



SPORT NETWORK TERMS OF REFERENCE

VISION

Maple Ridge Sport Network will strengthen our community through lifelong sport and physical activity opportunities so that all residents may experience the joy of participating in sport, and achieve their full potential in the areas of sport and physical activity.

MISSION

The Sport Network promotes and supports a coordinated and cooperative approach in identifying common interests, goals and challenges in the provision of quality sport and physical activity opportunities.

VALUES

1. All children and youth should have the opportunity to access affordable sport and recreation in their community.
2. All residents should have access to inclusive, accessible and lifelong opportunities for sport participation.

3. All residents should be provided a variety of physical literacy competency opportunities towards being active for life.
4. The Sport Network aims to enhance working relationships and partnerships between recreation, education, sport, health, transportation and tourism.
5. The Sport Network values collaborative approaches, and sharing knowledge and expertise to benefit the development of quality sport in the community.
6. The Sport Network recognizes the relationship and mutual benefit between sport, community and business stakeholders.

FUNCTIONS

- Membership will represent the sports community and act in both an advocacy and advisory role for Council driven initiatives or as directed.
- Report progress updates to Council annually.
- Develop an implementation plan for the Sport & Physical Activity Strategy.
- Align the initiatives of the Sport Network with City Council's strategic direction through the business planning process.

NETWORK COMPOSITION

The Sport Network shall be comprised of the following members:

- School District No. 42 Staff, Assistant Superintendent or designate.
- Fraser Health Authority, Community Health Specialist or designate.
- Pacific Sport Fraser Valley Staff, Executive Director or designate.
- City of Maple Ridge Parks, Recreation & Culture Staff (non-voting), Health & Wellness Coordinator.
- Community Based Sport Organization Representatives, Executive Members or designates
- Local Athletes.
- Local Businesses with a common goal of advancing sport and physical activity in Maple Ridge.
- Community at Large with a common goal of advancing sport and physical activity in Maple Ridge.

MEMBERSHIP PROCESS

1. All applicants should bring sound knowledge and/or experience relevant to the Maple Ridge Sport Network, and support the Sport Network purpose statement.

2. The membership application process includes criteria that emphasize the selection of members with complementary and varied skill sets from a variety of sport and/or physical activity backgrounds so as not to over-represent from a single sport or activity. The onus to insure cross-sectional representation will fall to the Membership Selection Committee.
3. The Sport Network will appoint a Chairperson on an annual basis.
4. The Membership Selection Committee is comprised of the Chairperson, SD42, FHA, Pacific Sport, and City staff liaison(s), and two additional Sport Network members endorsed by the Network. The Selection Committee is responsible to review applications, interview selected applicants and approve membership. The City of Maple Ridge staff liaison is responsible for scheduling and coordinating the interview selection process.
5. The two Membership Selection Committee positions reserved for Sport Network members will be nominated by the Network and endorsed on an annual basis.
6. The Membership Selection Committee may appoint additional community members at large who possess sport knowledge and expertise that could be an asset to the Network in achieving the Sport Strategy goals.
7. Members shall reconfirm their affiliation to the Sport Network on a yearly basis, in writing, by January 31 of each calendar year.
8. A dispute resolution process will be established by the Sport Network and reviewed and updated as needed bi-annually.
9. The Membership Selection Committee may remove a member, should the member's actions be in direct conflict with the Vision and Values of the Sport Network.

MEETINGS

- The Sport Network will meet a minimum of four times per year, or at the call of the Chair to a maximum nine meetings per year.
- City Staff will take minutes and distribute to members in a timely fashion.
- Due to the length of time that may occur between meetings, members are encouraged to bring forward any inaccuracies found in minutes at the earliest opportunity via electronic mail rather than waiting for the next meeting to do so.
- Members are encouraged to be active participants in meetings and other Sport Network endeavors.
- Roberts Rules of Order will apply to all meetings.

AGENDA DEVELOPMENT

- Committee members are responsible to forward any agenda items to the Chairperson at least two weeks in advance of all meetings.
- The Chairperson shall develop the agenda with support from the City of Maple Ridge staff liaison and distribute the agenda to all members one week prior to the next scheduled meeting.

SUBCOMMITTEES

- Subcommittees shall be established from the Sport Network membership as needed.
- The process in forming Sport Network sub-committees will be determined by the Sport Network.
- Subcommittees may include community volunteers who are aligned with a member organization. (i.e. secondary school students, non-profit sport group volunteers)
- Subcommittees shall provide updates to the Sport Network at their regularly scheduled meetings.