

COACHING DIPLOMA COURSE BOARD TERMS OF REFERENCE

1. Title

- 1.1** The Group shall be called the British Canoeing Coaching Diploma Course Board.

2. Accountability

- 2.1** The Coaching Diploma Course Board is accountable to the Coaching Strategy Group (CSG) for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board will manage this accountability in the following ways:

- 2.1.1 Approve the Terms of Reference and any changes to the Terms of Reference for the Coaching Diploma Course Board;
- 2.1.2 Receive and consider reports via the CSG and the University of Stirling.

3. Purpose

- 3.1** The Purpose of the Coaching Diploma Course Board is to

- 3.1.1 Determine and recommend to the British Canoeing Board a strategy/plan for British Canoeing Coaching and Leadership;
- 3.1.2 Effectively and efficiently lead, develop and manage the overall British Canoeing Coaching and Leadership strategy;
- 3.1.3 Determine how best British Canoeing should effectively and proactively respond to coaching policies and strategies from the UK Government, agencies and other organisations which affect British Canoeing Qualifications and Awards.

4. Responsibilities

- 4.1** The Coaching Diploma Course Board shall have the following responsibilities;

- 4.1.1 Manage the delivery of the Coaching Diploma Programme;
- 4.1.2 Work with the University of Stirling to ensure delivery meets the needs of our sport;
- 4.1.3 Review, monitor and evaluate all aspects of the Coaching Diploma Programme;
- 4.1.4 Make recommendations regarding the delivery of all aspects of the Coaching Diploma Programme;
- 4.1.5 Make recommendations regarding the future recruitment and Coaching Diploma Programme design;
- 4.1.6 Contribute to the assessment of candidate evidence;
- 4.1.7 Finalise candidate award decisions.

5. Membership of the Coaching Diploma Course Board

5.1 The Coaching Diploma Course Board shall consist of the following Voting Members;

- 5.1.1 British Canoeing Coaching Diploma Course Board Chair
- 5.1.2 British Canoeing Head of Coaching and Qualifications
- 5.1.3 British Canoeing Coaching Diploma Programme Director
- 5.1.4 University of Stirling Course Leader
- 5.1.5 British Canoeing (Performance) Coach Development Manager
- 5.1.6 External Paddlesport Coaching Expert (with academic background)

5.2 In addition to the above membership, a discipline specific Technical Expert(s) may be invited to attend when required and an elected student representative(s) may be invited to report to the group.

6. Conflicts

6.1 British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the Coaching Diploma Course Board shall declare any conflicts or potential conflicts. If a person is unsure whether they have a conflict or potential conflict they should consult the Head of Governance and Compliance.

6.2 Decisions will usually be made by consensus. Where a vote is required, those with voting rights should be present in order to vote.

7. Meetings

7.1 The Coaching Diploma Course Board will meet in January and August each year. The Chair of Coaching Diploma Course Board may convene additional meetings as they deem necessary.

7.2 Meeting dates shall usually be agreed at least 60 days in advance. Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance.

7.3 The meetings may be held in person, by teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.

7.4 A minimum of three members of the Coaching Diploma Course Board must be present for the meeting to be deemed quorate.

7.5 Minute shall be taken to record the topics and discussion in the meeting but should not be attributed to individuals but will capture the collective decision of the group.

- 7.6** Draft minutes of the meeting shall usually be circulated to members of the group and made available within 14 days of the meeting. Coaching Diploma Course Board minutes will be made available to the Head of Coaching and Qualifications.

8. Confidentiality

- 8.1** Any confidential information disclosed to the Coaching Diploma Course Board shall remain confidential until such point that the confidential information comes into the public domain.

9. Data Protection

- 9.1** All personal data held by the Coaching Diploma Course Board in connection with qualifications and awards will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

10. Terms of reference and committee effectiveness

- 10.1** The Terms of Reference for the Coaching Diploma Course Board shall be reviewed every two years.

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