

ENGLISH COACHING AND LEADERSHIP NETWORK TERMS OF REFERENCE

1. Title

- 1.1** The Group shall be called the British Canoeing English Coaching and Leadership Network (ECLN).

2. Accountability

- 2.1** ECLN is accountable to the Coaching Strategy Group (CSG) for carrying out the responsibilities that are delegated to it within these Terms of Reference. CSG 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 ECLN.
- 2.1.2 Receive and consider reports via CSG.
- 2.1.3 Receive and publish a report from the ECLN as part of the British Canoeing annual report.

3. Purpose

- 3.1** The Purpose of the ECLN is to;

- 3.1.1 Consider matters relating to the representation of the views of Coaches and Leaders and assisting in the development and improvement of Coaches, coaching, Leaders and leadership within England.

4. Responsibilities

- 4.1** The ECLN shall have the following responsibilities;

- 4.1.1 Operate within England, representing the members' views and needs relating to Coaching and Leadership;
- 4.1.2 Provide a coordinated and integrated approach to regionally led continuous professional development opportunities;
- 4.1.3 Develop, maintain and achieve a Coaching and Leadership development plan in conjunction with the English Coaching Manager;
- 4.1.4 Identify, coordinate and deliver national projects in conjunction with the English Coaching Manager;
- 4.1.5 Facilitate the sharing of best practice and resources between regions;
- 4.1.6 Have a holistic understanding of the needs and characteristics of the paddlesport workforce.

5. Membership of the ECLN

5.1 The ECLN shall consist of the following Voting Members;

- 5.1.1 A Chair
- 5.1.2 13 Regional Coaching Representatives (RCRs)
- 5.1.3 English Coaching Manager (ECM)

5.2 In the absence of the RCR, a nominated deputy or the Regional Development Team (RDT) Chair will deputise.

5.3 All members shall serve for a maximum of 2 terms and shall be appointed for a 4-year term.

5.4 The Chair of the ECLN shall be appointed by the membership of the group.

5.5 The Group may elect a Vice Chair from within the membership.

5.6 Members will be appointed to the ECLN on the basis of having strengths in the following areas;

- 5.6.1 Detailed understand of the regional needs of Coaches and Leaders
- 5.6.2 Current knowledge and understanding of the paddler pathway
- 5.6.3 Experience in assisting and supporting regional volunteers
- 5.6.4 Proven ability to implement regional events
- 5.6.5 Commitment to British Canoeing's organisational policies & procedures and ability to work within these policies;
- 5.6.6 Willingness to work in line with the Values of British Canoeing.

6. Conflicts

6.1 British Canoeing is committed to upholding high standards of integrity and as such any person who is part of the ECLN 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 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 The ECLN will meet at least twice a year. The Chair of ECLN 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 six members of the ECLN must be present for the meeting to be deemed quorate.

7.5 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.

7.6 Draft minutes of the meeting shall usually be circulated to members of the group and made available to the Coaching Strategy Group within 14 days of the meeting.

8. Confidentiality

8.1 Any confidential information disclosed to the ECLN 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 the ECLN in connection with qualifications and awards will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

10. Terms of reference and committee effectiveness

10.1 These Terms of Reference for the ECLN shall be reviewed every two years.

End