

**Speed Skate New Brunswick Athletic Development/Coaching
Committee**

Terms of Reference updated Oct 29, 2025

Table of Contents

Overview 2

Mandate 2

Chair 2

Committee Members 2

Nominations 2

Roles and Responsibilities 3

Meetings 4

Voting 4

Club Communication 4

Appendix A 5

Overview

The committee shall consist of four elected representatives. The Committee shall also include the Technical Director/Provincial Coach., as a non-voting member. 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 and report to the SSNB Board of Directors. The chair is responsible for attending all SSNB meetings or having another AD member in their place.

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 vote but only has voting rights in the event of a tie.

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

Committee members must be at least 19 years of age and residing in New Brunswick. Members will be elected for 2-year terms with two members elected on odd numbered years and two members elected on even numbered years. There is no limit to the overall total terms which an ADCC member can serve.

Members are responsible for maintaining the confidentiality of all proprietary or privileged information that they are privy to while serving as a committee member. Voting members of the Committee, including the Chair, shall serve in a volunteer capacity only, with no remuneration.

Nominations

The ADCC Chair and SSNB's TD/PC shall lead the nomination process and present the list of applicants to the Club Presidents at the Annual General Meeting or BOD meeting thereafter along with a recommendation. Each Club President will vote for their two preferred applicants. The applicants with the

most votes will be elected to the committee. If a tie arises, the Chair of the ADCC 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
- Understanding and abiding by Safe Sport Policies

An effort will be made to have a balance of gender and no more than one representative affiliated with any club.

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

ADCC members can anticipate meeting regularly to plan for the skating season and to monitor progress throughout. Minutes shall be taken for each meeting. Meetings will be distributed to committee members and once approved, can be shared with club communication leads and the board.

Agenda for meetings should be distributed to ADCC members 7 days prior to the meeting date. Meetings shall be run in the following format:

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

Voting

The ADCC will vote on various matters that arise throughout the course of the year. At all meetings of the ADCC, three 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 favor is required. If a vote is a tie, the ADCC Chair shall then vote to break the tie.

Club 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 each meeting. It is the responsibility of a club's 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.

Appendix A

Athletic Development/Coaching Committee Member Application

Name in Full:

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

The 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: