## Template – Coaches Committee Terms of Reference

**“Organization” refers to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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|  | **Coaches Committee** |
| **Mandate** | The Coaches Committee is an operating committee of the Organization. It is responsible for the guidance and direction of the Organization’s National Coaches Certification Program (NCCP), which is the recognized national standard for coach training and certification in Canada, delivered through NCCP workshops that are designed to meet the needs of all types of coaches. |
| **Key Duties** | The Committee will perform the following key duties:   * Budget submissions, program planning, and the development of technical materials for coaches. * Establish the minimum standards of coach certification * Communicate with coaching coordinators from member associations. * Assist with the development of program delivery. * Oversee coaching registration. * Submit recommendations related to coach development, certification, and program delivery. |
| **Authority** | The Committee is an advisor to the Board on matters related to coaching. The Committee, with approval from the Board, may establish sub-committees or Task Forces to deal with specific issues in relation to the mandate of the Committee. |
| **Composition** | The Committee will be composed of the following individuals:   * Coaches Chair (appointed by the Board) * Other individuals appointed by the Board, as appropriate |
| **Meetings** | The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair. |
| **Resources** | The Committee will receive the necessary resources from the Organization to fulfill its mandate. The Committee may, from time to time, receive administrative support from the Organization. |
| **Reporting** | The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members. |
| **Approval and Review** | The Board will review these Terms of Reference on a regular basis, with input from the Committee as required. |
| **Other** | The provisions of the Bylaws as they relate to the Coaches Committee will also apply. |