

# Coaches Technical Committee

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Terms of Reference  
**October 2021**

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## **1. Introduction**

In partnership with the Coaching Association of Canada, Nordiq Canada develops and maintains the sport-specific coach development pathway for cross-country skiing in Canada. This program conforms to the Canadian Long-term Development (LTD) model and provides a vertically integrated continuum of development opportunities for coaches (Olympic and Paralympic stream) through all stages of skier development. As such, the Chief Executive Officer (CEO) forms the Coaching Technical Committee (CTC) as an operational committee of Nordiq Canada.

## **2. Purpose**

The CTC supports the Sport Development Director (SDD) in the development and successful operation of a coaching system to promote athlete development from the Active Start to the end of the Train to Compete (T2C) stages of development.

## **3. Accountability**

The Committee makes recommendations to the SDD and/or their designate(s). The Committee does not have the authority to bind, make or dictate decisions on behalf of the SDD or Nordiq Canada in any way, unless specifically authorized by the Chief Executive Officer (CEO). The Committee is expected to abide by all relevant Nordiq Canada policies.

## **4. Purpose**

The CTC will be expected to provide coaching technical direction, oversight, and support to Nordiq Canada in collaboration with the Domestic Development Committee (DDC) and Nordiq Canada staff. Guided by the SDD, the CTC will play a key role in the advisement, development, promotion and communication in the following key areas:

- a. coaching development pathway;
- b. sport-specific elements to coaching development and the integration of such with the National Coaching Certification Program (NCCP) model;
- c. national technical model (e.g., Technical Report Card) as well as athlete development model;
- d. alignment of the coaching development pathway with the Long-Term Athlete Development (LTAD) pathway;
- e. policies and guidelines on coaching education, professional development, certification, and maintenance of certification for coaches at all levels;
- f. policies, guidelines, rules and regulations concerning safety, coaching certification standards, code of conduct, and ethics standards;
- g. policies and guidelines regarding competition pathway and race program at Canadian Ski Championships, Canada Games, Canada Cups, Provincial and regional racing;
- h. Challenge Policy as well as recommendations related to Coaching Challenge Policy submissions.

## 5. Membership

- a. The CTC shall be composed of:
  - i. The Nordiq Canada Sport Development Director (ex-officio);
  - ii. The Nordiq Canada Coach Pathway Manager (ex-officio);
  - iii. One active National Coaching Certification Program (NCCP)-certified coach at the L2C/T2C context with extensive knowledge of the Canadian coaching system and experience as a Coach Developer (Facilitator and Evaluator);
  - iv. One active NCCP-certified coach at the Learn to Train (L2C)/Train to Compete (T2C)/Train to Train (T2T) context;
  - v. One active NCCP-certified Para-Nordic Coach;
  - vi. The Coaches' representative to the High Performance Committee;
  - vii. The Coaches representative to the DDC;
  - viii. An Integrated Support Team (IST) member experienced with the athlete development pathway;
  - ix. CEO (ex-officio).
- b. The Committee's composition, excluding ex-officio members as may be required, will reflect the Nordiq Canada Gender Equity Policy.
- c. The committee membership will aim to have coaches representing both the Olympic and Paralympic stream.
- d. The CEO, in consultation with the SDD or their designate, shall appoint members in consultation with key stakeholders.
- e. The membership term for voting members shall be one year expiring June 1 and is renewable on a yearly basis. For sake of providing the Committee with enough ongoing background to attend to its mandate in the most efficient way, members will be expected to be on the Committee for more than one term.

## 6. Decision-Making

The Committee's role is providing advice and support to the SDD. For greater clarity, while the SDD will strongly consider the Committee's advice, the SDD shall not be bound by advice from the Committee. Justification needs to be provided for variance to the CTC recommendations.

- a. In order to clearly provide their advice, Committee voting members (i.e., excluding ex-officio), shall cast votes where appropriate. When quorum is present, a majority vote is sufficient to indicate clear advice.

- b. Members are required to declare conflicts of interests, be they potential, real or perceived, before debate begins and immediately excuse themselves from debate. The member must not vote where there is a perceived or real conflict. If a committee member fails to declare an interest that is known to the Chairperson, the Chairperson will declare that interest.

## **7. Chairperson**

- a. The Chairperson of the committee will be the SDD or their designate.
- b. The Chairperson is responsible for:
  - i. providing leadership to the Committee (e.g., convening meetings; developing agendas; ensuring quorum; calling votes; documenting decisions; assigning, supervising and coordinating the Committee's work);
  - ii. Representing the Committee in communication with stakeholders and partners.

## **8. Meetings**

- a. The Chairperson will determine the meeting schedule, which should be monthly on average; however, the Committee may be consulted at any time.
- b. Meetings may be by phone, videoconference, in person, or by any other means that facilitate simultaneous communication of attending Committee members.
- c. The Committee will keep a record of recommendations and decisions and provide this record to the CEO.
- d. A quorum for each meeting of the Committee will be five voting members.

## **9. Resources**

Nordiq Canada will provide the Committee with reasonable resources to fulfill its mandate and may, from time to time, assign staff to help the Committee with its work. These resources may include mandatory training to help committee members fulfill their mandate.

## **10. Evaluation**

The CEO will conduct an annual review of the Committee's performance against Terms of Reference objectives and deliverables.