

## ATHLETE DIRECTOR POLICY

### POSITION

The Athlete Director shall be a member of the Triathlon Canada Board of Directors.

The Athlete Director mandate, eligibility, qualifications, responsibilities, and other matters are specified in the Triathlon Canada Athlete Director Terms of Reference.

### PROTOCOL FOR NOMINATION AND ELECTION OF THE TRIATHLON CANADA ATHLETE DIRECTOR

Voting will be done electronically.

Failure to adhere strictly to the deadlines as listed below shall not invalidate the election process or the results.

#### 1. STRIKING OF THE NOMINATION COMMITTEE

In the year that an election is required, a Nominations Committee will be struck by the Officers of the Corporation to oversee the election of the Athlete Director.

#### 2. NOMINATIONS

Task Description	Stakeholders	Expected Timeframe
Review the Athlete Director Policy for currency, review/revise, and gain approval from Board.	Board	5 days
Review the Athlete Director Terms of Reference for currency, revise, gain approval from Board, translate to French, and publish on web site.	Board	5 days
Create a list of nomination announcement recipients, announce through all communication channels (English and French) the opportunity to submit nominations. Email to ICC athlete list as well.	CEO	1 day
Allow two weeks for the word to spread, people to consider, ask questions, compile their nomination, and submit nomination (see template at bottom of this document). Nominations close.	Eligible Voters	2 weeks
Have the Nomination Committee review the submissions to ensure they are compliant. Follow up with non-compliant submissions to verify information submitted isn't misinterpreted.	Nominations Committee	5 days

1. If there are no nominees submitted, the Nomination Committee should pursue a candidate to fill the position.
2. If one eligible nominee is submitted, they would fill the Athlete Director position by acclamation.
3. If more than one eligible nomination is submitted, then the following election tasks would be done.

### 3. ELECTION

In the case where there is more than one Athlete Director nominee, and election through voting by the constituents will be held.

#### ATHLETE DIRECTOR VOTER ELIGIBILITY

1. A Triathlon Canada Registrant in good standing.
2. Current Triathlon Canada International Competition Card (ICC) holder at time of vote submission during open voting period.
3. Age 18 and older at time of vote submission.

Task Description	Stakeholders	Expected Timeframe
Determine the complete, valid list of all potential voters with email contacts.	CEO	1 day
Open the voting window, notify all voters (English and French) to submit votes.	CEO	1 day
Allow two weeks for vote submissions.	Eligible Voters	2 weeks
Optional: If there is a tie in votes between two or more nominees, an electronic revote between the tied nominees will be issued with a two-week window for results. This will push all following tasks out by the two-week period. If the revote still results in a tie, the Board will be empowered to vote to select the nominee.	Nominations Committee/ CEO/Eligible Voters	2 weeks
Determine nominee with most votes. Obtain Board of Directors approval. Contact to nominee to confirm acceptance.	Board – Nominations Committee, Board of Directors, Nominee	1 week

**4. POST-NOMINATION/POST-ELECTION**

Task Description	Stakeholders	Expected Timeframe
Contact remaining nominees prior to new Athlete Director announcement. Announce the nominee with the most votes (English and French).	Board – Nominations Committee	1 week
Give the new Athlete Director time to arrange their personal and work schedules to attend the AGM.	Athlete Rep	3 weeks
The Nomination Committee shall destroy the nominations and ballots on the direction of the Board of Directors.	Nominations Committee, Board of Directors	1 day

## TRIATHLON CANADA – ATHLETE DIRECTOR NOMINATION FORM

PLEASE TYPE OR PRINT

Nominee's Full Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (res.) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_

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**Nominated by (Self-nominations do not need to complete this section):**

Name of Individual: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Province: \_\_\_\_\_

Telephone: (work) \_\_\_\_\_ (res.) \_\_\_\_\_ (fax) \_\_\_\_\_

Email: \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

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Attach a file or list information within the nomination submission that provides a bio that will be posted online for voters to review. Include relevant information that outlines your qualifications and experience as a nominee for the Athlete Director position.

Please return to: [nominations@triathloncanada.com](mailto:nominations@triathloncanada.com)

For more information please contact Triathlon Canada at [nominations@triathloncanada.com](mailto:nominations@triathloncanada.com)