

COACHING ADMINISTRATION GROUP TERMS OF REFERENCE

1. Title

1.1 The Group shall be called the British Canoeing Coaching Administration Group (CAG)

2. Accountability

2.1 CAG is accountable to the Coaching Strategy Group (CSG) for carrying out the responsibilities that are delegated to it within these Terms of Reference. CSG 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 CAG.

2.1.2 Receive and consider reports via CSG.

3. Purpose

3.1 The Purpose of CAG is to

3.1.1 Support CSG in its responsibilities for British Canoeing Coaching and Qualifications;

3.1.2 Assist in developing and implementing qualifications and awards for British Canoeing within their National Associations;

3.1.3 Update the Head of Coaching and Qualifications on all aspects of delivering qualifications and awards within their National Association.

4. Responsibilities

4.1 CAG shall have the following responsibilities;

4.1.1 Agree, design, implement and manage the administration of British Canoeing Qualifications and Awards at National Association level;

4.1.2 Support the management and administration of British Canoeing coaching, leadership, personal performance and safety qualifications and awards;

4.1.3 Co-ordinate and create uniformity across National Associations in order to achieve consistence in the content, delivery and administration of British Canoeing Qualifications and Awards;

4.1.4 Manage the programme of training, assessing and agreeing the work programme of the personnel to deliver the British Canoeing Qualifications and Awards;

4.1.5 Communicate the developments and changes in the scheme of qualifications and awards through British Canoeing and the National Associations communication networks;

4.1.6 To implement appropriate communication and reporting pathways across the UK

and International;

- 4.1.7 To lead on specific projects and establish time limited project groups for key areas of work;
- 4.1.8 Suggest possible areas of collaborative working amongst National Associations and third party organisations.
- 4.1.9 CAG will have the ability to set up sub-groups, with the sub-groups being accountable to CAG. A Terms of Reference will be set up for each sub-group.

5. Membership of CAG

- 5.1 CAG shall consist of a representative from each National Association who should be the lead coaching manager / administrator.

5.1.1 The British Canoeing representative shall Chair.

6. Conflicts

- 6.1 British Canoeing is committed to upholding high standards of integrity and as such any person who is part of CAG 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 CAG will meet at least six times a year. The Chair of CAG may convene additional meetings as they deem necessary.
- 7.2 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 CAG must be present for the meeting to be deemed quorate.
- 7.5 Minutes 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 to the Coaching Strategy Group within 14 days of the meeting.

8. Confidentiality

8.1 Any confidential information disclosed to CAG 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 CAG 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 These Terms of Reference for CAG shall be reviewed every two years.

End