

Canadian Campus Recreation Association
Terms of Reference
Adopted by the CLT 2013.07.25
Last Updated (now highlighted) 2014.02.05

Name of Association:

Canadian Campus Recreation Association [CCRA]

Background:

Canadian Campus Recreation professionals and students have had a number of connections over the years including:

- CIRA (Canadian Intramural and Recreation Association; no longer in existence)
- CIRA Ontario (still very active in at K-12 level and a bit at post-secondary)
- CIRA Ontario listserve (many across Canada receive and can post)
- CCRA (Canada Campus Recreation Association; informal organization in the west mainly to drive an annual conference: WCCRC; has been disbanded to form this new association)
- NIRSA (160 Canadian members and 11 Institutional members as of 2013.02.18)
- Canadian community on NIRSA Connect (formerly Habitat)
- Other industry associations (not specifically post-secondary) eg: CACUSS, CPRA, etc.

Each of these has experienced varying levels of success over the years towards connecting, professional development and sharing information. Over the past few years, there have been growing discussions amongst Canadian Campus Recreation leaders about how to better organize ourselves to achieve better results. In the fall of 2012 an informal group of Canadian Campus Recreation leaders began a more organized discussion resulting in a [proposal](#) to the NIRSA Board of Directors "...that NIRSA consider moving towards the vision of forming of a Canadian NIRSA Region." This proposal was supported unanimously by the Board and thus, we continue to move in that direction with this informal association modeled after a NIRSA Region.

Purpose:

To provide an organizational structure for the group of peers administering recreation at Canadian post-secondary institutions. While this document is intended to provide some basic structure to assist the CCRA in moving forward, it is recognized that the general intent of the CCRA is to remain relatively informal wherever possible.

Objectives (not in rank order):

- Move towards becoming a Canadian NIRSA Region that supports the Canadian objectives below as well as contributes to the overall benefit of NIRSA
- Improved knowledge sharing with peers in Canada who often have more similar circumstances and challenges
- Improved networking system in Canada
- Professional development events and initiatives in Canada (often closer so more affordable/accessible)
- Student development opportunities at the right time and more affordable (NIRSA annual conference often during Canadian exam time and costly travel)
- An established Canadian research and benchmarking network
- Collective advocacy to influence direction of Canadian institutions' support of Recreation
- A network that will be recognized on all Canadian institutions as valuable and worthy of investing resources in (some of our colleagues that are not currently NIRSA members are not supported to join simply because it's American based)
- Build relationships through communication, networking and social opportunities
- Take advantage of the fact that we are not competitors, so we are free to share ideas and help build better outcomes for all our participants
- Create awareness of the knowledge base and resources available in Canada to post-secondary institutions of all sizes
- Organize our representation of the Provinces within NIRSA and educate our members of the many resources available

Membership:

Membership in the CCRA is open, but mainly intended for the following:

- Post-secondary recreation professionals working at Canadian institutions
- Post-secondary students working in recreation departments at Canadian institutions

It is not a requirement to be a NIRSA member in order to be a CCRA member

Members work in all areas of post-secondary recreation including (but not limited to):

- Intramural sports
- Sport clubs
- Fitness & wellness
- Aquatics
- Instruction
- Outdoor recreation
- Informal recreation
- Facility operations
- Customer service
- Student leadership, development, and personnel management

Membership in the CCRA is free. The Canadian Leadership Team secretary (see below) will maintain the membership list.

Subscribe here: <http://eepurl.com/bR8QGz>

Canadian Leadership Team [CLT]:

The leadership of the CCRA is modeled after a NIRSA Regional Leadership Team (titles would be updated to reflect current NIRSA regions if/when we transition) with the following volunteer structure:

Canadian Representative/Chair	Canadian Student Leader*
BC Provincial Director	BC Student Leader*
AB Provincial Director	AB Student Leader*
SK Provincial Director	SK Student Leader*
MB Provincial Director	MB Student Leader*
ON Provincial Director	ON Student Leader*
QC Provincial Director	QC Student Leader*
NS Provincial Director	NS Student Leader*
NB Provincial Director	NB Student Leader*
Secretary	NIRSA Liaison (non-voting)

*Where they exist and are available to participate

Members of the CLT are required to hold a NIRSA membership in order to further build the connection with NIRSA.

There are currently no NIRSA members in any of the other Canadian Provinces or Territories. If representative individuals from those Provinces or Territories join NIRSA and wish to participate in the CLT, they would be welcomed.

Since we currently have a Canadian working at a Canadian institution on the NIRSA Board of Directors, Chris Dawe will act as a NIRSA Board Liaison as well as the CLT Secretary. Also, until such time as this association becomes a NIRSA Region with representation on the Member Network, a NIRSA staff liaison will participate in discussions.

The intent of the CLT is to be a guiding work-group to ensure the purpose and objectives of the CCRA are realized. It is not a primary decision-making body (see below for decision-making process).

Leader (CLT) Succession Plan

- In order to provide appropriate leadership terms but continuity of leadership, approximately half of the Provincial Directors' terms will expire each year with offsetting 2 year terms:
 - AB, BC, MB, ON expire in even years
 - SK, QC, NB, NS expire in odd years
 - As other Provinces are added, they should be offset with one of the other groups
- The Canadian Representative and Secretary positions will also be two year terms and offset from each other
- Provincial Student Leaders serve one year terms so they expire each year
- While serving the two roles (CLT and part of corresponding NIRSA Regional Leadership Teams), it will be important to work with the NIRSA Regional Reps for the elections process for their Provinces so they are coordinated and in alignment
- There will be a call for nominations/applications at least 90 days in advance of the NIRSA Annual Conference that will remain open for 3-4 weeks
- Upon close of nominations/applications, there will be a period of approximately 2 weeks in order to check the eligibility of candidates, have the current CLT decide on slates (2 if possible for each position), post bios of the candidates, etc.
- Approximately 6 weeks in advance of the NIRSA Annual Conference, online voting will take place for 2 weeks
- The entire CCRA will be notified of the results of the elections asap after voting is closed
- Once results are known, the outgoing Provincial Directors and Student Leaders will contact the incoming members to start the transition and orientation process
- Both incoming and outgoing Provincial Directors and Student leaders who are in attendance at the NIRSA Annual Conference will be invited to the CLT meeting held during the conference for the completion of the hand-off

Activities & Processes:

Annual Conferences:

- There will be two Canadian Campus Recreation Conferences [CCRC] be held annually: one in the West and one in the East (MB/ON border as the dividing point)
- The CCRC's will be held in a different city each year so that members have the opportunity to explore other facilities, programs, services and methods of operation
- Exact timing will be chosen by the host institutions, but will normally be held in early February (the weekend following Super Bowl) in the west and in May in the east
- Host institutions will be chosen by a nomination-acceptance-voting process two years in advance of the conference (ie: 2016 host will be chosen at 2014 conference)
- The conference program is intended to feature a number of educational sessions and networking opportunities that will further the objectives of the CCRA
- A program committee of volunteer members will be struck for each conference (east and west) to take some of the pressure off the host committee and share the responsibility for recruiting presenters and building the program
- Opportunities should be given in the program to have experts, peers and student leaders share their knowledge and experiences

Communication:

- The CIRAON listserve maintained by The University of Western Ontario will be the primary source on which all members have the opportunity to communicate with the entire membership
- For those that are NIRSA members, the NIRSA website Canadian Community will be an excellent source for discussion and archiving of documents
- Google documents will also be utilized for sharing purposes
- The CLT Secretary will be responsible for representation of the CCRA on the NIRSA

- website
- NIRSA Provincial Directors will be responsible for ensuring NIRSA communication is widely distributed to CCRA members and also for taking forward CCRA member feedback to the NIRSA

Decision-making:

- The aim for the association is to have consensus decision-making whenever possible, however it is recognized that this may not always be achieved and in order to facilitate ongoing development, a more formal decision-making process may be required
- The CLT will make minor operational decisions in order to forward the objectives of the CCRA
- However, whenever possible, decisions will be voted on by the full membership
- In order to minimize the effect of varying staff sizes, voting will occur with one vote per institution that has at least one member in the CCRA
- Where an institution has more than one member, it will be the responsibility of the senior member of that institution to represent the other members from their institution
- When voting is necessary, a simple majority will pass an item
- Voting may be conducted openly at a meeting, via conference call, or by e-mail depending on the most efficient means
- The CCRA chair will coordinate the process and the CCRA secretary will compile and communicate the results

Resources:

- As membership in the CCRA is free, there will be no joint resources held by the association
- Donations are required from members of time, money, and other resources to facilitate the objectives of the CCRA, however it is the intention of the CCRA that minimal resources will be required
- Wherever possible, the resources of the NIRSA, CPRA, provincial Recreation associations, CIRA Ontario, CAPHERD, or others will be engaged to further our objectives

Meetings & Minutes:

- The CLT chair may call meetings of the CCRA or the CLT at various times or locations as needed, however meetings will be held minimally twice per year at the annual conferences
- Meetings may be in person or via conference call
- The CCRA secretary will be responsible for recording minutes of all meetings and distributing them to all members to ensure transparency