



## **JOB DESCRIPTIONS**

### **LES DESCRIPTIONS D'EMPLOI**

# **“CANADIAN MASTERS WEIGHTLIFTING FEDERATION FÉDÉRATION D’HALTÉROPHILIE CANADIENNE MAÎTRES”**

2020 01 24

# TABLE OF CONTENTS

## PAGE

3.	PRESIDENT
4.	VICE PRESIDENT
5,6	SECRETARY-TREASURER
7	MEMBERSHIP SECRETARY
8.	RECORDS SECRETARY
9.	HALL OF FAME SECRETARY
11.	NATIONAL CHAIR
12.	DIRECTOR OF DOPING EDUCATION
13.	PROVINCIAL AND REGIONAL REPRESENTATIVES
14.	TRANSLATORS
15-17	WEBMASTER 38. FLOW OF INFORMATION TO WEBMASTER
18.	CMWFHCM ARCHIVES AND HISTORY GROUP
19.	BY-LAW ARTICLE XVI REGARDING COMMITTEES
20.	ANTI-DOPING DISCIPLINARY COMMITTEE
21.	ADVISORY COMMITTEE
22.	MASTERS COACH ADVISORY GROUP
23.	POLICY AND PROCEDURE COMMITTEE
24.	FINANCE AND BUDGET COMMITTEE
25.	PUBLIC RELATIONS AND COMMUNICATIONS ADVISORY GROUP
26.	ANTI-DOPING EDUCATION PANEL
27.	REVENUE RESOURCE ADVISORY GROUP
28.	PAST PRESIDENT
29-32.	LIFETIME AND HONORARY MEMBERSHIP AWARD SELECTION PANEL AND AWARD CRITERIA
33.	PROVINCIAL PRESIDENTS ADVISORY GROUP
34.	LONG TERM ATHLETE DEVELOPMENT: Stage 7 – Fit for Life – Masters Weightlifting
37.	CMWFHCM ORGANIZATIONAL CHART

## **PRESIDENT**

Elected at AGM by membership vote and appointed by the Board. Term of office: 2 years. Reports to Canadian Masters Weightlifting Federation (CMWFHCM). A member of the Board of Directors.

### **Duties**

- Direct and oversee, on an everyday basis, the complete running of the CMWFHCM as summarized in By-law 10(I).
- With the Board, appoint the Secretaries, Regional Representatives, National Chair, Translation Assistants and the Webmaster.
- Direct all CMWFHCM Board members, Committee Chairs, Secretaries and Regional Representatives, National Chair, Translation Assistants and the Webmaster in the execution of their duties.
- Ensure all CMWFHCM Board members, Committee Chair, Secretaries and Regional Representatives, National Chair, Translators and the Webmaster are fulfilling their duties as required.
- Ensure that financial procedures are followed.
- Review Committee, Secretary, and Regional Representative reports and issues; gives direction and support in achieving goals.
- Enforce the CMWFHCM By-laws.
- Conduct the AGM.
- Represent the interests of the CMWFHCM with the CWFHC, IWF Masters, Pan Am Masters and other outside organizations.
- With the Board, establish and update job descriptions for the Secretaries, Regional Representatives, National Chair, Translation Assistants, standing committees (such as the Anti Doping Committee) and ad hoc committees (such as a Policy and Procedure Committee).
- Seek advice from the Advisory Committee when deemed necessary.
- Prepare a written annual report for the CMWFHCM and presents it at the AGM.
- With the Board, ensure that Canadian Masters awards medals are sufficient for each forthcoming national competition and provide these awards to the Competition Director.
- With the Board, review and update the “Guidelines/Protocol for Canadian Masters Weightlifting Championships”
- Keep and secure the national award medals, records quantities on hand, used and returned and provide sufficient quantities to each year’s national meet director as requested.
- Alert the National Chair if a Guardian of an International Award ceases to be a member of the CMWFHCM and makes arrangements for the appointment of a new Guardian and transfer of the award, with postage costs covered by the Federation.
- Provide the Webmaster with news items appropriate for the website, including those received from the Provincial/Regional Representatives.

### **Communication**

- Communicate with all Board Members, Officers, Secretaries and Regional Representatives as necessary with copies to the Secretary-Treasurer at all times.
- Communicate with all relevant external organizations.

**Requirements** Must be knowledgeable in the business of the CMWFHCM and a thorough knowledge and understanding of its By-laws. Must have a working knowledge of parliamentary procedures and should have Federation experience either on the Board or the Advisory Committee.

## **VICE-PRESIDENT**

Elected at AGM by membership vote, between election years for President, and appointed by the Board.

A member of the Board.

Term of office: 2 years.

Reports to the President.

### **Duties**

- Succeed the President in the event of her or his illness, injury, death or resignation.
- Assist the President in directing Board members, Committee Chairs, Secretaries and Regional Representatives in the execution of their duties.
- Preside over meetings when the President is absent.
- Take over the chair at AGM when President wishes to address items from the floor.
- Update and revise the CMWFHCM By-laws and may request an ad hoc committee to assist.
- Assist the President in establishing and updating job descriptions for the Secretaries, Regional Representatives, National Chair, Translators, standing committees (such as the Anti-doping Committee) and ad hoc committees (such as a Policy and Procedure Committee).
- Ensure records of membership are accurately kept by the Membership Secretary.

### **Communication**

- Communicate directly with the President with copies to the Secretary-Treasurer.
- Communicate with Board and Committee Chairs as necessary with copies to the President and Secretary-Treasurer.

### **Requirements**

- Must be knowledgeable in the business of the organization.
- Must have a thorough knowledge and understanding of the CMWFHCM By-laws.
- Must have a working knowledge of parliamentary procedure.

## **SECRETARY-TREASURER**

Elected at AGM by membership vote and appointed by the Board. Term of office: 2 years.

Reports to the President and Vice President.

One of the Board's signing authorities.

Chairs the Finance and Budget Committee

A member of the Board

**The Secretary-Treasurer shall**

**(S) = The President may assign this responsibility to another member of the Advisory Committee or prefer to assume this responsibility.**

- a) be responsible for circulating notices, agenda and minutes of the meetings of the Federation and of the Board **(S)**;
- b) ensure that minutes are prepared **(S)** and that minute books are properly maintained for meetings of the Federation and the Board;
- c) receive and disburse, as appropriate, all funds of the Federation and keep such records as required by the Federation;
- e) submit a written Annual Report to the Federation's Annual Meeting, including an annual budget;
- f) work closely with the appointed public accountant to ensure that all documents are filed on time with Canada Revenue Agency as required by law;
- g) if necessary, provide Corporations Canada the annual financial statements of the Federation not less than 21 days prior to the Annual Meeting; and
- h) ensure that the annual financial statement is sent out to all members, or made available to any member requesting a copy, not less than 21 days but not more than 60 days of the Annual Meeting.
- i) recommends to the Board whether the Federation should have an audit and assist in the selection of an auditor.

### **Duties**

- Answer correspondence, including e-mails, promptly.
- Attend all Board meetings and Annual General Meeting (AGM), when possible.
- Take minutes of these meetings and issues copies to Board members. **(S)**
- Prepare and issue: advance notice of meetings, agenda of meetings, and minutes of meetings. **(S)**
- Arrange for location of meetings as directed by the President. **(S)**
- Maintain up to date files of CMWFHCM documents including: incoming and outgoing correspondence, emails, minutes of meetings, etc. **(S)**
- Maintain a follow-up system on all outstanding items.
- Assist the Board in administration and interpretation of CMWFHCM policy.
- Assist the President in establishing and updating job descriptions of Federation positions.
- Promptly discharge other duties as the Board directs.
- In consultation with the President, determine the responsibilities of the Bookkeeper such as noted below with asterisks, and ensure that those responsibilities are effectively conducted.
- Regularly report to the Board on key financial events, trends, concerns, and assessment of the Federation's fiscal health.

### **Financial Responsibilities of the Secretary-Treasurer**

**A bookkeeper may be recruited to assist the Secretary-Treasurer, on an honorarium basis, with duties assigned by the Secretary-Treasurer and approved by the President.**

- Manage the finances of the Federation, including the Board's review of and action related to, financial responsibilities.
- deposit all monies received into CMWFHCM bank account.\*
- Issue cheques on behalf of CMWFHCM as directed by the Board.\*
- Comply with sound financial control procedures\*.
- In cooperation with the Board and its Bookkeeper, maintain accurate up-to-date records of all financial transactions of CMWFHCM including a detailed description of each item.\*
- With the assistance of the Bookkeeper, prepare annual statements to be presented at the AGM along with books for audit.\*
- With the assistance of the Bookkeeper, prepare and issues bank statements to the Executive when requested.\*

### **Communication**

- Communicate directly with the President and Vice-President.
- Communicate with all organizations with which CMWFHCM is affiliated, with copies to the President.

### **Requirements**

- Must have a thorough knowledge and understanding of the CMWFHC By-laws and working policies.
- Must be prompt and accurate in the discharge of duties and must maintain the highest regard possible for the financial transactions of the CMWFHCM.

## **MEMBERSHIP SECRETARY**

Appointed by the President and approved by the Board.

Term of office: 2 years.

A member of the Advisory Committee.

### **Duties**

- Receive all membership applications and issues confirmation of members' applications.
- Maintain an up-to-date record of membership data gathered through the registration process.
- Send copies of this record annually and semi-annually to the Board President and Records Secretary when requested.
- Arrange for and/or deposit fees (see Treasurer Job Description).
- Consult with the Vice-President on issues related to Membership.
- As soon as possible, prior to a Provincial Masters Competition, provide the Records Secretary with the names of new members enrolling after the last updated comprehensive Membership list.
- Send out communiques and notices to members on behalf of the President.
- Alert the President and the National Chair if any Guardian of an International Award ceases to be a member. This information may be derived indirectly from other members of the Federation.

### **Communication**

- Communicate directly with the President, Vice-President and Records Secretary.

### **Requirements**

- Must be knowledgeable of the CMWFHCM By-laws pertaining to membership including the "Membership Anti-doping Waiver" "Reconciliation anti-dopage pour les membres."

## **RECORDS SECRETARY**

Appointed by the President and approved by the Board.

Term of office: 2 years

A member of the Advisory Committee.

### **Duties**

- Receive applications, including official results and supplementary portion if required, from members seeking recognition for possibly setting a new Canadian Masters Record at a Provincial Masters Weightlifting Championships.
- Review results from the Canadian Masters Weightlifting Championships and International Weightlifting Masters Competitions, as per CMWFHCM policy, to determine if Canadian Masters Records have been broken.
- Provide the webmaster with updated list of all current Canadian Masters records in all classes and categories.
- Prepare bi-lingual Record Certificate and send them to the President for official signing and distribution.
- Maintain an up-to-date list of all Pan American Masters and World Masters records and send them to the webmaster.
- Suggest creative editions to the Records Certificate.

### **Communication**

- Communicate directly with the President with copies to Vice-President and Secretary-Treasurer.

### **Requirements**

- Utilize competition results from sanctioned competitions subject to drug testing, and on signed result sheets when required.
- Must be knowledgeable of the CMWFHCM “Criteria for Setting a Canadian Record”, “Critère pour établir une record Maître Canadienne” including the “Competition Director’s Verification of Doping Control” form, ” Contrôl anti-dopage et vérification du directeur de la compétition Provincial Maîtres.”
- Must be knowledgeable of the CMWFHCM By-laws pertaining to membership.

## **HALL OF FAME SECRETARY**

Appointed by the President and approved by the Board

Term of office: 2 years.

A member of the Advisory Committee.

### **Duties**

- Maintain a record of Masters members who compete at the Canadian Masters, Worlds Masters and Pan Am Masters and assign points to successful athletes who receive Gold, Silver and Bronze awards. The President and the National Chair will assist.
- Update the results of the Masters Hall of Fame after each competition and have the results posted on the web site. This is done in consultation with the President.
- Ensure that the following point assignment is used and that one hundred points are necessary for induction to the Hall of Fame. The results used are since 1989.
- Forward to the President recommended amendments to the point assignment system for the Hall of Fame.

	Canadians	Worlds	Pan Americans/Americas Cup
Gold	10	6	5
Silver	7	5	4
Bronze	5	4	3
Participation	4	3	2

**Communication-** Communicate directly with the President.

**Requirements-** Utilize competition results from sanctioned competitions subject to drug testing and approved by the Board for inclusion into the point system.

Must be knowledgeable of the CMWFHCM By-laws pertaining to membership.

## **NATIONAL CHAIR**

Appointed by the President and approved by the Board.

Term of Office: up to 5 years.

Chair of the Office of the National Chair. The National Chair is a member of the Advisory Committee.

A member of the Masters Coach Development Advisory Group.

The National Chair may be assisted by individuals appointed by the President and collectively referred to as the Office of the National Chair. (NC)

### **Duties**

- On behalf of the President, represent the interests of the CMWFHCM with the CWFHC, IWF Masters, Pan Am Masters and other outside organizations. (Congress of Nations along with another Office of the NC member)
- Receive names of athletes interested in competing internationally and verify the required information.
- Select the Canadian Masters' Teams in coordination with the Office of the National Chair and register these Teams on-line and/or in person at the appropriate Technical Meeting. The President may appoint a delegate to act as National Chair at the Technical Meeting if required. Team members names are not made public to the team members or to members of the Federation until after the competition, at which time awards may have been won.
- Serve in the capacity of the Federation's coach/manager at international competitions when approved by the Board.
- On a weekly basis, organize the list of Canadian Masters competing in international competitions and update this list to the appropriate Competition Directors in a timely manner.
- Assist athletes of the Canadian Master's Team with their international competition application and any issues arising therefrom and ensure that the member athlete's application is submitted to competition organizers on time.
- Keep apprised of current Canadian Masters Records.
- Report positive doping tests at the CMWFHCM sanctioned Championships to the IWF Master Doping Committee.
- Assist in the return of awards (from athletes who have tested positive for prohibited substances) to the IWF Masters Committee.
- Develop a "Qualifications for International Events" information table and complementary Qualification for International Policy and Protocol for Board approval.

***Coordinate with the Masters Coach Development Advisor by:***

- developing a system whereby Canadian athletes without a coach can have access to another Canadian athlete's coach, if willing.
  - Recommending to the CMWFHCM Board a modest honorarium for a volunteer coach who assists a minimum number of athletes (suggested by the Coach Coordinator).
- Ensure that **World Masters and Pan Am Masters Team Awards** are accepted according to the following guidelines:
1. National Chair or designee accepts all Team Awards at the appropriate Awards Ceremony.
  2. National Chair or designee appoints a member of the winning team to be the Guardian of the Award.
  3. The Guardian of the award must be the first athlete on the Team list who is at the banquet and has not received another award at the banquet.
  4. The Guardian(s) of the Award is responsible for protecting the award and ensuring that Team members' names are inscribed. Cost of inscription and any mailing costs to other guardians is covered by the Federation.
  5. The National Chair may create a rotation schedule for some Team members to share guardianship of the Award.
  6. Should the Guardian not renew his/her membership in the CMWFHCM, the National Chair will alert the President who will then arrange for a new Guardian. Postage costs will be covered by the CMWFHCM.

**Communication** Communicate, as necessary, directly with the President, the Pan Am Masters Weightlifting, the IWF Masters Committee and with athletes representing Canada in international competitions. Communicate with National Federation representatives on matters related to International competitions being held in Canada, including providing "letters of invitation to international athletes" in order to assist them in their travel Visa applications.

**Requirements** Experience as a Board member or a member of the Advisory Committee. Must be knowledgeable in the business of the CMWFHCM. Experience as an international athlete is an asset.

## **DIRECTOR OF DOPING EDUCATION**

Appointed by the President and approved by the Board

Term of office: 2 years

A member of the Advisory Committee and Chair of the Anti-doping Education Committee.

### **Duties**

The Director proposes a phased in approach that will culminate in having athletes register and complete a mandatory CCES course and oversees how the membership can access these course modules.

The Director is responsible for providing information and guidance to the Board and to the general membership on pertinent topics related to doping education.

As the Duties of the Director of Doping Education expand, the Board, on request of the Director, may create a standing committee to be of assistance.

## **Canadian Masters Weightlifting Phased In Education**

A “phased” approach, leading to mandatory completion of the CCES course.

1. All members are required to sign up to True Sport
2. Post the education info on our website, and “advertise” it to all our members. Strongly recommend that everyone complete the CCES course.
3. If we can, track traffic on that part of the website (how many hits of certain sections)
4. Have it as a discussion item at the next AGM to hear feedback, could also do an on-line survey
5. If members have concerns/don’t like it etc, address the concerns by explaining
6. After about a year, start making the education module mandatory for all members competing at an International IWF competition (PanAm and Worlds 2018 could be the first one)
7. After about another year, make the education module mandatory for all member competing at National Level (i.e national Championships)
8. Last, make it mandatory for all members, part of registration

Adopted by Heidi Schraft Director of Doping Education, and the Executive (Board), Friday, October 20, 2017.

### **Communication**

- Communicate directly with the President with copies to Vice-President and Secretary-Treasurer.
- Communicate with the Anti-doping Disciplinary Committee.

### **Requirements**

Must be knowledgeable of the CMWFHCM “Criteria for Setting a Canadian Record”, “Critère pour établir une record Maître Canadienne” including the “Competition Director’s Verification of Doping Control” form, ” Contrôl anti-dopage et vérification du directeur de la compétition Provincial Maîtres” and the current CMWFHC Anti-doping Policy; politique anti-dopage CMWFHCM actuel.

## **PROVINCIAL AND REGIONAL REPRESENTATIVES**

Northern (Yukon, Northwest Territories, Nunavut) Representative.

Representatives from British Columbia, Alberta, Saskatchewan, Manitoba, Ontario and Quebec.

Atlantic Provinces Representative.

These Representatives are appointed by the President, approved by the Board and are members of the Advisory Committee and the Public Relations and Communications Group.

- Appointed by the President and approved by the Board.
- Term of Office: 2 years.

## **Duties and Communications**

- Keep members apprised of activities taking place, or have taken place, in their respective regions by utilizing postings on the web site by the President as well as their annual report for durations suggested by the Board.
- Keep members aware of issues that are of concern to members of CMWFHCM in their regions.
- Assist their respective Provincial Presidents when invited to do so.
- Liaise with the Provincial Masters Weightlifting Committee of their Provincial Weightlifting Association, when one exists, and the CMWFHCM President and Board.
- Chair of the Provincial Masters Committee Weightlifting Committee of the CMWFHCM where one has been established.

## **Requirements**

- A general idea of the CMWFHCM and its goals and objectives for the upcoming term, particularly as it relates to their Region.
- Works collaboratively with their provincial associations to ensure that CMWFHCM athletes have access to Federation services and programs that are aimed at improving their effectiveness as Masters athletes.

## **TRANSLATORS**

Two to four members (general public or CMWFHCM) that are appointed by the President with one member assigned in a senior position.

Term of Office: variable and agreeable to the Translator(s) and the Board.

May be a current Board Member, Secretary or Regional Representative.

### **Duties**

- Assist the Board to ensure that the following documents are correctly prepared in both official languages:  
Record Policy, Record Application, By-Laws, Policies, Job Descriptions  
“Criteria for Setting a Canadian Record”; “Critère pour établir un record Maître Canadienne”  
“Competition Director’s Verification of Doping Control” form”; Contrôle anti-dopage et vérification du directeur de la compétition Provincial Maîtres.”  
Règlements administratifs, Politiques, Les descriptions d’emploi.”
- Assist Secretaries and Regional Representatives, on request, in the translation of their reports into French or English.
- Be of assistance at the AGM for any inter-language communication that will foster more precise translations and improved understandings.
- Work in collaboration with each other.

### **Communications**

- Communicate directly with the Board and the Advisory Committee as the need arises.
- Communicate with each other on translation assignments.

### **Requirements**

- Solid technical grammatical experience in French and English.
- General knowledge in the business of the CMWFHCM.

## **WEBMASTER**

Appointed by the President and approved by the Board. The Webmaster does not have to be a member of the CMWFHCM. The Webmaster is a Consultant to the Board and a facilitator who takes information from various sources, organizes it in a meaningful and understandable way and ensures that it is accessible to those who access the website and social media pages. The Webmaster may also be asked to provide additional consultative and supportive services related to membership registration payments and national/international competition registration payments, where use of an online payment system has been established by the Board.

**Term of office:** term agreeable to the Executive and the candidate.

**Honorarium:** Decided by the Board and may vary with any additional required service as outlined under “Events” and “Championships.” The honorarium may be paid monthly, quarterly or semi annually, as decided by the President.

**Duties and Services** are collaboratively agreed upon between the President and the Webmaster and appear below.

### **General Duties**

- Maintain the Canadian Masters website for members and the general public with information provided by the President, the Executive and members of the Advisory Committee, as approved by the President;
- Ensure that the CMWFHCM Website is a place where members can:
  - access current information such as competition results and news about upcoming events;
  - register or reregister as members;
  - examine a repository of relevant items such as policy information, historical information and educational information;
  - and where members and non-members alike can learn about CMWFHCM and how it relates to other similar organizations.
- Ensure that social media used, like Facebook, serves as a platform whereby: members can interact with each other, members can be directed to other persons and other organizations, a community bulletin board exists that posts fresh news and solicits opinions, a place where relevant news, articles, and opinions can be shared and information presented in abbreviated form.

## **NEWS ITEMS**

Provincial masters weightlifting news items, as well as national and international weightlifting news items, are received by the President from our Provincial and Territorial Representatives. A “Provincial News” section may be created and highlighted on the website on a quarterly or triannual schedule with direction to the Webmaster from the President. Also refer to page 38.

## **Duties**

- Ensure the web servers, hardware and software are stable, secure and operating accurately.
- Generate and revise web pages.
- Utilize scripting languages such as JavaScript.
- Regulate and manage access rights of different users on website.
- Create and modify appearance and setting of the website.
- Lay out content on the web pages.
- Ensures that member's personal information remains private and is not used by other organizations.
- Test the website to see if there are any parts that are difficult to use.
- Fix links that don't work and pictures that aren't appearing properly.
- Decide how site's content will be delivered to the Internet.
- Keep files small so the website load faster.
- Test different browsers and ensure people with different computers can access the website.
- Debug issues that arise with the performance of the website
- Maintain a responsive design.
- Stay up to date on the web's latest technologies and makes sure the site and its products are always mobile-friendly and multi-platform ready.
- Plan for future changes to the website.

## **Specific Services provided by the Webmaster**

### **Organizations Holding Events**

Organizations holding an event that has been approved by CMWFHCM and CMWFHCM itself are welcomed to inquire from the Webmaster some of the following services that are available to them at a modest fee. All of these services need to be procured well ahead of the event, and the organization is responsible for providing their information in a timely manner. Any additional costs, such as refunds, are the responsibility of the organization, not the CMWFHCM Board, any of its committees or the Webmaster.

- Design services
- Form generation and on-line registration (money collected through PayPal and forwarded to the organization)
- Promotional services (posting images or notifications on social media or website) at no cost on the condition that the organization involved takes responsibility for accuracy of information. Any feedback will be directed to the organization being serviced.

### **Canadian Masters Weightlifting Championship**

Organizers of the Canadian Masters Weightlifting Championship may use the above outlined services of the Webmaster at a modest fee.

### **Pan American Masters Weightlifting Championship**

Although Pan American Registrations may be done on line, the Federation may require a list of athletes and some basic entry information collected. Generating such a list, with the information required by the National Chair, may be available by the Webmaster at a modest cost to the Federation.

### **World Masters Weightlifting Championship**

The Federation may also wish to acquire the services of the Webmaster for collecting: Preliminary entry information for the National Chair, followed at short time thereafter, the athlete's registration fees. The Webmaster will work with the Secretary-Treasurer in forwarding manageable groupings of these collected fees to the IWF Masters Secretariat and informing the National Chair of the names of paid athletes. If this service is required, the Webmaster will charge such service at a modest cost to both the athlete and the Federation in agreeable proportions approved by the Board.

### **Sales of Merchandise**

The Webmaster will provide links to any Board approved suppliers and purveyors of merchandise. Members can then order directly from the supplier and should issues arise, can discuss those concerns with the supplier.

### **Memberships**

On-line membership registration will continue at no charge to the Federation. The Board may wish to discuss moving to a subscription model, and such services as Constant Contact or Mail Chimp (Cyberimpact in Canada) to keep in regular contact with Federation members.

### **Communication**

- Communicate directly with the President.

### **Requirements**

- a bachelor's degree or college diploma or equivalent in Web Design/Development, Internet Application Programming or in computer science AND/OR a minimum of three (3) years managing a website of a small business or a not-for-profit organization.
- a knowledge of programming languages, operating systems, development tools, and internet applications.
- understands the requirements of standard bodies such as the World Wide Web Consortium.
- Optional certification or membership in a reputable organization such as the World Organization of Webmasters.

## **CMWFHCM ARCHIVES AND HISTORY GROUP**

An Archivist/Historian Advisor member appointed by the President and approved by the Board to coordinate Group assignments.

Group Members are appointed by the President in consultation with the Archivist/Historian Advisor

Term of office: At least two years, but longer is preferable.

### **Duties**

- Collect and store digital copies of:

Federation Newsletters, National Competition Results, Canadian Records at year end, lists of former Board Members (Executive), Hall of Fame Chart, Membership Lists at year end, Annual General Meeting Reports, Old photographs, and any other kinds of historical data requested by the Board.

- Through contacts and interviews with some of the founders of our Federation, attempt to collate a historical review of our Federations beginnings as a group and its evolution through the first decade and then subsequent decades.

### **Communication**

- Reports to the President.

- Communicates with members of the Board, Advisory Committee, Regional Representatives, and the News Editor

### **Requirements**

- Members should have a general understanding of the CMWFHCM.

## BY-LAWS ARTICLE XI COMMITTEES

(not all items may be applicable to all committees)

### ARTICLE XI COMMITTEES

- 11.01 The Board may establish or dissolve committees from time to time in order to effectively delegate matters in the conducting of its business.
- 11.02 Terms of reference for all Committees shall include:
- (a) the status of the committee (standing or ad hoc);
  - (b) the type of committee (discussion, working, combination, task force, etc.);
  - (c) the overall purpose;
  - (d) any specific directives, defining goals and tasks;
  - (e) the relationship to any other overlapping activities of the Federation;
  - (f) the composition, including statements on any designated observers, and any authority granted to the chair to co-opt other members;
  - (g) any specific mode of operation (such as meetings only by telephone);
  - (h) an upper limit of expenses the committee can incur;
  - (i) the preferred time and method for reporting;
  - (j) the method of election or appointment of members and for filling casual vacancies;
  - (k) the method of election of the chair; and
  - (l) the terms of office for committee members and whether successive terms are permitted.
- 11.03 Convening: Meetings of committees shall be called by the chair. If no chair is designated, the person whose name appears first on the list of members shall convene the first meeting and the committee shall elect its own chair.
- 11.04 Telephone Meetings: The business of committees may be conducted by telephone conference calls in accordance with the rules for non-telephone meetings.
- 11.05 Quorum: A quorum for all committees shall be a majority of the eligible voting members.
- 11.06 Reports: All committee chairs and Advisory Committee members shall present annual reports at the Annual Meeting. Committees whose business is not completed at the time of the Annual Meeting shall present interim reports.
- 11.07 Composition: Each committee shall be composed of at least two (2) directors, together with any other Members as may be designated by the Board. Committee Members of committees who are not directors will serve as non-voting observers on such committees.

## **ANTI-DOPING DISCIPLINARY COMMITTEE (ADC)**

Appointed by the Board for a term of office of 3 years.

Composed of up to three non-CMWFHCM members.

### **Duties**

- Consult with each other no later than 3 weeks prior to a sanctioned drug test CMWFHCM event or targeted selection to discuss and choose CMWFHCM athlete categories to be sampled.
- Submit to the ISCA (Independent Sample Collection Authority) no later than 2 weeks prior to a sanctioned drug tested CMWFHCM event, the names of the athlete categories to be tested.
- Maintain strict confidentiality throughout all of its procedures.
- Coordinate and supervise the approved third-party service provider, who will conduct the actual sampling/tagging/handling and transportation.
- Grant a Medical Review to an athlete as per ADC Policy 3.04.
- Inform athlete(s) of an adverse analytical finding or positive test.
- Impose Sanctions as outlined in ADC Policy 3.07.
- Request the Board to point an Appeals Committee, if so agreed, as per ADC Policy 3.08.
- Regularly review the Anti-doping Policy and recommend to the Board any necessary amendments.

### **Communication**

- Communicate directly with the President.
- The Committee will select a member to communicate directly with the CMWFHCM sanctioned competition's Technical Director.

### **Requirements**

- Must be knowledgeable of the CMWFHCM (Canadian Masters Weightlifting Federation) and the current Anti-doping Policy.
- General understanding of the current WADA Privacy Policy.

## **ADVISORY COMMITTEE**

The Committee is composed of Board members, the Past President (for his or her single term), Secretaries, Provincial/Regional Representatives, Director of Doping Education, the National Chair and (member) Translators.

The Advisory Committee is not a decision-making body. It is an advisory group to the President.

### **Duties**

- On request of the President offer advice on issues of major concern to the CMWFHCM.
- Members are encouraged to dialogue with each other on issues which may be of major concern to the CMWFHCM and/or the Board and advise them when necessary.
- Recommend to the President possible amendments to any policy or procedure.
- Suggest to the President possible candidates for replacement to the Advisory Committee membership.

### **Communication**

- Communicate with the President and between its own members, as directed by the President.

### **Requirements**

- Members should have a general understanding of each other's job descriptions and the CMWFHCM By-laws.

## **MASTERS COACH ADVISORY GROUP**

The Masters Coach Advisory Group is composed of up to three qualified NCCP Weightlifting coaches from more than one province who are appointed by the President. Each of the Advisors may assume one of the group of duties noted below or some combination of duties agreeable to each other.

### **Responsibilities: Working through the President**

*Assist the President* in expanding the website section called “Coaching” by

- Providing articles/research and/or encouraging our members and their coaches to do so, that focus on pertinent coaching topics related to training of Masters weightlifters;
- Encouraging submissions of general programs for Masters relevant to the increasing age categories;
- Inviting competition preparedness tips from Masters coaches;
- Inviting articles/research and/or encouraging our members and their coaches to submit such information items which focus on Nutrition and Wellness;
- And other supportive educational information proposed by the Advisor.

### *Facilitate with CWFHC:*

- the promotion of NCCP Weightlifting Coaching Courses (CWFHC and Provincial Association) catered to coaches and aspiring coaches of Masters Weightlifters. These courses could be identified as “Masters Focus”;
- the provision for coaches of Masters weightlifters to be evaluated at Provincial Masters Meets and the Canadian Masters Weightlifting Championships;
- the Canadian Masters Weightlifting Federation in their attempts to promote NCCP Weightlifting Courses offered by CWFHC through its affiliate Provincial Weightlifting Associations.

### *Assist the Office of the National Chair by:*

- developing a system whereby Canadian athletes without a coach can have access to another Canadian athlete’s coach, if willing.
- Recommending to the CMWFHCM Board a modest honorarium for a volunteer coach who assists a minimum number of athletes (suggested by the Coach Coordinator).

## **COMMUNICATION:**

The Advisors communicates directly with the President and with each other.

## **POLICY AND PROCEDURE COMMITTEE**

Members appointed by the President and approved by the Board.

The Committee is chaired by the Vice President and includes at least one (1) other Board member. This committee only makes recommendations to the Board.

### **Duties**

- Review existing By-laws, policies, procedures and forms and recommend to the Board updates that reflect current structures and function of the Federation as they change.
- Document policies and procedures of the Federation when new structures or functions arise.
- Review, analyze and recommend policy and procedure revisions to ensure conformity with changes in the Federation's By-laws.
- Ensure that the By-laws, and all policies, procedures and forms are available to Federation members on the CMWFHCM website.

### **Communication**

- Communicate with the Board and between its own members.

### **Requirements**

- Members should have a general understanding of the: :Job Descriptions, CMWFHCM By-laws, Membership Procedures, current policies such as Record Breaking, Competition Director Verification of Doping Control and Hall of Fame requirements; “Les descriptions d’emploi”, “Règlements administratifs”, “Procédures de demande d'adhésion”, “Criteria for Setting a Canadian Record”, “Critère pour établie une record Maître Canadienne” including the “Competition Director’s Verification of Doping Control” form, ” Contrôl anti-dopage et vérification du directeur de la compétition Provincial Maîtres.”

## **FINANCE AND BUDGET COMMITTEE**

Members appointed by the President and approved by the Board.

The Committee is chaired by the Secretary-Treasurer and includes at least one (1) other Board member.

### **Duties**

- Review the annual Audit or Review and make recommendations to the Board.
- Prepare a budget for the immediately following fiscal year that can be presented to the Board by the Secretary-Treasurer and for final approval at the Annual General Meeting of the Federation.
- Recommend to the Board an annual Federation membership fee.
- Seek out a public accountant who will be amenable to being appointed at the Federations Annual General Meeting, when such an appointment is mandated by the Canada Not-for-Profit Corporations Act.

### **Communication**

- Communicate with the Board and between its own members.

### **Requirements**

- Members should have a general understanding of the CMWFHCM By-laws particularly Article XIV, Financial Matters.

## **PUBLIC RELATIONS AND COMMUNICATIONS ADVISORY GROUP**

Appointed by the President and approved by the Board.

Chair is appointed by the President.

Composed of Regional Representatives, Translators and Webmaster.

### **Duties**

- Receive, gather and provide information from the Board or general membership that needs to be shared with members of the Federation through the medium of the Federation website and/or Facebook page.
- Recommend to the Board other methods for the dissemination of important information for members of the Federation.
- Promote the Federation to Provincial Weightlifting Associations.
- Cost items associated with any PR projects require Board approval.

### **Communication**

- Communicate with the Board and between its own members.

### **Requirements**

- Members should have a general understanding of the CMWFHCM operations and its organizational chart.

## **ANTI-DOPING EDUCATION PANEL (AEP)**

Appointed by the Board for a term of office of 3 years.

Composed of the Director of Doping Education, Vice-President, one member of the Advisory Committee and one member at large.

Chaired by the Director of Doping Education who is also a member of the Advisory Committee.

### **Duties**

- Ensure that CMWFHCM members have access to the Canadian Masters Weightlifting Federation Anti-doping policy.
- Regularly inform CMWFHCM members of substance categories banned in sport and their potentially harmful effects.
- Educate CMWFHCM members to the various factors which can lead to doping practices.
- Ensure that all CMWFHCM athletes are fully aware of the WADA Prohibited List, the testing process as well as the sanctions they may face if an anti-doping rule violation is committed.
- Encourage CMWFHCM athletes to be fully aware of their rights with regards to testing and/or accusations involving violation of the Canadian Masters Weightlifting Federation Anti-doping Policy.
- Regularly review the Anti-doping Policy and recommend any necessary changes to the Board.

### **Communication**

- Communicate directly with the President.

### **Requirements**

- Must be knowledgeable of the current CMWFHCM (Canadian Masters Weightlifting Federation) Anti-doping Policy.
- General understanding of the current WADA Privacy Policy.

## **REVENUE RESOURCE ADVISORY GROUP**

### **Membership**

Three members appointed by the President.  
One member to be named Chair.

### **Duties**

To explore the availability of **provincial or federal government grants** that may be accessible to our Federation (example: bilingualism in our communication, focus on a drug free sport, encouraging women to become and stay involved in a competitive sport, encouraging seniors to become involved and stay involved in a competitive sport, honoraria for coaches at international events, etc.)

To explore the possibility of inviting Masters friendly **sports-oriented businesses** to consider and become sponsors of specific CMWFHCM initiatives.

### **Communication**

The chair communicates directly with the President with updates on any of the assigned exploratory tasks.

### **Requirements**

Member of CMWFHCM.

An educational background in business or currently involved in a business would be an asset.

A general understanding of the CMWFHCM organization structure.

A general understanding of the current CMWFHCM By-laws.

## **PAST PRESIDENT**

Term of office: 1 year but may be extended with Board approval.

Reports to the President.

### **Duties**

The past president is invited and encouraged to:

- a) Be available to the new President for advice and counsel and to function as a resource for the President. The Past President supports the president of the Board by working towards organizational goals.
- b) Assist the Board in transition from one business year to the next.
- c) Assist in making sure any unfinished business is carried over and completed.
- d) Assist the President in establishing and updating CMWFHCM Job Descriptions.
- e) Assume the responsibilities of the President of the Board in the event of illness, injury, death or resignation, only if the Vice President is incapable or unwilling to do so.
- f) Accept responsibilities as delegated by the President of the CMWFHCM Board.

# LIFETIME ACHIEVEMENT AWARD

UPDATED July 22, 2019

## CRITERIA

The Lifetime Achievement Award recipient is a CMWFHCM member who has been exceptionally supportive of the Canadian Masters Weightlifting Federation. This member has gone above and beyond in her/his involvement with masters weightlifting, demonstrating and sharing a passion for the sport.

## THE LIFETIME AND HONORARY MEMBERSHIP AWARD SELECTION PANEL (the Award Panel)

The Award Panel shall be composed of five advisory committee members and two members at large appointed by the President of CMWFHCM. The Award Panel will unanimously decide on the successful candidate for this award.

## PROCESS

The CMWFHCM will post on its website the particulars regarding nominating a candidate (male or female) and the procedure for submitting this application. Members can nominate a candidate but will require another member to second the nomination. The nomination letter is sent to the Award Panel using the President's Federation email. This Nomination letter (email or regular mail) is to include the candidate's name and the reasons for nominating this candidate and must reach the President before the published date. The President will direct nomination letters to the Award Panel. The Award Panel via the President will inform the board of the CMWFHCM of its decision according to a date set by the Board.

It is recommended that a maximum of 1 candidate will be chosen each year.

## AWARD

- 1) An official letter from the President of CMWFHCM.
- 2) A Lifetime Achievement Award Plaque.
- 3) A Lifetime Membership in CMWFHCM.
- 4) A Lifetime Membership Award Certificate signed by the President.
- 5) Public acknowledgement on the CMWFHCM website.
- 6) Presented at the Canadian Masters Weightlifting Championships.

# Honorary Membership Award

UPDATED July 22, 2019

The Lifetime and Honorary Membership Award Panel will select a nominated Canadian (over the age of 30 years). This individual should be from a provincial, national or international weightlifting organization and may be awarded an Honorary Membership Award as a good gesture and appreciation from the Canadian Masters Weightlifting Federation.

This nomination will be directed through the President of the CMWFHCM, similar to the Lifetime Achievement Award and meet with the Board's approval.

It is recommended that a maximum of one (1) candidate be chosen each year. The Board is under no obligation make this award in any given year.

## **AWARD**

- 1) An official letter from the President of CMWFHCM.
- 2) A Lifetime Membership in CMWFHCM.
- 3) A Lifetime Membership Award Certificate signed by the President.
- 4) Public acknowledgement on the CMWFHCM website.
- 5) Presented at the Canadian Masters Weightlifting Championships.

## Lifetime Achievement Award (LAA) Nomination Criteria

**Nominee:**

**Date:**

**Nominated by:**

**Nomination Seconded by:**

1. How long has the nominee been a member of the Canadian Masters Weightlifting Federation?
2. Is the nominee a member of a registered weightlifting club? If so, in what capacity, and for how many years?
3. Has the nominee coached weightlifters, particularly master lifters? If so, how many lifters per year?
4. Has the nominee been a member of the CMWHFCM in any organizational capacity? If so, what position(s) and when?
5. Has the nominee been a volunteer within the sport of weightlifting? If so, in what capacity?
6. Has the nominee run/organized training camps, competitions, or special events, particularly those where Masters weightlifters were included? If so, describe the event. Were they local meets, Canadian/Pan American/World Championships? When? How many participated?
7. What level of officiating does the nominee have? Does he/she officiate at Masters weightlifting competitions? How often does he/she officiate per year?
8. How many Canadian Masters Weightlifting Championships has the nominee participated in? Has he/she set records at any of these meets? If so, describe the records set.
9. Is the nominee in the Canadian Masters Weightlifting Hall of Fame? How many points does he/she have and where is he/she ranked in the Hall of Fame. Is he/she a member of any other Halls of Fame (ex. Pan American Masters or local city's Hall of Fame or in another sport)? If so, which one(s) and when?
10. Please list the results of the nominee's participation in any or all of the following championships: Canadian Masters, Pan American Masters, World Masters Weightlifting, World Masters Games.

## Critères de nomination pour le Prix de réalisation de vie (PRV)

Personne mise en nomination:

Date:

Mise en nomination par:

Nomination secondée par:

1. Combien ça fait de temps que la personne mise en nomination fait partie de la Fédération d'Haltérophilie canadienne Maîtres?
2. Est-ce que la personne en nomination fait partie d'un club d'haltérophilie? Si oui, dans quelle fonction, et pour combien d'années?
3. Est-ce que la personne en nomination a entraîné des haltérophiles, particulièrement des athlètes Maîtres? Si oui, combien d'athlètes par année?
4. Est-ce que la personne en nomination a été un membre de l'exécutif de la CMWHFCM en quelque capacité organisationnelle? Si oui, quelle position et quand?
5. Est-ce que la personne en nomination a été un bénévole dans le sport d'haltérophilie? Si oui, dans quel rôle?
6. Est-ce que la personne en nomination a organisé des camps d'entraînement, compétitions, ou évènements spéciaux, particulièrement ceux dans lesquels les athlètes Maîtres sont inclus? Si oui, décrire l'évènement. Étaient-ils des compétitions locales, des Championnats canadiens/panaméricains/mondiaux? Quand? Combien d'athlètes ont participé?
7. Quel niveau d'officiel la personne en nomination a-t-elle atteint? Est-ce qu'elle agit en tant qu'officiel à des compétitions d'haltérophilie Maîtres? Combien souvent est-ce qu'elle agit en tant qu'officiel par année?
8. À combien de Championnats canadiens Maîtres d'haltérophilie la personne en nomination a-t-elle participé? Est-ce que la personne en nomination a brisé des records à n'importe quel de ces compétitions? Si oui, décrire les records obtenus.
9. Est-ce que la personne en nomination fait partie du Temple de la Renommée de l'Haltérophilie canadienne Maîtres? Combien de points a-t-elle et à quel rang est-elle dans le Temple de la Renommée? Est-elle un membre de n'importe quel autre Temple de la Renommée (par exemple les Maîtres panaméricains ou bien un Temple de la Renommée d'un hôtel de ville local ou dans un autre sport)? Si oui, lesquels et quand?
10. SVP, donner les résultats de la personne en nomination à n'importe lesquels des championnats suivants: Maîtres canadiens, Maîtres panaméricains, championnats mondiaux Maîtres, Jeux mondiaux Maîtres (World Masters Games).

## **Nominations are now open for our “Lifetime Achievement Award”**

The CMWFHCM Board is now accepting nominations for this prestigious award.

**“The Lifetime Achievement Award** recipient is a CMWFHCM member who has been exceptionally supportive of the Canadian Masters Weightlifting Federation. This member has gone above and beyond in her/his involvement with masters weightlifting, demonstrating and sharing a passion for the sport.”

If you wish to nominate an individual, please send your nomination letter, including the name of your seconder, to the President before December 1, 20\_\_\_. Please include the candidate’s name and the reasons for nominating this candidate. The President will forward all Nominations to the Selection Committee who will unanimously recommend an award winner to the Board before January 31, 20\_\_\_

Nominators are encouraged to include the following information for the selection committee: length of time as a CMWFHCM member; volunteer positions in CMWFHC; service as a technical official where Masters are recognized; competitive experience as a Canadian Masters Weightlifter; hosting a masters weightlifting competition or a competition with Masters categories; assisting at International Masters meet outside of competing.

The Lifetime Achievement Award recipient will receive an official letter from the President of CMWFHCM, a Lifetime Achievement Award Plaque, a Lifetime Membership in CMWFHCM, a Lifetime Membership Award Certificate, public acknowledgement on the CMWFHCM website and a presentation at the Canadian Masters Weightlifting Championships.

Le process de nominations est maintenant ouvert pour notre

### **“Le Prix de Réalisation de Durée de Vie”**

Le Conseil Administratif de la CMWFHC accepte maintenant les nominations pour ce prix prestigieux.

**“Le bénéficiaire du Prix de Réalisation de Durée de Vie** est un membre de la CMWFHCM, qui a été exceptionnellement favorable de la Fédération d’haltérophilie des Maîtres Canadiens. Ce membre (il/elle) est allé au-delà dans son implication avec les Maîtres Haltérophiles, démontrant et partageant une passion pour le sport.”

Si vous souhaitez désigner une personne, veuillez envoyer votre lettre de nomination, y compris le nom de votre Appuyeur, au Président avant le 1er Décembre 20\_\_\_. Veuillez indiquer le nom du candidat et les raisons de ce candidat. Le Président transmettra toutes les Nominations au Comité de sélection qui recommandera à l’unanimité un lauréat au Conseil avant le 31 janvier 20\_\_\_.

Ceux qui desire nominé un candidat sont encouragés d’inclure les informations suivantes pour le Comité de sélection: longueur de temps en tant qu’un membre de la CMWFHCM; les postes de bénévoles tenus avec la CMWFHCM; servit a role d’officiel technique où les maîtres sont reconnus; expérience de compétition comme maître haltérophile Canadien; organisé une compétition d’haltérophilie pour les Maîtres ou une compétition avec les catégories de poids corporel des maîtres; aidé à des compétitions de Maîtres aux niveau International sans compétitionner.

Le bénéficiaire du Prix de Réalisation de Durée de Vie recevra une lettre officielle du Président de la CMWFHCM, une Plaque du Prix de Réalisation de Durée de Vie, une adhésion à vie à la CMWFHCM, un certificat de mérite de l’adhésion à vie, une reconnaissance publique sur le site de la CMWFHC et une présentation lors du Championnat Canadien des Maîtres Haltérophile.

## **PROVINCIAL PRESIDENTS ADVISORY GROUP**

Members of the Group are all Provincial Presidents of the CWFHC Affiliates invited by the CMWFHCM President.

Provincial Presidents are invited but are under no obligation to participate.

Provincial Presidents are not required to be members of the Canadian Masters Weightlifting Federation.

### **If agreeable, the Presidents will:**

- 1, receive the President of CMWFHCM monthly updates;
- 2, be welcomed to respond to any items in the CMWFHCM President's updates;
- 3, be invited to offer advice to the CMWFHCM President on matters of inter-Federation concern;
- 4, be encouraged to collaboratively work with our CMWFHCM Provincial Representative in areas of mutual benefit to both our Federations, such as, but not limited to: Provincial Masters Committees; the Provincial Masters Weightlifting Competitions/Championships organizing committee and implementing the Canadian Weightlifting Federation's LTAD for Masters Weightlifters.

### **Requirements:**

Members of the Group are duly elected CWFHC affiliate Presidents with a general understanding of the Canadian Masters Weightlifting Federation.



### **LONG TERM ATHLETE DEVELOPMENT: Stage 7 – Fit for Life – Masters Weightlifting**

**Chronological and Training Age:** Males and Females thirty-five years and older for international events; thirty years and older for Canadian Masters Weightlifting Championships; provincial age requirements determined by each provincial weightlifting association.

#### **OVERVIEW**

Lift for Life includes participants over thirty years of age who enjoy Olympic Weightlifting in a con-competitive setting, or recreational lifters who enjoy competing for fun. It includes athletes competing in Masters events at the Provincial, National or International level. Involvement with the Canadian Masters provides weightlifting athletes with a positive experience in the sport as they transition to other roles after they leave the cooperative stream (coach, official, volunteer, or sport leader).

#### **Technical, Tactical and Physical Objectives**

- Maintain physical abilities and skills while having fun.
- Member of True Sport and supportive of CMWFHFCM-CCES approved Anti-doping Policy.

#### **Psychological Objectives**

- Lifelong enjoyment of Olympic Weightlifting.
- Respect for themselves, others and the sport of Olympic Weightlifting.

#### **Competition Objectives**

- Move from high-performance competition to lifelong competitive sport through age group competitions such as World Masters, Pan Am Masters, World Cup.
- 2 – 3 Competitions.
- Opportunities to set Provincial and Canadian Masters Weightlifting Records, as well as International records.

**Other Sports** Active participation in Olympic Weightlifting and other sports.

**Training Volume** According to the goals and interests of the individual.

**Where** Clubs registered with Provincial weightlifting associations and affiliated with CWFHC

**Who** Coaches certified or in training with CWFHC and focused on coaching of Masters Weightlifters.  
Technical Officials (members of CMWFHFCM).

**CMWFHCM** – CMWFHCM By-laws, CMWFHC Anti doping Policy, IWF Masters Rules, Members 30+, Provincial Association Membership in addition to CMWFHCM, no Sports Canada funding, Coach Requirements under review, Canadian Masters Records as per CMWFHCM age/bodyweight categories, CMWFHCM Policies and Procedures.  
<https://cdnmastersweightlifting.org/>

**CMWFHCM BOARD** (5 AGM elected CMWFHCM members)

**Board Appointed Executive** (P, VP ST)

**Advisory Committee** (Secretaries, National Chair, Director of Doping Education, Provincial reps)

**Anti-doping Education Panel (AEP)**: Director of Doping Education, VP, one AC member, one member)

**Public Relations and Advisory Group** (Provincial Reps, Translator, Archivist, Webmaster)

**Nominating Committee** (3 CMWFHCM members)

**Policy and Procedure Committee** (VP + 1 or more other Board members)

**Office of the National Chair** (National Chair, President, Director of Doping Education, World Congress Reps)

**Finance and Budget Committee** (Secretary-Treasurer, and 1 or more Board members)

**Masters Coach Development Advisory Group** (Advisor and selected NCCP coaches)

**Anti-doping Disciplinary Committee (ADC)**: 3 non-CMWFHCM members)

**Lifetime and Honorary Membership Award Selection Panel** (2 Board members + 2 members)

**Advisory Panel of Provincial Presidents** (CWFHC)



**Appointed Individual Positions**

Webmaster  
Team Gear Organizer  
Translator(s)  
Past President

**Revenue Resource and Development Advisory Group** (3 members appointed by the Board)

**CMWFHC Archivist and History Panel** (members appointed by Board)

Flow of Information to Our Webmaster



