



Coaching Development Committee Terms of Reference November 2020

1. Committee Mandate

The mandate of the Canadian Fencing Federation's (CFF) Standing Committee on Coaching Development is to provide leadership, guidance and expertise to oversee the training, evaluation and professional development of fencing coaches and coach developers in Canada.

2. Key Duties: The Committee will perform the following key duties:

- a) Develop, review and update materials for the training and evaluation of coaches, learning facilitators and evaluators for all coaching streams;
- b) Coordinate with provincial fencing associations to ensure there are sufficient numbers of learning facilitators and evaluators;
- c) Plan, coordinate and deliver the sport specific training and evaluation of learning facilitators, evaluators and master coach developers;
- d) Develop materials for professional development modules for coaches;
- e) Plan, coordinate and deliver annual coach developer seminars;
- f) Promote the CFF's coaching development program;
- g) In conjunction with the Parafencing Committee, develop a parafencing coaching program;
- h) Provide guidance to the CFF Board of Directors on all issues related to coaching certification;
- i) Provide guidance to the CFF Board of Directors regarding policies related to the minimum requirements to coach at national level competitions;
- j) Provide guidance to the CFF Board of Directors and coaches regarding CFF coaching development policies, NCCP/CFF coaching standards, coaching ethics, behaviour and conduct; and
- k) Perform other duties consistent with the Committee's mandate as may be requested by the CFF Board of Directors.

3. Authorities

In exercising its mandate, the Committee shall have the following authorities:

- a) to make formal recommendations to the Board of Directors as to the proposed courses of action related to matters within its mandate;
- b) to approve all applicable materials related to the training and evaluation of coaches and coach developers; and
- c) to recommend contractors to assist in the design, development and production of training materials to the Executive Director.

4. Membership, Tenure and Meetings

- a) the Committee shall be comprised of a Chairperson, appointed by the Board of Directors, and no less than three additional members, nominated by the Chairperson and approved by the Executive Director;
- b) the maximum number of Committee members shall be seven, including the Chairperson;
- c) when nominating Committee members, the Chairperson will strive to achieve gender equity as well as consider the qualifications and experience of the candidate, language, and geographic representation;
- d) all members, including the Chairperson shall serve a term of two years, and such terms may be renewed to a maximum of six consecutive terms;
- e) the Committee shall meet by telephone, by electronic means, or in person, as required. Meetings will be set at the call of the Chair in consultation with the committee membership;

5. Governing Principles

In fulfilling its mandate, the Committee and its members shall be guided by the principles of transparency, good governance, and evidence-based decision making.

6. Convening Authority and Accountability

The Committee's convening authority is the Board. The Committee is accountable to the Board for all of its actions, recommendations and deliverables.

7. Annual Reporting to Members

- a) The Committee's Chairperson or a member designated by the Chairperson, shall report on the results of the Committee's work during the CFF's Annual General Meeting, or another annual event as may be designated by the Board; and
- b) Annual reporting shall include the reporting on the Committee expenditures for the relevant fiscal period (if any).