

Speed Skate New Brunswick
Athletic Development/Coaching Committee
Terms of Reference 2020-2021

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Overview

The committee shall consist of four (4) elected representatives. The Committee shall also include the Technical Director/Provincial Coach (TD/PC), former TD/PC, and High Performance Coach (HPC) as non-voting members. The Chairperson is elected-at-large by the Board of Directors members at the time of the Speed Skate New Brunswick (SSNB) Annual General Meeting (AGM) and will represent the committee as Director of Athlete Development/Coaching on the SSNB Board of Directors.

Mandate

The role of the SSNB Athletic Development/Coaching Committee (ADCC) is to ensure that athletes are given developmentally appropriate programming following the structure of Speed Skate Canada's Long Term Participant and Athlete Development model, and helping to give New Brunswick athletes the best opportunity for success in the sport of speed skating. The ADCC is also tasked with helping to grow and develop the coaches involved with speed skating in New Brunswick.

Chair

The Athletic Development/Coaching Chair will be elected-at-large by the Board of Directors members in odd numbered years. The term of the Chair will be two years. There is no limit to the number of consecutive terms which a Chair can serve. The Chair has one (1) vote but only has voting rights in the event of a tie decision within the committee.

The duties of the Chair will include:

- To establish the agenda for committee meetings in consultation with committee members
- To Chair committee meetings
- To represent the committee to the membership
- Help establish and oversee the committee's budget, in conjunction with the TD/PC
- To report to the board and the membership on the actions of the committee

Committee Members

Any adult (19yrs and older) residing in New Brunswick can be permitted sit on the ADCC. Committee members will be elected for 2 year terms with two (2) members elected on odd numbered years and two (2) members elected on even numbered years. Committee members can serve for a maximum of two consecutive terms. There is no limit to the overall total terms which an ADCC member can serve. Individuals requesting to sit on the committee must submit their application (Appendix A) to the ADCC Chair no later than 1 week prior to the SSNB AGM. Applications will be reviewed by the ADCC's



nomination group (ADCC Chair, SSNB's TD/PC, and HP coach) in discussion with SSNB's President. The nomination group will present the list of applicants to the Club Presidents, with their recommended applicants highlighted. Each Club President will be given 2 votes to elect ADCC members each year. Those with the highest votes will be name to the committee. If a tie arises, the ADCC's nomination group will break the tie.

The nomination group will base its recommendations on:

- Knowledge of the Long Term Participant and Athlete Development (LTPAD) Model
- Knowledge of the coach development pathway within Speed Skating
- Coaching experience (can be outside of Speed Skating)
- Knowledge of competition structures within the Maritimes, Quebec, and Canada
- Engagement within the New Brunswick Speed Skating community

No more than two (2) voting committee members (excluding the Chair) should be affiliated with one (1) single club. An effort will be made to have a gender and club representation balance.

Club Representation and Communication

Each SSNB club is encouraged to designate a member as an ADCC communication lead. A communication lead will not attend ADCC meetings but will be sent (by the Chair) the minutes of a meeting no later than 24 hours following. It is the responsibility of a clubs communication lead to inquire on actions taken by the ADCC, voice concerns, bring any matters forward to the ADCC, and effectively communicate back to their club on the work being done by the ADCC.

By representing a club as an ADCC communication lead, an individual could be seen as an ADCC member in training. A communication lead will get the opportunity to see the workings of the ADCC and by being an active member, inquiring on decisions being made, will gain knowledge and experience as sought out by the ADCC nomination group.

Roles and Responsibilities

There are four main areas that the ADCC's focus should be placed:

1. Governance

- Yearly review of the Provincial Team Policy, and update accordingly
- Review of competition entry standards and competition funding standards/amounts
- Act as a nomination committee for the ADCC Chair on even numbered years
- Other issues that arise



2. Provincial Team

- Involved with selecting the standards to be on the SSNB Provincial Team (PT)
- A yearly review of the PT program
- Manages the Provincial Team benefits (camp dates/locations, funding, etc.)
- Other issues that arise

3. Canada Winter Games

- Evaluate the Canada Winter Games program following each Games
- Review, modify, and approve the Canada Winter Games (CWG) Guide
- Develop and manage the coach and manager selection process and make recommendations to the board
- Manages Selection Competition process (exemption requests, schedule changes, etc.)
- Other issues that arise

4. Coach Development

- Review current coaching development practices
- Determines the need for coach certification courses to be offered
- Assesses coaching needs around the province and implements programs to address those needs
- Develops coach development plan of action
- Other issues that arise

Meetings

The Athlete Development/Coaching Committee is asked to meet monthly. A minimum of two meetings annually are asked to be face-to-face, with the others held by teleconference or web-conference.

For each meeting a selected committee member (on a rotating basis) will record the minutes. At the conclusion of ADCC meetings the minutes will be distributed to committee members, with designated requests sent to the board-at-large for final approval through the ADCC chair.

Agenda's for meetings should be distributed to ADCC members 7 days prior to the meeting date.

Meetings shall be ran in the following format:

- Call to order
- Quick review of last meeting and action items
- Review of the agenda
- Agenda items
- Other business
- Review action items from meeting
- Adjournment



Voting

The ADCC will vote on various matters that arise throughout the course of a year. At all meetings of the ADCC, three (3) voting members shall constitute a quorum. A motion to vote on a specific matter can be called for by any ADCC representative.

For a motion to be passed, greater than 50% of voting in favour is required. If voting is split, the ADCC Chair shall then vote to break the tie.



Appendix A

Athletic Development/Coaching Committee Member Application

Name in Full:

Club Affiliation (N/A if you are currently not affiliated with any club):

Qualities that we look for in an ADCC Member are listed above, under the section “Committee Members”. Please review these, as well as the “Roles and Responsibilities” section. Detail below your list of qualifications and what you believe you can bring to the table as an ADCC member.

Date:

Signature:

