



UPDATED: JULY 10, 2025

BC Sport Cheer Travel Representative Policy

Preamble

This policy outlines the process by which BC Sport Cheer (BCSC) selects executive and board representatives to attend travel-related events on behalf of the organization.

1) Definitions

- a) Within the bounds of this policy, the below terms are defined as follows:
 - i) “Organization” refers to BC Sport Cheer Association (BCSC), or its representatives, including but not limited to, board of directors, staff, contractors, and committee members.
 - ii) “Executive Members” refers to the President, Vice President, Treasurer, and Secretary of BCSC.
 - iii) “Directors” refers to non-executive board members.
 - iv) “Travel Event” refers to any BCSC-funded or sanctioned trip, meeting, conference, or gathering where executive or board members are expected to attend as Representatives of BCSC.
 - v) “Representative” refers to a member of the Organization selected to attend a Travel Event on behalf of BCSC.

2) Purpose

- a) The **Travel Representative Selection Policy** is intended to establish a role-based approach for determining which board members are selected to travel for organizational business. This policy outlines the selection of executive members and directors for travel events based on their responsibilities within the organization.

3) Scope

- a) This policy applies to travel events that are funded, sanctioned, or attended by representatives of BCSC. It does not apply to coaches, athletes, or team managers’ travel.

4) Selection Priority

- a) Due to limited capacity for travel events, BCSC follows a tiered, role-based selection process regarding which representatives have highest priority. When determining which individuals will serve as representatives for BCSC at a travel event, the following tiered system will be used for selection:

i) **President**

(1) As the organization's primary point of contact and leader, the President will be the first representative selected to attend travel events. They hold the highest level of responsibility for representing the organization in discussions. Their presence ensures continuity, authority, and alignment with the organization's goals and objectives.

ii) **Treasurer**

(1) The Treasurer, due to their role in the management and distribution of finances, will be the second representative selected to attend travel events. Travel events require financial planning, funding discussions, and budgetary input from the Treasurer. Their presence ensures financial decisions made regarding the travel event align with the organization's goals and objectives.

iii) **Vice President**

(1) The Vice President provides additional support to the President and may serve as a representative on travel events when the President is unavailable or when the event requires broader executive participation. The Vice President, while not having the highest priority, may attend travel events on certain occasions. This is to be decided on a case-by-case basis.

iv) **Secretary**

(1) The Secretary may serve as a representative on travel events if the event requires broader executive participation. For travel events requiring additional administrative coordination, procedural tracking, or documentation, the Secretary may be asked to attend. This is to be decided on a case-by-case basis.

v) **Directors**

(1) Directors will only be considered for travel events if additional space is available or if their attendance is requested by an executive member such as the President. If multiple directors are eligible, selection will be determined by:

- (a) Relevance of expertise pertaining to the travel event;
- (b) Rotation of directors attending travel events, ensuring equity;
- (c) Board vote, if necessary.

(2) This is to be decided on a case-by-case basis.

5) Additional Criteria

- a) All selected representatives, regardless of priority, must meet the following expectations:

- i) **Availability:** Must be available for the full duration of the travel event, including travel time.
- ii) **Preparation:** Must review any required documents, agendas, or materials prior to departure.
- iii) **Conduct:** Must uphold the BCSC Code of Ethics and all applicable policies. The representative(s) must represent the organization professionally at all times.

6) Exceptions

- a) Exceptions to the selection priority for representatives on travel events may be approved by majority vote of the board in the following cases:
 - i) A specific member holds unique knowledge, relationships, or a skillset that would significantly benefit the organization's goals and objections at the travel event;
 - ii) In the event that a higher-priority executive member is unavailable, the next most appropriate representative will be selected based on role priority outlined above in **Selection Priority**.