



Coaching Committee - Terms of Reference

Approved, Board of Directors, February 17, 2019

1. Overview:

The Coaching Committee (CC) is a standing committee of Squash Canada. This Terms of Reference outlines the mandate, the roles and responsibilities, the composition and levels of authority of the CC.

2. Mandate & Objectives:

The CC is responsible for furthering the advancement of quality squash coaching in Canada. The committee will maintain and enhance Squash Canada's National Coaching Certification Program (NCCP), in collaboration with the Coaching Association of Canada (CAC) and Provincial/Territorial Squash Associations (PTs) to further implement and deliver coaching standards, training, evaluation, certification and ongoing professional development, and create strategies to increase the number of active coaches in Canada at all levels and in under-represented groups.

3. Composition:

Composition of the CC will include a Chair, and 4 to 7 members, and an ex-officio CAC consultant. The Chair, in consultation with the Squash Canada Programs Manager, will enlist members with proven expertise in coach development and excellence in coaching, taking into account gender and geographic representation. The Programs Manager will sit on the committee.

Committee appointments are subject to approval by the Squash Canada Board of Directors.

From time-to-time, Squash Canada reserves the right to appoint members to the CC or allow for stakeholders to attend CC meetings at the discretion of the Chair.

4. Required Skills for Coaching Committee:

Potential candidates for the Squash Canada's CC should possess a high level of experience and capability in developing coaches, squash coaching experience at provincial/national and/or international level, a good understanding of Squash Canada's NCCP and Long Term Player Development (LTPD) model, and of education and competency-based principles. Experience in distance learning development and use of technologies in education are considered an asset.

In addition to providing ideas, advice and input, members are expected to reasonably assist with productivity (e.g. production of materials, research, delivery activities, leadership training, and such as appropriate to respective skills and experience).

5. Key Duties:

The main duties of the CC are:

- Be the beacon and best ambassador for squash coach development in Canada
- Define and widely communicate to stakeholders the squash coach development pathway
- Establish coaching standards as aligned with the playing levels identified in the Long Term Player Development Model
- Make recommendations on how the NCCP can be streamlined and simplified to enhance accessibility, certification completion and advancement
- In conjunction with PTs and Squash Canada, establish coach development and certification objectives/targets, recommend provincial/territorial coach development events and activities to support the pathway, as well as for Squash Canada's national activities and initiatives.
- Review and propose revisions to NCCP materials as may be required, as well as for any supplemental materials and resources
- Compile and/or establish coaching resources and "best practices" beyond NCCP
- Make recommendations as appropriate for mentorship programs/opportunities and targeted coach development and recruiting initiatives for under-represented groups
- Provide input to and/or assist with development of appropriate safe sport practices, policies and education specific to coaches
- Assist with the education of coaches with respect to concussions
- Provide recommendations or practices for coach recognition and retention strategies
- Liaise with Squash Canada's High Performance Director to best integrate consistent messaging and best coaching practices/materials for athlete and high performance development
- Provide recommendations to Squash Canada and PTs for Long Term Coach Development
- Explore and recommend NCCP certification legislative requirements for different events, appointments or privileges as a means to increase coach certification, advancement and prestige

6. Authority:

The committee will provide recommendations and advice primarily to the Squash Canada Programs Managers and to the Executive Director where appropriate, and to PTs on issues that are pertinent to the mandate and duties of the Committee. Formal Squash Canada policies, criteria, annual plans and budgets related to the committee mandate will be presented to the Board of Directors for review and approval.

7. Appointments and Term:

The Board of Directors of Squash Canada appoints the Chair.

Prospective committee candidates will be identified via an open call, solicited PT recommendations and via targeted recruiting. The Chair, in consultation with the Squash Canada Programs Manager, will appoint members

Each term is for a 2-year period and shall be calculated from the date of the previous year's AGM, or in the case of initial composition of the committee, 2 years plus possible additional months to get to an AGM cycle. An appointed member may serve up to a maximum of 3 successive terms each of 2 years.

Should a vacancy occur, for whatever reason, the Chair, in consultation with the Squash Canada Programs Manager, will appoint a qualified person for the remainder of the vacant position's term.

The Board may remove any member from the Committee, for violating the Code of Conduct Policy, Conflict of Interest Policy and Confidentiality agreements as well as for any action, which is not consistent with the committee's mandate or Squash Canada's policies and bylaws.

Members must declare any conflicts of interest and sign the Conflict of Interest and Confidentiality Agreements.

8. Meetings:

The Committee will generally meet a minimum of 3 times per year by telephone or in person, or as required. Meetings will be called, as needed, by the Chair or Squash Canada Programs Manager.

9. Minutes:

Minutes shall be circulated and reflect only tasks to be completed and summary of outcomes. Minutes shall be circulated to all members of the Committee and to the Executive Director within 14 days of the meeting.

10. Reporting:

The CC will:

- send the approved minutes of each meeting in writing to Squash Canada's Executive Director;
- submit an annual report to the members at the Annual General Meeting, as may be requested.

11. Review and Approval:

The Board of Directors will review the terms of reference for this committee every three (3) years.

12. Intellectual Property:

Any and all material, written or audio-visual, developed by Committee members in the performance of their duties, becomes and remains the property of Squash Canada.

13. Reimbursements:

No member of the CC shall be entitled to receive reimbursement for expenses incurred in the performances of service unless authorized in writing by the Executive Director of Squash Canada.