

## **PARACANOE INTERNATIONAL PANEL TERMS OF REFERENCE**

### **1. Title**

**1.1** The Group shall be called the British Canoeing Paracanoe International Panel (Paracanoe IP).

### **2. Accountability**

**2.1** The Paracanoe IP 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 Paracanoe IP.

**2.1.2** Receive and consider the minutes of the Paracanoe IP meetings.

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

### **3. Purpose**

**3.1** The Purpose of the Paracanoe IP is to

**3.1.1** Consult and then draft and propose the selection policy for all GBR Teams in Paracanoe;

**3.1.2** Conduct IP meetings to select GBR international teams in Paracanoe in accordance with the selection process set out in the relevant selection policy

**3.1.3** Communicate selection decisions

**3.1.4** Review the selection policy at year end and recommend future improvements

### **4. Responsibilities**

**4.1** The International Panel shall have the following responsibilities;

**4.1.1** Annually to consult and then determine and recommend to the British Canoeing Board a clear selection policy for all British Canoeing representative teams in Paracanoe

**4.1.2** Effectively and efficiently lead, develop and manage the selection strategy, through development of policies, open consultation and publishing policies within agreed timeframes across Paracanoe Teams.

**4.1.3** For Olympic/Paralympic disciplines, to work in conjunction with the British Olympic Association/British Paralympic Association on development of policies that will enable the clear identification of Olympic/Paralympic selection nominations

**4.1.4** Provide feedback to the British Canoeing Board where required to determine how

best British Canoeing should effectively and proactively respond to policies and strategies from the IOC/IPC, ICF and ECA

- 4.1.5 Ensure that the British Canoeing Coaching governance policies and procedures are embedded in selection policies and are applied throughout the selection process.
- 4.1.6 To work closely with the British Canoeing Head of Governance and Compliance on the development, publication and implementation of all policies.

**4.2** The appointed panel should at all times reference the guidance laid out in the UK Sport, British Olympic Association and British Paralympic Association joint guide titled 'NGB Athlete Selection Guide' which outlines best practice in all aspects of athlete selection.

## **5. Membership of the Paracanoes IP**

**5.1** The Paracanoes IP shall consist of the following Voting Members;

- 5.1.1 An Independent Chair
- 5.1.2 An Independent member
- 5.1.3 An independent member
- 5.1.4 3 members from the Executive Team of the World Class Programme who shall be;
  - 5.1.4.1 The Performance Director
  - 5.1.4.2 The Head Coach Paracanoes
  - 5.1.4.3 The Head of Performance Operations
- 5.1.5 In addition to the Voting Members, the Sprint Racing Committee (SRC) shall have the right to nominate one non-voting observer to attend.
- 5.1.6 An independent member is defined as: 'Someone who is not a member of the British Canoeing World Class Programme staff, nor a Member of the Sprint Racing Committee and who is able to satisfactorily demonstrate that they are able to operate independently of any influence from clubs, friends, relatives or voluntary coaching arrangements influencing the decision making process.'
- 5.1.7 The Paracanoes Team Manager shall usually attend Paracanoes IP meetings to provide the secretariat function. The IP may ask any other member of the British Canoeing staff to attend a meeting to assist it with its work.
- 5.1.8 The Chair of the Paracanoes IP shall be appointed by the Board and shall serve for a maximum of two (2) Olympic cycles. The Chair shall be appointed for the 4 year term following an open recruitment process which shall be managed by the CEO and include the PD and the Chair of the SRC. This appointment will usually commence within 6 months of an Olympic Games.
- 5.1.9 The Independent Member shall be appointed by the Board and shall serve for a maximum of two (2) Olympic cycles. The Independent Member shall be appointed for the 4 year term following an open recruitment process which shall be managed by the CEO This appointment will usually commence within 6 months of an Olympic Games.

- 5.1.10 The Member nominated by the SRC shall be subject to approval by the Board. The member nominated by the SRC serve for a maximum of two (2) Olympic cycles. This appointee shall be appointed for a 4 year term but shall be eligible for nomination by the SRC for one further 4 year term. This appointment will usually commence within 6 months of an Olympic Games.
- 5.1.11 The Members of the Paracanoe IP from the Executive Team shall be ex officio and shall be appointed to the Paracanoe IP by virtue of the executive position they hold. They shall be eligible to serve on the Paracanoe IP for so long as they hold that position.
- 5.1.12 The non-voting observer from the SRC shall be appointed to the Paracanoe IP by SRC and may serve on the Paracanoe IP for so long as they are nominated by the SRC.

**6. Conflicts**

**6.1** British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the IP shall declare any conflicts or potential conflicts and shall refrain from participation in the discussion in respect to Selection decisions in which they have a conflict of interest. If a person is unsure whether they have a conflict or potential conflict they should consult the British Canoeing Head of Governance and Compliance.

**7. Roles of Panel Members:**

**7.1** Members will be appointed to the Paracanoe IP on the basis of having strengths in the following areas;

- 7.1.1 Ability to work strategically and take responsibility for selection policies to optimise medal success for Great Britain
- 7.1.2 Willing to contribute pro-actively to the process of policy development, implementation and review taking on tasks as required
- 7.1.3 Understanding and knowledge of the appropriate International competitions and standard of competition at each level of the performance pathway
- 7.1.4 Ability to negotiate and make decisions
- 7.1.5 Willingness to work as a team and share responsibility for the selection policy
- 7.1.6 Awareness of British Canoeing’s organisational policies & procedures and ability to commit to working within these policies
- 7.1.7 Willingness to work in line with the Vales of British Canoeing

**7.2** In addition to contributing to all aspects of the selection process in the identified discipline(s), each panel member will fulfil the specific roles outlined below:

<b>British Canoeing Head Coach &amp; British Canoeing Performance Director</b>	Lead Performance strategy and provide specific athlete and class subjective and objective guidance on performance.
<b>British Canoeing Head of Performance Operations</b>	Responsible for planning and delivery against agreed timelines, ensuring consistency between IP’s where possible

	and assisting the administration of the process for all business of the IP.
<b>Independent Member(s)</b>	Contribute specific expertise in policy development. To provide expert knowledge around athlete performance levels and ensuring that the BC processes are applied correctly at all times.
<b>Chair</b>	To Chair meetings of the IP. To contribute specific expertise in policy development. To provide expert knowledge around athlete performance levels and ensuring that the BC processes are applied correctly at all times. To be the first point of contact for all aspects relating to the identified panel, to chair meetings and set the agenda, reporting to Board as required.
<b>Independent Observer</b>	To contribute specific expertise as identified and to ensure that the selection is managed according to the Selection Policy at all times.

## **8. Meetings**

- 8.1** The International Panel will meet at least four times a year. The Chair of IP may convene additional meetings as they deem necessary.
- 8.2** 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.
- 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** Decisions of an IP 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 Voting Member shall have one vote. Voting may also take place electronically when required.
- 8.5** A minimum of three members of the IP must be present for the meeting to be deemed quorate. This must include at least one independent member.
- 8.6** Detailed 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 panel
- 8.7** Draft minutes of the meeting shall usually be circulated to members of the group and made available to the CEO within 14 days of the meeting.
- 8.8** Abridged minutes with no attributable comments or reference to detail of specific athlete

selections shall be published.

**9. Confidentiality**

**9.1** Any confidential information disclosed to the IP 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 IP in connection with Selections will be held in accordance with British Canoeing's Data Protection Policy and the Athlete Privacy Notice.

**11. Terms of reference and committee effectiveness**

**11.1** These Terms of Reference for the Paracanoe IP shall be reviewed every two years

**End**