



**AB | NT | NU**

## Terms of Reference Coaching Committee

### PURPOSE

The Coaching Committee shall support the work of Skate AB | NT | NU employees to further the development of coach related activities within the Section. The Coaching Committee will operate under the direction of the Executive Director.

### COMPOSITION

- The Committee consists of a minimum of 7 but no more than 9 members (including the Lead).
- The Lead of the Committee is appointed by the Executive Director in consultation with the Section Chair.
- The Committee Lead may be a staff member or a volunteer (Board of Director members are not eligible to be a Committee Lead).
- The Committee must include the following members:
  - Committee Lead
  - Nine Region Coaching Representatives – elected within each of the nine Regions
  - Staff Resource (if required)

### TERMS

- The Committee Lead is appointed for a one-year term.
- In the event of a vacancy of the Committee Lead, the Executive Director, in consultation with the Section Chair, will appoint a qualified person to fill the vacancy until the end of the term.
- Members of the Committee will be elected in conjunction to the Section Bylaws.
- In the event of a vacancy of a Committee member, a qualified person will fill the vacancy in conjunction with the Section Bylaws.
- The Executive Director may remove any member of the Committee who, at any time, fails to comply with these Terms of Reference, Skate AB | NT | NU Policies or Skate AB | NT | NU Bylaws.

### AUTHORITY

- The Committee may develop and approve procedures/guidelines pertaining to their particular area of responsibility.
- The Committee may make policy recommendations to the Board of Directors or the appropriate Standing Committee.
- The Committee has no authority to contravene or change Skate AB | NT | NU Bylaws, or Board approved policies.

- The Committee has no authority to approve changes to operational budgets but may recommend budget add-ons or programming initiatives with budget implications to the Executive Director.
- Working Groups may be formed within the committee according to established process.
- Please insert additional authority specific to the Committee

## RESPONSIBILITIES

- Review the Terms of Reference annually;
- Provide recommendations and identify any specific deliverables;
- Committee members attend meetings, are prepared and review materials in advance, are punctual, actively participate in meetings, conduct themselves professionally, participate and contribute to committee work and notify the Committee Lead if they will be absent;
- Develop a Committee Annual Work Plan;
- Prepare minutes, file and make available to the Board of Directors, Section staff and all Standing and Operational committees;
- Committee Lead prepares and submits written Committee Reports at least 3 times per year (September, January and April);
- Committee Lead prepares and submits an Annual Report in April;
- Committee Lead prepares and submits Strategic Plan Progress Reports a minimum of 3 times per year (September, January and March);
- Provide additional communication to the Board of Directors as requested by the Executive Director;
- Consider opportunities to nominate for annual awards;
- Participate in annual recruitment and succession planning;
- Review and update all documents, manuals and forms related to Committee.
- To improve and enhance communications among coaches, between coaches and all other Skate Canada members of the Section (Officials, Clubs, Section Office), and with National Service Office and other Skate Canada Sections on coaching related issues.
- To develop, implement and monitor strategies to encourage closer working relationships between coaches and clubs, coaches and evaluators/judges and coaches across Sections.
- Encourages nominations to be submitted for regions, section and national awards.
- To adhere to the Coaches Code of Ethics and other Skate Canada policies related to coaching.
- To provide input/advice/expertise as required on any coaching matter within the Section.
- To assist with coaching issues within the Section, i.e. coach/club, coach/coach, coach/judge and coach/parent issues with assistance when required from Section Member Services Coordinator

and/or Section Events & Safe Sport Manager. If issues cannot be resolved they should be passed on to the Section Ethics Review Committee.

- To promote the development of coaches through education and training and encourage coaches to upgrade their standards.
- To send out literature and workshop information on a timely basis.
- To provide assistance to coaches in regard to the Coach Hiring and Club Management Guide
- To work with the Athlete Development Committee to recruit and recommend coaches as Team Leaders/ Team Managers for Section team events, as well as to assist other coaching related issues.
- To work in coordination with the Staff Resource respecting coaching accreditation and registration requirements
- To provide guidance with the implementation and structure of all NCCP Coach Courses.
- Advise the Finance and Risk Management Committee of risks to the organization

#### MEETINGS

- Develop a meeting schedule to facilitate achievement of the Committee's Work Plan;
- The meeting schedule includes at least 2 meetings per year;
- Meetings are conducted according to the Board and Committee Meeting Procedures.
- The Section Chair and Executive Director may attend any Committee Meeting at their discretion.

#### APPROVAL

This version of the Terms of Reference was approved by the Executive Director on January 10, 2025

Developed: April, 2017

Revised: November, 2024