



## **Terms of Reference Athlete and Coach Pathway Committee**

### **Overview**

1. These Terms of Reference describe the authority, mandate and responsibilities of Volleyball Canada's Athlete and Coach Pathway Committee. These Terms of Reference outline clear and specific information on how the Committee is organized, what it is trying to achieve, its decision-making authority and deliverables, who the members are, and when they meet.

### **Authority and Mandate**

2. The Athlete and Coach Pathway Committee is an operations committee of Volleyball Canada.
3. The Committee is to provide leadership for the development of indoor, beach, and sitting volleyball in Canada, in accordance with the principles of Volleyball Canada's Long-Term Athlete Development (LTAD) model.
4. The Committee serves in an advisory capacity to the Board and/or operations staff.
5. The Committee will seek input from Volleyball Canada's Active Members.
6. The Committee may form sub-committees whenever necessary to facilitate the Committee's work
7. Members of the Committee will act honestly and in good faith.

### **Membership**

8. The Committee shall be composed of at least five (5) and not more than nine (9) members, including a Chairperson.
9. The Chair of the Board shall appoint the Chairperson of the Committee. The Chairperson will be appointed for a two-year term.
10. The Board may replace the Chairperson of the Committee at any time. The Chairperson may remove any member of the Committee at any time and fill any vacancy at their discretion.
11. The Chairperson shall appoint the other committee members. Members are required to demonstrate an expertise in youth development in indoor, beach, and/or sitting volleyball. The Chairperson shall solicit nominations from Volleyball Canada's Active Members.
12. Volleyball Canada's Director of Athlete and Coach Pathways shall be considered the Vice-Chair of the Committee.
13. Other members of the Committee will include:
  - a. High Performance Director - Indoor
  - b. High Performance Director - Beach



- c. Director, Sport Science and Innovation
  - d. PTA Representative
  - e. Other members with expertise as deemed required by the Chair of the Committee
14. Committee members will be appointed for a term of one year, unless otherwise decided by the Chairperson. Non-staff committee members shall serve no more than 6 consecutive terms.
15. The Chief Executive Officer shall be an ex-officio and non-voting member of the committee.

### **Conflict of Interest**

16. Any member with a potential conflict of interest shall declare such conflict when they are appointed to the Committee and at the start of any meeting at which they may be conflicted on a topic for discussion. An individual will recuse themselves from any discussion when they are in conflict.
17. Conflict of Interest will remain a standing item on the agenda for all committee meetings.

### **Diversity, Equity and Inclusion**

18. Volleyball Canada is committed to encouraging diversity, inclusion, equity and access in its administration, policies, programs, and activities. Per its Diversity, Equity and Inclusion Policy, Volleyball Canada will work to provide Under-Represented Groups with an equitable range of opportunities to participate on this committee.

### **Duties and Responsibilities**

19. The Committee will:
- a. Review and adhere to the Terms of Reference;
  - b. Recommend philosophies, policies and guidelines to support the successful adoptions and implementation of the LTD model in Indoor, Beach, and Sitting volleyball.
  - c. Define and establish the framework for all VC's National Championships as it pertains to the age categories, playing rules, and best practices to support coach and athlete development.
  - d. Define and establish the framework for all domestic Elite development competitions offered by Volleyball Canada and its partners (e.g. Canada Cup, Canada Games, NAIG).
  - e. Recommend policies for talent identification and selection of athletes to VC's Developmental National Team programs and competitive opportunities.
  - f. Recommend policies, standards, rules, and guidelines for coach development including but not limited to the delivery of the National Coaching Certification Program for Indoor, Sitting and Beach volleyball, in partnership with the requirements of the Coaching Association of Canada.
  - g. Ensure the committee has an up to date succession plan
  - h. Perform such additional tasks as may be assigned to the Committee by the Board of Directors or by the President & Chief Executive Officer.

### **Procedures**

20. The Committee shall keep minutes of the discussion that will be included with its findings and recommendations.
21. The Committee shall meet at minimum, twice a year, or as necessary at the discretion of the Chairperson via conference call/web conference or in-person.



22. The Chairperson is required to call a meeting of the committee if requested to do so by:
  - a. Any committee member
  - b. The Chair of the Board of Directors
  - c. The Chief Executive Officer
  
23. The Chairperson shall distribute the agenda to committee members at least 24 hours in advance of a scheduled meeting. The agenda shall include the following items:
  - a. Approval of the agenda
  - b. Approval of the minutes from the previous meeting
  - c. Declaration of Conflict of Interest
  - d. Ongoing business
  
24. Quorum will be a majority of the committee members.

### **Resources**

25. The Committee shall have access to resources from Volleyball Canada to fulfill its duties as approved by the Chief Executive Officer.

### **Reporting**

26. The Committee will submit regular reports to the Board through the President and Chief Executive Officer.
  
27. The Committee will report annually to the active members through Volleyball Canada's Annual Report.
  
28. The Chairperson shall be invited to Volleyball Canada's Annual General Meeting to report to the active members.
  
29. When the Board requires the Committee to make a decision or take a position on a matter, the Committee will make its decision or determine its position by majority vote of the Committee's members.
  
30. The Committee will record minutes of all meetings. All minutes will be forwarded to the President and Chief Executive Officer.

### **Review**

31. The Board of Directors shall review the Terms of Reference annually.