



## **Chesterfield Sports Society**

### Board of Directors Introduction



**Cowichan Sportsplex**  
**Actively inspiring a healthy community**

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## A Personal Invitation from the President

Please accept this invitation to meet with me to explore the possibility of, and to gauge your interest in, joining the Cowichan Sportsplex Board of Directors. In addition to your passion for community, your valuable experience would be a great asset to our board.

I look forward to discussing this opportunity with you.

## Why Join the Chesterfield Sports Society Board of Directors?

As the president of the Cowichan Sportsplex I have the privilege of working with a group of talented individuals who are dedicated to the Chesterfield Sportsplex Society Values, Mission and Vision.

We are focused on achieving results and creating a healthy environment that is both exciting to be part of and offers learning opportunities for us all. Our Values are the foundation of our work and our commitment to these Values are measured by our actions every day. It is through this commitment that we will fulfill our Mission and see our Vision come to fruition.

Sincerely,

A handwritten signature in black ink, appearing to read 'Barry Waters', is written over a light blue rectangular background.

**Barry Waters,**  
President

## Values

- Competency – To act with a high standard of skill,
- Commitment – An enduring passionate focus on our goals,
- Inclusion – Open to everyone,
- Innovation – To strive to create concepts, visions and products that extend past today's standards,
- Respect – To honour and be considerate,
- Trust – Confidence that our actions and motivations are in the best interest at hand.

## Mission

We are dedicated to better health and vitality in our community.

## Vision

The Cowichan Sportsplex is a high quality, unique, regional sports, fitness and recreation center that is proudly embraced and supported by our community. Through mutually beneficial relationships, we will secure the resources to be successful and sustainable. This will include forming strong relationships with our members, our community, our governments and a wide volunteer base.

## Chesterfield Sports Society Board of Directors

Barry Waters

President



Barry strongly believes that if you want to live in a good and healthy community, then you have to contribute to making it so. He grew up on Vancouver Island and made his living in the family scrap metal business, eventually becoming president and CEO. Through the years Barry has been actively involved in sports, coaching his sons', and women's flag football. He has strongly supported the vision for the Sportsplex from the get-go, and came on board as the Construction Chair when the facility was being built. Now retired, Barry currently serves as President of the Board.

Shauna Clinging

Director



Shauna spent her childhood and school years in Duncan. Years later, when her family happily moved back to the Cowichan Valley, the Sportsplex was part of the attraction. Her boys played field lacrosse (often at the Sportsplex) and Shauna became very involved at both the local and regional levels. Shauna considers the Sportsplex to be an essential part of her community, and a huge asset to this region. As a Board member, she is committed to finding sustainable funding that will keep the Sportsplex active and vibrant for many years to come.

Richard Ellis

Treasurer



Originally from England, Richard moved to the Cowichan Valley in 1981. With a background in banking and business ownership, a friend asked him to become the Treasurer of the Chesterfield Sports Society in 1999. As such, he was very involved in the fundraising and planning that went into bringing the Sportsplex to life. Richard is immensely proud of the sense of community created through the vision and development of the Sportsplex, and the unique community model the Sportsplex has become.

Laura Ferreira

2<sup>nd</sup> Vice President



An avid field hockey player, Laura played and coached extensively in the Cowichan Valley, as did her husband and her children. Her passion for the sport got her involved in raising money to build a turf field, and by 1999 she was on the board of the Chesterfield Sports Society, actively supporting the vision of the Sportsplex. Laura cherishes the excitement that the original vision of the Sportsplex started, and is proud to continue her tenure on the Board for such a valuable regional and community asset.

Laura Dewit

Director



Laura grew up in Victoria playing softball and school sports and was a coxswain on the UVIC Women's Rowing team from 1983-1987. She enjoys volunteering and believes participation in sport builds character, health and a sense of community through teamwork. She coaches for the Cowichan Valley Soccer Association and is President of the CVAC Track and Field Club. Laura became a Sportsplex Director because she believes the facility brings people together. She also believes that the Sportsplex will become a destination point for sport groups across BC which would aid our local economy.

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Catherine Brandon

Executive Director



Catherine came to the Cowichan Valley in 1987 and being a field hockey enthusiast began working with others in the community to eventually form the Chesterfield Sports Society in 1996. She applied her business training and commitment to health and fitness as a volunteer Board Member in 1997 and in 2001 she became the Society's first employee. After 20 years, Catherine remains inspired by the community's support and what can be accomplished when a group of determined people are passionate and focused on a common goal.

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## Board of Directors Charter: Roles, Responsibilities and Accountability

The Board of Directors' principal responsibility is to establish and fulfill the organization's Mission and Vision in accordance with stated Values. The Board of Directors is legally accountable for its operations at the Cowichan Sportsplex. As leaders and in accordance with the Carver's Policy Governance Model, the Board of Directors speaks with one voice, is the voice of the Society, gives careful attention to the principles of sound delegation, provides clear expectations, and is responsible for *ends* not *means*. The Board is responsible for producing Governance Process policies and Board-Staff Linkage policies and for setting limits of acceptable staff behavior through Executive Limitations Policies.

Specific responsibilities of the Board of Directors are as follows:

### Values, Mission, Vision

- To understand, respect and honour the philosophy underlying the Society's Values, Mission and Vision.
- To review and revise the mission in accordance with evolving needs of the Society and the community the Society serves.

### Strategic Leadership

- To annually review and update the Society's Strategic Plan.
- To formulate clear Strategic Goals (referred to as Key Thrusts), objectives, measures for success and delivering results.
- To set policies and strategic priorities and to delegate responsibility for the development of corresponding strategies to committees.



## Management

- To provide overall direction for the organization and to be legally responsible for its management.
- To be responsible and accountable for the management of the Society's assets; both financial and otherwise.
- To ensure that the financial resources and other means needed to implement the Society's strategic and operational plans are in place.

## Governance

- To annually review the Governance Document and revise when necessary to ensure it acts as a current reference document for the Board of Directors.
- To ensure the Governance Document contains current Terms of Reference for all Executive Positions, Committees, Action Groups and Task Forces.
- To produce written Governing Policies that, at the broadest level, identify "Ends" such as organizational products, effects, benefits, outcomes, recipients, and their relative worth.
- To produce Executive Limitations that identify constraints on executive authority that establish the prudence and ethics boundaries within which all executive activity and decisions must take place.
- To provide written policies on Governance Process that identify how the Board conceives, carries out, and monitors its own tasks.
- To provide written policies on Board-Executive Director Linkage identifying how power is delegated and its proper use monitored; the Executive Director role, authority, accountability and tenure.
- To present community values to the board and to present the board's point of view to the community.

## Human Relations

- To ensure that processes are in place to provide a safe and healthy working environment for Directors, Staff, and Volunteers

## Directors

- To conduct a Board Orientation for all new Directors.
- To ensure effective communication among the Directors.
- To establish clear expectations and measures for success for Directors.
- To measure and evaluate each Director's performance as needed.

## Board of Directors

- To ensure effective communication at the Board level.
- To ensure that the number of Directors and composition of the Board of Directors fulfills the needs of the Society.
- To establish clear expectations and measures for success for the Board of Directors.
- To measure and evaluate the Board of Directors' performance as needed.
- To carry out an annual review of the Board's performance.

## Executive Director

- To employ an Executive Director, who will be the Board of Director's one report.
- To ensure effective communication with the Executive Director.
- To provide the Executive Director with clear expectations, measures for success and executive limitations.
- To measure and evaluate the Executive Director's performance as needed.

## Committees, Action Groups and Task Forces

- To ensure effective communication with the Committees, Action Groups and Task Forces.
- To establish clear expectations and measures for success for all Committees, Action Groups and Task Forces.
- To measure and evaluate the performance of all Committees, Action Groups and Task Forces.

## Director: Roles, Responsibilities and Accountability

- A Director found to be not following standards below will be considered to have voluntarily resigned from the Board. The Board has the authority to grant exceptions.

### Each Director will:

- Represent the one voice of the Board of Directors.
- Be an ambassador of the Society, promoting the Values, Mission, and Vision of the organization in the community, to their full capabilities.
- Attend at least 80% of regularly scheduled meetings.
- Actively participate on at least one Board committee per year.
- Notify the Executive Director in advance if they are unable to attend a meeting.
- Actively participate in annual strategic planning activities.
- Serve a three-year term from AGM to AGM (Board Calendar Year).
- Serve from three to a maximum of six years.
- Commit their time as estimated below:

Board Meetings	2.5 hours/month
Meeting Preparations	1 hour/month
Committee Meetings & Tasks	2 hours/month

## Director – Selection Process

1. The potential candidate will be invited to meet with the President to discuss the Society's Vision, structure, needs and the nominee's interests and skill sets. All potential Director will provide a resume and a criminal record check.
2. After the initial meeting the Nominating Committee will review the candidate's qualifications. A positive review by the Committee will result in the potential candidate being invited to attend 2 board meetings as a visitor participating with a non-voting status.
3. After the 2 board meetings the Committee Chair will contact the candidate to re-evaluate the candidate's interest.
4. If the candidate is willing to be nominated, the Committee Chair will call a Committee meeting to determine if the committee will be making a recommendation to the Board for nomination.
5. If the committee approves a recommendation for nomination, the Committee Chair will contact the candidate and extend an invitation to the next Board Meeting where he/she will be nominated and accepted as a Director on the Board.
  - If the committee doesn't approve a recommendation for nomination, the Committee Chair will contact the candidate with this information.

**Thank you** for your interest in serving on the Cowichan Sportsplex Board of Directors. We are dedicated to better health and vitality in our community and we look forward to the possibility of working with you in the future.

If you have questions or comments, please feel free to contact the individuals listed below:

Barry Waters, President:

[BarryWaters@shaw.ca](mailto:BarryWaters@shaw.ca)

Cowichan Sportsplex

5847 Chesterfield Ave, Duncan BC, V9L 3M3

P: 250.746.5666

[www.cowichansportsplex.com](http://www.cowichansportsplex.com)

## Cowichan Sportsplex History

- 1989 – It all begins when the Cowichan Secondary School track is determined to be undersized and not approved for official competitions.
- 1989 – An Outdoor Recreation Task Force comprised of representatives from Ceevac Track & Field, the School District, Cowichan Valley Regional District, Municipality of North Cowichan, City of Duncan and Cowichan Valley Soccer Association is formed to address the need for facilities.
- 1991 – The Municipality of North Cowichan purchases the Chesterfield Avenue property from the Province of BC.
- 1996 – The Chesterfield Sports Society is formed with the mandate to promote and support the development and maintenance of a multi-sport outdoor sports complex.
- 1997 – The Municipality of North Cowichan signs a lease with the Society. The grass field inside the track opens and the track is paved later in the year.
- 2000 – The synthetic surface is applied to the track making it ready for competition.
- 2001 – First track meet is hosted.
- 2005 – The lacrosse box and artificial turf open for play.
- 2005 – BC Senior Games (opening ceremonies, softball and track & field events) are held at the facility.
- 2006 – First slo-pitch season is played on the facility's ball diamonds.
- 2007 – Bev Lashman Memorial Playground opens.
- 2008 – The Sportsplex is a major venue for the North American Indigenous Games.
- 2009 – Outdoor fitness equipment is installed.
- 2010 – Rotary Club makes trail and bridge improvements near the pond.
- 2011 – Cowichan Green Community plants an edible community garden.
- 2013 – Legacy Fitness Circuit opens, with 660m rubber fitness path and stations.
- 2013 – Announcement: Sportsplex will be a venue for the 2018 BC Summer Games.
- 2016 – Applied to the Government of Canada's Canada 150 Community Infrastructure Program for funds to replace the artificial surface at John Ferreira Field (turf) and the Rotary Centennial Track.
- 2018 – Host for the BC Summer Games

## Cowichan Sportsplex Facilities

- **Rotary Centennial Track:** A competition-level, eight-lane rubberized track with grass infield suitable for all field events.
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- **McKinnon, Carson and Island Savings Baljet Softball Diamonds:** Three fully fenced ball diamonds with extended backstops, safety netting, bleachers, tournament quality lighting and washroom facilities. Home of the Cowichan Valley Slo Pitch Association. The outfields also used out-of-season for soccer, ultimate Frisbee and field lacrosse.
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- **Weyerhauser Lacrosse Box:** A fully fenced competition-sized outdoor lacrosse box with electronic scoreboard, spectator seating and tournament-quality lighting. Home of the Cowichan Valley Lacrosse Association.
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- **John Ferreira Field:** A fully fenced, artificial turf pitch and training field with tournament-quality artificial lighting, covered team benches and ample spectator seating. Home to Cowichan Field Hockey but also used for soccer, field lacrosse and ultimate Frisbee.
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- **Act Now Fitness Park:** Featuring a variety of flexibility and strength training equipment, suitable for all ages and fitness levels.
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- **Rotary Nature Walk:** A lovely, well-maintained pathway that winds around a pond, over foot bridges and through the woods on the Sportsplex property.
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- **Bev Lashman Memorial Playground:** A colourful, fully fenced and interactive play structure for kids 3 to 8 years old. Picnic tables, washrooms and parking nearby.
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- **Legacy Fitness Circuit:** A 660m path made from recycled tires, providing a cushioned surface for fitness and rehabilitation.