



## Terms of Reference

### Canada Snowboard Coaching Program (“CSCP”) Technical Experts Committee (“TEC”)

#### Document Version Management:

Version	Date	Approved by:	Date
Original version drafted	October 2018	Canada Snowboard Sport & System Development Manager	2019.10.15
Reviewed & Updated			

#### I. AUTHORITY

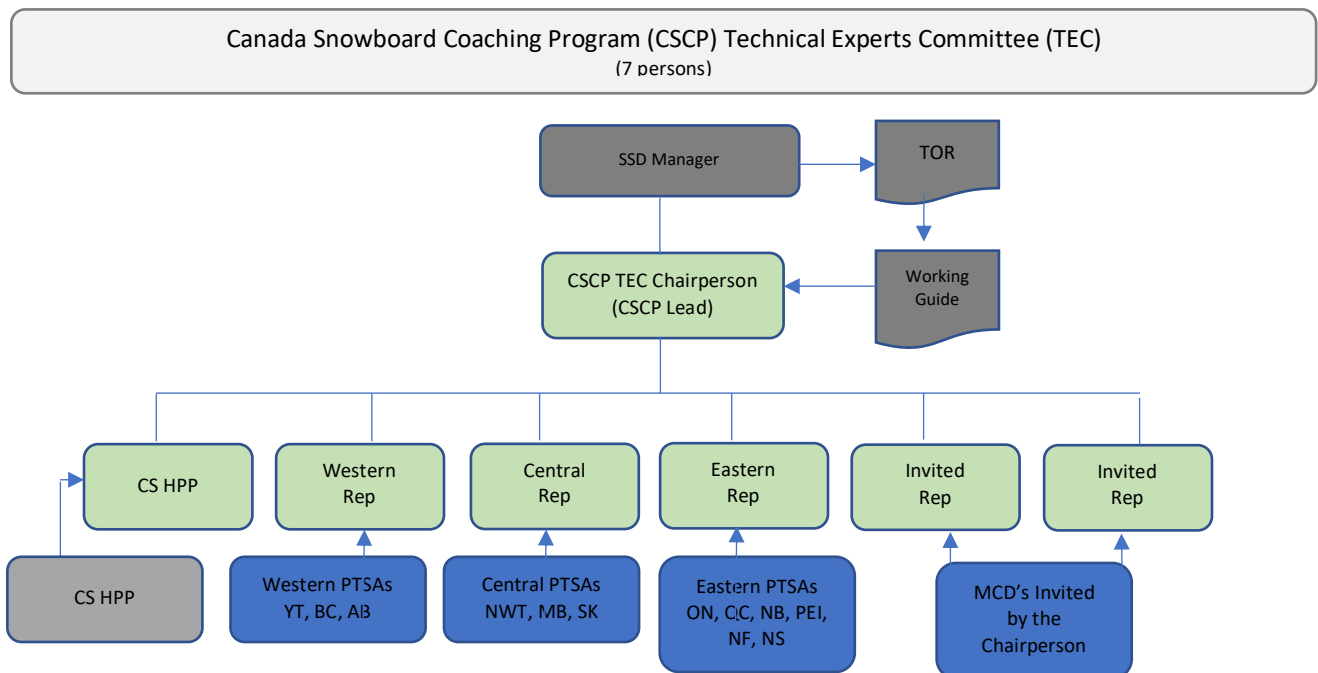
- A. The Technical Experts Committee (the “TEC”) is established under the authority of the Sport & System Development Manager (the “Manager”) of Canada Snowboard. The TEC is responsible for advising the Canada Snowboard Sport & System Development Team, through the Canada Snowboard Coaching Program Coordinator, on fulfilling its oversight responsibilities related to technical content of the Canada Snowboard Coaching Program.
- B. The TEC shall function as stipulated in these Terms of Reference (the “TOR”) and the General Bylaws of Canada Snowboard.
- C. Further, the TEC will exercise its authority specifically as set out in these Terms of Reference.

#### II. PURPOSE AND MANDATE

- A. The TEC is established to address a vital need within the Canadian Snowboard community, that is, achieving greater uniformity of the Canada Snowboard Coaching Program pathway and technical content;
- B. In turn, the TEC will guide and support the creation of a standardized set of CSCP curriculums to support the progression of our Canadian coaches;
- C. Furthermore, the creation of a standardized set CSCP curriculums will directly impact four specific areas of Canada Snowboard's Strategic Plan:
  - Podium success for Canada on the international stage
  - Expand the depth of the competitive athlete pool through Sport Development initiatives
  - Continue to professionalize all aspects of operations
  - Improve communications to external audiences, membership, athletes and other stakeholders; and
- D. Specifically, the TEC has oversight and is responsible for the following key elements directly related to Canada Snowboard Coaching Program and are considered the authority for making any recommendations to these specified elements:
  1. CSCP Curriculum development, policy updates, delivery, and management
    - a. development of tools, resources, program design requirements, integration of Coaching Development with the LTAD, and training Coach Developers.
  2. Coach Developer recruitment
  3. Case by case coach movement through the pathway
    - a. straight to Comp Dev, straight to evaluation, international transfer...)

### III. COMPOSITION

- A. Appointments to the TEC are approved by the Sport & System Development Manager, normally on the recommendation of the CSCP Lead.
- B. The TEC shall consist of seven (7) individuals as follows:
  - a. The CSCP Lead
  - b. Canada Snowboard High Performance Program Representative
  - c. Three MCD representation from the PTSAs
    - i. Western Rep
    - ii. Central Rep
    - iii. Eastern Rep
  - d. Two invited MCD's and or experienced Coach Developers approved by the CSCP Lead and HPP Representatives



### IV. APPOINTMENT TERMS AND QUORUM

- A. The CSCP TEC membership is appointed bi-annually by the Sport & System Development Manager:
  - a. CS HPP Representative will be appointed by the HPP Director
  - b. Western PTSAs representative will be appointed by the Executive Directors or the President of the PTSA's involved
  - c. Central PTSAs representative will be appointed by the Executive Directors or the President of the PTSA's involved
  - d. Eastern PTSAs representative will be appointed by the Executive Directors or the President of the PTSA's involved
  - e. Invited representatives will be appointed by the CSCP Lead (annually)
- B. The five identified work groups will be responsible for nominating their representative on an bi-annual basis (annual basis for the invited representatives) with the nomination deadline of April 30 each two years. If no consensus nominee can be agreed upon by anyone work group, then that group should submit a list of candidates to Canada Snowboard prior to the nomination deadline. In this scenario, the CSCP TEC Chairperson will then select the representative from the submitted list of nominees for nomination as a member of the CSCP TEC.
- C. Should a vacancy occur on the CSCP TEC, the Sport & System Development Manager shall appoint a replacement at the next feasible opportunity based on a recommendation from the CSCP TEC, with the appointment official with ratification by the CSCP Lead.

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- D. There are no limitations restricting the incumbent CS HPP representatives or other CSCP TEC Members from being appointed for subsequent terms.
  - E. Voting:
    - 1. The desired approach is to build consensus and obtain unanimous support, although in the absence of a unanimous vote, decisions will be made by a simple majority vote.
    - 2. As per the General Bylaws, each CSCP TEC member has one (1) vote, except the meeting Chairperson who does not normally vote.
    - 3. In the event that a vote results in a tie, the Chairperson will cast the deciding vote.
  - F. Quorum: A quorum for the CSCP TEC will be the simple majority of its voting Members.

#### V. MEETINGS AND OPERATION

- A. It is planned that the appointed CSCP TEC Representatives would meet in-person once per year plus conduct meetings via conference call once per quarter, in addition to any discretionary meetings required to discuss urgent matters.
- B. Canada Snowboard will cover reasonable costs for each of the CSCP TEC Representatives to attend the in-person meeting, including travel, accommodations and appropriate meal expenses as per approved CS Budget.
- C. The CSCP TEC Chairperson will organize administration of the CSCP TEC including development and monitoring of an annual budget.

#### VI. DUTIES AND RESPONSIBILITIES

The CSCP TEC shall perform the following duties and responsibilities on an on-going basis:

- Including development of tools, resources, program design requirements, integration of Coaching Development with the LTAD, and training Coach Developers.
- Act as an advisory council with the CSCP Lead in terms of updates and or changes to the CSCP and new policies
- Act as an advisory council with the CSCP Lead in case by case coach pathway (ie: straight to Comp Dev, straight to evaluation, international transfer...)
- Recommend/ Recruit new Coach Developers

#### VII. ACCOUNTABILITY

The CSCP TEC is accountable to the Canada Snowboard Sport & System Development Department and only has authority that is granted by the Sport & System Development Manager that retains the sole power to grant that authority.

- A. Recording of Minutes
  - 1. Minutes of the meetings will record time, date and participants of the meeting and any recommendations to be forwarded to the Board. Respecting confidentiality and the potentially strategic and sensitive nature of CSCP TEC discussions, minutes will not record any of the discussion leading to these recommendations.
  - 2. Minutes will track action items which detail deliverables, status and the anticipated completion dates.
- B. Formal Reporting

The Chairperson, on behalf of the CSCP TEC, shall provide a report to the Sport & System Development Manager for purposes of reporting to the Executive Director as deemed appropriate but no less than annually.