



## **Climbing Escalade Canada (“CEC”) Coaching Committee Terms of Reference**

### **Official Policy Name**

CEC-OP-03 Climbing Escalade Canada – Coaching Committee Terms of Reference

### **Purpose/ Mandate**

Reporting to the Executive Director (“ED”), the Coaching Committee (“CC”) aims to support the CEC Coaching Programs and development by providing expertise, knowledge and advocacy to the ED.

### **Goals and Objectives**

The objectives of the CC include, but are not limited to:

- Creating, reviewing, and revising the Coach Education Plan for Community and Competition Coach training for climbing in Canada;
- Creating and maintaining a National Coach database;
- Increasing the quality and consistency of coaching at all levels of the sport in Canada
- Implementing the CEC’s Safe Sport Framework;
- Establishing/partnering with, an annual coaching conference;
- Researching, evaluating, and improving existing coach education modules; and,
- Supporting other initiatives as requested by the ED and/or CEC board of directors (the “Board”).

### **Jurisdiction**

The CC will annually develop, review, and recommend alterations to the components of the Coach Education Plan including:

- Coaching Pathways;
- Coach Education Modules;
- Coaching Clinic organization; and,
- National Coach Database.

The CC may complete other tasks as requested by the ED and/or the Board from time to time.

### **Members/Composition**

There shall be no fewer than three and no more than ten committee members.

#### **Chair**

The CC chair shall be a member of the committee selected using an annual intra-committee nomination and simple majority vote model (“CC Chair”).

The CC Chair is responsible for:

- Acting as liaison between the Board, the ED, and the CC;
- Coordinating CC meetings and creating operational timelines; and,
- If requested by the ED, attending Board meetings as a non-voting member to present information and updates from the CC.

Working groups may be established for special projects, as determined by the Committee.

From time to time the Committee may invite other individuals with subject matter knowledge to participate in and share their insights with the Committee, as deemed appropriate by the CC.

### **Membership Process**

The open call for applications shall be posted publicly on the CEC website no less than two (2) months before the term expiration of any committee member, with a deadline for applications no less than one (1) month before the term expiration of any committee member.

All individuals are welcome to join the CC; however, preference shall be given to those experienced in coaching sports. The ED, in their sole discretion, shall review the open call applications each year and recommend which of the applicants shall be appointed to the CC. Selected committee members must be endorsed by the board of directors.

The Board in its sole discretion, but preferably in conjunction with a recommendation from the ED, may remove any member of the CC or its subcommittees. Removal of members of the CC may be conducted regardless of whether cause for removal is established, but must be conducted respectfully.

Members of the Board may apply and be appointed to the CC (“**Regular Board CC Member**”) provided they comply with the terms of this policy and undertake to refrain from representing the Board at CC meetings. Board members applying for membership on the CC must not participate in or be present at the endorsement process conducted by the Board in relation to the membership of the CC.

### **Term of Membership**

All appointments have a maximum term of two (2) years, starting on June 1. The CC Chair shall be responsible for ensuring the CC composition is split such that roughly half of the members shall face expiring terms each year. The CC Chair, in their sole discretion, may appoint certain CC members for a one (1) year term in order to ensure compliance with the previous sentence.

Upon the expiration of their term of membership, committee members interested in serving for an additional consecutive term must re-apply via the open call for applications and be re-appointed by the ED and Board. Prior involvement on the CC does not guarantee an appointment to the CC.

There are no limits to the number of consecutive terms for any one committee member.

### **Accountability**

The CC reports, and is accountable, to the ED.

### **Work Methods/ Frequency**

#### **Work Methods**

All CC work will utilize a shared learning approach with an emphasis on discussion and evidence-based decision making.

#### **Frequency**

The CC shall hold at least 1 video call every quarter to set objectives and monitor progress on the completion of those objectives.

### **Meeting Process**

Every meeting must include:

- Meeting Chair – Responsible for directing conversation and ensuring adherence to the agenda;
  - o Meeting chair may be someone other than the committee chair.

- Secretary – Person appointed by the committee that is responsible for recording meeting minutes. Can be different or the same at each meeting.

**Consensus Model and Voting Rules**

Decisions by the CC should be made via a consensus decision-making model. A consensus decision-making model is a group decision-making process in which group members develop, and agree to support a decision in the best interest of the whole.

If consensus cannot be reached, a vote shall be taken pursuant to the following requirements:

- A minimum of 60% of committee or sub-committee members need to be in attendance or by proxy order to achieve quorum to conduct business.
- If quorum is met, an action shall require at least 75% approval of the members in attendance or by proxy at the meeting.
- If a committee member is unable to attend, they may assign a proxy in writing to vote on their behalf.
- If quorum is met, the members shall vote using the either of the following methods, as decided by the meeting chairperson:
  - o show of hands, or
  - o anonymous ballot, as decided by the chairperson of the meeting.
- Board representatives, if in attendance, are present to represent the Board’s interest, and cannot cast a vote. They will cast a vote at the Board level if needed.
  - o For greater clarity, Regular Board CC Members are not considered, and are not eligible to be, Board representatives for the purposes of this section. Accordingly, a Regular Board CC Member may not represent the interests of the Board as a Board representative and therefore may cast a vote. If a Board representative is required or requested to attend a CC meeting, a Board member other than the Regular Board CC Member must attend.

**Reporting and Recommendations**

Reporting and recommendations shall be governed by the following rules:

- The CC shall develop and provide recommendations, and share them with the CC Chair and/or the ED;
- Recommendations or approvals are then presented to the Board, and if required, will be voted on by the Board.

**Communications**

A group email and phone number list will be created for all members of the CC. The email and number list is ONLY to be shared amongst the CC members and must not be shared with anyone outside of the CC unless express permission to do so is granted by the ED.

The ED must only approve the sharing of email or phone numbers in accordance with applicable privacy and anti-spam legislation.

**Currency**

Date of Last Update	Author	Description
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November 2020	CEC Board of Directors	Approval

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