



# Coaching Committee

## Terms of Reference

### Mandate

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The Coaching Committee is a Standing Committee of the Board. It is responsible for assisting the Board by preparing coach education programs, including Archery contexts within the National Coaching Certification Program (NCCP) and preparing and certifying coaches, consistent with the directions of Archery Canada's Long-Term Archer Development (LTAD) model and Competition Model, recognizing the differences in, and the particular needs of, Club, Provincial, and National coaches. The Coaching Committee reports to the Development Committee, and through the Development Committee to the Board.\

### Key Duties

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In fulfilling its mandate, the Committee will perform the following key tasks:

- Implement and execute the policies and programs for the Archery Canada Coaching Program including the delivered of coach certification materials.
- Develop programs to meet the goals for coaching development as determined by the Board of Directors.
- Provide input as requested to the Board of Directors in furtherance of policies on coaching development.
- Liaise with the archery Provincial Sport Organizations on all issues relating to NCCP delivery and coach education and development.
- Liaise with committees on issues of mutual concern.
- Report on progress on a regular basis through its meeting minutes.
- Perform such additional tasks as may be delegated to the Committee by the Board from time-to-time.

### Composition

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The Sub-Committee will be composed of 4-5 persons. The Board will designate the Chairperson of the Committee, who will be a member of the Development Committee. The Sub-Committee members must

be NCCP certified and have a working knowledge of the NCCP system. At minimum, one member of the Sub-Committee must be a Learning Facilitator working with the current NCCP system.

## Appointment

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The Board appoints members to the Committee within 30 days of the Annual General Meeting, for a term of three years, with no maximum number of terms. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

## Meetings and Resources

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The Committee will meet by internet conference, telephone or in person, as required. Meetings will be as called by the Chair or, in the event the Committee has not met for at least 120 days, by the Chair of the Development Committee. The Committee will receive the necessary resources from Archery Canada to fulfill its mandate, and may from time-to-time have staff persons assigned to assist the Committee with its work.

## Reporting

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The Committee will report to the Development Committee in writing, at every meeting.

## Review and Approval

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These terms of reference were approved by the Board of Directors on August 7, 2013 and may be reviewed from time to time by the Board.

**Reviewed and Approved**                  **June 16, 2020**