



Cross Country BC

Terms of Reference Coaching Development Committee

1. Introduction

The role of the Coaching Development Program is to provide a seamless and effective coaching system that delivers coaches up to the national level.

The Coaching Development Program is responsible for:

- Delivery of the National Coaching Certification Program (NCCP)
- Delivery of the NCCP stream for coaches of athletes with a disability
- Recruiting and training of NCCP Learning Facilitators and Evaluators
- Scheduling of courses and the training of local course organizers
- Development and delivery of specialized coaching courses as needed (e.g. ski preparation workshops)
- Maintenance of a databank of active certified coaches
- Delivery of the Provincial Coaching Experience Program (PCE)
- Encouraging the establishment of paid club coaching positions, as well as appropriate salaries and benefit packages

2. Purpose

The Coaching Development Committee (the “Committee”) provides overall guidance and direction in the development and successful operation of a system to develop coaches for both able-bodied athletes and athletes with a disability up to and including the Training to Compete level. The coaching development system will be fully aligned with Nordiq Canada’s Long-Term Athlete Development (LTAD) model and will facilitate the optimal development of BC athletes, with the goal of enabling them to achieve international excellence. The work of the Committee will be fully aligned with the goals of CCBC as identified from time to time in approved Strategic Plans.

3. Accountability

The Committee will be directed by the Coaching Development Chairperson (“Chairperson”) and shall provide advice and operational support to CCBC staff responsible for the coaching development program area. 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 the CCBC coaching development program area. In general, this will involve:

- Fulfilling objectives and tasks identified in the Coaching Development section of the annual Operational Plan
- Contributing to operational plans and developing the policies which govern the

- operation of the Committee
- Contributing to an annual program evaluation to confirm that objectives are being met and are achieving the desired results
- Facilitating communication, cooperation and coordination between the different level (i.e. CCBC, Nordiq Canada, member clubs) components and programs of the coaching development system
- Advising on the recruitment and training of a pool of competent, qualified Coach Developers (Learning Facilitators and Coach Evaluators) for delivering NCCP ICC, CC, L2T, T2T and L2C workshops and undertaking L2T, T2T and L2C evaluations
- Advising on Coach Developer assignments for NCCP workshops and formal evaluations;
- Advising on the recruitment and training of Master Coach Developer's as needed for delivering training workshops for Learning Facilitators (CC and L2T), training Evaluators (L2T), and evaluating/certifying Coach Developers

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: (1) NCCP CCI-L2T or (2) Master Coach Developer (Learning Facilitator and Evaluator)

6. Membership

The Committee will be composed of:

- Executive Director (ex officio)
- Program Coordinator
- Provincial Coach
- Assistant Provincial Coach
- Other members at large that the committee determines to be qualified and beneficial, including:
 - A board representative (ex officio)
 - NCCP LF or LE
 - Nordiq Canada Coach Development Committee members

Note: regional representation will be considered.

7. Decision Making

The Committee will make decisions by consensus. In case of disagreement, committee members will cast votes. The Committee Chairperson will cast a vote in the case of a tie vote among the other Committee Members.

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 Coaching Development Committee to ensure continued alignment with CCBC's Strategic Plan, Operational Plan, and coach development priorities.

Approved July 26, 2016

Reviewed July 29, 2026