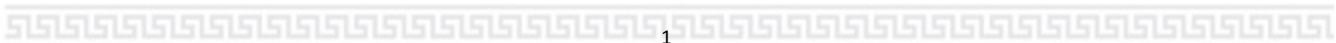




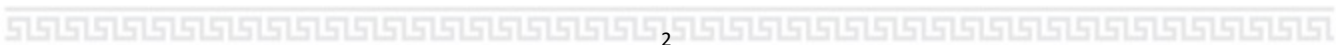
TERMS OF REFERENCE

Name	Coach Education & Development Advisory Committee
Mandate	The Coach Education & Development Advisory Committee is an operating committee of WCL reporting to the Executive Director. As such, the Committee provides technical expertise and guidance to the Sport Development & Events Manager (SDEM) on the development and delivery of WCL's NCCP and other coach education and development programs.
Key Duties / Responsibilities	<p>The Committee will advise the Sport Development & Events Manager in the following areas:</p> <ol style="list-style-type: none"> 1. Review, provide input and assist in the design, development, and delivery of WCL's NCCP curriculum, ensuring alignment with LTAD principles 2. Review candidates for nomination to the Coach Developer pool, including Learning Facilitators (LFs), Coach Evaluators (CEs), and Master Coach Developers (MCDs) 3. Provide input into WCL's policies and operational guidelines in the areas of coach education and development and provide recommendations on potential solutions in the gaps and shortfalls 4. Provide assistance to and consult with other WCL advisory committees and staff on coach education and development related matters 5. Provide a forum for identifying and addressing priority issues impacting coach education and development <p>Duties of the Chair:</p> <ul style="list-style-type: none"> – In collaboration with the SDEM, develop the agenda for committee meetings in consultation with committee members – Chair the meeting and ensure that the committee makes recommendations within its mandate and organizational policies and plans – Ensure the SDEM communicates the committee's recommendations and actions to the Executive Director – Represent the committee to the BOD and the Members – In collaboration with the SDEM, prepare written reports of recommendations, progress or any other relevant information for submission to the Executive Director for the BOD and Members – Stay informed on relevant organizational policies





	<ul style="list-style-type: none"> - Ensure that committee members are informed of all critical matters
<p>Authority</p>	<p>Provide technical expertise to the SDEM on the development of policies related to WCL’s NCCP and coach development programs.</p> <p>May from time to time invite to its meetings such other individuals as it deems can contribute to the work of the Committee (eg. consultants).</p> <p>Can schedule meetings and other activities to facilitate decision-making.</p> <p>Review and make recommendations to revise terms of reference.</p>
<p>Composition & Decision-Making</p>	<p>The Committee shall be comprised of no less than four and up to 5 members as follows, with a desired combination of the following competencies and experience among the members:</p> <ul style="list-style-type: none"> - Experience as an NCCP Learning Facilitator (LF), Coach Evaluator (CE) or Master Coach Developer (MCD) in wrestling or another sport in Canada - Expertise in learning management systems and/or learning solutions (eg. blended learning and e-learning solutions) - Experience delivering learning solutions to volunteers - Experience working with beginner & high performance wrestlers <p>CHAIR: The Executive Director will appoint the Chair, in consultation with the Management Team, in odd years, following the Annual Meeting. The Chair shall appoint the remaining committee members in consultation with the Executive Director:</p> <p>MEMBERS:</p> <ul style="list-style-type: none"> - Up to two (2) WCL-registered coaches with grassroots, club, provincial and high performance experience as well as expertise in wrestling technique, education, curriculum design and delivery / instruction of coaching at the community, regional and/or provincial levels - Up to three (3) additional members-at-large <p>Ex-officio non-voting members on this committee include:</p> <ul style="list-style-type: none"> - Executive Director - Sport Development & Events Manager





	<p>TERMS / VOTING:</p> <ul style="list-style-type: none"> -All members will serve terms of two (2) years, which may be renewed -Decision-making is by majority vote. Quorum shall be the majority of committee members -Each member will have one (1) vote. There are no proxy votes.
Meetings	The Committee will meet by teleconference and if required, at the call of the Chair.
Staff Support & Resources	The Committee will work closely with the Sport Development & Events Manager within the established WCL budget.
Reporting	<p>Reporting through the Executive Director, as follows:</p> <ul style="list-style-type: none"> - Meeting minutes and notes will be maintained - Updates provided for BOD meetings - The Committee will report to the Members at the Annual Meeting of Members in the form of a written report
Approval and Review	Terms of Reference were approved by the Board on September 23, 2017. This document will be reviewed every two (2) years by the Committee and the Board and will be updated by the Board as required.