

COACHING AND LEADERSHIP STRATEGY GROUP

TERMS OF REFERENCE

1. Title

- 1.1 The Group shall be called the Paddle UK Coaching and Leadership Strategy Group (CLSG).

2. Accountability

- 2.1 CLSG is accountable to the Board of Paddle UK for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Board 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 CLSG;

2.1.2 Receive and consider reports via the CLSG.

3. Purpose

- 3.1 The Purpose of CLSG is to;

3.1.1 Determine and recommend to the Paddle UK Board a strategy/plan for Paddle UK Coaching and Leadership;

3.1.2 Effectively and efficiently lead, develop and manage the overall Paddle UK Coaching and Leadership strategy;

3.1.3 Determine how best Paddle UK should effectively and proactively respond to coaching policies and strategies from the UK Government, agencies and other organisations which affect British Canoeing Awarding Body Qualifications and Awards.

4. Responsibilities

- 4.1 CLSG shall have the following responsibilities;

- 4.1.1 Identify and seek resources to support the development and implementation of the Paddle UK Coaching and Leadership plan;
- 4.1.2 Produce and manage a plan on how British Canoeing Awarding Body Qualifications and Awards will be developed and implemented over the UK and Internationally to a timetable and budget, as agreed by the Paddle UK Board;
- 4.1.3 Ensure that the Paddle UK Coaching governance and management structures can work effectively and efficiently with those in each of the National Associations;
- 4.1.4 Review, monitor and report on the effectiveness and efficiency of British Canoeing Awarding Body Qualifications and Awards to the Paddle UK Board;
- 4.1.5 Be made aware of the trends in paddlesport and advise the Paddle UK Board as to any proposed actions to support the Coaching and Leadership workforce that are needed to sustain and increase participation in all forms of paddlesport across the UK;
- 4.1.6 Advise the Paddle UK Board on new forms, derivatives and activities of paddlesport in the UK and how it can be included efficiently and effectively within the membership, governance, management, performance, coaching and development functions of the Paddle UK, if thought appropriate to do so.
- 4.1.7 CLSG will have the ability to set up sub-groups for specific work or projects, with the sub-group being accountable to CLSG. A Terms of Reference will be set up for each sub-group.

5. Membership of CLSG

5.1 CLSG shall consist of the following Voting Members;

- 5.1.1 Paddle UK CEO - Chair
- 5.1.2 Paddle UK Director of Recreation and Development
- 5.1.3 Paddle UK Director of Paddlesport
- 5.1.4 British Canoeing Awarding Body Committee Member

- 5.1.5 Paddle Northern Ireland Coaching Representative
- 5.1.6 Canoe Wales Coaching Representative
- 5.1.7 English Coaching and Leadership Network Representative
- 5.1.8 Paddle Scotland Coaching Representative

- 5.2 In the absence of the Paddle UK CEO, the Director of Recreation and Development will deputise.
- 5.3 CLSG may co-opt additional members for a period not exceeding a year to provide specialist advice at the expense of the organisation, subject to budgets being agreed in advance by the Board.
- 5.4 It is expected that the National Associations will review their Representative every four years.
- 5.5 National Association Representatives will be appointed to CLSG on the basis of having strengths in the following areas;
 - 5.5.1 Knowledge of the appropriate paddler pathways (foundation to elite);
 - 5.5.2 Strategic responsibility for coaching and coach development;
 - 5.5.3 Ability to make decisions and commit to short-term agreed proposals;
 - 5.5.4 Involvement in, and knowledge of, workforce planning and development at all levels of coaching and leadership;
 - 5.5.5 Knowledge of the current organisational workforce involved in coaching and leadership in paddlesport in the UK;
 - 5.5.6 Commitment to Paddle UK's organisational policies and procedures and ability to work within these policies;
 - 5.5.7 Willingness to work in line with the Values of Paddle UK.

- 6. **Conflicts**
 - 6.1 Paddle UK is committed to upholding high standards of integrity and as such any person who is part of CLSG shall declare any conflicts or potential conflicts. If a person is unsure whether they have a conflict or potential conflict they should consult the Paddle UK Head of Governance.
 - 6.2 Decisions will usually be made by consensus. Where a vote is required, those

with voting rights should be present in order to vote.

7. Meetings

7.1 CLSG will meet at least three times a year. The Chair of CLSG may convene additional meetings as they deem necessary.

7.2 Meeting dates shall usually be agreed at least 60 days in advance. Notices of meetings shall contain information relating to venue, time, date and agenda and shall usually be provided at least 7 days in advance.

7.3 The meetings may be held in person, by 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.

7.4 A minimum of five members of CLSG must be present for the meeting to be deemed quorate.

7.5 Minute shall be taken to record the topics and discussion in the meeting but should not be attributed to individuals but will capture the collective decision of the group.

7.6 Draft minutes of the meeting shall usually be circulated to members of the group and made available within 14 days of the meeting. CLSG minutes will be published and made available on the Paddle UK website.

8. Confidentiality

8.1 Any confidential information disclosed to CLSG shall remain confidential until such point that the confidential information comes into the public domain.

9. Data Protection

9.1 All personal data held by CLSG in connection with qualifications and awards will be held in accordance with Paddle UK's Data Protection Policy and Privacy Notice.

10. Terms of reference and committee effectiveness

10.1 The Terms of Reference for CLSG shall be reviewed every two years.

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