

# **British Canoe Union**

## **Coaching Operations Group**

### **Terms of Reference**

#### **BCU UK Coaching Operations Group (COG)**

##### **Purpose;**

To implement and manage the policies and decisions of the BCU CSG as necessary and report to the BCU CSG in relation to those activities and matters.

##### **Aims;**

In particular the COG will;

- 1 Manage the development of BCU coaching, leadership, personal performance and safety qualifications and awards;
- 2 Manage the programme of training, assessing and agreeing the work programme of the personnel to deliver the BCU coaching and leadership qualifications and awards;
- 3 To communicate the developments and changes in the scheme of qualifications and awards through BCU and Home nation associations communication networks;
- 4 Act as an advisory panel to the BCU Awarding Body;
- 5 To implement appropriate communication and reporting pathways across the UK;
- 6 To lead on specific projects and establish time limited project groups for key areas of work; and
- 7 Suggest possible areas of collaborative working amongst Home Countries and third party organisations.

##### **Membership:**

- 1 Chair – appointed by the BCU CSG
- 2 One member appointed by Canoe England Council
- 3 One member appointed by Canoe Association of Northern Ireland Council
- 4 One member appointed by Canoe Wales Board
- 5 One member appointed by the Scottish Canoe Association Board
- 6 BCU Director of Coaching
- 7 One member appointed by the Performance Department

Up to two further members of the group can be appointed as voting members of the group subject to the approval of the CSG.

In the event of a vacancy or any of the members being unable to attend a meeting the following procedures will apply.

- A) If the Chair is unable to attend a meeting of the Group, one of the other members of the Group attending will act as Chair for the meeting.
- B) Each of the home nations may appoint a deputy to attend the meeting.
- C) The BCU Director of Coaching and one representative of the Performance Department can appoint a deputy for individual meetings in exceptional circumstances, providing that the deputy has been agreed to by the COG Chair and notified to the other COG members prior to the commencement of the meeting.

The BCU COG may co-opt any person who they believe is necessary to carry out the Committee's work and co-opted members do not have a vote. The COG can only co-opt to two persons at any one time.

Technical experts and persons from such organisations as; Sports Coach UK and UK Sport may be invited to advise the group at any time, but they will not assume membership.

Individual members of the COG should be able to show high personal levels of skills, knowledge, competency and expertise in part or full of;

- A Knowledge of the appropriate paddler pathways (foundation to elite);
- B Strategic responsibility for coaching and coach development;
- C Ability to make decisions and commit to short-term agreed proposals;
- D Involvement in, and knowledge of, workforce planning and development at all levels of coaching;
- E Knowledge of the current organisational workforce involved in coaching in canoeing in the UK;
- F Understanding of the support given by the BCU to coaches working on BCU programmes and initiatives; and
- G Awareness of BCU organisational budgetary commitments to coaching and coach development at all levels.

### **Voting;**

Each member of the COG will hold one vote. Decisions are by a simple majority of votes. There is no federal voting system but all decisions at the COG are subject to final approval by the CSG.

**Meetings;**

The group shall meet on an as and when required basis.

There is no annual consultative meeting of the BCU COG. The home nations will within 28 days of the BCU AGM inform the BCU Chairman in writing who their member will be on the COG for that year until the next BCU AGM.

**Funding;**

The costs of the BCU COG will be met by the BCU Board as part of the overall Budget that BCU Board has delegated to the CSG. The COG will operate its financial affairs within the budget set for it by the CSG.

**Conflicts of Interests;**

Any issues of conflicts of interest will be dealt with by the BCU policy on this issue.

**Project Groups;**

Such groups may be appointed by the CSG or COG to examine and develop specific projects on their behalf. These groups operate over a time limited period to a specific budget. It is important that such groups are seen to be open and are both formally appointed and closed when no longer needed.

**Technical groups;**

These groups are not time limited and in effect sub-committees of either the CSG or COG to achieve a specific task. They can only be appointed/disbanded by the CSG and operate within the guidelines and budget given to them by the CSG.