

Terms of Reference for The Coaching Technical Panel (CTP)

The group is aligned to support the overall vision, mission and values of Snowsport England which can be found on the Snowsport England [website](#)

Name of Committee: Coaching Technical Panel (CTP)
Type: Advise and Action Standing Group
Purpose: <p>The primary role of the Coaching Technical Panel (CTP) is to be the guardian of coaching and the Coaching Award Scheme, supporting the development of current and new instructors, coaches, and leaders in support of SE's Vision and Mission objectives.</p> <p>CTP provides expert support, advice and counsel to the SE chief executive and staff on specific questions, tasks and projects related to the management and development of Snowsport England's coaching award scheme across all of SE's activities and disciplines. It operates in accordance with SE's policies and philosophy, and within the landscape of coaching, instructing and leading awards within the worldwide Snowsport community.</p> <p>Their objectives are to:</p> <ul style="list-style-type: none">• Support SE in delivering its objective of increasing awareness and participation of coaching, instructing and leading opportunities within Snowsport• Develop accessibility to the coaching schemes through expanding diversity and inclusivity• Nurture and develop instructors, coaches, and leaders• Help increase satisfaction levels in the coaching scheme• Identify and develop potential course delivery workforce (tutors, assessors)• Develop the coaching pathway with information from GB Snowsport (elite)• Maintain and develop SE's relationship with IVSI• Maintain and develop SE's relationship, in matters of coaching, with other agencies, organisations and members of the UK Snowsport Coaching Awards Scheme• Support SE in developing policies and procedures
Scope: <p>CTP will deal with the following across all disciplines:</p> <ul style="list-style-type: none">• Support the Coaching & Workforce Lead in creating and delivering a Coaching Strategy• Develop an annual strategy plan• Coaching Scheme Development• National and International Licensing• Oversight of the tutor appointment process• Tutor coordination• Continuing Professional Development• Development of courses• Internal Verification of courses and Tutors• SE's relationship with the IVSI• SE's relationship, in matters of coaching, with other agencies, organisations and members of the UK Snowsport Coaching Awards Scheme• Oversight of the Coaching Scheme Events

- Assist Operations Team in budgeting
- Oversee and assist in creation of policy and standard operating procedures
- Support the office in ways to market courses
- To assist with implementing the policies of the Main Board of Snowsport England
- To oversee investigations into any grievances relating to courses or tutors

Authority: (as delegated by the Snowsport England Board)

CTP will report directly to the CEO.

- To update course materials and resources for all instructor and coaching courses. This includes CPD and refresher materials to ensure consistent messaging
- To develop the workforce to deliver the courses, ensuring standards and messages are relevant and consistent
- Ensure courses/products are fit for purpose, review, and recommend as required
- To recommend workforce appointments to the CEO (Tutors, Assessors, Internal Verifiers, Working Groups)
- To have oversight of all personnel and projects where this work impacts on coaching, instructing and leading

The following sub-committees shall report to CTP:

- **Alpine Snowsport Course Leader (ASCL) and Snowsport Course Organiser (SCO) Sub Committee** – *See separate ToR*
- **Discipline Specific Working groups** (when required) – *See separate ToR*

Membership:

The Group shall comprise of the following roles:

- Chair (appointed)
- Secretary (one of the other roles can fulfil this duty)
- Talent Development Officer
- Coaching Lead Development Officer
- Operations Manager
- Senior Tutors
- Discipline Specific Specialists
- GB Snowsport Rep (as required)

Named board director as a point of contact to raise issues with the SE board as required.

Recruitment of Committee Chair:

The committee chair is appointed by the Snowsport England board. After each AGM the board will either reappoint the current chair if they are willing to stand or appoint a new chair. Every 3 years the board will poll the committee for nominations for committee chair.

Recruitment of committee members:

This to be conducted via an open process with visible role descriptions, recruitment will be based on necessary knowledge and experience. Consideration should be given regarding diversity when recruiting volunteers.

- All members must be signed up to the SE [Code of Conduct](#)
- All members must have role descriptions which they have signed to show understanding of their role

- All members must complete and sign a declaration of interest form annually
- All committee members must be registered on the SE Membership system

Meetings:

- The group will meet at least 3 times in a year
- A quorum shall consist of sufficient members to make an informed judgement on specified issues. If a judgement must be made by a certain time, then it will be made – irrespective of numbers
- These will be virtual meetings with one of these possibly being a face to face meeting
- Minutes and actions will be recorded at each meeting and circulated to members of the CTP for approval
- Once approved and no later than 21 days after the meeting has taken place the minutes will be sent to the office for publication on the website and sent to the board

Reporting and Communication:

- Complete an annual report for AGM
- Quarterly Reports to SE board
- Feedback to regions and clubs on progress, as required
- Link with other standing committees
- Liaise with SE staff

Internal and External Communications:

- Any recommendations made by the Coaching Technical Panel regarding courses and membership will be discussed with the Snowsport England Operations Team first
- The Coaching Technical Panel will provide wording for communications externally. This will be via Snowsport England Channels only
- When the Coaching Technical Panel need to communicate with another committee or group (internal) the Chair will speak to the Chair of said group and arrange an appropriate channel for communication
- Chair to attend all Regional and Committee Chairs call to update and report back to the group.
- The coaching technical panel will input into the coaching mailer content as requested by the coaching lead
- The Coaching & Workforce Lead will carry out any internal communication with the Core SE Team

Collaboration:

All SE committees, Advisory and Action groups are integral parts of Snowsport England and should act accordingly to support the organisation's Vision and Mission.

The Coaching Technical Panel will collaborate with the following key committees and advisory groups:

- **Discipline Committees** (Alpine/Nordic/Freestyle & Snowboard):
The CTP will work with each of the discipline committees to make sure qualifications and licencing enables coaches to deliver in that discipline.
- **Talent Management group** (TMG):
Link closely with the TMG to get input into qualifications so coaches are fit for purpose.
- **Participation and Insight Action Group** (PIAG):
To link and support the PIAG in any actions that require the input of the Coaching Technical Panel.

Resources and Budget:

The CTP will have a budget set each year within the coaching budget.

Deliverables:

Key Performance Indicators to deliver annually which are listed and associated with activity planner and budget.

Intellectual property:

Output produced by the Group will become the intellectual property of Snowsport England ** and shall not be reproduced without the prior written consent of the Chief Executive.

[** With the exception of any specific contributions made by authors/contributors with whom the original ownership of the intellectual property of any such contributions remains]

Review:

These Terms of Reference will be reviewed annually.

Date the ToR adopted: September 2020

Roles and Responsibilities - Skills and Competencies

Role	Responsibility
Chair	<p>The Chairperson has a strategic role to play in representing the vision and purpose of Snowsport England. The Chairperson ensures that the committee functions properly, that there is full participation at meetings, all relevant matters are discussed and that effective decisions are made and carried out.</p> <p>Ensure the committee functions properly:</p> <ul style="list-style-type: none"> • To plan and run meetings in accordance with the Terms of Reference • To ensure matters are dealt with in an orderly, efficient manner • To bring impartiality and objectivity to meetings and decision-making • To facilitate change in line with Snowsport England’s strategy • To plan for recruitment and renewal of the Committee <p>Ensure the committee is managed effectively:</p> <ul style="list-style-type: none"> • To liaise with the CEO, as appropriate, to keep an overview of Snowsport England affairs • To co-ordinate the committee to ensure aims are being met and reviewed • To facilitate change and development within the committee’s scope <p>Represent the organisation:</p> <ul style="list-style-type: none"> • To effectively communicate the vision and purpose of the committee and Snowsport England • To advocate for Snowsport England and represent the committee at external meetings and events • To be aware of current issues that might affect the committee • To attend internal meetings with other committees, regions or clubs as required <p>Skills and Competencies:</p> <ul style="list-style-type: none"> • Good leadership skills • Good communication and interpersonal skills • Good timekeeping • Tact and diplomacy • Understanding of the roles/responsibilities of a committee. • Experience of organisational and people management. • Knowledge of Coaching • Understanding of the Snowsports landscape • Understanding of managing conflict <p>Time Commitment:</p> <p>The role of Chair requires an estimated commitment of 2 hours a month.</p>

<p>Secretary</p>	<p>Ensure Responsible Administration:</p> <ul style="list-style-type: none"> • To prepare agendas in consultation with the Chair • To circulate agendas and any supporting papers in good time • To receive agenda items from other committee members • To check that quorum is present • To minute meetings and circulate the draft minutes to all committee members • To ensure that minutes are approved by the committee and published within 21 days of the meeting • To check that committee members have carried out action(s) agreed • To ensure up-to-date records are kept of committee membership <p>Qualities and Skills Required:</p> <ul style="list-style-type: none"> • Organisational ability • Experience of committee work and procedures • Minute-taking experience (if this is not being delegated) • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Approachable and sensitive to the feelings of others • Well organised and an eye for detail • Ability to work well with the Chair • Good timekeeping <p>Time Commitment:</p> <p>The role of Secretary requires an estimated commitment of 2 hours per month.</p>
<p>Members</p>	<p>All Members of the Coaching Technical Panel must be willing to input in all areas of scope of the group.</p> <p>Qualities and Skills required:</p> <ul style="list-style-type: none"> • Knowledge of the Snowsport Coaching Landscape • Understand the role of an NGB • Be a subject specialist in a Snowsport discipline • Is fully conversant in Snowsport England's Coaching Core DNA and philosophy • Good communication and interpersonal skills • Impartiality, fairness, and the ability to respect confidences • Approachable and sensitive to the feelings of others • Well organised and an eye for detail • Ability to work well with the Chair • Good timekeeping • Be willing and able to work in a discipline sub specific subgroup