

Youth Advisory Committee

Terms of Reference



**Cross Country
Ski Ontario**

TERMS OF REFERENCE

YOUTH ADVISORY COMMITTEE

Overview:

Cross Country Ski Ontario's (XCSO) 2023-2028 Strategic Plan identifies three strategic pillars: Community, Excellence, and Leadership. Our community is broad and represents both recreational and competitive skiers. XCSO strives to provide clubs and members with excellent programs and governance. It provides system leadership to support club success. Youth programming is the foundation of our member clubs' programming. Effective youth programming creates an environment that attracts and retains participants and their families across all skill levels. It directly supports XCSO's Mission to "support the development and enjoyment of cross country skiing for everyone from the recreational skier to those pursuing competitive excellence." In order to create this environment XCSO requires direction and advice.

Purpose:

XCSO defines Youth as anyone 17 years of age or younger.

The Youth Advisory Committee (YAC) is an operational committee of XCSO. The committee will focus on programming designed for participants in Skills Development Programs (Bunny Rabbit, Jack Rabbit, and Track Attack), participants ages 13 to 18, as well as "New to Snow" skiers. Strategies to attract and retain quality, qualified coaches/leaders/volunteers to support these programs will be the core of the committee's work.

Accountability:

The Youth Advisory Committee reports to the XCSO Board of Directors. It does not have authority to make decisions on behalf of the Board or to bind XCSO in any way, unless specifically authorized to do so by the Board. The YAC Chair is elected annually at the XCSO Annual General Meeting.

The Chairperson of the YAC is authorized to:

1. Act as the spokesperson for the YAC within XCSO; and,
2. Speak externally on behalf of XCSO, within the YAC mandate.

Mandate:

In accordance with the XCSO governance model, the mandate of the YAC is to:

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1. Shape and develop the operational programs, plans, and policies aimed at Ontario's Youth skiers
2. Provide a forum for discussion of best practices between districts to improve the delivery of programming aimed at Ontario's Youth skiers.

Membership:

The YAC shall have two types of members, voting members and advisory members.

The voting members of the YAC shall be made up of the following representatives:

- District representatives (4) with minimum 2-year appointments. District YAC representatives are recommended by their respective District. Specifically:
 - 1* representing Lake Superior Ski District
 - 1* representing Northern Ontario District
 - 1* representing Southern Ontario District
 - 1* representing the National Capital District
- YAC Chairperson

*Districts may opt to appoint Co-representatives (2) for a more collaborative District model. If that option is exercised, each District will only have 1 vote and 1 voice at the YAC meetings.

Remaining members are non-voting advisory members, as follows:

- the XCSO Coach and Officials Development Coordinator;
- the XCSO Para Nordic Lead
- the XCSO Technical Director
- the XCSO Executive Director;
- the XCSO Chair or designated member of the XCSO Board; the role of this member is to provide the YAC with a strategic perspective on issues under consideration.

Responsibilities – Organizational:

1. Meet as a group on a quarterly basis (at a minimum).
2. At the first meeting – the committee will elect a Chair, Vice-Chair and Secretary from within the committee membership.
3. At the first meeting - the committee will make recommendations to the XCSO Board of Directors about the committee's:
 - a. Responsibilities - Advisory
 - b. Outcomes

4. Within the first three months, the Committee will develop a work plan containing goals for the year, tasks to achieve the goals, the person(s) accountable for completing the tasks, and the project completion date.
5. Minutes will be taken at each meeting and will be available for review by the Board.
6. The Committee Chair will provide progress reports to the XCSO Board of Directors on a quarterly basis.
7. The Committee will provide a year-end report for inclusion in XCSO's Annual General Meeting information package.

Responsibilities – Advisory:

1. Review and recommend updates to the Youth Advisory Committee Terms of Reference document on an annual basis.
2. Recommend programs, initiatives, policies and strategic guidance for developing increased participation amongst youth in the sport of cross country skiing.
3. Recommend strategies focused on improving the appeal of cross country skiing as a sport and recreation option for youth.
4. Recommend strategies focused on the recruitment and retention of youth leaders/coaches.
5. Sharing of knowledge, best practices and experiences

Outcomes:

1. How to run a jack rabbit program 101: Develop documentation, resources and guidance for coordinators to put things together - Ongoing
2. Recruitment and retention of volunteers for coaching Bunnies through 18 years old. - August/September
3. Youth retention beyond 13 years old through programming; Finding different pathways to keep youth interested in skiing past 13 years old - November
4. Late entry programming; New to snow programming ideas - Spring
5. Connecting clubs to school programming (high school racing/elementary) - December

Chairperson:

The Chair of the YAC provides leadership to the Committee and is responsible for assigning and coordinating the Committee's work. As such the Chair will:

1. Work with the Committee to schedule meetings;
2. May create sub-committees to assist in completing the responsibilities of the YAC and,
3. Report the activities of the YAC to the XCSO Board at each Board meeting.

District Representatives:

Each District Representative assumes the responsibility to be the key communications link for the regions they represent. Tasks/expectations include:

1. Collecting input and opinion on YAC matters from key persons in the regions;
2. Dissemination of critical information on key decisions taken by the YAC to the clubs, program managers and coaches and youth program leaders in the region;
3. Attendance on conference calls and any face-to-face meetings to deliver a regional perspective on issues;
4. Willingness to serve on sub-committees or project teams relative to the business of the YAC;
5. Where feasible, coordinate and lead a District wide annual information session for clubs and youth program leaders.

Decision-making:

The Committee shall endeavour to make decisions and recommendations by collaboration, discussion and consensus. In cases of wide disparity of views and need for timely decisions and recommendations, voting members shall cast votes. The Chair shall be the final member to cast a vote and will only cast a vote if there is a tie.