



TERMS OF REFERENCE – PROVINCIAL COACHING COMMITTEE

Name: Ontario Coaching Committee

Mandate: The Ontario Coaching Committee is a Standing Committee of the Ontario Fencing Association (OFA). Its role is to oversee all coaching programming in Ontario.

KEY DUTIES:

1. To identify, train, certify and evaluate coaches in Ontario.
2. Encourage and support NCCP certification, the Fencing Canada Coach Development Model and Fencing Canada Guidelines.
3. Provide direction and guidance to coaches with information on coaching standards, CFF rules and regulations, program standards, appropriate behaviour and conduct, and Club/Coach relationships.
4. Establish additional professional development opportunities for coaches aligned with CFF standards.
5. Perform such additional tasks as may be assigned to the Committee by OFA Executive Board.

NOTES ON THE KEY DUTIES:

- With preliminary email feedback complete, there appears to be more discussion necessary to clarify and create more specificity around the details of duties #1 and #2. These two duties will be further developed at our first meeting (and a subsequent meeting, if necessary) and a report back to the Board will occur thereafter.

Authority: The Committee will make recommendations to the Executive Board of Directors for approval. The committee can form sub-committees whenever necessary to facilitate the committee’s work. The committee shall submit to the Board annual plans and budget by July 31, 2015.

Composition: Committee members must be members in good standing of OFA. The 2015-16 Coaching/Technical Committee will be composed of:

Allan Fein (Chair)	Hugh Munby	Marc-André LeBlanc	Lynn Xu	Tim Stang
---------------------------	-------------------	---------------------------	----------------	------------------

Appointment: Members are appointed by the Board of directors for a three-year term, renewable. In order to ensure continuity, two of the five members of the initial committee shall have a two-year term and three shall have a three year term (to be determined by the committee).

Meetings: The Committee will meet by telephone, by electronic means, or in person, as required. Meetings will be at the call of the Chair or at the call of the Executive Director. Roberts Rules of Order will be used in all committee meetings.

Resources: The Committee will submit a budget to the OFA Board of Directors for approval. Generally, budgets shall be submitted in February for the following fiscal year. (I.e. Feb. 2016 for the 2016-17 fiscal). For the 2015-16 fiscal, a budget shall be submitted in the summer of 2015, once the committee has developed an action plan.

Reporting: The Committee will report through the Executive Director to the OFA Executive Board of Directors. The Committee will report to the membership, in writing and in person, at the Annual General Meeting. The Chair of the Committee will attend the Annual General Meeting and will also participate in all OFA strategic planning meetings.

Approval: These Terms of Reference were approved by the OFA Board of on May 31, 2015.