

CALL FOR ATHLETE DIRECTOR NOMINATIONS

Athlete Director Elections for the Annual General Meeting on September 27, 2025

1. INTRODUCTION

Triathlon Canada (TC), the national governing body for the sport, is currently seeking nominations for the Athlete Director position to serve a four-year term until the 2029 Triathlon Canada Annual General Meeting (AGM).

Candidates will be determined by the nominations protocol outlined in Section 7 of the Athlete Director Terms of Reference (Appendix I).

2. DIRECTOR NOMINATIONS

As required in the By-laws, a Nominations Committee has been appointed by the Board to solicit and consider nominations for Directors. The members of the Committee are as follows:

- Joy Weismiller, (Chair) Triathlon Canada Board Member
- Trevor Penner, Triathlon Canada Board Member
- Paul Huyer, Former Triathlon Canada Director (external)
- Tara Postnikoff - Triathlon Ontario Board Member (external)
- Phil Dunne, CEO (non-voting member)
- Peter McCrory, Triathlon Canada Board President (non-voting member)

The Nominations Committee is requesting that nominations for Athlete Directors be submitted by May 19, 2025. All nominations received by the deadline will be assessed against *the Athlete Director Terms of Reference* (Appendix I), and *Board of Directors Diversity Policy* (Appendix II). The Board will present recommended candidates to Members at least fourteen (14) days before the Annual General Meeting.

3. CRITERIA FOR 2025 NOMINATIONS

The prospective Athlete Director would be eligible with the following criteria:

1. Must have been on the High Performance Elite Olympic or Paralympic National Team for Triathlon Canada.
2. Must be retired from active competition in any World Triathlon Elite triathlon or Para triathlon for an 18-month period and not a current International Competition Card (ICC) holder.
3. Must have the required time commitment available to fulfill the Athlete Director Mandate and Responsibilities.

4. ELIGIBILITY

1. To be eligible for election as a Director, an individual must:
 - a. Be 18 years of age or older;
 - b. Be a resident of Canada for the purposes of the Income Tax Act;
 - c. Have the power under law to contract;
 - d. Have not been declared incapable by a court in Canada or in another country; and
 - e. Not have the status of bankrupt.

2. The following persons are disqualified from being a Director:
 - a. A person who has not met the requirements of these eligibility screening policy;
 - b. A person who is a paid employee, consultant, contractor, or independent contractor of the Corporation, any of its Members, or any organization providing services to or on behalf of the Corporation;
 - c. A person who holds a position as a director or officer of a Member;
 - d. A person who acts as a race director, technical official or coach, paid or volunteer, on behalf of the Corporation, any of its Members, or any organization providing services to the Corporation;
 - e. A person who is a parent (defined as a birth father or mother, stepfather or mother, legal parent, or guardian) of an International Competition Cardholder athlete; and
 - f. A person in a conflict of interest as determined by the Corporation's Core Policies relating to Code of Conduct and Ethics and Conflict of Interest.

3. Any individual who is deemed ineligible from being a Director for the following reasons will remain ineligible for eighteen (18) months after the reason for disqualification has ceased:
 - a. A person who is a paid employee, consultant, contractor, or independent contractor of the Corporation, any of its Members, or any organization providing services to or on behalf of the Corporation;
 - b. A person who acts as a technical official or coach, paid or volunteer, on behalf of the Corporation, any of its Members, or any organization providing services to the Corporation; or
 - c. A person ceases to be an Elite National Team Member and International Competition Card holder, in the case of the Athlete Director.

4. Section 4.1, Article IV of Triathlon Canada's By-laws states that no more than five (5) Directors may be of the same gender identity. On account of the current composition of the Triathlon Canada Board of Directors, all gender identities are eligible for election at this time.

5. No more than two Directors can reside in the same province at the time of election, excluding, for greater certainty, the Athlete Director.

6. Directors must also adhere to Triathlon Canada's screening procedures, which may include obtaining a criminal record check. Following election, Directors have sixty (60) days to comply with the screening procedures.

5. 2025 NOMINATION SUBMISSIONS

1. Individuals wishing to run for a position as Athlete Director, including current Directors, are subject to nomination which requires the submission of a signed Athlete Director Nomination Form and supporting materials by the application deadline.

2. The Nominations Committee will conduct due diligence by reviewing the nominee's qualifications, the required skills and attributes, and potential conflict of interest or other significant matters which would preclude the nominee from successfully fulfilling the duties of an Athlete Director.

3. Each nominee must complete and sign an Athlete Director Nomination Form and submit it to the Nominations Committee along with a letter of intent and a résumé outlining the nominees' qualifications, successes, work, and volunteer history. Nominees may further submit:
 - A **campaign platform** describing what the nominee would like to do to further the objectives of Triathlon Canada – this material may be as detailed or specific as the nominee desires
 - A **headshot** photo
 - A **biography** of the nominee (maximum 300 words)
 - **Testimonials** from other organizations or other individuals

4. Applications may be submitted by email, mail, or courier to the following address by **5:00 PM (PST) on May 19, 2025.**

Triathlon Canada
c/o Nominations Committee
121-1925 Blanshard Street
Victoria, British Columbia V8T 4J2
Email: Nominations@triathloncanada.com

APPENDIX I ATHLETE DIRECTOR TERMS OF REFERENCE

1. INTRODUCTION

The Athlete Director is the member of the Triathlon Canada Board of Directors and will conform to Triathlon Canada bylaws for directors unless specified otherwise below.

2. MANDATE

The Athlete Director shall meet the requirements specified under Section 2 of the Board of Directors Terms of Reference, listed below.

The Directors of the Board shall:

1. Uphold and exemplify the values of Triathlon Canada;
2. Serve in the best interests of Triathlon Canada;
3. Comply with duties and responsibilities as set out in the bylaws and Canada not-for-profit Corporations Act or the applicable federal statute;
4. Ensure ethical conduct of the organization;
5. Be accountable for financial responsibility and viability of the organization;
6. Attend and actively participate in at least 80% of the scheduled Board meetings;
7. Participate on a minimum of one (1) Board committee;
8. Contribute to articulate, advance and monitor the organization's vision and strategic priorities and progress;
9. Approve the organization's strategic plan and monitor performance against the plan; and Perform other duties as may from time to time be prescribed by the Board.

The Athlete Director will be elected by the athlete members of Triathlon Canada that currently hold an International Competition Card (ICC) (www.triathloncanada.com/membership/). The Athlete Director's term will be a four-year term. The Athlete Director is eligible to hold office for two consecutive terms.

3. QUALIFICATIONS

The prospective Athlete Director would be eligible with the following criteria.

1. Must have been on the High Performance Elite National Team (Olympic/Paralympic pathway) for Triathlon Canada.
2. Must be retired from active competition in any World Triathlon Elite triathlon or Para triathlon for an 18-month period and not a current International Competition Card (ICC) holder.
3. Must have the required time commitment available to fulfill the Athlete Director Mandate and Responsibilities.

Desirable skills and experience of prospective Athlete Director include the following (in no order of priority).

1. The Athlete Director, as a member of the Triathlon Canada Board will look to uphold the vision, mission and values of the organization and provide oversight and input into the development and delivery of the Strategic Plan.
2. The Athlete Director is a resource to the Board with their expertise and experience as an elite level athlete.
3. The Athlete Director is a resource to the current group of Triathlon Canada athletes within the high performance pathway. As such, is:
 - a) able to listen, bring people together and help athletes find their voice as/when required on an individual basis or as part of a group.
 - b) someone whom the athletes respect and can look to for perspective and can be a voice for athletes at the boardroom table.

4. KEY RESPONSIBILITIES

The Athlete Director:

1. Will be available to consult with the High Performance staff.
2. Will lead an Athlete Committee under the following guidelines:
 - The Athlete Committee will be made up of the current Triathlon Canada ICC athletes.
 - The Athlete Director will endeavor to have up to two (2) meetings of the Athlete Committee annually through teleconference.
3. Should meet, at least once a year, with the Triathlon Canada High Performance Director (HPD) to ensure they stay current with high performance developments
4. Will be a member of the High Performance Advisory Committee
5. Will be encouraged to remain current and involved with World Triathlon Athletes Committee and provide input into World Triathlon Athlete Committee nominations.
6. Attend the annual AthletesCAN Forum (<https://athletescan.com/>) to ensure engagement at the national level of elite sport upon CEO approval.
7. Will be the Triathlon Canada athletes' representative at such other organizations as is deemed appropriate.

5. AUTHORITY

Directors have full voting privileges within the Board of Directors.

6. TIME COMMITMENT

1. Six (6) to eight (8) Board meetings per year, with up to two meetings held in-person and the remainder by teleconference;
2. The Annual Meeting weekend and annual strategic planning session;
3. Committee meetings (minimum of four (4) per year per committee); and
4. Such time as required in connection with organizational leadership role

7. ELECTION PROCESS

The key election steps for the Athlete Director nomination are outlined below.

1. Prospective Athlete Director Nominee submission steps
 - a. Review Qualifications outlined in this document.
 - b. Understand and accept responsibilities.
 - c. Prepare a personal bio (in English, French, or both) and submit. Suggested information and format provided within the template form at the end of this

document. Submit bio via email before published deadline to nominations@triathloncanada.com.

2. Nominations Committee
 - a. Will contact nominees to confirm receipt of submissions, and confirm eligibility
 - b. Publish bios (in English and French) on Triathlon Canada web site and broadcast the nominee information.
 - c. Will notify the nominee(s) when voting will open and close.
 - d. If there are no nominees submitted, the Nominations Committee should pursue a candidate to fill the position.
 - e. If one (1) eligible nominee is submitted, they would fill the Athlete Director position by acclamation.
 - f. If more than one (1) eligible nomination is submitted, then the following election tasks would be followed.
3. Nominations Committee will send an email to eligible voting constituents to notify that electronic voting is open along with references to online nominee bio information. All voting responses will be received and managed strictly within the nominations committee. Eligible voting constituents are defined as:
 - a. A Triathlon Canada member in good standing.
 - b. Current Triathlon Canada International Competition Card (ICC) holder at time of vote submission during open voting period.
 - c. Age 18 and older at time of vote submission.
4. Following closure of voting, all nominees will be contacted prior to public announcement. The nominee with the most votes will move forward to be formally voted to the Board by the members at the AGM.
5. New Triathlon Canada Athlete Director would be invited to attend the AGM scheduled for the end of September.

APPENDIX II BOARD OF DIRECTORS DIVERSITY POLICY

1. PURPOSE

The Triathlon Canada Board of Directors Diversity Policy (“the Policy”) sets out the approach that will be taken by the Board of Directors (“the Board”) and Members of Triathlon Canada in relation to achieving and maintaining diversity among individuals recruited, nominated, appointed, or elected to the Board.

2. SCOPE OF POLICY

The Policy applies to nominations, appointments, and elections for positions on the Board. It also applies to nominations and appointments made by the Board to Committees of the Board.

The Board is also committed to encouraging diversity among all employees of Triathlon Canada and expects that the principles of diversity and inclusion will inform all employment decisions and corporate decisions made by the Board and at Triathlon Canada.

3. POLICY STATEMENT

The Board is committed to creating a culture at Triathlon Canada that is inclusive and values and fosters respect for differences within our community.

Triathlon Canada recognizes the benefits of having a diverse, inclusive Board. Having diverse perspectives, backgrounds and experiences on the Board will contribute to more innovative, more creative, more responsive, and more sensitive decision-making. To this end, Triathlon Canada is committed to increasing and maintaining diversity on the Board.

When making decisions about recruiting, nominating, appointing and electing Directors, the Members and the Board shall ensure the full complement of the Board is as diverse as possible in terms of gender; gender identity or expression; sexual orientation; race; Indigenous or Aboriginal identity; nationality; place of origin; ethnicity; colour; ancestry; age; ability; skills; educational or professional background; socioeconomic status; and religion, spirituality or beliefs.

4. ACCOUNTABILITY AND REPORTING

Based on advice and recommendations from the Governance Committee, the Board will set objectives and benchmarks for increasing and maintaining diversity on the Board every two (2) years, in advance of the Annual General Meeting of Members. At any given time, based on the existing composition of the Board and the needs of the Corporation, the objectives and benchmarks may focus on one or more than one aspect of its diversity.

The Nominations Committee will report to the Board every two (2) years on:

- recruitment efforts made to attract candidates with diverse backgrounds;
- progress made towards achieving objectives and benchmarks agreed to by the Board; and
- the process used for Board nominations and the consideration given to increasing diversity on the Board.

5. POLICY REVIEW

The Policy, recruitment and nomination process will be reviewed, at a minimum every two (2) years.