

## **WORLD CLASS PROGRAMME ENGAGEMENT GROUP**

### **TERMS OF REFERENCE**

#### **1. Title**

The Advisory Group shall be called the British Canoeing World Class Programme Engagement Group (WCPEG).

#### **2. Accountability**

**2.1** The WCPEG is accountable to the Board of British Canoeing for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board 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 WCPEG

2.1.2 Receive and consider the minutes of the WCPEG meetings

2.1.3 Receive and publish a report from the WCPEG as part of the British Canoeing Annual Report.

#### **3. Purpose**

**3.1** The Purpose of the WCPEG is to;

3.1.1 Strengthen the alignment between the strategic and operational plans of the British Canoeing Sprint and Slalom Committees and the plans of the World Class Programme (WCP) and the England Talent Programme (ETP) which are managed by British Canoeing.

3.1.2 Provide a forum for the views of community volunteers, committees, clubs and coaches on matters related to talent and performance development to be shared with the members of WCPEG.

#### **4. Responsibilities**

**4.1** The Responsibilities of the WCPEG shall be to:

4.1.1 Receive and comment on reports from the Performance Director

4.1.2 Ensure the work of the WCP and ETP, the Slalom and Sprint Racing Committees and performance clubs is all aligned

4.1.3 Share information, ideas and any concerns from the slalom and sprint communities regarding the WCP and ETP

4.1.4 Consider how the competition programmes in Sprint, Para Canoe and Slalom can be provided to develop talent, enhance performance and to showcase our elite athletes

4.1.5 Consider and comment on the draft Para Canoe, Sprint Racing and Slalom selection policies.

**4.2** The following responsibilities have been delegated by the CEO to the Performance Director (PD). The PD shall be accountable to the CEO who in turn shall be accountable to the Board

for the following:

- 4.2.1 Recommend to the Board of British Canoeing a vision for the World Class and England Talent Programmes
- 4.2.2 Successfully develop and implement the WCP and ETP strategies and delivery systems
- 4.2.3 Develop positive working relationships with UK Sport and Sport England, EIS, BOA, BPA and the National Associations in Scotland, Wales and Northern Ireland and any other organisations involved in the talent and performance systems in the UK. Identify and seek additional resources to support the development and implementation of the British Canoeing WCP and ETP
- 4.2.4 Ensure the highest standards of governance and athlete and coach welfare are maintained within the WCP and ETP
- 4.2.5 Oversee the management of the staff within the WCP and ETP.

## **5. Appointment of the WCPEG Members**

- 5.1 The Chair and President of British Canoeing may attend meetings of the WCPEG.
- 5.2 The Chair of the WCPEG shall be appointed by the Board and will usually be the CEO of British Canoeing.
- 5.3 The WCPEG shall comprise of the following members:
  - The Chair of the Group/CEO
  - Performance Director, British Canoeing
  - Chair, British Canoeing Slalom Committee
  - Chair, British Canoeing Sprint Racing Committee
  - Head of Performance Operations
  - Head of Talent, British Canoeing
  - Up to 2 Co-opted Members
- 5.4 The Co-opted Members shall be appointed with the approval of the WCPEG.
- 5.5 The Co-opted Members shall serve for a term to be agreed by the WCPEG for a maximum term of 4 years.
- 5.6 The other members of the Group shall be ex officio and shall serve on the WCPEG by right of the other position they hold within British Canoeing.

## **6. Managing the Meetings of the WCPEG**

- 6.1 The WCPEG shall usually meet twice in each calendar year, usually during the review and planning part of the year between October and February.
- 6.2 At least 60 days' notice of the date of meetings shall be given to all members of the Group. Copies of the agenda and associated papers shall be sent to the members of the Group at

least 7 days in advance. If items are added to the agenda after this time papers will be circulated to WCPEG members as soon as practical.

- 6.3** Minutes of the Meeting will be taken. Draft minutes, which have been previously circulated to the committee for comment, will be published on the British Canoeing website within 28 days of the date of the meeting. Copies of the draft minutes shall also be sent to the Executive Assistant to the CEO of British Canoeing for circulation to the Board.
- 6.4** In the event of the members being unable to attend a meeting, the following procedures will apply;
  - 6.4.1 If the Chair is unable to attend a meeting of the Group, one of the other members of the Group attending will act as Chair for the meeting.
  - 6.4.2 The Chairs of the British Canoeing Slalom and Sprint Racing Committees may appoint a deputy to attend the meeting.
  - 6.4.3 The Performance Director of British Canoeing may appoint a deputy for individual meetings in exceptional circumstances providing that the deputy has been agreed by the WCPEG Chair.
  - 6.4.4 If a Co-Opted Member is unable to attend a meeting, there will be no right of substitution.
- 6.5** The Group is an Advisory Group and not a voting or decision making group. There will be no voting within these meetings.
- 6.6** For urgent business or on other occasions as required, the Group may hold meetings electronically by means such as conference call or email.

November 2018

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