

INTERNATIONAL COACHING AND LEADERSHIP WORKING GROUP TERMS OF REFERENCE

1. Title

- 1.1** The Group shall be called the British Canoeing International Coaching and Leadership Working Group.

2. Accountability

- 2.1** The Group is accountable to the Head of Coaching and Qualifications for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Head of Coaching and Qualifications 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 Group.
2.1.2 Receive and consider reports via the Coaching Strategy Group.

3. Purpose

- 3.1** The Purpose of the International Coaching and Leadership Working Group is to

- 3.1.1 Provide advice and recommendations to the Head of Coaching and Qualifications;
3.1.2 Assist in advising and shaping qualifications and awards for British Canoeing;
3.1.3 Update the Head of Coaching and Qualifications on trends and developments within the International paddling community.

4. Responsibilities

- 4.1** The Group shall have the following responsibilities;

- 4.1.1 Consult and then assist in the advising and shaping of qualifications and awards for British Canoeing within the scope of the International Community;
4.1.2 Provide feedback to the Head of Coaching and Qualifications on the developments, trends and emerging practices within the International Paddling Community;
4.1.3 To work closely with the Head of Coaching and Qualifications on the publication and implementation of associated qualifications and awards.

5. Membership of the International Coaching and Leadership Working Group

- 5.1** The Group shall consist of the following Voting Members;

- 5.1.1 A Chair

- 5.1.2 A Vice Chair
- 5.1.3 All members of the International Coaching and Leadership Working Group shall be appointed for a 4-year term following an open recruitment process which shall be managed by the Head of Coaching and Qualifications.
- 5.1.4 The Chair of the Group shall be appointed by the membership of the group and shall serve for a maximum of 8 years. The Chair shall be appointed for the 4-year term.
- 5.1.5 The Vice Chair will be nominated by the membership of the group through a vote.

6. Conflicts

- 6.1 British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the Group 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 The International Coaching and Leadership Working Group is an Advisory Group and not a voting or decision making group. There will be no voting within these meetings.

7. Roles of International Coaching and Leadership Working Group Members:

- 7.1 Members will be appointed to the International Coaching and Leadership Working Group on the basis of having strengths in the following areas;
 - 7.1.1 Ability to work strategically and take responsibility for the advising and shaping in the development of qualifications and awards for an International paddling community;
 - 7.1.2 Willing to contribute pro-actively to the process of qualification and award development, implementation and review taking on tasks as required;
 - 7.1.3 Willingness to work as a team and share responsibility for advising of qualifications and awards for the International paddling community;
 - 7.1.4 Commitment to British Canoeing’s organisational policies and procedures and ability to work within these policies;
 - 7.1.5 Willingness to work in line with the Values of British Canoeing.
- 7.2 In addition to contributing to all aspects of the identified roles, each group member will fulfil the specific roles outlined below:

Chair	To Chair meetings of the International Coaching and Leadership Working Group. To contribute specific expertise in development and design. To provide expert knowledge around International aspects and developments. To be the first point of contact for all aspects relating to the International Coaching and Leadership Working Group, to chair meetings and set the agenda, reporting to Head of Coaching and Qualifications as required.
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Vice Chair	The Vice Chair is to conduct the Chairs responsibilities in their absence.
Member(s)	Contribute specific expertise in International Paddling matters. To provide expert knowledge around leadership, guiding and coaching.

8. Meetings

- 8.1** The International Coaching and Leadership Working Group will meet on a needs basis, dependant on the project and timescales agreed. The Chair of the Group may convene additional meetings as they deem necessary.
- 8.2** Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance.
- 8.3** 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.
- 8.4** Minutes shall be taken to record the topics and discussion in the meeting and should not be attributed to individuals but will capture the collective decision of the group.
- 8.5** Draft minutes of the meeting shall usually be circulated to members of the group and made available to the Head of Coaching and Qualifications within 14 days of the meeting.

9. Confidentiality

- 9.1** Any confidential information disclosed to the International Coaching and Leadership Working Group shall remain confidential until such point that the confidential information comes into the public domain.

10. Data Protection

- 10.1** All personal data held by the International Coaching and Leadership Working Group in connection with qualifications and awards will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

11. Terms of reference and committee effectiveness

- 11.1** These Terms of Reference for the International Coaching and Leadership Working Group shall be reviewed every two years

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