

REGIONAL COACHING SUB-COMMITTEE TERMS OF REFERENCE

1. Title

1.1 The Group shall be called the British Canoeing Regional Coaching Sub-Committee (RCSC).

2. Accountability

2.1 The RCSC is accountable to the Regional Development Team (RDT) of British Canoeing for carrying out the responsibilities that are delegated to it within these Terms of Reference. The RDT 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 RCSC.

2.1.2 Receive and consider reports via the RCSC.

3. Purpose

3.1 The Purpose of the RCSC is to

3.1.1 Involve itself in all matters relating to Coaching and Leadership within their respective regions.

4. Responsibilities

4.1 The RCSC shall have the following responsibilities;

4.1.1 To develop an integrated approach to the development of Instructing, Coaching, Leadership, Safety and Membership in the region through good communication channels with key volunteers, centres, clubs, providers and regional British Canoeing staff.

4.1.2 To produce and deliver a Regional Development plan for Instructing, Coaching, Leadership, Safety and Membership that reflects the needs of the Region and supports the overarching British Canoeing strategy, Coaching and Leadership 4-year plan and national projects. The plan will reference:

4.1.2.1 Workforce planning

4.1.2.2 Workforce diversity

4.1.2.3 Continual professional development

4.1.2.4 Briefings and focus groups

4.1.3 To seek out and then represent the views of members, clubs and centres within their regions at a national level via the Regional Development Team Chairs Group.

5. Membership of the RCSC

- 5.1** The voting membership of the RCSC shall comprise of no less than 3 voting positions and it is expected that a RCSC would have sufficient members who will take responsibility for all or some of the RCSC functions;
- 5.2** Membership of RCSC shall be made up of the Regional Coaching Representative, the regions Coaching Representatives and other appointed members.
- 5.3** Each member of the RCSC shall be appointed by a selection panel following a formal and public recruitment process.
- 5.4** Function lead appointments shall be approved by the RCSC;
- 5.5** The Chair of the RCSC shall be appointed by the membership of the group;
- 5.6** The membership of the group and shall serve for a maximum of 2 terms and shall be appointed for a 4-year term.
- 5.7** Members will be appointed to the RCSC on the basis of having strengths in some of the following areas;
 - 5.7.1 Coaching Matters: coordinate the provision of Coaching Matters Events and CPD opportunities across the region;
 - 5.7.2 Workforce Diversity: support aspirant and current Coaches and Leaders with the next steps on their coaching and leadership journey from underrepresented groups in the region;
 - 5.7.3 Coach Mentoring: provide mentoring support for aspirant and current Coaches and Leaders, in order that there is a supportive network of mentors and mentees;
 - 5.7.4 Paddler Pathway: support aspirant and current Coaches and Leaders with the next steps on their coaching and leadership journey;
 - 5.7.5 Events: provide additional events based on the needs of the Coaches and Leaders in the regions;
 - 5.7.6 Volunteers: assist with the development of and coordinate the support of additional volunteers and assist with their training, in order to support the regions activities;
 - 5.7.7 Commitment to British Canoeing's organisational policies & procedures and ability to work within these policies;
 - 5.7.8 Willingness to work in line with the Values of British Canoeing.

6. Conflicts

- 6.1** British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the RCSC 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.

7. Meetings

- 7.1** The RSCS will meet at least four times a year. The Chair of RCSC 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 RCSC must be present for the meeting to be deemed quorate, one of whom shall be the RCR or the RDT Chair.
- 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 RDT within 14 days of the meeting.

8. Confidentiality

- 8.1** Any confidential information disclosed to the RCSC shall remain confidential until such point that the confidential information comes into the public domain.
- 8.2** Decisions will usually be made by consensus. Where a vote is required, those with voting rights should be present in order to vote.

9. Data Protection

- 9.1** All personal data held by the RCSC 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 the RCSC shall be reviewed every two years.

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