

## **TERMS OF REFERENCE COACHING DEVELOPMENT COMMITTEE**

1. **Introduction.** The role of the Coaching Development Program is to provide a seamless and effective coaching system that delivers coaches up to the national level.

The Coaching Development Program is responsible for:

- the delivery of the National Coaching Certification Program (NCCP);
- the delivery of the NCCP stream for coaches of athletes with a disability;
- the recruiting and training of NCCP Learning Facilitators and Evaluators;
- the scheduling of courses and the training of local course organizers;
- the development and delivery of specialized coaching courses as needed (e.g. ski preparation workshops);
- the maintenance of a databank of active certified coaches;
- the delivery of the Provincial Coaching Experience Program (PCE); and
- encouraging the establishment of club paid coaching positions, as well as appropriate salaries and benefit packages.

In accordance with Section 6.1 of the Cross Country BC (“CCBC”) bylaws (the “Bylaws”), the Executive Director, with the approval of the Board of Directors of CCBC, hereby forms a Coaching Development Committee as an operational committee of CCBC.

2. **Purpose.** The Coaching Development Committee (the “Committee”) is formed to provide overall guidance and direction in the development and successful operation of a system to develop coaches for both able-bodied athletes and athletes with a disability up to and including the Training to Compete level. The coaching development system will be fully aligned with CCC’s Long-Term Athlete Development (“LTAD”) model “A Sport for Life”, and will facilitate the optimal development of British Columbia athletes, with the ultimate goal of enabling them to achieve international excellence. The work of the Committee will be fully aligned with the goals of CCBC as identified from time to time in approved Strategic Plans.
3. **Accountability.** The Committee will be directed by the Coaching Development Chairperson (“Chairperson”) and will provide advice and operational support to CCBC staff responsible for the coaching development program area. The Committee is accountable to the Executive Director of CCBC.
4. **Mandate.** Guided by the Chairperson, the Committee will contribute expertise and human resource capacity to the development and successful operation of the CCBC coaching development program area. In general, this will involve:
  - a. fulfilling objectives and tasks identified in the Coaching Development section of the annual Operational Plan;
  - b. contributing to operational plans and developing the policies which govern the operation of the Committee and guide it in carrying out its work;

- c. directing the technical aspects of CCBC operations in the area of coach training and certification;
- d. contributing to an annual program evaluation to confirm that objectives are being met and are achieving the desired results;
- e. facilitating communication, cooperation and coordination between the different levels (i.e.: CCC, CCBC, clubs), components and programs of the coaching development system;
- f. advising on the recruitment and training of a pool of competent, qualified Coach Developers (Learning Facilitators and Coach Evaluators) for delivering NCCP ICC, CC, L2T, T2T and L2C workshops and undertaking L2T, T2T and L2C evaluations;
- g. advising on Coach Developer assignments for NCCP workshops and formal evaluations;
- h. advising on the recruitment and training of Master Coach Developer's as needed for delivering training workshops for Learning Facilitators (CC and L2T), training Evaluators (L2T), and evaluating/certifying Coach Developers.

5. **Committee Chairperson**

- a. The Chairperson of the Committee shall be appointed by the CCBC Board on the recommendation of the Executive Director.

The Chairperson is responsible for:

- 1) providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work); and
- 2) representing the Committee in communication with appropriate internal and external agencies on issues within the Committee mandate.

Minimum qualifications for the position of Chairperson are:

- 1) NCCP CCI-L2T or higher level Master Coach Developer (Learning Facilitator and Evaluator).

6. **Membership**

- a. The Committee will be composed of:
  - 1) the Committee Chairperson;
  - 2) a minimum of two and maximum of four members at large;
  - 3) BC Learning Facilitators / Evaluators who are members of Cross Country Canada's Coaching Development Committee (if applicable);
  - 4) the Executive Director (ex-officio);
  - 5) a member of the Board (ex-officio), if one is appointed by the Chair of the Board;
  - 6) staff persons who may be assigned by the Executive Director to support the activities of the Committee (ex-officio);

- 7) such other members as the Executive Director in consultation with the Committee Chairperson may determine are beneficial to the function of the Committee.
  - b. The following minimum qualifications will be required of those committee members referred to in subsection 6.a)2):
    - 1) NCCP CCI-L2T or higher level Coach Developers (Learning Facilitators /Coach Evaluators.
  - c. Those committee members referred to in subsections 6.a)2), 6.a)6) and 6.a)7) will be appointed by the Executive Director in consultation with the Committee Chairperson.
  - d. Regional representation will be a consideration.
  - e. The term of a Committee member appointment is two (2) years and is renewable.
7. **Decision-Making**. The Committee will endeavour to make decisions by consensus. In case of disagreement, committee members will cast votes. The Committee Chairperson will cast a vote in the case of a tie vote among the other Committee Members.
  8. **Meetings**. The Committee will determine a meeting schedule that will facilitate achievement of the Committee's work plan, and which will include at least three meetings per year. Minutes that reflect all significant decisions of the Committee will be kept at all regular meetings. Minutes will be provided to the Executive Director