

Para Technical Advisory Group

Terms of Reference

<i>Date of Approval</i> November 7, 2023	<i>Activation Date</i> November 7, 2023	<i>Updated:</i>
<i>Review Cycle</i> Program Manager, AC Board	<i>Linking to</i> Archery Canada Policies including but not limited to Code of Conduct, UCCMS, Conflict of Interest	

1. Mandate

The Para Technical Advisory Group (TAG) is an advisory group to provide advice and operational support to the High Performance Manager (HPM) and technical staff. It is responsible for assisting the HPM in the review and preparation of team selection policies, planning and logistics of team specific events, be familiar and up to date in Safe Sport Training and athlete protection guidelines, and support the National Team Athletes at defined events, if available and selection ratified.

2. Key Duties

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

- Assist in the development of the National Team Selection Policy and national team Selection Criteria Documents related to the Para Archery Program.
- Implement and execute the policies and programs for the Archery Canada Para National Team Program.
- Develop programs to meet the goals for the Para Archery program as determined by the High Performance Manager.
- To partner with staff and develop goals for the Para Archery program
- To conduct an annual evaluation on the progress of these goals
- Liaise with Archery Canada committees on issues of mutual concern.
- Perform such additional tasks as may be delegated to the Technical Advisory Group by the HPM from time-to-time.

3. Composition

The Technical Advisory Group will be composed of the HPM, AC Technical staff, up to 5 appointed individuals and an athlete representative from the Athlete Council will act as a non-voting member. The Advisory Group will report to the High Performance Manager, who will report to the Board of Directors.

The Advisory Group will consist of individuals with team managerial or coaching expertise. For those in the coaching role, they must be NCCP certified and all Group members must comply with Safe Sport

Training and Screening as outlined by Archery Canada's Screening Policy. At minimum, one member must be Comp-Dev Certified and a ChPC recognized coach with the Coaches Association of Canada.

All members of the TAG will be required to complete the NCCP Coaching Athletes with a Disability module.

All members of the TAG must abide by the Archery Canada Conflict of Interest Policy on voting issues.

4. Appointment

The High Performance Manager, with ratification by the Archery Canada Board of Directors appoints members to the Technical Advisory Group within 30 days of the application period closing, for a term of 2 years. There is no maximum number of terms.

Should a vacancy occur on the Advisory Group, for whatever reason, the HPM may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The HPM and Board may remove any member of the Committee.

5. Meetings and Resources

The Technical Advisory Group will meet by internet conference, telephone or in person, as required. Meetings will be as called by the HPM.

6. Reporting

The Advisory Group will report to the HPM Development in writing, at every meeting and will ensure that selection policy documents are prepared in a timely manner and presented to the AC Board of Directors in advance of required deadlines.

7. Review and Approval

These terms of reference are approved by the Board of Directors and may be reviewed from time to time by the Board.

