

SCA Coaching Committee TERMS OF REFERENCE



Aim

- To be a standing committee of the SCA Board; support SCA coaching members with their coaching needs and contribute to the delivery of the BCU Coaching Scheme in Scotland.

Objectives

- Develop and implement regional plans, ensuring further development of coaching in Scotland
- Respond to the coaching needs of SCA members
- Contribute to the SCA coach development programme
- Monitor outcomes and Key Performance Indicators
- Support all the discipline specific technical committees in the SCA as required

Process/Meetings

- This group will meet as required. Normally this will be approximately 4 times a year.
- 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 Plan. Any items of a strategic or commercial nature will be referred to the SCA Board for approval. 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.

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:

- Regional Coaching Officers (10)
- Military Liaison Officer
- Approved Paddlesport Provider Rep
- **sportscotland** National Centre Rep
- Coaching Director(*)
- SCA COG representative
- SCA CSG representative

* This role may be held by an individual holding any of the other roles above.

The committee will appoint the following support functions from within its membership

- Chair
- Secretary
- Treasurer
- Representatives to participate in other stream committee meetings

The SCA Coaching staff will support the committee. As with all SCA stream committees, it is anticipated that representatives from other streams will participate in committee meetings.

Coaching Director Appointment Process

- The Coaching Director position holder will be elected from the existing members within the coaching committee.
- Existing members need to have been in post for two years to be eligible to take on the role of Coaching Director.
- In the event that none of the eligible existing members are prepared to take on the role of Coaching Director the Coaching Committee may select someone from outside of the existing committee members that they believe will be able to represent coaching on the SCA Board. Should coaching committee be in a position where they cannot identify a suitable person then the board may second someone into this role as a temporary solution until Coaching Committee can identify someone to fill the role.

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.

Review

This document will be subject to annual review.

SCA Coaching Technical Network TERMS OF REFERENCE



Aim

The aim of this group is to provide a vehicle for wider consultation on coaching matters in Scotland and to be the technical experts and advisors on coaching matters across all disciplines of Paddlesport, as well as providing technical advice to the SCA. In addition to this it is hoped that this group could provide a forum to advise and support the Coaching Committee and Board on the future developments of coaching in Scotland

Objectives

- To advise on technical matters at the request of the Coaching Committee
- To advise and support the coaching committee, Board and SCA Staff regarding the development and delivery of BCU Coaching, Leadership, Performance and Safety Awards.
- Provide advice and technical input to the SCA Coaching Director, CSG representative and COG representative to help them in their roles as the conduits for decision making and policy for Scottish coaching.
- To provide advice and technical input on specific areas of SCA operation as requested by the Board and/or SCA staff (safety / other committee procedures / SCA delivery policies etc)
- To contribute to the development of paddlesport in all its relevant contexts & environments through the established channels
- To contribute to the development and creation of new awards and courses within the established channels
- To provide technical advice and support to external bodies on request.
- To support the SCA staff and coaching committee in disciplinary proceedings and investigation.

Process/Meetings

It is anticipated that the group would meet once a year, additional meetings only being required for specific decision making reasons. The majority of the technical advice and support should be facilitated through conference calls and emails as appropriate to meet their work requirements. These would be co-ordinated through the chair of the group, with support from the COG and CSG representatives as required.

Delegation

Responsibility to manage to conclusion any task and finish work assigned by the SCA Board or the SCA Coaching Committee as appropriate.

Finances

This group will not generate any direct income. Any meeting expenses incurred will be approved and paid by the coaching committee through its financial processes.

Membership

This group will comprise of SCA members who have been accepted as representatives on the BCU Technical Groups. It is felt important that this group has both non-competitive and competitive representation. This considered where there is not representation in a particular discipline where the SCA Board and Coaching Committee feel there should be technical representation, then an appropriate person shall be invited.

In addition the following will participate in the group

- Coaching Director
- COG Representative
- CSG Representative
- SCA Coaching and Development Manager

The committee will appoint the following support functions

- Chair
- Minute Secretary

The SCA COG and CSG Representatives / SCA Coaching and Development Manager and Coaching Director are requested to participate and attend in an ex officio capacity but are not members of the committee, unless they are members of a BCU Technical Group.

It is anticipated that the Chair and Minutes Secretary positions will be filled from within the group. The committee will be supported by the SCA coaching staff.

Appointment Process

SCA reps on BCU Technical Groups will automatically be appointed to this group. Should they be unwilling to stand on this group or should there be no rep in a particular discipline area then an open advertisement process will be applied. This will take the same format as the application process for the BCU Technical groups with applications and appointments being reviewed and made by the SCA Coaching Committee, this can be done with consultation with the SCA Technical group.

Accountability

This group, during its normal operation, is accountable to the SCA Coaching Committee.

They may become accountable directly to the board for periods when tasked by the board to carry out work.

SCA Coaching Event/Project Sub-Committee(s)

TERMS OF REFERENCE



Aim

- To plan, manage and deliver and review specific events or projects as appointed by the SCA Coaching Committee.

Process/Meetings

- Each specific event/project subcommittee will meet as required to deliver the event/project and will normally conduct communications via phone/email.
- The group will report to the SCA Coaching Committee.

Delegation

The subcommittee will have responsibility for planning, managing, delivering and reviewing the event/project within the timescales and budget, in accordance with SCA policies. Any contracts or items of a commercial nature should be dealt with in line with SCA policy.

Finance

A budget for the event/project will be agreed in advance with the SCA Coaching Committee. The coaching committee should be notified as soon as possible about any significant expected deviations from budget. All events should aim to break even or make a surplus. The board may decide to allow loss leaders but this will be as part of a larger strategy and the decision will be made after considering the wider SCA finances.

Membership

The group will consist of appropriate individuals to deliver the event or project.

Open advertising for Event/Project Sub-Committees is encouraged to allow volunteers from across the membership with appropriate skills to contribute.