



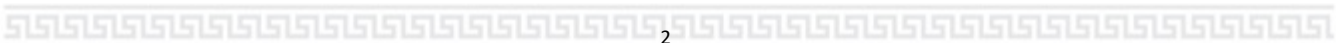
## TERMS OF REFERENCE

Name	Coaches Council
Mandate	The Coaches Council is a Program Advisory Committee of Wrestling Canada Lutte (WCL) reporting to the Executive Director. As such, the Council will assist WCL and other committees in understanding the interests, concerns, perspectives of coaches within WCL’s community, from grass-roots development to high performance.
Key Duties / Responsibilities	<ol style="list-style-type: none"> <li>1. Present coaches’ views and positions to the relevant decision-making body with regard to current or future programs, policies and procedures.</li> <li>2. Communicate the issues and concerns brought before the committee by the greater coaching community to the relevant body within WCL.</li> <li>3. Name representatives as requested by WCL and other bodies for activities where coach representation is an integral element (eg. High Performance Advisory Committee, Annual Meeting of Members, etc.)</li> <li>4. The Chair will act as the liaison between the Council and the Executive Director.</li> </ol> <p>Duties of the Chair:</p> <ul style="list-style-type: none"> <li>– Develop the agenda for council meetings in consultation with council members</li> <li>– Chair the meeting and ensure that the Council makes recommendations within its mandate and organizational policies and plans</li> <li>– Ensure communication of the Council’s recommendations and actions to the Executive Director</li> <li>– Ensure that the Council is represented to the BOD and Members by the Director-at-Large (Coaches)</li> <li>– Aid the Director-at-Large (Coaches) in preparing written reports of recommendations, progress or any other relevant information for submission to the Executive Director for the BOD and Members</li> <li>– Stay informed on relevant organizational policies</li> <li>– Ensure that council members are informed of all critical matters</li> </ul> <p>Duties of the Vice-Chair:</p> <ul style="list-style-type: none"> <li>– Attend council meetings</li> <li>– Serve as alternate for the Chair</li> <li>– Stay informed on relevant organizational policies</li> </ul>





	<p>Duties of Individual Members:</p> <ul style="list-style-type: none"> <li>- Attend council meetings</li> <li>- Be available to replace Chair and Vice-Chair when necessary</li> <li>- Actively engage with coaches to gather and disseminate feedback to relevant committees and the Board</li> <li>- Direct coach concerns and views to the Council for discussion and action</li> </ul>
<p>Authority</p>	<p>To serve as a source of coaches’ opinions and to provide recommendations to WCL’s staff and committees on matters that affect coaches including but not limited to current or potential programs, policies or procedures.</p> <p>May from time to time invite to its meetings such other individuals as it deems can contribute to the work of the council (eg. consultants).</p> <p>Can schedule meetings and other activities to facilitate consensus on recommendations.</p> <p>Review and make recommendations to revise terms of reference.</p>
<p>Composition &amp; Decision-Making</p>	<p>The Council shall be comprised of no less than four and up to five members:</p> <p>CHAIR and VICE-CHAIR; The roles of Chair and Vice-Chair may be filled by any member of the Council. The Chair and Vice-Chair will be appointed in even-numbered years for up to two, 2-year consecutive terms. The representatives will decide the roles amongst themselves, and in the event they cannot decide, the Council will determine the chair through election.</p> <p>MEMBERS*:</p> <ul style="list-style-type: none"> <li>- Director-at-large (Coaches)</li> <li>- Junior / Senior Level Coach (has coached at the Junior / Senior Canadian Championships)</li> <li>- Cadet Level Coach (has coached at the U17 / U19 Canadian Championships)</li> <li>- U SPORTS Coach (has coached at the U SPORTS Championships)</li> <li>- Grass-roots / development coach</li> </ul> <p>*All coaches must be certified at the “Competition Introduction” level, at minimum, and at least one of the members must be female.</p>





	<p>If there are no interested candidates, additional spots need not be filled.</p> <p><b>TERMS:</b> The following members will be elected or appointed to the Council for a 2-year term by the coaching membership as follows:</p> <p><b>Odd years:</b></p> <ul style="list-style-type: none"> <li>- Director-at-large (Coaches) – elected by WCL Membership at Annual Meeting of Members</li> <li>- U SPORTS Coach – elected at the U SPORTS Championships Coach Meeting</li> </ul> <p><b>Even years:</b></p> <ul style="list-style-type: none"> <li>- Junior / Senior Level Coach – elected at the Junior / Senior Canadian Championships</li> <li>- Cadet Level Coach – elected at the U17 / U19 Canadian Championships</li> <li>- Grass-roots / development coach – appointed by the remaining Council members from a pool of interested applicants</li> </ul> <p><b>Ex-officio, non-voting members on this committee include:</b></p> <ul style="list-style-type: none"> <li>- Executive Director</li> </ul> <p><b>VOTING:</b></p> <ul style="list-style-type: none"> <li>- Recommendations are by majority vote. Quorum shall be the majority of council members.</li> <li>- Each member will have one (1) vote. There are no proxy votes.</li> </ul>
Meetings	The Coaches Council should meet by teleconference at least quarterly and if required, at the call of the Chair.
Staff Support & Resources	The Council will work within the established WCL budget and may from time to time have WCL staff assigned to assist the Council with its work.
Reporting	<p>Reporting through the Executive Director, as follows:</p> <ul style="list-style-type: none"> <li>- Meeting minutes and notes will be maintained</li> <li>- Updates provided for BOD meetings</li> <li>- The Council will report to the Members at the Annual Meeting of Members in the form of a written report</li> </ul>



Approval and Review	Terms of Reference were approved by the Board on October 14, 2018. This document will be reviewed every two (2) years by the Council and the Board and will be updated by the Board as required.
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