



**Terms of Reference  
Coaching Committee  
*Approved by the Board of Directors***

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### **Composition**

- Committee Chair (appointed by the Board of Directors)
- Board Liaison (may be a Director filling another role)
- Up to two recreational/school coaches (if available)
- Up to two competitive coaches
- 1 to 4 members at large
- Chair (ex-officio)

### **Responsibilities and Authority**

The Coaching Committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of Directors. It is mandated by the Board of Directors to propose strategies and initiatives to strengthen the training, recruitment, retention, and promotion of recreational and competitive coaches.

### **Function**

- Propose initiatives to increase the number of recreational and competitive coaches across Alberta.
- Facilitate and enhance communications amongst provincial skipping organizations on matters related to coaching.
- Develop, implement and monitor strategies to encourage closer working relationships between coaches and clubs/schools, and coaches and officials.
- Monitor governing national and international policies related to coaching.
- Develop, implement, and evaluate a mentoring program for coaches.
- Promote True Sport principles throughout coaching initiatives.
- Provide input, advice, and expertise as required on coaching matters as requested by the Board of Directors.
- Promote the development of coaches through education and training and encourage coaches to upgrade their certification.
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- Develop, implement, and evaluate a RSA Junior Coaching Assistant Program.
- Provide the necessary guidance and materials for coaching clinics and seminars.
- Encourage and promote opportunities for athletes to become involved in coaching.
- Prepare communications for RSA's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.

- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the Chair and Secretary following each meeting.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for approval by the Chair.
- Ensure that the Terms of Reference for the Committee and related task groups are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Amended: April 22, 2018  
June 4, 2017