting of the Sprint Racing Council or any Committee, in the absence or inability or refusal to attend of the Flag Officer.

**5.11 Division Secretary or Registrar** - The Member Clubs of each Division shall elect or appoint a person to be known as the Secretary or Registrar of the Division. This person shall keep an accurate and complete record of the racing class status of all sprint racing paddlers who are members of Clubs within the Division and shall deliver a true copy of that record to the Domestic Programs Director of the Association no later than July 31st.

**5.12 Division Organizational Rules** - Each Division shall adopt rules governing its organization which shall be consistent with the By-Laws of the Association and Rules of Structure of the Sprint Racing Discipline and any such rules, or any part thereof, shall be null and void to the extent of any such inconsistency. Division rules and any repeal or amendments thereof may not come into force prior to delivery of a true copy of said to the head office of the Association. Each Division, in administering its affairs and the affairs of the Association within the Division, shall act in accord with the said By-Laws, Rules of Structure, Division Rules, and the Sprint Racing Discipline Competition Rules of the Association.

**5.13 Division Disciplinary Action** - A Division may take disciplinary action, including suspension from regatta racing in that Division, against any Club, or member thereof, within its Division, or Individual Member who is competing or has competed in regattas in that Division, for breach of any of the Division rules or the Sprint Racing Discipline Competition Rules of the Association. Any such disciplinary action shall take effect immediately upon notification in writing to the Club or member thereof, or Individual Member, being disciplined. The Club or member thereof, or Individual Member, being disciplined may appeal the disciplinary action to the next regularly scheduled meeting of the Sprint Racing Council that is not scheduled to commence less than seven days after notice in writing of the appeal is delivered to the Head Office of the Association, it being a condition precedent of any such right to appeal that the said notice in writing of the appeal be delivered to the Head Office of the Association within fourteen days of notification of the disciplinary action in writing to the Club or member thereof, or Individual Member, being disciplined. On the appeal the Sprint Racing Council may confirm, reduce, or rescind the disciplinary action taken. The Club or member thereof, or Individual Member, being disciplined shall be notified in writing of the decision of the Sprint Racing Council and may appeal that decision to the next scheduled meeting of the Board of Directors of the Association that is not scheduled to commence less than seven days after notice in writing of the appeal is delivered to the Head Office of the Association, it being a condition precedent of any such right to appeal that the said notice in writing of the appeal be delivered to the Head Office of the Association within fourteen days of notification in writing to the Club or member thereof, or Individual Member, being disciplined of the Sprint Racing Council decision. On the appeal, the Board of Directors has the same powers as the Sprint Racing Council on the appeal from the Division. The Club or member thereof, or Individual Member, being disciplined shall be notified in writing of the decision of the Board and the decision of the Board is final and binding upon the Club or member thereof, or Individual Member, being disciplined. On

application, the Sprint Racing Council or Board may abridge any of the times prescribed therein on any appeal to them respectively.

## **6. TECHNICAL RACING COUNCIL**

**6.01** Composition - The Technical Racing Council of the Sprint Racing Discipline which is vested with the responsibilities and jurisdiction as set forth in the By-Laws of the Association and which is referred to herein as the Sprint Racing Council shall be comprised of the following persons:

*Immediate Past Chairperson*  
*Chairperson*  
*Vice Chairperson High Performance*  
*Vice Chairperson Domestic Development*  
*Vice Chairperson Marketing*  
*Vice Chairperson Athlete Relations*  
*Treasurer*  
*Flag Officers of the Divisions*  
*Coaches' Representative*

A Flag Officer of a Division is only a member of the Sprint Racing Council if the Division has at the time not less than three Member Clubs in good standing. The Immediate Past Chairperson, the Chairperson, the Vice Chairperson High Performance, the Vice Chairperson Domestic Development, the Vice Chairperson Marketing or the Treasurer may not be a member of the Sprint Racing Council in more than one capacity and upon such person becoming a member of the Council in a second capacity, the person's position on the Council on account of his or her first capacity immediately becomes vacant. No person shall have more than one vote on Council (except for the casting vote of the Chairperson) irrespective that such person may sit on Council in more than one capacity.

**6.02** Qualifications - Any person who is a member of a member club of the Sprint Racing Discipline of the Association or is a sprint racing Individual Member of the Association is eligible for election or appointment to the Sprint Racing Council.

**6.03** Election and Term of Sprint Racing Council Members Elected by the General Membership - The election of the Chairperson, Vice Chairperson High Performance, Vice Chairperson Domestic Development, Vice Chairperson Marketing, and Treasurer shall take place at the Annual Meeting of the Sprint Racing Discipline's Association members. The term for the positions of Vice Chairperson Domestic Development and Vice Chairperson Marketing will be for a period of two years commencing in May of 1995. The term for the positions of Chairperson, Vice Chairperson High Performance and Treasurer will be for a period of one year commencing in 1995, followed by two year terms thereafter.

**6.04** Sequence of Election - At the Annual General Meeting, the election of the persons to sit on the Sprint Racing Council shall take place in the following sequence, from first to last:

Chairperson, Vice Chairperson High Performance, Vice Chairperson Domestic Development, Vice Chairperson Marketing, and Treasurer. All votes shall be by secret ballot.

**6.05**     Election and Term of Vice Chairperson Athlete Relations - The Vice Chairperson Athlete Relations shall be elected or appointed not later than August 30th of every second year, commencing with August 30, 1995, by the athletes constituency within the Sprint Racing Discipline through a democratic mechanism of their choice. The term for the position of Vice Chairperson Athlete Relations will be for a period of two years, commencing in 1995.

**6.06**     Coaches' Representative - The Coaches' Representative shall be elected or appointed not later than August 30th of every year commencing with August 30, 1996, by the Canadian Association of Coaches in Canoe and Kayak (CACCK) through a democratic mechanism of their choice. The Coaches' Representative elected by CACCK in the year 1994 shall be the Coaches' Representative for a term ending August 30, 1996 and as of that date and thereafter the Coaches' Representative shall be elected or appointed to two year terms.

**6.07**     Immediate Past Chairperson - The position on the Sprint Racing Council of Immediate Past Chairperson shall be held from time to time by that person who is in fact the Immediate Past Chairperson of the Council or the person appointed to that position as hereinafter provided.

**6.08**     Resignation - Any member of the Sprint Racing Council, except for Flag Officers, may resign from his or her position on the Council upon giving notice thereof in writing to the Council and the resignation becomes effective at the time specified in the resignation or upon receipt by the Council, whichever is later.

**6.09**     Removal - The members of the Sprint Racing Discipline of the Association may, by resolution passed by a majority of at least three-quarters of the votes cast at a special meeting of such members duly called for that purpose, remove any member of the Council from his or her position on the Council, except for a Flag Officer, before the expiration of his or her term and may, by a majority of votes cast at the meeting, elect any person in his or her stead for the remainder of his or her term.

**6.10**     Vacation of Council Seat - In addition to the vacancy of a seat on the Sprint Racing Council as provided in paragraph 6.01, a seat on the Sprint Racing Council is vacated if the person holding that position dies, resigns from the Council or in the case of a Flag Officer resigns as such Flag Officer, is removed from the Council as aforesaid, or if he or she ceases to have the necessary qualification.

**6.11**     Filling Vacancies - Where a vacancy occurs in a seat on the Sprint Racing Council, other than that of a Flag Officer, or the Vice Chairperson Athlete Relations or the Coaches' Representative, the remaining Council members, as soon as practicable after the vacancy occurs, whether their number on the Council amounts to a quorum or not, shall appoint a person to fill the vacancy until the time of the next ensuing Annual General Meeting, at which Annual General Meeting the vacancy shall be filled by election or appointment by the general membership for the balance of the term of the vacated seat. Where a vacancy occurs in the position of a Flag

Officer on the Council, the appropriate Division shall elect or appoint a replacement person as soon as practicable after the vacancy occurs, but if no replacement person is elected or appointed within ninety days after the Flag Officer vacancy occurs, the Council may appoint a person to fill the Flag Officer vacancy who shall hold office of Flag Officer of the subject Division until the later of the close of the next Annual General Meeting of the membership of the Sprint Racing Discipline of the Association and the election or appointment of a person to fill the position of Flag Officer of the Division. Where a vacancy occurs in the position of Vice Chairperson Athlete Relations or the Coaches' Representative, that seat on the Council shall be replaced for the remainder of the term of that position on the Council by the athletes' constituency or the CACCK, whichever is appropriate, as soon after the vacancy occurs as is practicable.

## **7. ROLES/RESPONSIBILITIES OF SPRINT RACING COUNCIL MEMBERS**

**7.01** Chairperson - The Chairperson shall be the chief spokesperson of the Sprint Racing Discipline of the Association. He or she shall, if present, preside at all meetings of the members of the Sprint Racing Discipline and of the Sprint Racing Council and shall be charged with the general supervision of the business and affairs of the Sprint Racing Discipline of the Association.

**7.02** Immediate Past Chairperson - The Immediate Past Chairperson shall be vested with all the powers and shall perform all the duties of the Chairperson in the absence or disability or refusal to act of the Chairperson. If the Immediate Past Chairperson exercises any such duty or power, the absence or inability of the Chairperson shall be presumed with reference thereto. The Immediate Past Chairperson shall serve as Chair of the Nominating Committee for the Sprint Racing Discipline and shall also perform such duties and exercise such powers as the Chairperson may from time to time delegate to him or her or the Sprint Racing Council may prescribe.

**7.03** Secretary - If there is a Director General in the employ of the Association, that person may act as secretary to the Sprint Racing Council and for that purpose shall attend all meetings of the Council and such meetings of committees thereof as the Council may prescribe, and shall enter or cause to be entered in books kept for that purpose minutes of all proceedings at such meetings; and shall give, or cause to be given, when instructed, notices required to be given to members of the Sprint Racing Discipline, Sprint Racing Council members, and members of committees thereof; and shall perform such other duties as may from time to time be prescribed by the Council and approved by the Board. In the absence of a Director General, the Council may appoint any person, who need not but may be a Council member, to act as the Secretary of the Council as aforesaid.

**7.04** Treasurer - The Treasurer shall be responsible for a full and accurate account of all Sprint Racing Discipline receipts and disbursements which shall be kept in books belonging to the Association. He or she shall report to the Sprint Racing Council, the financial standing of the Sprint Racing Discipline whenever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual General Meeting. The Treasurer shall also

perform such duties and exercise such powers as the Chairperson may from time to time, delegate to him or her or the Sprint Racing Council may prescribe.

**7.05 Vice Chairperson High Performance** - The Vice Chairperson High Performance shall be responsible for the development and implementation of the High Performance Plans and Programs of the Sprint Racing Discipline. He or she shall report to the Sprint Racing Council on the status of the high performance program of the Sprint Racing Discipline wherever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual General Meeting. The Vice Chairperson High Performance shall also perform such duties and exercise such powers as the Chairperson of the Sprint Racing Discipline may from time to time delegate to him or her or the Sprint Racing Council may prescribe.

**7.06 Vice Chairperson Domestic Development** - The Vice Chairperson Domestic Development shall be responsible for the development and implementation of the Domestic Plans and Programs of the Sprint Racing Discipline. He or she shall report to the Sprint Racing Council on the status of the domestic program of the Sprint Racing Discipline whenever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual General Meeting. The Vice Chairperson Domestic Development shall also perform such duties and exercise such powers as the Chairperson of the Sprint Racing Discipline may from time to time delegate to him or her, or the Sprint Racing Council may prescribe.

**7.07 Vice Chairperson Marketing** - The Vice Chairperson Marketing shall be responsible for the development and implementation of the Marketing Plan and Program for the Sprint Racing Discipline. He or she shall report to the Sprint Racing Council on the status of the marketing program of the Sprint Racing Discipline whenever requested to do so and make a full report to the membership of the Sprint Racing Discipline at each Annual General Meeting. The Vice Chairperson Marketing shall also perform such duties and exercise such powers as the Chairperson of the Sprint Racing Discipline may from time to time delegate to him or her or the Sprint Racing Council may prescribe.

**7.08 Vice Chairperson Athlete Relations** - The Vice Chairperson Athlete Relations shall serve as a member of the Sprint Racing Council and the Sprint Racing Executive Committee representing the voice of the athletes on those bodies. The Vice Chairperson Athlete Relations shall also perform such duties and exercise such powers as the Chairperson of the Sprint Racing Discipline may from time to time delegate to him or her or the Sprint Racing Council may prescribe.

**7.09 Coaches' Representative** - The Coaches' Representative shall serve as a member of the Sprint Racing Council and the Sprint Racing Executive Committee representing the Canadian Association of Coaches in Canoe and Kayak (CACCK) on the Council. The Coaches' Representative shall also perform such duties and exercise such powers as the Chairperson of the Sprint Racing Discipline may from time to time delegate to him or her or the Sprint Racing Council may prescribe.

**7.10 Others** - The duties of all other Sprint Racing Council members shall be such as the Council requires of them.

## **8. MEETINGS OF SPRINT RACING COUNCIL**

**8.01 Place of Meetings** - Meetings of the Sprint Racing Council may be held at any place in or outside Canada.

**8.02 Quorum** - A majority of the Council members constitutes a quorum at any meeting of the Council, and, notwithstanding any vacancy among the members thereof, a quorum of council members may exercise all the powers of the Council.

**8.03 Calling of Meetings** - Meetings of the Council shall be held from time to time at such place, at such time and on such day as the Chairperson, or Immediate Past Chairperson, or any two Council members may determine, and call. Notice of every meeting so called shall be given to each Council member not less than fourteen days before the time when the meeting is to be held, except that no notice of a meeting shall be necessary if all the Council members are present or if those absent have waived notice of or otherwise signified their consent to the holding of such meeting.

**8.04 Regular Meetings** - The Council may appoint a day or days in any month or months for regular meetings at a place and hour to be named. A copy of any resolution of the Council fixing the place and time of regular meetings of the Council shall be sent to each member thereof forthwith after being passed, but no other notice shall be required for any such regular meetings.

**8.05 First Meeting of New Council and Appointment of Board of Representatives** - The Council may without notice hold its first meeting for the purpose of organization and appointment or election of positions for the ensuing term, immediately following an Annual General Meeting of members of the Sprint Racing Discipline, provided that a quorum of Council members is present, or such later time as the meeting can be reasonably convened provided that a quorum of members is present.

**8.06 Votes to Govern** - At all meetings of the Council motions shall pass when a majority of the votes are in favor of a question. Motions are defeated in the case of a tie in votes cast. The Chairperson shall be entitled to vote: a) on all votes conducted by ballot, and b) in all other cases where the vote would change the result. Voting by proxy is prohibited; however, a Flag Officer may have a person represent him or her at meetings in his or her absence provided that written notice of such, naming the representative, is delivered to the Chairperson prior to commencement of the meeting. Such representative may vote at the meeting in place of the Flag Officer but, unless he or she is the Vice Flag Officer, shall not be counted for the purposes of a quorum.

**8.07 Waiver of Notice** - A member of the Council may waive a notice of a meeting of the Council, and attendance of a Council member at a Council meeting is a waiver of notice of the meeting, except where a member attends a meeting for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called.

**8.08 Participation by Telephone** - A Council member may, if all the members of the Council consent, participate in a meeting of Council members or of a committee thereof by means of such telephone or other communications facilities as permits all persons participating at the meeting to hear each other, and a Council member participating in such a meeting is deemed to be present at the meeting.

**8.09 Adjournment** - Notice of an adjourned meeting of Council members is not required to be given if the time and place of the adjourned meeting is announced at the original meeting.

**8.10 Committees** - In addition to the standing committees hereinafter referred to in Section 12 below, the Council may, from time to time, appoint such committee or committees as it deems necessary or appropriate for such purposes and with such duties and powers as it shall see fit. Any such committee may formulate its own rules of procedure, subject to such regulations or directions as the Council may, from time to time make.

**8.11 Resolution in Lieu of Meeting** - A resolution in writing, signed by all the persons entitled to vote on the resolution at a Council meeting or committee meeting, is as valid as if it had been passed at a meeting of such. A copy of every such resolution shall be kept with the minutes of the proceedings of the Council or committee.

**8.12 Reimbursement of Expenses** - Council and committee members may be paid such sums in respect of their out-of-pocket expenses incurred in attending Council, committee, or Association meetings or otherwise in respect of the performance by them of their duties as the Council may from time to time determine.

## **9. MEETINGS OF SPRINT RACING DISCIPLINE MEMBERS**

**9.01 Annual Meetings** - The Annual Meeting of members of the Sprint Racing Discipline shall be held on the first Saturday in May of each year, or on such other date as may be determined by the Board of Directors, at such place as has been determined by the Board, for the purpose of receiving the Chairperson's report, the financial statements relating to the Sprint Racing Discipline, electing Council members, and for the transaction of such other business as may properly be brought before the meeting.

**9.02 Special Meetings** - The Council may at any time call a special meeting of members of the Sprint Racing Discipline for the transaction of any business which may properly be brought before such meeting of members. A special meeting shall also be called upon delivery to Head Office of the Association of a written request for same from not less than three member Clubs in good standing representing at least two Divisions.

**9.03 Place of Special Meetings** - Special meetings of members of the Sprint Racing Discipline shall be held at such place within Canada as the Sprint Racing Council from time to time determines.

**9.04 Notice of Meeting** - Notice of the time and place of each meeting of members of the Sprint Racing Discipline shall be sent not less than 30 days before the date of the meeting to

each Council member, each Individual Member, and to each Member Club, and to each Past Commodore and/or Past Chairperson of the Sprint Racing Discipline whose name appears on the records of the Association at the close of business on the day next preceding the giving of the notice as a Club entitled to vote at the meeting.

**9.05 Persons Entitled to be Present** - Members of the Association, including Past Commodores and/or Past Chairpersons of the Sprint Racing Discipline, are the only persons entitled to attend a meeting of members of the Sprint Racing Discipline. Any other persons may be admitted only on the invitation of the Chairperson of the meeting or with the consent of the meeting.

**9.06 Quorum** - A majority of member Clubs of the Sprint Racing Discipline present in person or by proxy constitutes a quorum for the transaction of business at any such meeting of sprint racing members.

**9.07 Right to Vote** - At any meeting of members, each member Club of the Sprint Racing Discipline in good standing is entitled to one vote. Each such Club shall deliver to the Director General of the Association prior to commencement of the meeting, or in the absence of the Director General, to the Chairperson of the meeting immediately following commencement of the meeting, notice of what person, of two persons, is or are entitled to speak at the meeting for that Club, provided that a Council member may not act as such person, and if there are two persons which of the two is entitled to cast the vote of the Club. Each Council member present is also entitled to one vote at a meeting of members.

**9.08 Proxies** - Every member Club entitled to vote at a meeting of members may by means of a proxy appoint a proxy holder to attend and act at the meeting in the manner and to the extent authorized by the proxy and with the authority conferred by the proxy. No person may hold more than one proxy. Members of the Council and employees of the Association cannot be proxy holders. A proxy holder shall be himself or herself in good standing with the Association, and shall be either a sprint racing Individual Member of the Association or a member of a member Club of the Association which is in good standing with the Association. A proxy shall be in writing, executed by the proper officers of the Member Club, and in such form as may be prescribed by the Sprint Racing Council from time to time. It shall be deposited with the Chairperson of the meeting before the meeting is called to order, or at such earlier time and in such manner as the Sprint Racing Council prescribes.

**9.09 Votes to Govern** - All questions proposed for the consideration of the members at a meeting shall be decided by a majority of the votes cast thereon.

**9.10 Show of Hands** - Except as provided in paragraph 6.04 above, at all meetings of members every question shall be decided by a show of hands unless a ballot thereon be required by the Chairperson or be demanded by a member Club or proxy holder present and entitled to vote. After a show of hands has been taken upon any question, the Chairperson may require, or any member Club or proxy holder present and entitled to vote may demand, a ballot thereon. Whenever a vote by show of hands shall have been taken upon a question, unless a ballot thereon be so required or demanded, a declaration by the Chairperson that the vote upon the question has been carried or carried by a particular majority or not carried and an entry to that effect in the minutes of the meeting shall be prima facie evidence of the fact without proof of the number or

proportion of the votes recorded in favour of or against the question. A demand for a ballot may be withdrawn at any time prior to the taking of the ballot.

**9.11 Ballots** - If a ballot is required by the Chairperson of the meeting or is demanded and the demand is not withdrawn, a ballot upon the question shall be taken in such manner as the Chairperson of the meeting directs.

**9.12 Adjournment** - The Chairperson of a meeting of members may, with the consent of the meeting and subject to such conditions as the meeting may decide, adjourn the meeting from time to time and from place to place.

## **10. COMPETITION RULES**

**10.01 Scope of Rules** - At a meeting of members of the Sprint Racing Discipline, rules governing the sport of competitive sprint racing, and long distance sprint racing, in Canada may be enacted, repealed, amended, and added to by a majority vote of at least two thirds of the votes cast; and such rules shall be called the "Competition Rules". Without in any way restricting the generality of the foregoing, such rules may include rules regulating competitor, club and division eligibility and discipline, registration of competitors, competition uniforms, equipment, classes of competition, organization of, holding of, hosting of, and selection of site of the Canadian National Sprint Racing Canoeing Championships, and rules similarly regulating in all respects long distance sprint and Canadian National Sprint Racing Long Distance Canoeing Championships.

**10.02 When Rules Changes Can be Made** - Subject always to compliance with the provisions of Paragraphs 10.01 and 10.03, the competition Rules may be repealed, amended, or added to, but only once every two calendar years commencing with the year 1987; provided however, the meeting of members of the Sprint Racing Discipline if at such meeting, on a vote restricted to only the Member Clubs present in person or by proxy and otherwise eligible to vote at the meeting, not less than 90 percent of such Member Clubs vote in favour of opening the Competition Rules for repeal, amendment, or addition to.

**10.03 Mode of Making Rule Changes** - The Competition Rules may only be amended, repealed, or added to by motion of either the Sprint Racing Council, a Division, or a Member Club, in the latter two cases in good standing both at the time the motion hereinafter required is delivered and at the time of the meeting at which the repeal, amendment, or addition to the Competition Rules is to be considered (which motion shall not require seconding at the meeting in order to be properly before the meeting for consideration except in the case of a motion from a Member Club which shall require seconding at the meeting in order to be considered). Notice in writing shall be delivered to the Director General by the moving party, at least sixty (60) days prior to the meeting at which the repeal, amendment, or addition to the Competition Rules is to be considered, and the Director General shall send a notice of such motion to each Member Club of the Sprint Racing Discipline of the Association at least thirty (30) days prior to the date of the meeting. Once a rule change (amendment, repeal, addition to) is properly before a meeting of members for consideration, any person or club entitled to vote at the meeting may move, in proper order, an alternative to the rule change, provided there is a seconder to such motion and

the motion is restricted to the subject of the same rule change. If a rule change properly put before a meeting of members requires in order to ensure consistency and a proper sense to the Competition Rules, amendment to or repeal of another rule, or addition of a rule, not referenced in the motion delivered to the Director General as aforesaid, such other rule may be considered for amendment, repeal or addition, by either amendment to the motion by the moving party, or by motion of any person or club entitled to vote at the meeting provided there is a seconder to such motion.

## **11. NOTICES**

**11.01** Method of Giving - Any notice, communication or other document required to be given by these Rules of Structure shall be sufficiently given if delivered personally to the person or Club to whom it is to be given, or if delivered to the person's or Club's last address as shown on the records of the Association, or if mailed by prepaid post in a sealed envelope addressed to such last address shown on the records of the Association or if telegraphed.

A notice, communication or document so delivered shall be deemed to have been given when it is delivered personally or at the address aforesaid; a notice, communication or document so mailed shall be deemed to have been given when it is deposited in a post office or public letter box, and a telegraphed notice shall be deemed to have been given when it is delivered to the appropriate communication company or its representative for dispatch.

**11.02** Computation of Time - In computing the date when notice must be given under these Rules of Structure requiring a specified number of days notice of any meeting or other event, the date of giving the notice of any meeting or other event shall, unless otherwise provided, be included.

**11.03** Omissions and Errors - The accidental omission to give notice to anyone or any Club or the non-receipt of any notice by anyone or any Club or any error in any notice not affecting the substance thereof shall not invalidate any action taken at any meeting held pursuant to such notice or otherwise founded thereon.

**11.04** Waiver of Notice - Any Member Club ( or its duly appointed proxy), any other member of the Association, and any Sprint Racing Council member may waive any notice required to be given under these Rules of Structure and such waiver, whether given before or after the meeting or other event of which notice is required to be given, shall cure any default in the giving of such notice.

**11.05** Signatures to Notices - The signatures to any notice required to be given hereunder may be written, stamped, typewritten or printed or partly written, stamped, typewritten or printed.

## **12. COMMITTEES**

**12.01** General - The Sprint Racing Council shall appoint specific committees and chairpersons every two years commencing in the year 1993 as herein provided each with the

terms of reference noted. Committee members and chairpersons shall hold office for a period of two years, or until their successors are appointed, but the council may remove at its pleasure any such committee member or committee chairperson.

**12.02** Executive Committee - The Executive Committee shall be comprised of the Immediate Past Chairperson, the Chairperson, the Vice Chairperson High Performance, the Vice Chairperson Domestic Development, the Vice Chairperson Marketing, the Vice Chairperson Athlete Relations, Coaches' Representative and the Treasurer, all of whom shall hold office, ex-officio. During intervals between the meetings of the Sprint Racing Council, the Executive Committee shall possess and may exercise all the powers and functions of the Sprint Racing Council in the management and direction of the affairs of the Sprint Racing Discipline in all cases in which specific directions shall have not been given by the Sprint Racing Council. All actions by the Executive Committee shall be ratified by the Sprint Racing Council at its meetings next succeeding such action. Regular minutes of the proceedings of the Executive Committee shall be kept and circulated to members of the Sprint Racing Council. A majority of the members of the Executive Committee in office at the time, said majority to include the Chairperson or Immediate Past Chairperson, shall be necessary to constitute a quorum and in every case a majority affirmative vote of the Committee present at a meeting shall be necessary for the taking of any action.

**12.03** High Performance Program Committee - The High Performance Program Committee shall be comprised of:

- the Vice Chairperson High Performance who shall be the Chairperson of the Committee;
- the Athletes' Representative elected or appointed to the Committee by the National Team for a one year term beginning in 1995, followed by two year terms thereafter;
- the Coaches' Representative elected or appointed to the Committee by the Canadian Association of Coaches in Canoe and Kayak (CACCK) for a two year term beginning in 1995, followed by two year terms thereafter;
- two persons appointed by the Sprint Racing Council, one for a one year term beginning in 1995, followed by two year terms thereafter and the other for a two year term beginning in 1995, followed by two year terms thereafter. The Sprint Racing Council shall solicit nominations for these two positions from the general membership at the time of the Annual General Meeting. These persons shall be appointed by the Sprint Racing Council and the Vice Chairperson High Performance shall provide his/her recommendations in this regard to the Council.

The Director General and the High Performance Director shall also be members of this committee in an ex-officio, non-voting capacity. Three voting members of this committee shall be its quorum, one of whom must be the Vice Chairperson High Performance. Within the jurisdictional limits of the Sprint Racing Council as set forth in the By-Laws of the Association, the High Performance Program Committee shall:

1. Recommend to the Council, criteria and procedures governing the selection of members to National sprint racing canoeing teams, to be used by the High Performance Director;
2. Recommend to the Council, criteria and procedures governing the selection of sprint racing canoeists who, in turn, are to be recommended to Sport Canada for 'C' card status following nomination by the High Performance Director;
3. Hear and adjudicate first level appeals from sprint racing canoeists, as appropriate, relative to items 1 and 2 above and any other appeals properly brought before the Committee;
4. Interview (is deemed appropriate by the Committee), select and recommend for appointment by the Council, and recommend dismissal by the Council, where the Committee deems it appropriate, salaried National Team coaches and full or part-time salaried National Team support staff including: High Performance Director, National Team Coaches, High Performance Program Assistant, Consulting Coaches and Managers. Although the right to hire, dismiss or contract with such salaried personnel remains vested in the Council, this Committee may arrange with other non-salaried coaches or support staff for the reimbursement of their expenses and payment to them of honoraria within such budgetary limits as may be approved from time to time by the Council;
5. Select and recommend to the Council, persons to be considered for approval as Master and Apprentice Coaches by the Coaching Association of Canada;
6. Develop and prepare, or cause to be developed and prepared, and supervise all National Team plans and programs; and prepare and submit, or cause to be prepared and submitted, to the Council all related funding requests necessary to meet these plans and programs;
7. Prepare, or cause to be prepared, and present budgets to the Council for its approval with respect to all funding received by the Association for National Team programs; control expenditures of these programs within the limits of such approved budgets;
8. Establish procedures for the control of funds in what is now known as the "Olympic & International Fund" of the Association within the limits of an annual budget to be prepared by the Committee and approved by the Council;
9. Prepare and issue a Letter of Understanding to all National Team athletes and take such disciplinary action with respect to any such athletes as it deems necessary;
10. Make recommendations to the Council regarding participation in international competitions and agreements or exchanges with other International Canoe Federation nations;
11. Review and evaluate National Team plans, programs and performance from time to time;
12. Review and conduct performance evaluations, in such manner and at such time or times as the Council prescribes, of the High Performance Director and report on such

evaluations in a timely fashion to the Council. Review performance evaluations conducted by the High Performance Director of the National Coaches and report upon same to the Council in a timely fashion;

13. Oversee on behalf of the Council, the development and management of the National Team High Performance Centres and report to the Council with respect to same in such manner and at such times as the Council may require;
14. Perform related duties when called upon by Council to do so. The Committee may call upon for advice, or delegate any of its specific duties to, anyone whom the Committee determines would be of assistance in carrying out the aforementioned duties.

**12.04** Domestic Development Committee - The Domestic Development Committee shall be comprised of:

- the Vice Chairperson Domestic Development who shall be the Chairperson of the Committee;
- the Athletes' Representative elected or appointed to the Committee by the Divisional Athlete Representatives for a two year term beginning in 1995, followed by two year terms thereafter;
- the Coaches' Representative elected or appointed to the Committee by the Canadian Association of Coaches in Canoe and Kayak (CACCK) for a one year term beginning in 1995, followed by two year terms thereafter;
- two persons appointed by the Sprint Racing Council, one for a one year term beginning in 1995, followed by two year terms thereafter and the other for a two year term beginning in 1995, followed by two year terms thereafter. The Sprint Racing Council shall solicit nominations for these two positions from the general membership at the time of the Annual General Meeting. These persons shall be appointed by the Sprint Racing Council and the Vice Chairperson Domestic Development shall provide his/her recommendations in this regard to the Council;
- the Chairperson of the National Officials Committee, and
- the Domestic Development Director; in an ex-officio, non-voting capacity.

The Director General shall also be a member of this committee in an ex-officio, non-voting capacity. Three voting members of this committee shall be its quorum, one of whom must be the Vice Chairperson Domestic Development. With the jurisdictional limits of the Sprint Racing Council as set forth in the By-Laws of the Association, the Domestic Development Committee shall:

1. Promote and foster, for the purpose of perpetuating, sprint canoe racing in Canada; and in this regard prepare and distribute printed material, as required;

2. Communicate with any and all groups and organizations who express an interest in the objects of the Association as they relate to the Sprint Canoe Racing Discipline; and encourage and assist such groups and organizations to become members of the Association;
3. Review applications to host the annual Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships and make appropriate recommendations to the Council in this regard; and to ensure arrangements are made for the holding of the CCA Championships in the event no applications for a given year are received;
4. Recommend to the Council the race events which shall comprise the Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships, if required;
5. Recommend to the Sprint Racing Council competitions other than the Canadian National Sprint Racing Canoeing Championships and Canadian National Sprint Racing Long Distance Canoeing Championships which may serve to further the objects of the Association as set forth in its Letters Patent;
6. Recommend to the Sprint Racing Council on matters with respect to racing canoe and related equipment and paddle design and manufacture;
7. Recommend policies which will ensure the quality of coaching at all levels within the Association;
8. In co-operation with the High Performance Program Committee recommend policies relating to an Apprentice Coaching Program;
9. Recommend to the Sprint Racing Council on the technical requirements for regatta courses for National or International competitions;
10. Recommend to the Sprint Racing Council research projects designed to improve the development of the sport of canoeing generally and the performance of the athlete specifically;
11. Perform related duties when called upon by the Sprint Racing Council to do so.

The Domestic Development Committee shall seek advice when appropriate from the Canadian Association of Coaches in Canoe and Kayak which may be formed by coaches of the various member Clubs for the purpose of collectively developing coaching techniques, exchanging information and generally advancing the skill of coaching in the sport of sprint racing canoeing. This Committee may form a sub-committee with terms of reference relating to technical matters.

**12.05 Officials Committee** - The National Officials Committee of the Sprint Racing Discipline shall be composed of:

- A Chairperson who shall be elected for a two year term by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual General Meeting of the Sprint Racing Discipline and the term of the Chairperson elect shall commence with the close of the Annual General Meeting and run to the close of the Annual General Meeting two years hence.
- Three Nationally Accredited Officials in good standing who shall be **elected** for staggered three year terms **by those members of the National Officials Association in good standing as of January 1 in the current year. The election shall occur prior to the Annual General Meeting of the Sprint Racing Discipline and the terms of office will close at the close of the Annual General Meeting of the Sprint Racing Discipline three years hence.**
- An Athlete Representative who shall be elected or appointed not later than August 30<sup>th</sup> of every second year, commencing with August 30, 1998, by the athletes constituency through a democratic mechanism of their choice. The term for the Athlete Representative will be for a period of two years, commencing in 1998.
- A Coaching Representative who shall be elected or appointed not later than August 30<sup>th</sup> of every year commencing with 1999, by the members in good standing of the Canadian Association for Coaches in Canoe and Kayak (CACCK) through a democratic mechanism of their choice. The Coaches' Representative elected by CACCK in the year 1997 shall be the Coaches' Representative for a term ending August 30, 1999 and as of that date and thereafter the Coaches' Representative shall be elected or appointed to two year terms.
- The Domestic Development Director is an ex officio non-voting capacity.

The Officials Committee will also be the executive of the National Officials Association and shall:

1. Prepare and execute a program for the recruitment and training of officials;
2. Prepare course material and arrange officiating clinics;
3. Prepare and distribute an Officials Handbook to ensure a standard quality of officiating exists;
4. Prepare accreditation exams and conduct same;
5. Recommend officials to the Sprint Racing Council for appointment to the Canadian National Sprint Racing Canoeing and Canadian National Sprint Racing Long Distance Canoeing Championships;
6. Recommend Officials to the Sprint Racing Council for appointment at other Domestic or International competitions;
7. Assess performance and maintain records of officials;
8. Prepare and distribute annually, to all divisions, a list of accredited officials;

9. Review Competition Rules annually, and propose changes directly to the Sprint Racing Council;
10. Establish policies, procedures and an appeal process for the decertification of officials;
11. Perform related duties when called upon by the Sprint Racing Council.

**12.06** Nominating Committee - The Sprint Racing Council shall appoint prior to June 1st each year, a Nominating Committee composed of the Immediate Past Chairperson of the Council who shall serve as Chairperson of the Nominating Committee and not less than three or more than four other persons recommended by the Immediate Past Chairperson who are either a member of a Member Club or an Individual Member of the Sprint Racing Discipline of the Association. Existing members of the Sprint Racing Council who are elected by the general membership (i.e. Chairperson, Vice Chairperson High Performance, Vice Chairperson Domestic Development, Vice Chairperson Marketing and Treasurer) may not serve on the Nominating Committee. The Director General shall be an ex-officio non-voting member of the Committee. The Nominating Committee shall select, after securing the consent of each nominee, persons to run for office for the Sprint Racing Council positions up for election at the ensuing Annual General Meeting. The Nominating Committee shall then, and not later than March 15th each year, submit a report or slate of their nominations to the Director General of the Association who shall include it in the Notice calling the Annual Meeting of the Sprint Racing Discipline of the Association. This report or slate shall show the persons named by the Committee as nominees for all positions up for election on the Sprint Racing Council.

Additional nominations may be proposed for the positions on the Sprint Racing Council up for election by the general membership, by any two Member Clubs in good standing who jointly submit, in writing, to the Director General of the Association, the name and address of their nominee and the position for which he or she is nominated, no later than ten days before the date of the said Annual Meeting. The joint nomination must be personally signed by the Commodore of the Member Clubs making the submission. Prior to December 31st of any year, any member of a Member Club in good standing or any Sprint Racing Individual Member in good standing may submit his or her name to the Director General of the Association as a nominee for election to a position on the Sprint Racing Council at the next ensuing Annual Meeting of members of the Sprint Racing Discipline, and the nomination shall be personally signed by the Commodore of each of two Member Clubs in good standing, and shall include a resumé of the nominee's qualifications.

**12.07** Individual Members Committee - The Sprint Racing Council shall appoint an Individual Members Committee, consisting of a chairperson who shall have the authority to add sufficient further persons to the Committee to ensure the responsibilities of the Committee are adequately met. It shall be the responsibility of this Committee to make Individual Membership of the Sprint Racing Discipline of the Association available to any person interested in promoting the objects of the Association; to ensure the Individual Membership class of membership in the Sprint Racing Discipline is widely publicized; and to issue membership cards to those who are approved as Individual Members.

**12.08** Trophies and Awards Committee - The Sprint Racing Council shall appoint a Trophies and Awards Committee consisting of at least three persons, one of whom shall be the Immediate Past Chairperson provided such person is willing to be a member of the Committee, and shall name the chairperson of the Committee. It is the responsibility of this Committee to recommend to the Council, and the Board of Directors, as the case may be, on all matters of the Sprint Racing Discipline of the Association relating to trophies, awards and honours. Without restricting the generality of the foregoing, the Committee shall:

- (a) establish criteria for acceptance of trophies, on behalf of the Sprint Racing Discipline of the Association, to be used for annual competitions;
- (b) receive and recommend to the Council acceptance of trophies which meet the criteria established for donations;
- (c) ensure the necessary bonds are signed for the protection of the Association trophies;
- (d) ensure that all trophies are on hand for presentation at the CCA Championship Regatta;
- (e) recommend to the Council or Board of Directors, as the case may be, nominations for honours and awards conferred by the Association;
- (f) recommend to the Council or Board of Directors, as the case may be, nominations of Association members in competition for awards and honours conferred by other associations or any company or government or private body.

### **13. CHANGES TO RULES OF STRUCTURE**

**13.01** Enactment - Amendment - Repeal - Rules of Structure of the Sprint Racing Discipline of the Association may be enacted, amended, and repealed, by a two-thirds vote of the members of the Sprint Racing Canoe Discipline of the Association at a meeting of such members duly called for the purpose of considering the said enactment, amendment, or repeal; providing that the enactment, amendment, or repeal shall not be enforced or acted upon until deposited at the Head Office of the Association.

**13.02** Mode of Making Changes - The Rules of Structure may only be enacted, amended, or repealed by motion, duly seconded, or any person or Club entitled to vote at the meeting of members referenced in 13.01 above, provided however, notice, in writing, shall be delivered to the Director General by the moving person or Club, at least sixty (60) days prior to the meeting at which the enactment, amendment or repeal is to be considered. The Director General shall send a notice of such motion to each member Club of the Sprint Racing Discipline at least thirty (30) days prior to the date of the meeting. Once a Rules of Structure change (enactment, amendment, or repeal) is properly before a meeting of members for consideration, any person or Club entitled to vote at the meeting may move, in proper order, an alternative to the Rules of Structure change, provided there is a seconder to such motion and the motion is restricted to the subject of the same Rules of Structure change. If a Rules of Structure change properly put before a meeting of members requires, in order to ensure consistency and proper sense to the Rules of Structure, enactment, amendment, or repeal of another paragraph of the Rules of Structure not referenced in the motion delivered to the Director General as aforesaid, such other paragraph may be considered for enactment, amendment, or repeal, by either amendment to the

motion by the moving party, or by motion of any person or Club entitled to vote at the meeting, provided there is a seconder to such motion.

**14. EXECUTION OF DOCUMENTS**

**14.01** Signing Persons - Documents required to be signed on behalf of the Sprint Racing Canoe Discipline of the Association may be signed by any two of the Chairperson, Immediate Past Chairperson and a Sprint Racing Council member. Notwithstanding this, the Council may at any time and from time to time direct the manner in which and the person or persons by whom any particular document of any class of documents may be signed.

**15. EFFECTIVE DATE**

**15.01** Commencement - These amendments to the Rules of Structure are enacted in April, 1992 and come into effect at the close of the Annual General Meeting of the members of the Sprint Racing Discipline of the Association to be held in 1993, except for the following amendments that take effect immediately upon the close of the April 1992 Annual General Meeting of the Sprint Racing Discipline of the Association: 7.04, 9.01, 12.05, 12.06.

ENACTED this 28th day of April, 1984.

\_\_\_\_\_  
*Chairperson*

\_\_\_\_\_  
*Immediate Past Chairperson*