

TERMS OF REFERENCE

1. Introduction

The British Canoeing Coaching Diploma Course Board is in place to manage the delivery of the Coaching Diploma Programme on behalf of British Canoeing. Due to the nature of coach learning at this level the Coaching Diploma Programme is constantly monitored and evaluated to ensure it best supports the individual coaches engaged with the Coaching Diploma Programme at the time. This monitoring and evaluation is conducted by the British Canoeing Coaching Diploma Course Board on behalf of the British Canoeing Coaching Strategy Group.

2. Membership

The British Canoeing Coaching Diploma Course Board shall include the following members:

- British Canoeing Diploma Course Board Chair;
- British Canoeing Head of Coaching and Qualifications;
- British Canoeing Coaching Diploma Programme Director;
- University of Stirling Course Leader;
- High Performance (Competition) Coaching Representative;
- External Paddlesport Coaching Expert (with academic background).

In addition to the above membership, expert(s) may be invited to attend as/when required and an elected student representative(s) may be invited to report to the group where appropriate.

3. Responsibilities

The British Canoeing Coaching Diploma Course Board shall have delegated powers from the British Canoeing Coaching Strategy Group to carry out the following responsibilities;

- I. manage the delivery of the Coaching Diploma Programme;
- II. work with the University of Stirling to ensure delivery meets the needs of our sport;
- III. review, monitor and evaluate all aspects of the Coaching Diploma Programme;
- IV. make recommendations regarding the delivery of all aspects of the Coaching Diploma Programme;
- V. quality assure the British Canoeing aspect of the Coaching Diploma Programme;
- VI. make recommendations regarding future recruitment and Coaching Diploma Programme design;
- VII. contribute to the assessment of candidate evidence;
- VIII. finalise candidate award decisions.

4. Reporting

The minutes of each British Canoeing Coaching Diploma Course Board meeting will be presented to the British Canoeing Coaching Strategy Group.

The British Canoeing Coaching Diploma Course Board shall report its decisions to the Head of Coaching and Qualifications and where actions or improvement are needed, make whatever recommendations it deems appropriate on any area within its remit.

5. Meetings

The British Canoeing Coaching Diploma Course Board is required to meet in January and August each year. Further meetings will be called as and when required. Project work may be delegated to specific working groups if required. Where possible, work will be completed via video conference and email.

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

Notices of meetings shall contain information relating to venue, time, date and agenda. Papers for meetings shall be circulated at least one week before the date of the meeting.

Minutes of the meeting will usually be circulated to the British Canoeing Coaching Diploma Course Board within 14 days of the meeting. The approved minutes will then be presented to the British Canoeing Coaching Strategy Group as soon as is practicable thereafter.

6. Quorum

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

7. Resolutions and voting

Decisions of the British Canoeing Coaching Diploma Course Board shall be taken by resolution and recorded in the minutes. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each British Canoeing Coaching Diploma Course Board Member shall have one vote.

8. Terms of reference and committee effectiveness

The Terms of Reference for the British Canoeing Coaching Diploma Course Board and its effectiveness shall be reviewed at least every two years by the British Canoeing Coaching Strategy Group and this will include a review of membership of the group.

End
Jan 2020