



**ROWING  
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## **COACH EDUCATION AND DEVELOPMENT COMMITTEE**

### **Terms of Reference**

#### **1.0 Name**

The **Coach Education and Development Committee** (“CEDC”) shall be a duly constituted committee and shall operate at the pleasure of the Rowing Canada Aviron (“RCA”) Board of Directors.

#### **2.0 Mandate**

The Committee works with the Director of Coach Education and Development to facilitate the development and implementation of a fully-integrated national coach education and development program that responds to the needs of Canadian rowing coaches.

The RCA coach education and development program includes ongoing assessment of coaching needs in Canada; design, development and delivery of RCA’s National Coaching Certification Program (NCCP) curriculum; membership development; professional development, education and mentorship activities and; other educational tools and resources that provide for the ongoing development of Canadian rowing coaches.

#### **3.0 Objectives**

The Coach Education and Development Committee (CEDC) shall:

- Work with the Director of Coaching Education and Development to identify annual coach education and development priorities, strategies and the resources required to effectively implement these;
- Provide key inputs into the ongoing assessment of the “current state” of coach education and development for rowing in Canada;
- Propose potential solutions to the gaps and shortfalls in the RCA coach education and development programs;
- Provide strategic advice to increase the quality and quantity of rowing coaches in Canada;
- Understand and respect RCA’s mission, priorities, strategic direction, policies, CED guiding principles and Long-Term Athlete Development principles and undertake the work of the Committee within same;
- Provide input into RCA’s policies and operational guidelines in the areas of coach education and development
- Assist in the revision of current RCA coaching resources and/or in development of new resources for coaches
- Participate in special initiatives where expertise on coach education is needed.

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Canadian Paralympic Committee/ Comité paralympique canadien

- Perform additional tasks as may be assigned to the Committee by the CEO or Board of Directors
- Consult with the Provincial Advisory Council as required to seek input and direction on policy and program initiatives.

#### **4.0 Structure**

The CEDC membership shall consist of representatives with the necessary expertise to deliver on the objectives of the CEDC Committee.

The Chair of the Committee is recommended by the CEO and approved by the RCA Board of Directors. The Committee members are recommended by the Chair of the Committee and approved by the CEO.

The RCA Coach Education and Development Committee shall be made up of a core group of five (5) to eight (8) individuals:

- RCA Director of Coach Education and Development;
- RCA High Performance Director and / or the RCA Talent Identification Director, or designate;
- One (1) RCA-registered coach (with grassroots, club, provincial and high performance experience) as well as expertise in rowing technique, education, curriculum design and sport system development;
- One (1) RCA-registered coach or program leader with expertise in the development, delivery/instruction of recreational/masters/para rowing/coaching development programs at the community, regional and/or provincial levels; and,
- Up to three (3) additional members-at-large based on project/core competency needs.

Of the above, a combination of the following competencies and experience are desired among the core group members:

- Experience as an NCCP Learning Facilitator or Master Learning Facilitator from rowing or another sport in Canada;
- Experience as an RCA Evaluator;
- Expertise in learning management systems and / or learning solutions (e.g., blended learning and mobile learning solutions)
- Experience delivering learning solutions to a volunteer- or part-time employee base;
- Experience working with beginner rowers; and,
- Experience working with high performance rowers.

Regular attendance and full participation in CEDC meetings are important elements in the functioning of this committee. If a member is unable to fulfill their commitment, the Committee in consultation with the CEO may determine a replacement.

The Committee shall consult with the Provincial Advisory Council on policies and program matters as required or, as directed by the CEO.

The Committee where necessary may form sub or working groups or bring advisors in as needed in order to facilitate/support the work of the Committee (ie., Provincial Leaders, Multi-Sport Learning Facilitators/Evaluators, other Sport Coaching Leaders, or experts in Continuing Education and Professional Development)

## **5.0 Level of Authority**

The RCA Coach Education and Development Committee has sufficient authority to recommend programs and services within the strategic direction, corporate priorities, and budget determined by the Board of Directors, and the operational parameters (i.e. planning and budgeting processes, etc.) established by the Chief Executive Officer (CEO). The Committee's plans (annual and quadrennial, etc.) and the annual budget must be approved by the CEO.

## **6.0 Reporting**

The Committee will report through the Director of Coach Education and Development to the CEO. The Committee will report to the membership, through a written report, at the Annual General Meeting.

## **7.0 Meetings**

The RCA Coach Education and Development Committee shall meet as required, within the budget parameters approved by the CEO. It is anticipated the Committee will hold at least one face-to-face meeting per year. In addition, the Committee will hold monthly conference calls and communicate via email on a regular basis.