

DISCIPLINE TECHNICAL GROUP TERMS OF REFERENCE

1. Title

- 1.1** The Group shall be called the British Canoeing Awarding Body Discipline Technical Group (“Technical Group”)

2. Accountability

- 2.1** The Technical Group is accountable to the Director of Coaching and Qualifications for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Director of Coaching and Qualifications will manage this accountability in the following ways:

- 2.1.1 Approve the Terms of Reference and any changes to the Terms of Reference for the Technical Groups.
2.1.2 Receive and consider reports from the Technical Group.

3. Purpose

- 3.1** The Purpose of the Technical Group is to:

- 3.1.1 Provide advice and recommendations to the Director of Coaching and Qualifications in relation to the discipline (“the discipline”);
3.1.2 Assist in developing discipline specific qualifications and awards for British Canoeing Awarding Body;
3.1.3 Update the Director of Coaching and Qualifications on technical and safety developments within the discipline and emerging trends.

4. Responsibilities

- 4.1** The Technical Group shall have the following responsibilities;

- 4.1.1 Consult and then assist in the development and design of qualifications and awards for British Canoeing Awarding Body within the scope of their discipline;
4.1.2 Provide feedback to the Director of Coaching and Qualifications on the developments, trends, safety considerations, and emerging practices within their discipline;
4.1.3 To work closely with the Director of Coaching and Qualifications on the development, publication and implementation of associated qualifications and awards within their discipline.

5. Membership of the Technical Group

- 5.1** The Technical Group shall consist of the following Members;
5.1.1 A minimum of two Independent members;

5.1.2 A member from the associated Discipline Committee (if applicable).

- 5.2 The independent members of the Technical Group shall be appointed following an open recruitment process managed by the Director of Coaching and Qualifications.
- 5.3 The member from the associated Discipline Committee (if applicable) will be nominated to the Director of Coaching and Qualifications by the Discipline Committee Chair.
- 5.4 The Technical Group will be chaired by an independent member (any member not employed by Paddle UK¹) who will be appointed following a vote by its members.
- 5.5 A Vice Chair will also be appointed who will conduct the Chairs responsibilities in their absence.
- 5.6 The Technical Group may also consist of employed Paddle UK staff members with relevant and appropriate experience, appointed by the Director of Coaching and Qualifications.
- 5.7 The Technical Group may co-opt additional members for a period not exceeding a year to provide specialist skills, knowledge and experience, subject to the agreement of the Director of Coaching and Qualifications.
- 5.8 Each member of the Technical Group shall serve for an initial four year term and shall be eligible for reappointment by the Director of Coaching and Qualifications for a further four year term. No member of the Technical Group shall serve for more than two consecutive terms.

6. Roles of Technical Group Members:

- 6.1 Members will be appointed to the Technical Group on the basis of having strengths in the following areas;
 - 6.1.1.1 Ability to work strategically and take responsibility for the assisting in the development and design of qualifications and awards;
 - 6.1.1.2 Willing to contribute pro-actively to the process of qualification and award development, implementation and review, taking on tasks as required;
 - 6.1.1.3 Current understanding and knowledge of the appropriate discipline in both technical and coaching aspects;
 - 6.1.1.4 Willingness to work as a team and share responsibility for the development of qualifications and awards;
 - 6.1.1.5 Commitment to Paddle UK's organisational policies and procedures and ability to work within these policies;
 - 6.1.1.6 Willingness to work in line with the Values of Paddle UK.
- 6.2 In addition to contributing to all aspects of the Technical Groups responsibilities, each group member will fulfil one or more of the specific roles outlined below:

¹ Paddle UK is a trading name of British Canoeing which is a Company registered at Companies House with the registered number 01525484.

Chair	To Chair meetings of the Technical Group. To contribute specific expertise in development and design. To provide expert knowledge around technical aspects and coaching and ensuring that the BC processes are applied correctly at all times. To be the first point of contact for all aspects relating to the Technical Group, to chair meetings and set the agenda, reporting to Director of Coaching and Qualifications as required.
Vice Chair	The Vice Chair is to conduct the Chairs responsibilities in their absence.
Discipline Member	To contribute specific expertise as identified and to ensure that the discipline committee has representation and consideration.
Technical Member(s)	Contribute specific expertise in development and design. To provide expert knowledge around technical aspects, safety and coaching.

7. Conflicts

- 7.1** British Canoeing Awarding Body is committed to upholding the high standards of integrity and as such, any person who is part of the Technical Group shall declare any conflicts or potential conflicts. If a person is unsure whether they have a conflict or potential conflict, they should consult the Director of Governance.

8. Meetings

- 8.1** The Technical Group will meet on a need's basis, dependant on the project and timescales as agreed. The Chair of Technical Group may convene additional meetings as they deem necessary.
- 8.2** Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance of the scheduled meeting.
- 8.3** The meetings will be carried out via teleconference or video conference, unless agreed in advance by the Director of Coaching and Qualifications that a physical meeting is required.
- 8.4** The Technical Group is an Advisory Group and not a voting or decision-making group. There will be no voting within these meetings.
- 8.5** Minutes shall be taken to record the topics and discussion in the meeting but comments and discussions will not be attributed to individuals but will instead capture the collective discussions of the group.
- 8.6** Draft minutes of the meeting shall usually be circulated to members of the Technical Group and the Director of Coaching and Qualifications within 14 days of the meeting.

9. Confidentiality

- 9.1** Any confidential information disclosed to the Technical Group shall remain confidential until such point that the confidential information comes into the public domain.

10. Data Protection

- 10.1** All personal data held by the Technical Group in connection with qualifications, awards and safety will be held in accordance with Paddle UK's Data Protection Policy and Privacy Notice.

11. Terms of Reference and Technical Group effectiveness

- 11.1** The Terms of Reference for the Technical Groups shall be reviewed every two years by the Director of Coaching and Qualifications, as well as the individual effectiveness of each Technical Group and its individual members.
- 11.2** An appropriate transition period will be agreed when the Technical Group Chair and members step down from a group, to allow an appropriate handover for a newly appointed Chair and members.

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