

TERMS OF REFERENCE NATIONAL COACHING ADVISORY COMMITTEE

Focus	National coaching education, development and certification.
Mandate	The National Coaching Advisory Committee is an advisory committee of Weightlifting Canada Haltérophilie (WCH), reporting to the Director of Coach Education (Director). As such, the Advisory Committee provides technical expertise and guidance to the Director and WCH Board of Directors (BOD) on the development and delivery of WCH’s NCCP and other coach education, development and certification programs.
Key Duties / Responsibilities	<p>The Committee will advise the Director in the following areas:</p> <ol style="list-style-type: none"> 1. Review, provide input and assist in the design, development, and delivery of WCH’s NCCP curriculum, ensuring alignment with LTAD principles. 2. Review candidates for nomination to the Coach Developer pool, including Learning Facilitators (LFs), Coach Evaluators (CEs), and Master Coach Developers (MCDs). 3. Provide input into WCH’s policies and operational guidelines in the areas of coach education and development and provide recommendations on potential solutions in the gaps and shortfalls. 4. Provide assistance to and consult with other WCH advisory committees and BOD members on coach education and development related matters. 5. Provide a forum for identifying and addressing priority issues affecting coach education and development. <p>Duties of the Chair:</p> <ul style="list-style-type: none"> – In collaboration with the Director, develop the agenda for committee meetings in consultation with committee members. – Chair the meeting and ensure the committee makes recommendations within its mandate / policies and plans. – Ensure the Director communicates the committee’s recommendations and actions to the Board. – Represent the committee to the BOD and Members. – In collaboration with the Directors, prepare written reports of recommendations, progress or any other relevant information for submission to the BOD.

	<ul style="list-style-type: none"> - Ensure that committee members are informed of all critical matters and that they stay informed on relevant organizational policies.
Authority	<p>Provide technical expertise to the Director in the development of policies related to WCH’s NCCP and coach development programs.</p> <p>From time to time, invite to its meetings such other individuals as it deems can contribute to the work of the Committee (i.e., Consultants / industry experts).</p> <p>Schedule meetings and other activities to facilitate decision-making.</p> <p>Review and make recommendations to revise terms of reference.</p>
Composition & Decision-Making	<p>The Committee shall be comprised of 4-6 members as follows:</p> <p>CHAIR The BOD will appoint the Chair following the Annual General Meeting (AGM) or as otherwise required.</p> <p>MEMBERS</p> <ul style="list-style-type: none"> - One (1) Athlete Representative, elected by the Athletes Council. - One (1) High Performance Advisory Committee Member, elected by the HPAC. - One (1) member representing the NCCP Learning Facilitator (LF) / Coach Evaluator (CE) / or Master Coach Developer (MCD) in Weightlifting in Canada and experience in learning management systems and/or learning solutions (e.g., blended learning and e-learning solutions) - Two (2) WCH-registered coaches with grassroots, club, provincial and high-performance experience as well as expertise in education, curriculum design and delivery / instruction of coaching at the community, regional and/or provincial levels <p>Ex-officio non-voting members on this committee include:</p> <ul style="list-style-type: none"> - WCH Director of Coach Development - WCH President

	<p>TERMS / VOTING:</p> <ul style="list-style-type: none"> -All members will serve terms of two (2) years, which may be renewed. -Decision-making is by majority vote. Quorum shall be the majority of committee members. -Each member will have one (1) vote. There are no proxy votes. - In the event of a tie, the President in their capacity as Ex-Officio will cast their vote.
Meetings	The Committee will meet bi-monthly and/or at the call of the Chair. Meetings will be scheduled via Zoom, MS Teams, and or by teleconference.
Staff Support & Resources	The Committee will work closely with the Director within the established WCH budget.
Reporting	<p>Reporting through the Director, as follows:</p> <ul style="list-style-type: none"> - Meeting minutes and notes will be maintained. - Updates provided for BOD meetings. - The Committee will report to the Members at the AGM in the form of a written report.
Approval and Review	Terms of Reference were previously approved by Weightlifting Canada Haltérophilie Executive Committee (as it then was) on July 1, 2021 and will be updated from time to time. This document will be reviewed no less than every two (2) years by the NCAC and BOD and updated as required.

Submitted By: Trevor Cottrell (Director of Coach Development)
Recommended By: Craig Walker (President)
Approved By Executive Board: November 8, 2022