

TERMS OF REFERENCE BOWLS ACT COACHING COMMITTEE

Committee Name

Bowls ACT Coaching Committee (CC)

Type

The CC is an advisory sub-committee that reports to the Bowls ACT Board of Directors (“the Board”) in accordance with clause 22.4 of the Constitution.

Purpose

The purpose of the CC is to:

1. To create, plan, develop and organise a high quality coaching program on behalf of Bowls ACT
2. Provide recommendations and advice to the Board and Executive Officer (EO), to ensure that sufficient coaches are accredited in the ACT to meet club and state coaching requirements and other coach related matters.
3. Be a centre of excellence on coaching for Bowls ACT.

Duties

The duties of the CC are to:

1. Provide the Board and Executive Officer with assistance in the selection of Bowls ACT coaches (Junior, Open & Senior sides).
2. Oversee the provision of training for Bowls Australia (BA) accredited coaching courses.
3. Develop and conduct other appropriate coaching courses for affiliated Bowls ACT clubs.
4. Develop relevant training programs, such as bowlers’ clinics, to improve the playing standards of bowls in the ACT.
5. Provide leadership, support and guidance to other coaches to facilitate their growth, development and success.
6. Provide input and monitor the Bowls ACT website and/or other social media outlets in relation to coaching matters.
7. Advise the Executive Officer on details of accreditation on candidates who have completed relevant requirements.
8. Promote an understanding of the Bowls Australia coach accreditation and re-accreditation system.

Authority

The Chair of the CC will be the point of contact with the Board, through the Executive Officer (and vice versa). The Board will review and make decisions on CC recommendations. Recommendations made by the CC will not be binding on the Board.

The Executive Officer is the appointed liaison officer with BA, and the designated first point of contact for queries pertaining to coaching matters.

Membership

Members of the CC will be appointed by the Board annually, and will hold their position until the next Annual General Meeting, or until a successor is appointed in the event of a vacancy occurring. Casual vacancies may be filled by agreement within the CC.

The Chair of the Committee will be appointed by the Board.

Any accredited coach is entitled to nominate to be a member of the CC. Members appointed to the CC will be expected to abide by the Bowls ACT Code of Conduct.

The CC will consist of no less than three and up to six accredited bowls coaches who are members of bowling clubs under the control of Bowls ACT, with no more than two members from any one club. As per the Bowls ACT Constitution, where possible, a gender balance will be maintained. While a member of the Board may be a member of this Committee, he/she will not represent the Board in any deliberations.

The President, or his/her nominee, will be an ex-officio member of the CC, but does not count as a member when determining a quorum of Committee members.

Meeting arrangements

Face to face meetings will take place as required. . The CC is encouraged to utilise electronic media (when appropriate) to discuss issues. All discussions should remain confidential between the CC members, notwithstanding that the CC will keep the Executive Officer abreast of any significant issues.

A quorum will consist of 50% of the appointed committee members.

Reporting

Minutes of CC meetings will be maintained and made readily available to the Executive Officer. The Chair of the CC will submit a brief written report to each Board meeting.

Resources

The Chair of the CC is to liaise with the EO to organise resources to undertake the duties of the committee.

Review

These Terms of Reference will be reviewed by the Board on an annual basis, prior to appointing the CC at the time of the AGM.

Date: April 2018