

## SCA Coaching and Development Committee TERMS OF REFERENCE



### **Aim**

To support and represent SCA members, affiliated clubs and communities with their paddlesport needs and contribute to the delivery of the British Canoeing Coaching Scheme in Scotland

### **Objectives**

- Be a regional representative group for SCA activities
- Facilitate opportunities for SCA members, clubs and communities to develop and share practice.
- Signpost local members to relevant groups and individuals in SCA (e.g. to other committees)
- Provide regional input and advice to SCA staff and committees
- Support discipline and event committees with regional input as required
- Support the coaching needs of SCA members
- Contribute to the SCA coaching and development programmes
- Support all the discipline specific and other committees in the SCA as required with regional input

### **Process/Meetings**

- This group will meet as required. Normally this will be approximately 4 times a year by conference call or in person
- Work will also be conducted via email and conference calls
- Administrative support is available from SCA staff as appropriate

### **Delegation**

The committee has been delegated responsibility for overseeing the delivery of the SCA Coaching and Development Plan. Any items of a strategic or commercial nature will be referred to the SCA Board for approval

### **Finance**

The committee is responsible for managing its direct income and expenditure as set out in the Committee and Stream Terms of Reference document. The committee is responsible for the income and expenditure related to events or activities run by the committee and its sub-committees

### **Membership**

The committee will consist of the following members, all of whom must be current SCA

Voting members:

- Regional Officers (10 posts)
- Quality Mark Provider Rep
- **sportscotland** National Centre Rep
- SCA representatives on the British Canoeing Coaching Administration Group and Coaching Strategy Group (if not already part of the committee)
- SCA Head of Coaching and Development and Regional Development Manager (or equivalent)

The committee will appoint the following support functions from within its membership (see below for outline role descriptions)

- Chair
- Secretary

- Treasurer
- Event Safety Officer

The SCA Coaching and Development staff will support the committee.

### **Voting**

In the event that a clear consensus is not reached on an issue then a vote will be held. Only the committee members will be eligible to vote.

### **Election and Appointment Process**

- The SCA will invite applications for regional roles. All applications will be reviewed by the SCA Appointments Committee to check for eligibility. In the event of multiple applications, a ballot of all SCA members in the respective region will take place. In the event of only one valid application, the individual will be appointed without the need for a ballot.
- Appointment is for 3 years. Individuals may apply for reappointment and there is no maximum number of consecutive terms.
- For the purposes of continuity, positions on this committee will be appointed on a rolling basis (e.g. 3 Regional Officer each year).

### **Appointment of Sub-Committees or Task Groups**

The committee may establish working groups or sub-committees to organise specific events or to run projects, which may consist of members of the coaching committee only or may include others who can support the sub-committee objectives.

### **Reporting to Board**

The committee will prepare minutes from each meeting (whether that be a meeting via conference call or in person), to be submitted to the SCA Board for recording.

The committee will prepare a summary meeting minute of each meeting, to be submitted to the SCA Board for recording.

### **Reporting to Membership**

The committee will prepare a highlights report for each financial year (April-March) by end of May to be included in SCA annual report.

Regional forums will be held to engage and communicate with members.

Regional Officers should communicate with members and clubs through the SCA email account provided to them.

Regional social media groups used to engage informally with members and communities

### **Role Descriptions**

#### **Chair**

- Chairs the committee meetings
- Ensures smooth running of the committee
- Remains unbiased and impartial during discussions.
- Ideally should be able to make most meetings, and be available for committee members to contact
- Ensures the meeting and activities are conducted in accordance with the SCA Conflicts of Interest Policy.

#### **Secretary**

- Prepares and circulates agendas for and records minutes at each committee meeting.
- Sends the approved minutes to the SCA office for publishing on SCA Website and circulation to SCA Board
- Organises the dates and venues for meetings

- Deals with and records any correspondence on behalf of the stream/committee
- Prepares activity summary for the committee annual report at the SCA AGM

#### **Treasurer**

- Prepares and manages budgets on behalf of the stream/committee
- Responsible for authorising expenditure (expenses/invoices) on behalf of the committee up to £200 limit
- Receives monthly accounts from SCA office
- Provides financial updates to the committee

#### **Event Safety Officer**

- Assist the committee to put in place the British Canoeing Event Safety Requirements within the committee's activities
- To undertake an assessment of event risk assessment and safety plans on behalf of the committee before authorising a committee event to take place and passing to SCA office for recording
- Ensure all accidents and incidents at events are correctly reported in accordance with British Canoeing guidelines, and encourage the committee to document and report for analysis near misses and accidents
- Ensure that the committee's safe systems of work are employed by maintaining up-to-date risk assessments and associated policies

#### **Review**

This document will be subject to annual review.