



Cross Country BC

Terms of Reference Athlete Development Committee

1. Introduction

The role of the Athlete Development Program is to provide a seamless and effective athlete development system that supports athletes from introductory stages to provincial, national, and international levels of competition.

The Athlete Development Program is responsible for:

- Supporting athlete development opportunities aligned with Nordiq Canada's Long-Term Athlete Development (LTAD) model
- Providing guidance and oversight for provincial athlete development pathways
- Supporting the development and implementation of the BC Ski Team, BC Development Squad, and BC Talent Squad programs
- Supporting provincial and regional camp programming
- Promoting effective communication and alignment among athletes, coaches, clubs, CCBC staff, and external partners
- Supporting athlete monitoring, performance tracking, and athlete wellness initiatives
- Advising on athlete identification, selection, development, and progression practices
- Supporting sport science, sport medicine, and athlete support services
- Contributing to the development of inclusive, accessible, and athlete-centred programming

2. Purpose

The Athlete Development Committee (the "Committee") provides overall guidance and direction in the development and successful operation of a comprehensive athlete development system for both able-bodied athletes and athletes with a disability.

The athlete development system shall be fully aligned with Nordiq Canada's Long-Term Athlete Development (LTAD) model and shall facilitate the optimal development of BC athletes, with the goal of enabling them to achieve excellence at national and international levels.

The work of the Committee shall be aligned with the goals of CCBC as identified from time to time in approved Strategic and Operational Plans.

3. Accountability

The Committee shall be directed by the Athlete Development Chairperson ("Chairperson") and shall provide advice and operational support to CCBC staff responsible for athlete development programs,

including the Provincial Coach, Assistant Provincial Coach, and Athlete Development Coordinator. The Committee is accountable to the Executive Director of CCBC.

4. Mandate

Guided by the Chairperson, the Committee will contribute expertise and human resource capacity to the development and successful operation of CCBC's athlete development system.

In general, this will involve:

- Fulfilling objectives and tasks identified in the Athlete Development section of the annual Operational Plan
- Contributing to operational plans and the development of policies governing athlete development programs
- Providing strategic advice regarding provincial athlete development pathways
- Supporting the implementation and continuous improvement of the BC Ski Team, BC Development Squad, and BC Talent Squad programs
- Contributing to annual program evaluations to determine whether athlete development objectives are being achieved
- Facilitating communication, cooperation, and coordination between Nordiq Canada, CCBC, member clubs, coaches, athletes, and partner organizations
- Advising on athlete recruitment, identification, selection, retention, and progression strategies
- Advising on regional and provincial camp programming and athlete development opportunities
- Supporting initiatives that improve athlete wellness, safe sport practices, and athlete engagement
- Supporting the development and implementation of athlete monitoring systems, dashboards, and performance reporting processes
- Advising on performance enhancement services, including sport science, sport medicine, mental performance, nutrition, and technology support appropriate to athlete development stages
- Supporting initiatives that increase accessibility, diversity, equity, and inclusion within athlete development programs
- Providing advice on BC Winter Games, Canada Winter Games, National Championships, B-Tours, and other major athlete development opportunities

5. Committee Chairperson

The Chairperson will be appointed by the Executive Director. The Chairperson is responsible for:

- Providing leadership to the Committee (i.e.: convening meetings; developing agendas; assigning, supervising and coordinating the Committee work)
- Representing the Committee in communication with appropriate internal and external agencies on issues within the Committee mandate.

Minimum qualifications for the position of Chairperson are: NCCP CCD (L2C) Trained

6. Membership

The Committee shall be composed of:

- Executive Director (ex officio)
- Provincial Coach
- Assistant Provincial Coach
- Athlete Development Coordinator (ex officio)
- Other members at large that the committee determines to be qualified and beneficial, including:
 - A board representative (ex officio)
 - Former high-performance athletes
 - Qualified NCCP coaches with high-performance and developmental backgrounds
 - Qualified NCCP coaches with Para Nordic experience

Note: regional representation will be considered.

7. Decision Making

The Committee will make decisions by consensus. Where consensus cannot be reached, decisions shall be made by majority vote of Committee members present. In the event of a tie vote, the Chairperson shall cast the deciding vote.

8. Meetings

The Committee will determine a meeting schedule that will facilitate achievement of the Committee's work plan, and which will include at least three (3) meetings per year. Minutes that reflect all significant decisions of the Committee will be kept at all regular meetings. Minutes will be submitted to the Board of Directors.

9. Review

These Terms of Reference shall be reviewed periodically by the Athlete Development Committee to ensure continued alignment with CCBC's Strategic Plan, Operational Plan, and athlete development priorities.

Approved July 29, 2026