



Understanding the ASRCA

AN INTRODUCTION TO THE ASSOCIATION STRUCTURE AND
THE BOARD OF DIRECTOR POSITIONS

Association Structure

ASRCA Mission, Vision & Values

Mission:

To foster, develop and promote participation in Sprint Canoe Kayak throughout Alberta, and to provide safe and fair competitive environments to develop high performance athletes and lifelong paddlers.

Vision:

To enable high level athletic performance of our athletes, through excellence in coaching, officials and competitive events, in a healthy club system that promotes lifelong paddling.

Values:

Inclusive: We believe in providing Canoe Kayak as an inclusive, respectful and accessible sport to all Albertans.

Safe: We are committed to providing a safe and fair environment for our athletes, coaches and volunteers.

Education: We are committed to assist with the training of athletes, coaches, officials, and administrators of the Association.

Volunteerism: Volunteers are the heart blood of our organization and we believe our potential can be best achieved through excellence in the recruitment, retention and recognition of our volunteers.

Leadership: We are committed to govern and lead with transparency, accountability and strategic intent.

Understanding the Membership

Full Member Club

- Involved in the development of Sprint Canoe Kayak athletes
- Member in good standing of CKC
- Has voting rights within the association
 - GERCKC, SACKC, CCC, LBC

Associate Member Club

- Clubs are associate members for the first year of membership
- TLATCS manages the Telford Lake facilities, fees not collected

Beneficial Member

- Individual members within each of the member clubs
- Not participants of the ASRCA; rather; they are represented by their member club
- Purpose is to provide statistics on the individuals served by the Association



Rights & Privileges of Members

Any Member in good standing is entitled to:

- a) Receive notice of meetings of the Association
- b) Attend any meeting of the Association
- c) Speak at any meeting of the Association
- d) Exercise any other rights given in the by-laws

A voting member is entitled to one (1) vote at any meeting of the Association



Meetings of the Association

The Annual General Meeting

- Held within 90 days from ASRCA year-end (March 31st)
- Agenda for the Meeting:
 - Call to order
 - Adopting the agenda;
 - Adopting the minutes of the last Annual General Meeting;
 - Considering the President's report;
 - Considering the Treasurer's report, reviewing the audited financial statements setting out the Association's income, disbursements, assets and;
 - Appointing the auditors;
 - Electing the Members of the Board;
 - Considering matters specified in the meeting notice.
 - Adjournment
- Quorum: 75% of Full Members in good standing
- Attendance is open to the public
- A majority of the Members present may ask any persons who are not Members to leave
- A majority of the votes of the Voting Members present decides each issue
- A tie vote is a failed motion
- Proxy vote
 - If a voting member cannot attend a Meeting they may use a proxy vote
 - Written request must be sent to all members and received by the Secretary prior to the meeting
 - Must indicate who is to exercise the proxy
- The President declares a resolution carried or lost
 - Does not have to include number of votes for and against

Governance of the Association

The Board of Directors

- Governs and manages the affairs of the Association
- May hire a paid administrator to carry out management functions under the direction and supervision of the Board

Powers and Duties of the Board include:

- Promoting the objectives of the Association;
- Promoting membership
- Hiring employees
- Regulating employees' duties and setting salaries
- Maintaining and protecting assets and property
- Approving an annual budget
- Paying all operating and management expenses
- Paying persons for services and protecting persons from debts of the Association
- Investing any extra monies
- Financing the operations, and borrowing or raising monies
- Making operating and management policies
- Approving all contracts for the Association
- Maintaining all accounts and financial records
- Appointing legal counsel as necessary
- Making policies, rules and regulations for operating the Association and using its facilities and assets
- Sell or dispose of any or all property and without limiting the general responsibility of the Board;
- delegate its powers and duties to the Executive or the paid administrator of the Association.

Composition of the Board

The Executive:

- President
- Vice-President
- Secretary
- Treasurer

The Directors:

- Director of Officials
- Director of Coaching
- Director of Club Development
- Director of Publicity
- Director of Technical Matters
- Member at Large



Other roles within the Association

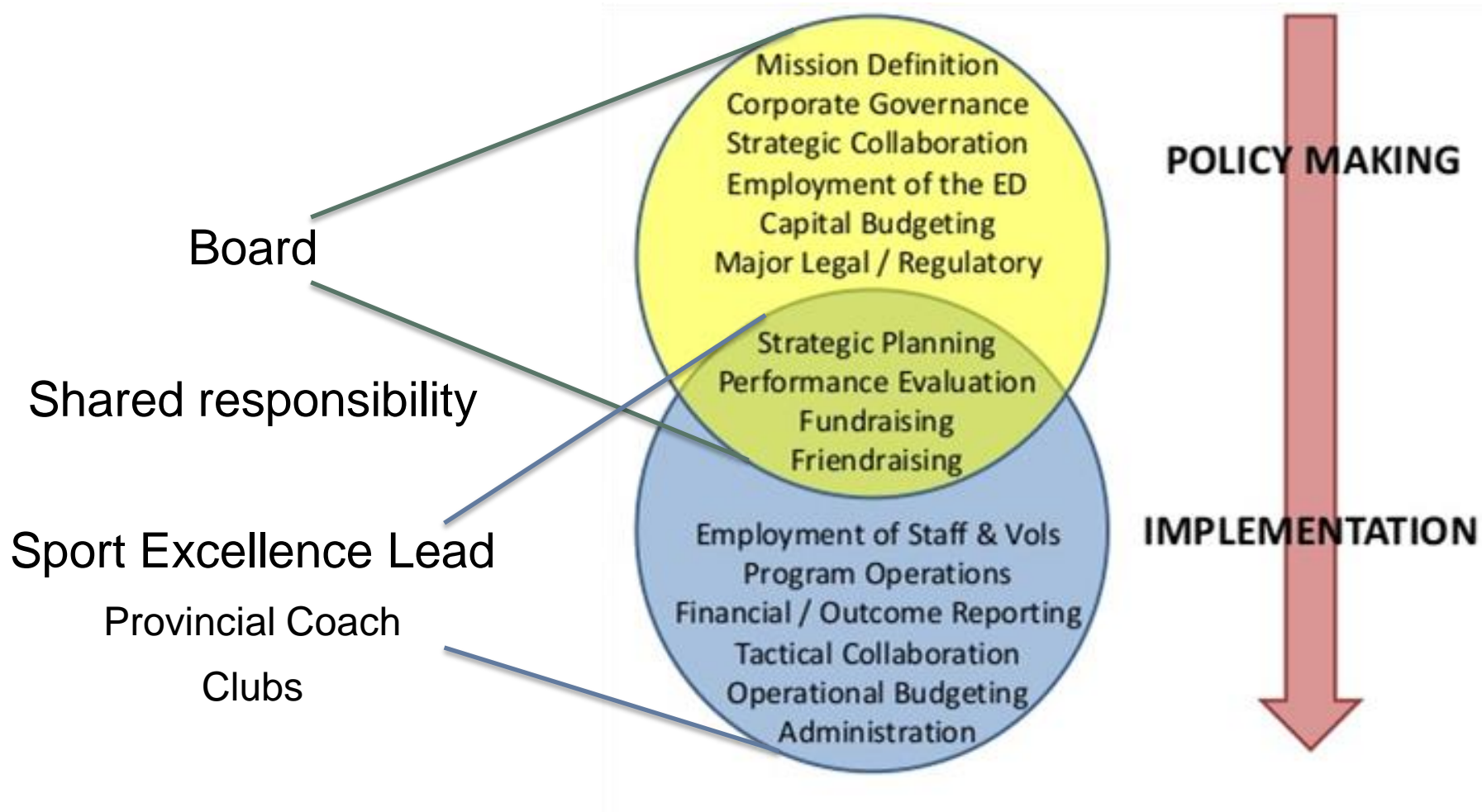
Sports Excellence Lead

- Hybrid role encompassing typical tasks of a provincial coach and a technical director
- Ensuring regional sport performance and participation is aligned with LTAD and Alberta Sport priorities
- Provides support and guidance for athlete, coaching, club and officials development to respective Directors and Board
- Supports the development and implementation of the ASRCA Strategic Plan
- Reports to the Board

Provincial Coach

- Collaborates with the Sports Excellence Lead for Provincial Team(s) athlete and coach development and engagement
- Makes themselves available to attend competitions, leading training camps, and working with provincial team athletes as needed
- Reports to the Coaching Director

ASRCA Roles and Responsibilities



ASRCA Board Participation

- Board members are elected on an annual basis by the member clubs
- Board meetings are held monthly
 - Meeting as a group locally
 - Connecting North/South thru teleconferencing
- Do you have what it takes?
 - Passionate about improving Sprint Canoe Kayak in Alberta
 - Committed to attending monthly board meetings, and completing assigned tasks
 - Eager to cultivate relationships and persuading, convening, facilitating, and building consensus among diverse individuals
 - Personal qualities of integrity, credibility, and being a team player

WE NEED YOU!



Board Roles & Responsibilities

President

- The President or their designate shall be the official representative of the Association with other associations, agencies, organizations and act as a liaison to different levels of government
- Preside at all meetings
- Offer direction to all other executive positions
- Act as the spokesperson for the Association
- Form special committees, as necessary
- Liaise with Alberta Sport Connection
- Signing authority for the Association
- Board recruitment and transition planning

Vice President

- The Vice-President shall be vested with all the powers, and shall perform all the duties of the President in their absence
- Replaces the President at various functions when asked to do so by the President or Board
- Offers direction to sub-committees as required
- Expedites funding, grant applications and approvals
- Coordinates and leads plans for the ASRCA's casino (every 1.5 years) and Alberta Sport Connection filing (annually)

Secretary

- Prepare, store and distribute the minutes and agendas for all Board meetings
- Attend to the correspondence of the Association
- Arrange and notify of meetings
- Amendments in the bylaws and other incorporating documents with the Corporate Registry
- Coordinates and plans the AGM, provide notice to Member clubs
- Complete and file Bylaw updates as required
- Administrates Association email accounts and document management system

Treasurer

- The Treasurer is responsible for carrying out the financial matters and maintaining the financial records of the Association.
- Ensures all monies are deposited in a chartered bank as chosen by the Board
- Makes sure a detailed account of revenues and expenditures is presented to the Board as requested
- Prepares a statement of the financial position for the Annual General Meeting
- Administers funds for Association activities and initiatives
- Maintains adequate insurance policies for the Association and Board of Directors
- The Treasurer shall be a signing officer of the Association
- Files the annual return, changes in the directors of the organization

Director of Officials

- Collaborates with Sport Excellence Lead to maintain officials development pathway
- Maintains registry of trained officials in the Province
- Prepares a schedule of officials for each regatta sponsored by the ASRCA
- Liaise with officials in the clubs and other Provincial canoe associations and Prairie division
- Liaise with Canoe Kayak Canada as necessary

Director of Coaching

- Collaborates with Sport Excellence Lead to maintain coaching development pathway
- Maintains registry of trained and certified coaches in the Province
- Responsible to ensure Coaches adhere to all ASRCA policies and guidelines
- Responsible for the Provincial Coach(es) oversight and communication to/from the Board
- Assist persons in the province with accreditation programs
- Liaisons with clubs to ensure relevant CKC / ASRCA policies are implemented

Director of Club Development

- Collaborates with Sport Excellence Lead and membership to establish club development pathways
- Maintains registry of association clubs and their membership reporting
- Supports the development of sprint canoe/kayak at existing and new clubs
- Collaborates with Vice President on Alberta Sport Connection filing (annually)
- Liaises with communities interested in starting a club

Director of Publicity

- Supports promotional activities related to ongoing ASRCA initiatives and events
- Website oversight (www.ASRCA.com)
- Annual updates to Board of Directors, Member Clubs, Events List, Provincial Team
- Recognizing the support of Alberta Sport Connection
- Update club social links
- News and event updates as required
- Conveys CKC news and events to the Board
- Networks within Canoe/Kayak community to identify successful promotion approaches to share with association clubs
- Maintains media (photos/video) library for ASRCA use

Director of Technical Matters

- Collaborates with Sport Excellence Lead & Provincial Coach to establish ranking criteria for Provincial Team(s)
- Confirm and manage Elite Athlete Assistance application and award
- Responsible for the organization of Provincially run regattas (Provincial Team Trials, etc), in conjunction with the Sport Excellence Lead and Director of Officials

Member at Large

- The Member at Large shall represent the interests of the Association
- Shall be responsible for undertaking any duties that the Board may request of them
- Participates in sub-committees as required

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- Entry level position gain understanding of Board operations without dedicated responsibilities

Athlete Representative (non-voting)

- Provides the 'viewpoint' of the athletes to the Board
- Elected by the club athletes they represent
- Participates in sub-committees as required

Admin Support (Paid - non-voting)

- Limited hour position to provide admin support
- Supports ASRCA initiatives and sub-committees as required
- Website administration

Protection and Indemnity of Directors and Executive

- Each Director or Executive holds office with protection from the Association.
- The Association indemnifies each Board Member against all costs or charges that result from any act done in his/her role for the Association.
- The Association does not protect any Board Member for acts of fraud, dishonesty, or bad faith.
- No Board Member is liable for the acts of any other Board Member.
- No Board Member is responsible for any loss or damage due to the bankruptcy, insolvency, or wrongful act of any person, firm or corporation dealing with the Association.
- No Board Member is liable for any loss due to an oversight or error in judgement, or by an act in his role for the Association, unless the act is fraud, dishonesty or bad faith.

Association Operations

Meetings of the Board of Directors

- Board meetings are held monthly
 - Meeting as a group locally
 - Connecting North/South thru teleconferencing
- Agenda and past minutes sent out prior to the meeting
- Meeting chair rotates to provide opportunity for all Board members to gain experience
- Quorum:
 - Majority of Board of Directors
 - Including at least 2 executive members present
- Meetings follow Robert's Rules



Robert's Rules Cheat Sheet - Motions

TYPES OF MOTIONS

1. **Main Motion:** Introduce a new item
2. **Subsidiary Motion:** Change or affect how to handle a main motion (vote on this before main motion)
3. **Privileged Motion:** Urgent or important matter unrelated to pending business
4. **Incidental Motion:** Questions procedure of other motions (must consider before the other motion)
5. **Motion to Table:** Kills a motion
6. **Motion to Postpone:** Delays a vote (can reopen debate on the main motion)

EVERY MOTION HAS 6 STEPS:

1. **Motion:** A member rises or raises a hand to signal the chairperson.
2. **Second:** Another member seconds the motion.
3. **Restate motion:** The chairperson restates the motion.
4. **Debate:** The members debate the motion.
5. **Vote:** The chairperson restates the motion, and then first asks for affirmative votes, and then negative votes.
6. **Announce the vote:** The chairperson announces the result of the vote and any instructions.

Robert's Rules Cheat Sheet – Points

Requesting Points of Something

Certain situations need attention during the meeting, but they don't require a motion, second, debate or voting. It's permissible to state a point during a meeting where the chairperson needs to handle a situation right away.

- **Point of Order:** Draws attention to a breach of rules, improper procedure, breaching of established practices, etc.
- **Point of Information:** A member may need to bring up an additional point or additional information (in the form of a non debatable statement) so that the other members can make fully informed votes.
- **Point of Inquiry:** A member may use point of inquiry to ask for clarification in a report to make better voting decisions.
- **Point of Personal Privilege:** A member may use point of personal privilege to address the physical comfort of the setting such as temperature or noise. Members may also use it to address the accuracy of published reports or the accuracy of a member's conduct.

Tips & Reminders



Follow the agenda to keep the group moving toward its goals



Let the group do its own work; don't overcommand



Control the flow of the meeting by recognizing members who ask to speak



Let all members speak once before allowing anyone to speak a second time



When discussions get off-track, gently guide the group back to the agenda



Model courtesy and respect, and insist that others do the same



Help to develop the board's skills in parliamentary procedure by properly using motions and points of order



Give each speaker your undivided attention



Keep an emotional pulse on the discussions



Allow a consensus to have the final authority of the group

Strategic Plan

In 2019 the Alberta Sprint Racing Canoe Association (ASRCA) set out to strengthen the sport of Sprint Canoe Kayak in Alberta by updating and further developing its Strategic Plan for the first half of the coming decade.

To align the Strategic Plan with the direction the ASRCA has received from the Alberta Sport Connection (ASC), the objectives and outcomes have been aligned with the Association Development Program categories identified by the ASC, along with addressing priorities which are supported by Canoe Kayak Canada.

Key learnings from the review of the ASRCA's 2014-2019 strategic plan were also incorporated into the plan moving forward