



# JOIN THE OLYMPIC MOVEMENT IN CANADA

6 November, 2020

## APRIL 2021 – CALL FOR NOMINATIONS

The Canadian Olympic Committee (“COC”) is a national, private, not-for-profit organization committed to high-performance sports excellence. We are the largest private supporter of high-performance sport in Canada and our mission is to lead the achievement of the Canadian Olympic Team’s podium success and to advance the Olympic values in Canada.

Our goal is to “Be Olympic”, to be the best at what we do, provide the best support for our athletes and sport community, be the best partner, and be the best National Olympic Committee. Sport has an incredible power, one that brings people together like nothing else. It has the power to change the world, unite and inspire. It is a powerful tool on so many levels - for us as individuals but also as leaders.

The COC is looking for interested, qualified candidates that embody these values and share our passion for the power of sport to help lead the organization in the following roles:

- Board of Directors (8 positions – 6 positions for a 4-year term and 2 positions for a 2-year term)
- President (1 position)
- General Member - Class B (6 positions)
- Olympic Supporter (up to 125 positions)

Please see Appendix A for further descriptions and the nomination process for each of these roles.

The COC is committed to diverse representation and to including voices that are reflective of Canadian society and of our sport community. We encourage candidates to indicate (voluntarily) on their application if they associate with a representative group. Consideration will also be made with respect to summer/winter sports and geographical location.

The Nominating Committee especially welcomes nominations from those who can strengthen the COC’s representation in the following areas of skills and expertise:

- Current Professional Accounting or Financial Designation
- Risk/Crisis Management
- Government Advocacy
- International Sport or Business Relations and Diplomacy
- Human Resources

Persons interested in being considered for one of the aforementioned roles should complete the attached nomination form and attach a brief *résumé*. The deadline for nominations is **Wednesday, November 25, 2020 at 5 PM EST**.

Any applicant standing for re-election should summarize their individual contributions to the COC in their last term together with a statement describing their objectives for the next term should they be re-elected.

*Any nomination not confirmed by the COC as having been received will be deemed not to have been received. Accordingly, please ensure you have clearly designated your email address on your nomination and received confirmation of receipt for the nomination you submit.*

Please contact Marianne Bolhuis (mbolhuis@olympic.ca) if you have questions.

**CANADIAN OLYMPIC COMMITTEE  
COC NOMINATION FORM**

This information will be used for the purpose of your consideration by the Nominating Committee, for any Board, Committee or other involvement with the COC from the date hereof until the conclusion of the 2021-2024 quadrennial and for contacting you regarding any meetings or information that is sent to you if you are selected.

Please return the application form and a copy of your résumé to:

David Shoemaker  
Chief Executive Officer and Secretary General  
Canadian Olympic Committee  
250 Yonge Street, 30<sup>th</sup> Floor  
Toronto, ON, M5B 2L7  
e-mail shoemakerd@olympic.ca

**I. PERSONAL INFORMATION OF CANDIDATE**

Name \_\_\_\_\_

Address \_\_\_\_\_

(#) (Street) (Apartment)

(City) (Province) (Postal Code)

(Tel) (e-mail)

- I am a Canadian citizen.  
(Note: Section 8.2 of COC General By-Law No. 1 limits membership to Canadian citizens)

**Please indicate below by checking one or more of the roles for which you wish to be considered for by the Nominating Committee. It is the intention of the COC to draw upon its Members and Olympic Supporters for members of committees, task forces or working groups, but selection as an Olympic Supporter does not guarantee other appointments.**

- Board of Directors (If you have a preference for term, please indicate:  2-year, or  4-year)
- President (Please indicate if you have previous COC Board experience:  yes, or  no)
- General Member (Class B) (Note: To be eligible, you must also apply to be an Olympic Supporter.)
- Olympic Supporter

**II. DIVERSITY (optional)**

Please check if you are a Francophone

Please check if you are bilingual (English/French)

Please check if you are an Indigenous person

Please check if you identify as a visible minority  Please specify (optional): \_\_\_\_\_

Please check if you identify otherwise as a minority  Please specify (optional): \_\_\_\_\_

**III. SUMMARY OF EXPERIENCE**

Olympian            Yes          
                          No       

<p><b>CAREER</b> (List your 3 most recent positions of employment)</p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li></ul>
<p><b>BOARD EXPERIENCE</b> (not-for-profit, for-profit, crown)</p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>
<p><b>INVOLVEMENT IN COMMUNITY</b> (Municipal, Provincial, National) (List your 5 most significant contributions)</p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>
<p><b>INVOLVEMENT IN SPORT COMMUNITY</b> (Provincial, National, International) (List your 5 most significant contributions)</p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>
<p><b>OTHER</b> (e.g. achievements/awards/previous involvement with the COC)</p> <ul style="list-style-type: none"><li>▪</li><li>▪</li><li>▪</li><li>▪</li></ul>

Please attach a résumé for use by the Nominating Committee during its deliberations.

**IV. EXPERTISE**

Please identify your area(s) of specific expertise you would be able to bring to the COC. In identifying these areas, it is understood that you would be able to participate on a related Committee and that you possess skills and knowledge in such areas.

*Please check the box(es) that apply, or leave blank, as applicable.*

Level of Expertise

	Leading/ Advanced	Good/ Developing
Senior Executive Leadership	<input type="checkbox"/>	<input type="checkbox"/>
Sports - Athlete	<input type="checkbox"/>	<input type="checkbox"/>
Sports - Coaching	<input type="checkbox"/>	<input type="checkbox"/>
Sports – Management	<input type="checkbox"/>	<input type="checkbox"/>
Human Resources	<input type="checkbox"/>	<input type="checkbox"/>
Communication & Stakeholder Relations	<input type="checkbox"/>	<input type="checkbox"/>
Financial Literacy	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management, Oversight	<input type="checkbox"/>	<input type="checkbox"/>
International Sports or Business	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Governance	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology (digital/cyber)	<input type="checkbox"/>	<input type="checkbox"/>
Sales and Marketing	<input type="checkbox"/>	<input type="checkbox"/>
NFP Board Experience	<input type="checkbox"/>	<input type="checkbox"/>
Corporate Board Experience	<input type="checkbox"/>	<input type="checkbox"/>
Professional Accounting or Financial Designation	<input type="checkbox"/>	<input type="checkbox"/>
Legal	<input type="checkbox"/>	<input type="checkbox"/>
Innovation	<input type="checkbox"/>	<input type="checkbox"/>
Revenue Generation	<input type="checkbox"/>	<input type="checkbox"/>
Large Scale Event Staging/Management	<input type="checkbox"/>	<input type="checkbox"/>
Bidding & Hosting	<input type="checkbox"/>	<input type="checkbox"/>
Government Advocacy & Lobbying	<input type="checkbox"/>	<input type="checkbox"/>
International Relations and Diplomacy	<input type="checkbox"/>	<input type="checkbox"/>

For each area marked above, please provide a brief description of your expertise.



**VI. BACKGROUND INFORMATION (APPLICANTS FOR DIRECTORS ONLY)**

It is imperative that the COC provides a positive and safe environment for all those working and volunteering at the COC. It is also critical for the protection of the reputation of the COC that the directors meet certain threshold criteria.

**Please read the following declarations carefully and if required provide full details. If you are in any doubt, please include all relevant details and declare all matters, regardless of whether they have previously been brought to the COC’s attention and regardless of whether they occurred in Canada or elsewhere.**

- I do not have a criminal record;
- There are no criminal proceedings pending against me;
- I am not currently under sanction of two (2) years or greater pursuant to the World Anti-Doping Code or CADP Rules;
- I have not been subject to any administrative order or penalty of any administrative authority or commission and there is no such order, penalty or proceeding pending;
- I have not been held liable in a civil proceeding in connection with any matter involving allegations of fraud, theft, deceit, misrepresentation, conspiracy, breach of trust, breach of fiduciary duty or allegations of similar misconduct and there are no such proceedings pending;
- I have not been involved in any bankruptcy or insolvency proceedings, voluntary or otherwise, against me as a debtor in any jurisdiction within the past six years preceding the date of this Nomination Form and I am not currently an undischarged bankrupt;
- I am not aware of any conflict of interest or other reason that would preclude me from being considered for nomination as a director of the COC;
- There is no additional information which should be brought to the attention of the COC that might call into question my ability to serve effectively as a director or a committee member of the COC or might otherwise negatively reflect on the COC;
- I agree that I am fully responsible to ensure that I communicate any changes to any information, as listed above and otherwise as soon as I become aware of them.

**If you are in any doubt, please check the “No” section and provide all relevant details.**

- Yes**, the foregoing statements are correct.
- No**, the foregoing statements are not correct. Please be advised that:

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*Please continue on a separate sheet, if required, and attach to this document.*

If there are changes to the information in the future, please advise the COC (to the attention of the General Counsel and Corporate Secretary) immediately, in order to keep our documentation current.

**VII. ACKNOWLEDGEMENT AND UNDERTAKING**

- By submitting this Nomination Form, I agree to obtain and provide the COC with a criminal background record check should the COC so request. In addition, I consent to the COC undertaking a criminal background check and agree to comply and provide any required information to obtain such criminal background record check.
- I do hereby declare to the best of my knowledge and belief that the information I have provided on this Nomination Form, including all Schedules thereto, is true.

Candidate Signature: \_\_\_\_\_ Date: \_\_\_\_\_, 2020

## APPENDIX A – ROLE DESCRIPTIONS AND NOMINATION PROCESS

### Role Descriptions

Role	Description of the Role
Board of Directors	In April 2021, there will be 19 directors on the COC Board, including three IOC members, two athlete representatives, and 14 directors who are elected by all COC members. In April 2021 at its Annual Session, the COC members will elect six of those 14 directors to serve for a four-year term expiring April 2025, and two of those 14 directors to serve a two-year term expiring April 2023. The Board meets five times a year, and more if required. The meetings are held in different cities across Canada, typically over the weekend.
President	In April 2021, the term of the current President will expire, and the members will elect a President for a four-year term. The President is the elected leader of the National Olympic Committee in Canada and serves as the non-executive Chair of the COC’s Board of Directors and in such capacity, provides leadership, manages the affairs of the Board, and facilitates the effective performance of the Board. The President ensures that the Board is properly organized and functions effectively. The President is instrumental in fostering an environment of integrity, ethical conduct and decision-making, good governance practices and in aligning the Board, Board-appointed Committees and management with the core objectives, strategic direction and values of the COC.
General Member (Class B)	Members are comprised of 4 classes, currently including: 50 national sports organizations (NSOs) on the Olympic Programme (Class A), 21 general members (Class B), three IOC Members (Class C) and six Athlete Members (Class D). There are currently approximately eighty (80) members of the COC. The Class B general members include 12 members elected from among Olympic Supporters in Canada (six every two years, each for a four-year term).  Each member of the COC has the right to attend COC Session meetings at the reasonable expense of the COC and to vote on all matters brought before the Session. Each member has one vote. The Annual Session is typically held in April and is held in different cities in Canada.
Olympic Supporter	Olympic Supporters are <i>‘the group of up to 125 individuals who have a strong and active interest in the Olympic movement, are prominent in their learned professions in business, sport or community activity and have been approved by the Board to have their names placed on the register maintained by the COC for the Olympic Supporters, and to have a right to put their name forward for election as a Class B Member.’</i> (Section 1.1(bb) of COC General By-Law No. 1)  Olympic Supporters have the right to attend COC Session at their own expense, but do not have the right to vote on any matters brought before the Session. The Annual Session is typically held in April and is held in different cities in Canada.

### PROTECTION OF REPUTATION

Section 7.4 of the *COC General By-law* provides that “subject to applicable law, any individual who (i) has been convicted of a serious criminal offence and has not received a Pardon for the offence; or (ii) is currently under a sanction of two years or greater pursuant to the World Anti-Doping Code or CAPD Rules, may not serve as a Member, director, or officer of the COC, on a COC Board Committee, or otherwise serve in an official capacity for the COC.”

It is the applicant's responsibility to ensure and confirm that these criteria are met and that a clear police record will be obtained by the applicant upon request.

## PROCESS

The Nominating Committee will screen all nominations received to ensure that they meet the minimum qualifications required at law for a director (a Canadian citizen, at least 18 years of age, with capacity and not a bankrupt).

Nominations will then be reviewed and evaluated against the skills, expertise and diversity as provided for above.

Following evaluation of the nominations received, the Nominating Committee will present to the Board:

- **Board of Directors:** (a) A recommended list of candidates for the Board of Directors equal to the number of positions to be elected and (b) A second list of additional qualified candidates who fulfil requirements for serving on the Board. The Board will be asked to approve the recommended list and the second "qualified" list. Following approval of the Board, the Nominating Committee will confirm with the candidates their respective status and submit the recommended list and the second list of qualified candidates for the Board of Directors to the Members on or about February 5, 2021. The Members will then have at least 7 days to submit any additional nominees for consideration. Any additional qualified nominees will be added to the second qualified list. No nominations from the floor will be accepted. Members may vote for any of the candidates listed on either the recommended list or the second qualified list.
- **President:** A recommended list of candidate(s) for the role of President. Except in extraordinary circumstances, only candidates who have served as a director of the COC will be considered for recommendation.
- **Class B Session Member:** A recommended list of six candidates to be elected as Class B Session Members from those individuals who have been approved by the COC Board as Olympic Supporters at its meeting prior to the April 2021 Session. Following approval of the Board, the Nominating Committee will submit the recommended list of candidates for General Member (Class B) to the Members no less than 30 days prior to the April 2021 Session. Additional nominations may be made in writing up until 10 days prior to the date of the election, provided each such additional nomination must be an Olympic Supporter and shall include the written endorsement of at least five (5) COC Members. Any incomplete nominations or nominations received after 10 days prior to the election, will be declined. Such additional nominations will be communicated to the membership on the date of the elections.
- **Olympic Supporter:** A recommended list of up to 125 candidates for Olympic Supporter for a four-year term, as selected by the Nominating Committee as best representing a cross section of skills and attributes comprising those outlined in the s. 1.1 (bb) of the COC General By-law will be submitted to the Board for approval prior to the 2021 Annual Session. It is anticipated that there will be some places reserved for subsequent appointment of qualified Olympic Supporters by the Board in order to remain within the maximum number during the quadrennial.

## WEBSITE/COMMUNICATION

To ensure a transparent process, a calendar of key dates will be posted to the COC website – Olympic.ca and on the COC Members site <http://members.olympic.ca>.