

**CANADIAN OLYMPIC COMMITTEE**  
**TEAM SELECTION COMMITTEE MANDATE**

**1. PURPOSE AND SCOPE**

The Team Selection Committee (the “Committee”) is a standing committee of the Board of Directors (“Board”) of the Canadian Olympic Committee (“COC”), established to assist the Board in fulfilling its responsibilities pertaining to the Team selection for Canada’s participation in the Olympic Games, Olympic Winter Games, Pan American Games and Youth Olympic Games and any other sporting events to which a National Olympic Committee has the responsibility to select a Team (collectively the “Games”).

**2. COMPOSITION**

- 2.1 The Committee shall be comprised of up to 9 voting members including a composition that shall include at least: a minimum of two Board directors; two athlete representatives, one each from the Olympic summer sports and Olympic winter sports; three “A” Session members, among them representing a team sport, an individual sport, an Olympic winter sport, an Olympic summer sport, and a Pan American sport; and one coach. The COC President (“President”), and the COC Chief Executive Officer (“CEO”) will be ex-officio, non-voting members of the Committee. In addition, an expert member familiar with Programme Commission and the Team Selection Committee may be included as a non-voting member and the Chef de Missions of the Olympic Team, Olympic Winter Team and Pan American Games team shall be ex-officio non-voting members of the Committee for the period of their respective terms as Chefs. Each Chef shall cease to be a member of the Committee upon the appointment of his or her successor Chef.
- 2.2 The Chair of the Committee shall be a Board director appointed by the Board upon recommendation from the President, after consultation with the Governance Committee Chair. The Committee members shall be appointed by the Board, upon the recommendation of the President, in consultation with the Chair of the Committee. The appointments to the Committee shall be approved by the Board annually.
- 2.3 Any member of the Committee may be removed or replaced at any time by the Board. The Board may fill any vacancy as it deems appropriate. If and when a vacancy exists, the remaining members may exercise all its powers so long as a quorum remains.
- 2.4 The CEO shall appoint an employee to serve as a liaison to the Committee.

**3. MEETINGS**

- 3.1 A majority of the voting members of the Committee present in person, or by telephone, or by video conference, shall constitute a quorum; provided that the majority must include a minimum of one voting Board member.
- 3.2 The Committee shall endeavour to reach consensus on all significant decisions. In the event that consensus cannot be reached, the determinations of the Committee shall be made by a majority of its members present at the meeting duly called and held. In the event there is no majority, the Chair of the Committee shall be entitled to cast the deciding vote. All Committee members are

expected to attend such meeting, in person, or via telephone, or video conference. Any decision or determination of the Committee reduced to writing and signed by all of the members of the Committee shall be fully as effective as if it had been made at a meeting duly called and held.

- 3.3 The Committee shall meet as frequently as it deems necessary, but no less than twice per year. Meetings may be called by the Chair of the Committee, the President, or a member of the Committee. The time and place where the meetings of the Committee shall be held and the calling of the meetings and the procedure in all things at such meetings, including without limitation, notice requirements shall be determined by the Committee; provided that an in camera session shall be scheduled at every meeting.
- 3.4 The Committee shall keep and approve Minutes of its meetings in which shall be recorded significant items discussed and all action taken by it. The Minutes shall be available to the Board as soon as practicable and shall be promptly provided to the CEO (or his or her delegate) so that they can be included in the Board materials for the next Board meeting. Where time permits, the Minutes provided to the Board shall be approved in advance by the Committee, but in any event shall be reviewed in advance by the Chair of the Committee. The Chair of the Committee shall make an oral report to the Board, which will include Committee recommendations, where applicable, at least once per year and more frequently if circumstances warrant.
- 3.5 The Committee may invite such officers, Directors, and members of the COC's management as it may see fit from time to time to attend all or part of the meetings of the Committee and assist in the discussion and consideration of the duties of the Committee.

4. **RESPONSIBILITIES**

- 4.1 The Committee is responsible for oversight of all matters related to the Team selection of the Games. Without limiting the foregoing, the Committee shall perform the following duties:
- (a) Review the fundamental principles upon which Team selection for each Games will be based, and if necessary, recommend any changes for Board and Session approval;
  - (b) Develop and recommend for Board approval, the Team selection policy which shall include the terms and criteria necessary to implement the principles for each Games;
  - (c) Approve the COC/National Sports Organization ("NSO") internal nominations procedures ("INP") where applicable, with each NSO governing a sport or discipline on the program of the Games to ensure that the INP are compliant with the Team Selection Policy;
  - (d) Approve the individual athlete team quotas with each NSO governing a sport or discipline on the program of the Games where overall team size is determined by the Committee to be in whole or in part quota based;
  - (e) Oversee the team selection process as it moves through each Games quadrennial, including ensuring that entries to the Games comply with the COC Team Selection Policy, are duly qualified for entry by the athlete's NSO and IF and comply with the Olympic Charter and the World Anti-Doping Code;

- (f) In accordance with the COC/NSO INP, or individual team quotas, as the case may be, select and name the team (athletes, coaches and individual team support personnel) for each Games, subject to the right of independent arbitration;
- (g) Approve the Athlete’s Agreement, Support Team Agreement and Mission Team Agreement;
- (h) Review and evaluate the team selection process from time to time and as requested by the Board and the Session and report on such to the Board and the Session as appropriate or requested; and
- (i) Such other duties and responsibilities as the Board deems appropriate.

5. **OUTSIDE ADVISORS**

5.1 The Committee may engage outside experts, including consultants, or other advisors, when it deems appropriate to properly discharge its responsibilities to the COC. The Chair of the Committee shall engage the necessary experts in consultation with the President and CEO and the Board shall be kept informed of both the selection of the experts and their advice.

6. **OTHER**

6.1 The Chair of the Committee shall have the duties and responsibilities set forth in Appendix “A”.

6.2 The Committee shall conduct an evaluation of the Committee’s performance and this Team Selection Committee Mandate annually and recommend to the Board such Mandate changes, as the Committee deems appropriate.

**APPENDIX “A”**

**TEAM SELECTION COMMITTEE**

**CHAIR POSITION DUTIES AND RESPONSIBILITIES**

In addition to the duties and responsibilities set out in the Team Selection Committee Mandate and any applicable mandate, or position description, the Chair of the Team Selection Committee has the following duties and responsibilities:

1. Provide overall leadership to enhance the effectiveness of the Committee, including:
  - (a) overseeing the structure, composition, membership and activities delegated to the Committee;
  - (b) chairing every meeting of the Committee and encouraging free and open discussion at the meetings. Encouraging Committee members to ask questions and express viewpoints during meetings;
  - (c) scheduling and setting the agenda for the Committee meetings with input from other Committee members, the President and management, as appropriate, and ensuring that there is sufficient time during Committee meetings to fully discuss agenda items;
  - (d) facilitating the timely, accurate and proper flow of information to and from the Committee;
  - (e) arranging for management, external advisors and others to attend and present to the Committee, as appropriate; and
  - (f) taking all other reasonable steps to ensure that the responsibilities and duties of the Committee as outlined in the Mandate, are well understood by the Committee members and executed as effectively as possible.
2. Foster ethical and responsible decision-making by the Committee and its individual members.
3. As needed or appropriate, enable the Committee to meet in separate, regularly scheduled, non-management, closed sessions with, or without external advisors.
4. Report to the Board on the activities, findings and any recommendations of the Committee.
5. Work closely with the Chief Sport Officer or his or her delegate regarding any appeals or results therefrom. As appropriate address any athlete or support team changes or issues in conjunction with the Chief Sport Officer, or his or her designate, following the Team selection meeting.
6. Carry out such duties as may be reasonably requested by the Board.