
CANOE SPRINT PERFORMANCE STRATEGY GROUP

TERMS OF REFERENCE

Recommendation: The Strategy Group is invited to consider and approve the revised Terms of Reference.

CANOE SPRINT PERFORMANCE STRATEGY GROUP

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1. Purpose

1.1 The Purpose of the Sprint Performance Strategy Group (The Group) will be to;

'To manage the creation of the new Sprint Performance Strategy (The Strategy) for British Canoeing and to recommend the Strategy to the Board for approval by early 2021 at the latest.'

2. Responsibilities of the Group

2.1 The responsibilities of the Group will be to;

2.1.1 Approve the Vision, Mission and Ambitions of the Strategy

2.1.2 Approve the structure and content of the Strategy

2.1.3 Review and scrutinise the work of the Task and Finish Groups involved in this project, to ensure that the content of the Strategy is aligned with the Vision and Mission, that all work is completed to schedule and that there is appropriate consultation and engagement with stakeholders in the development of the Strategy

2.1.4 Consider and comment on the executive structure to deliver the Strategy, proposed by the CEO and PD

2.1.5 Consider the committee structure and communications required within flat water racing, to support the delivery of the Sprint Performance Strategy over the next 4 years

2.1.6 Consider the budget proposals for the delivery of the Strategy

3. Accountability

3.1 The Sprint Strategy Group is established as a short term working group and not a standing committee of British Canoeing.

3.2 The Group is accountable to the Board of British Canoeing through the CEO.

3.3 Individuals appointed to the Group are not appointed as representatives of any stakeholder group and shall operate with 'independence of thought.'

4. Compliance with British Canoeing policies and procedures

4.1 The Group will recognise and adhere to the policies and procedures of British Canoeing.

5. Membership and composition of the Group

5.1 Membership of this Group shall be drawn from those who have an interest and stake in the Sprint Performance Strategy. In determining the composition of the Group, the following factors shall be considered;

- Individuals and the group as a whole to have the breadth and depth of experience to fulfil the Responsibilities of the Group
- The range of stakeholder involved in sprint racing shall be involved in the Group including; clubs, coaches, National Associations, Sprint Racing Committee, performance staff, English Institute of Sport, although not formally represented (see 3.3)
- That the size of the group is optimal (between 9-12)
- There should be at least 25% of both male and female voting members of the Group
- There should be external check and challenge
- The Group members should be willing to challenge and embrace change
- The Group members can work effectively as a team to complete the significant task within the required timescales and become advocates of the Strategy

5.2 Members of the Committee shall be invited to serve on the Group until the Strategy has been completed and approved by the Board. This is expected to be in late 2020 or early 2021.

5.3 Should a vacancy occur within the Group, this will be filled in line with Para 5.1 and approved by the Group.

5.4 The composition of the Group is attached as Appendix 1

6. Meetings

6.1 The meetings of the Group will usually be held once a month, on dates which will be agreed and published in advance.

6.2 The Group may hold meetings and take votes in face to face meetings or by means such as video conferencing, conference call or by email.

6.3 The agenda and papers for the meeting will usually be circulated at least 5 days in advance of the meeting.

6.4 Minutes of the business and decisions of each meeting shall be recorded, and these shall be shared with all Group Members within 2 weeks of each meeting and made public on the British Canoeing web site.

7. Quorum and Voting

7.1 At least six members are required to be present at the meeting to achieve a quorum. All Group members should use their best endeavours to attend all meetings of the Strategy Group.

7.2 Matters will usually be determined by consensus, but where voting is required, only those members who are members of British Canoeing shall be eligible to vote.

7.3 The Chair shall not have a vote.

8. Reporting

- 8.1 The Group shall report progress to the stakeholders through the publication of the minutes of each meeting. In addition the Chair of the Strategy Group shall produce a Report on the progress towards the Strategy from time to time, which will be shared with the Board of British Canoeing and the stakeholders.

9. The Task and Finish Groups and Consultation Groups

- 9.1 The Strategy Group shall have the powers to create any Task and Finish Groups and Consultation Groups required to carry out the work of developing the Strategy.
- 9.2 The Task and Finish Groups will be accountable to the Strategy Group through the Performance Director.
- 9.3 The Task and Finish Groups shall each have a clear Purpose and Framework which sets out their key accountabilities.
- 9.4 The Task and Finish Group and Consultation Group structure is attached as Appendix 2.

END

12 JUNE 2020

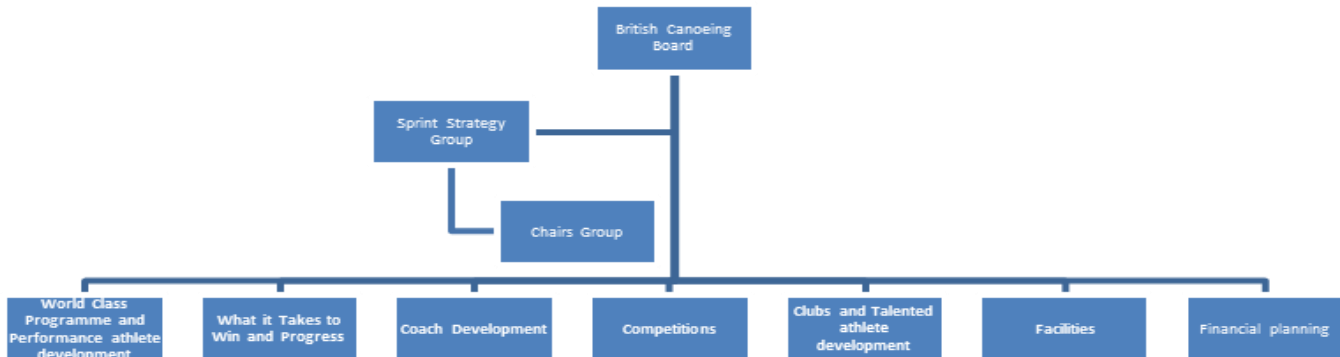
Appendix 1

Composition of the Sprint Performance Strategy Group (12.06.20)

Name	Voting Yes/No
David Joy (Chair)	N
Paul Ratcliffe	Y
Jon Schofield	Y
Ian Wynne	Y
Paul Dimmock	Y
James Clarke	Y
Rene Olsen	Y
Imogen Collins	Y
A N Other	Y
A N Other	Y
Brian Cunniffe	N
David Parsons	N
Andy McSweeney	N

Appendix 2

Task and Finish and Focus Group Structure (12.06.20)



Focus Groups

The following Focus Groups will be invited to feedback on the emerging content of the Strategy at two key stages in the process

- Community coaches
- Athletes
- World Class Programme and Talent Programme staff from across the UK
- Women's Focus Group
- Sprint Racing Committee, Regatta Committee, Marathon Racing Committee
- Independent Group of leaders from other sports
- Chair, President, CEO, PD of British Canoeing