

## **DISCIPLINE TECHNICAL GROUP(S) TERMS OF REFERENCE**

### **1. Title**

**1.1** The Group shall be called the British Canoeing (Discipline name) Technical Group.

### **2. Accountability**

**2.1** The Technical Group is accountable to the Head of Coaching and Qualifications for carrying out the responsibilities that are delegated to it within these Terms of Reference. The Head of Coaching 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 via the Coaching Strategy Group.

### **3. Purpose**

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

3.1.1 Provide advice and recommendations to the Head of Coaching and Qualifications;

3.1.2 Assist in developing qualifications and awards for British Canoeing;

3.1.3 Update the Head of Coaching and Qualifications on technical 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 within the scope of their discipline;

4.1.2 Provide feedback to the Head of Coaching and Qualifications on the developments, trends and emerging practices within their discipline;

4.1.3 To work closely with the Head of Coaching and Qualifications on the development, publication and implementation of associated qualifications and awards.

### **5. Membership of the Technical Group**

**5.1** The Technical Group shall consist of the following Voting Members;

5.1.1 A Chair

5.1.2 A Vice Chair

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

- 5.1.4 All members of the Technical Group shall be appointed for a 4-year term following an open recruitment process which shall be managed by the Head of Coaching and Qualifications.
- 5.1.5 The Chair of the Technical Group shall be appointed by the membership of the group and shall serve for a maximum of 8 years. The Chair shall be appointed for the 4-year term.
- 5.1.6 The Vice Chair will be nominated by the membership of the group through a vote.
- 5.1.7 A member from the associated Discipline Committee (if applicable) will be nominated through the Chair and members of the Discipline Committee.

## **6. Conflicts**

- 6.1 British Canoeing is committed to upholding 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 Head of Governance and Compliance.
- 6.2 The Group is an Advisory Group and not a voting or decision making group. There will be no voting within these meetings.

## **7. Roles of Technical Group Members:**

- 7.1 Members will be appointed to the Technical Group on the basis of having strengths in the following areas;
  - 7.1.1 Ability to work strategically and take responsibility for the assisting in the development and design of qualifications and awards;
  - 7.1.2 Willing to contribute pro-actively to the process of qualification and award development, implementation and review taking on tasks as required;
  - 7.1.3 Current understanding and knowledge of the appropriate discipline in both technical and coaching aspects;
  - 7.1.4 Willingness to work as a team and share responsibility for the development of qualifications and awards;
  - 7.1.5 Commitment to British Canoeing's organisational policies & procedures and ability to work within these policies;
  - 7.1.6 Willingness to work in line with the Values of British Canoeing.
- 7.2 In addition to contributing to all aspects of the identified discipline(s), each group member will fulfil the specific roles outlined below:

<b>Chair</b>	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
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	the agenda, reporting to Head of Coaching and Qualifications as required.
<b>Vice Chair</b>	The Vice Chair is to conduct the Chairs responsibilities in their absence.
<b>Discipline Member</b>	To contribute specific expertise as identified and to ensure that the discipline committee has representation and consideration.
<b>Technical Member(s)</b>	Contribute specific expertise in development and design. To provide expert knowledge around technical aspects and coaching.

## **8. Meetings**

- 8.1** The Technical Group will meet on a needs basis, dependant on the project and timescales 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.
- 8.3** 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.
- 8.4** Minutes 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.
- 8.5** Draft minutes of the meeting shall usually be circulated to members of the group and made available to the Head 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 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** These Terms of Reference for the Technical Group shall be reviewed every two years.