

COACHING DEVELOPMENT COMMITTEE
TERMS OF REFERENCE / MANDATE

1. Introduction

Coaching is critically important to the success of athletes and the organization. As such, the Chief Executive Officer (the “CEO”) forms the Coaching Development Committee (the “Committee”) as an operational committee of CCC.

2. Purpose

The Committee supports the Director of Coach and Athlete Development in the development and successful operation of the coaching system. The coaching system develops coaches for both able-bodied and Para-Nordic athletes up to the Train to Compete development stage for athletes and the international level for coaches.

The coaching development system is fully aligned with CCC’s Long-Term Athlete Development (“LTAD”) model, “A Sport for Life.” The system facilitates the optimal development of Canadian skiers, with the ultimate goal of enabling coaches and skiers to achieve international excellence.

3. Accountability

The Committee reports to the CEO through the Director of Coach and Athlete Development. The Committee does not have authority to make decisions on behalf of the CEO or to bind CCC in any way, unless specifically authorized to do so by the CEO.

4. Mandate

The Committee will provide advice and operational support to the Director of Coach and Athlete Development. Guided by the Director of Coach and Athlete Development, the Committee will contribute expertise, human resource capacity and regional perspectives to the development and successful operation of the coach development system. In general, the Committee will:

- a. Assist in the development and refinement of principles, concepts and strategies that will strengthen the coach development system, and work to build consensus surrounding the development and operation of such a program.
- b. Assist in the design of comprehensive coaching development programs, together with policies to govern their operation.
- c. Revise and update coaching development materials as required in consideration of recommendations of CCC’s IST experts following new developments in coaching science or changes in policies and programs.
- d. Liaise with subject matter experts and follow new developments in coaching science and best practices.
- e. Facilitate communication, cooperation, and alignment between CCC stakeholders involved in the delivery of programming (i.e., between CCC National, Divisions,

training centres and clubs).

- f. Assess system requirements, monitor availability of Coach Developers and address training and recruitment opportunities in collaboration with divisions.
- g. Assist in the development of coach development-related input during CCC's strategic planning process.
- h. Assist in the development of annual operational plans and budgets for coach development programs.
- i. As required, recruit and organize volunteers to assist in the development and implementation of coach development initiatives and projects.
- j. Provide coach development-related advice and assistance to other operational committees.
- k. Organize and coordinate, from time to time, regional and national coaching conferences.

5. Membership

- a. The Committee shall be composed of, when reasonably possible:
 - i. the Director of Coach and Athlete Development
 - ii. the Manager of Coaching Development
 - iii. an athlete representative
 - iv. such other members as may be identified by the Chairperson as beneficial to the Committee
 - v. representatives from any of the five regions (1. PE, NL, NS, NB; 2. QC, NU; 3. ON; 4. MB, SK, AB, NT; 5. BC, YT) that wish to participate if such regions are not already represented by positions i. through iv.
 - vi. staff persons who may be assigned by the CEO to support the activities of the Committee (ex-officio)
 - vii. the CEO (ex-officio)
- b. The CEO will appoint members.
- c. The regional members of the Committee shall be appointed by the CEO in consultation with the Committee Chairperson and Division chairpersons in the affected regions. When a region is not represented, the CEO, in consultation with the Committee Chairperson and the Division chairperson of that region, shall determine whether to recommend an individual who will facilitate the communication of the purposes, goals and objectives of the Committee to the Division chairperson.
- d. The Board of Directors' Athlete Director shall recommend the athlete representative, in consultation with the Committee Chairperson and the Division chairperson of the region with which the athlete is associated.
- e. The membership term is one year expiring in September and is renewable.

6. Chairperson

- a. The Director of Coach and Athlete Development shall be the Chairperson of the Committee.
- b. The Chairperson is responsible for
 - i. providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
 - ii. representing the Committee in communication

7. Decision-Making

Decision-making is limited to providing advice and recommendations. The Committee shall endeavour to operate by consensus. In case of disagreement, committee members shall cast votes.

8. Meetings

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least once each year.
- b. Meetings may be by phone, in person, or by any other means that facilitates simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee shall be four people.
- e. The Committee will invite Directors and Committee chairpersons of other CCC programs to attend meeting that may have implications for their program areas or where their advice is indicated.