

## **INTERNATIONAL COACHING AND LEADERSHIP WORKING GROUP TERMS OF REFERENCE**

### **1. Title**

- 1.1.** The Group shall be called the British Canoeing International Coaching and Leadership Working Group (“International Working Group”).

### **2. Accountability**

- 2.1.** The International Working 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 Group.
- 2.1.2. Receive and consider reports from the International Working Group.

### **3. Purpose**

- 3.1.** The Purpose of the International Working Group is to:

- 3.1.1. Provide advice and recommendations to the Director of Coaching and Qualifications in relation to the International paddling community;
- 3.1.2. Assist in advising and shaping qualifications and awards for British Canoeing;
- 3.1.3. Update the Director of Coaching and Qualifications on trends and developments within the International paddling community.

### **4. Responsibilities**

- 4.1.** The International Working Group shall have the following responsibilities;

- 4.1.1. Consult on, and then assist in the development and design of qualifications and awards for British Canoeing within the scope of the International Community;
- 4.1.2. Provide feedback to the Director of Coaching and Qualifications on the developments, trends and emerging practices within the International paddling community;
- 4.1.3. To work closely with the Director of Coaching and Qualifications on the publication and implementation of associated qualifications and awards.
- 4.1.4. Consider Coaching and Guiding Communities that use BC structures and awards based overseas (i.e., North America, Hong Kong).
- 4.1.5. To liaise and collaborate with other Nations regarding their own award and qualification schemes/structures.

**5. Membership of the International Working Group**

- 5.1. The Group shall consist of the following Members;
  - 5.1.1. A minimum of two Independent members;
- 5.2. The members of the International Working Group shall be appointed following an open recruitment process managed by the British Canoeing Director of Coaching and Qualifications.
- 5.3. The International Working Group will be chaired by an independent member (any member not employed by British Canoeing) who will be appointed following a vote by its members.
- 5.4. A Vice Chair will also be appointed who will conduct the Chair’s responsibilities in their absence.
- 5.5. The International Working 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 British Canoeing Director of Coaching and Qualifications.
- 5.6. Each member of the International Working 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 International Coaching and Leadership Working Group Members:**

- 6.1. Members will be appointed to the International Working Group on the basis of having strengths in the following areas;
  - 6.1.1. Ability to work strategically and take responsibility for the advising and shaping in the development of qualifications and awards for the International paddling community;
  - 6.1.2. Willing to contribute pro-actively to the process of qualification and award development, implementation and review, taking on tasks as required;
  - 6.1.3. Willingness to work as a team and share responsibility for advising of qualifications and awards for the International paddling community;
  - 6.1.4. Commitment to British Canoeing’s organisational policies and procedures and ability to work within these policies;
  - 6.1.5. Willingness to work in line with the Values of British Canoeing.
- 6.2. In addition to contributing to all aspects of the International Working Group’s responsibilities, each group member will fulfil one or more of the specific roles outlined below:

<b>Chair</b>	To Chair meetings of the International Working Group. To contribute specific expertise in development and design. To
--------------	--

	provide expert knowledge around International aspects and developments. To be the first point of contact for all aspects relating to the International Working Group, to chair meetings and set the agenda, reporting to Director of Coaching and Qualifications as required.
<b>Vice Chair</b>	The Vice Chair is to conduct the Chairs responsibilities in their absence.
<b>Member(s)</b>	Contribute specific expertise in International Paddling matters. To provide expert knowledge around leadership, guiding and coaching.

## 7. Conflicts

- 7.1.** British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the International Working 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 International Working Group will meet 4 times a year. The Chair of the International Working 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 may be held in person or via teleconference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.
- 8.4.** The International Working 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 International Working Group and the Director of Coaching and Qualifications within 14 days of the meeting.

## 9. Confidentiality

- 9.1.** Any confidential information disclosed to the International Working 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 International Coaching and Leadership Working Group in connection with qualifications and awards will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

**11. Terms of reference and committee effectiveness**

**11.1.** The Terms of Reference for the International Working Group shall be reviewed every two years by the Director of Coaching and Qualifications.

**11.2.** The International Working Group may co-opt additional members for a period, not exceeding a year, to provide specialist skills, knowledge and experience.

**11.3.** An appropriate transition period will be agreed when the International Working Group Chair and members step down from a group, to allow an appropriate handover for a newly appointed Chair and members.

**End**