



## **OCF Coaching Committee**

### **Terms of Reference**

**Goal Statement: to develop and deliver training, education and certification for coaches affiliated with the OCF in order to create a consistent standard of coaching across the province.**

#### **Type of committee:**

- Standing committee
- Established September 2021 by the OCF Board

#### **Purpose / Mandate/ Responsibilities:**

- Design OCF coach pathway and certification program
  - Set coaching requirements for coaches affiliated with the OCF
  - Develop and organize education/ training to allow coaches to meet these requirements
  - Maintain roster of OCF-certified coaches
  - Ensure all coaches attending OCF competitions, camps and events meet the OCF's requirements
- Offer additional professional development opportunities for coaches to further enhance the level of coaching across the province

#### **Membership:**

- Committee shall be composed of 3-5 individuals who shall serve a term of one competitive season (12 months beginning at the end of the previous season)
- Committee chair shall be the appointed by the OCF Board
- The committee chair will coordinate committee meetings and activities and act as a liaison between the committee and the OCF Board
- Initial members may be appointed by the committee chair, but it is expected that the committee will post an annual open call for members
- The Chair shall review applications and recommend which applicants should be appointed to the committee
- OCF Board will approve all appointments and may remove members at any time at its sole discretion
- Preference will be given to coaches currently active within the OCF, climbing gym owners, and OCF members/volunteers who have coaching certification experience through other sporting organizations
- All committee members will need to agree to and abide by OCF policies, including but not limited to the OCF's policies relating to privacy, confidentiality and conflict of interest

**Accountability:**

- Committee reports to the OCF Board
- Committee will provide regular updates to the Board (monthly or after every committee meeting, whichever interval is longer)
- Board approval is required for:
  - OCF coach pathway
  - Annual coach certification requirements
  - New programs/policies/events or changes to existing programs/policies/events
  - Financial expenses not included in OCF budget for current season
- Committee has the authority to implement approved programs/policies/events

**Review:**

- The group will evaluate the relevance, value and goals of its work, as well as these terms of reference, after each competition season

**Working methods:**

- Committee will work collaboratively and endeavour to hear and consider all points of view raised by committee members
- Ideally, decisions and recommendations will be made by consensus
- If a consensus cannot be reached, the committee will hold a vote, with any decision requiring approval from a minimum of 60% of committee members
- The committee may convene subgroups, as required, to work on specific projects

**Meetings:**

- Meetings will be held once a quarter, at a minimum
- Meetings will be held virtually during a pandemic
- Meetings will be chaired by the Chair
- Minutes will be recorded for each meeting
- Topics for the agenda will be generated before each meeting by the Chair with input from the OCF Board and coaching committee members

**Sharing of information and resources:**

- Committee will be given access to a dedicated folder on the OCF's Google Drive, and all committee documents should be held in this secure location
- Confidential materials shall be clearly marked confidential