

# Skills development program committee

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Terms of reference/mandate  
**September 2016**

## **1. Introduction**

Nordiq Canada has developed a modern, state-of-the-art progression of skill development programs for children. This program conforms to the Canadian Long-term Athlete Development model and provides a vertically integrated continuum of development opportunities for children in the first stages of skier development. As such, the Chief Executive Officer (the “CEO”) forms the Skills Development Program Committee (the “Committee”) as an operational committee of Nordiq Canada.

## **2. Purpose**

The Committee supports the Director of Coach and Athlete Development in the development and successful operation of a system to promote athlete development (able-bodied and para-nordic) from the Active Start to the end of Learning to Train (L2T) stages of development.

## **3. Accountability**

The Committee reports to the CEO through the Director of Coach and Athlete Development. The Committee does not have authority to make decisions on behalf of the CEO or to bind Nordiq Canada in any way, unless specifically authorized to do so by the CEO.

## **4. Mandate**

Guided by the Director of Coach and Athlete Development, the Committee shall contribute expertise, human resource capacity, and regional perspectives in developing recommendations for the development and successful operation of the skills development programs. Skills development programs will be fully aligned with Nordiq Canada’s Long-Term Athlete Development (“LTAD”) model, “A Sport for Life,” and will facilitate the optimal development of Canadian skiers, with the ultimate goal of enabling them to achieve international excellence.

Generally, the Committee will actively contribute to the development and refinement of principles, concepts and strategies that will form a platform of best practices to strengthen and create benchmarks for success in skill development programs. The Committee will:

- a. Help design comprehensive skills development programs, including policies to govern their operation.
- b. Facilitate communication, cooperation and coordination between organizational levels (i.e., Nordiq Canada National, Divisions and clubs), components and programs of the athlete development system.
- c. Help develop skills development program-related input during Nordiq Canada's strategic planning process.
- d. Help develop annual operational plans and budgets for skills development programs across Canada.
- e. Recruit and organize volunteers to help develop and implement skills Development program initiatives and projects, as required.
- f. Provide skills development program-related advice and assistance to other Nordiq Canada operational committees, as required.

## **5. Membership**

- a. The Committee shall be composed of, when reasonably possible:
  - the Director of Coach and Athlete Development
  - the Athlete Development Coordinator
  - a representative from each Division, preferably the skills development program coordinator or equivalent
  - such other individuals that the CEO, in consultation with the Committee Chairperson, may determine are beneficial to the function of the Committee
- b. The CEO will appoint members. Division chairpersons will recommend Division representatives. The CEO may, with the approval of the Divisions chairpersons, appoint a committee member from outside the region if the region is unable to fill the position.

- c. The membership term is one year expiring in September and is renewable. Appointments expire if a representative's role changes such that the individual is no longer the appropriate skills development program Division representative.
- d. The CEO is ex-officio.

## **6. Chairperson**

- a. The Athlete Development Coordinator shall be the Chairperson of the Committee.
- b. The Chairperson is responsible for
  - providing leadership to the Committee (e.g., convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
  - representing the Committee in communication

## **7. Decision-Making**

Decision-making is limited to providing advice and recommendations. The Committee shall endeavour to operate by consensus. In case of disagreement, committee members shall cast votes.

## **8. Meetings**

- a. The Committee shall determine a meeting schedule that facilitates achievement of the Committee's on-going work and will meet at least once per year.
- b. Meetings may be by phone, in person, or by any other means that facilitates 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 shall be five people.