



Ontario Coach Committee Terms of Reference

- Committee Name:** Ontario Coach Committee (OCC)
- Type:** Standing Committee
- Values Statement:** Ontario Artistic Swimming (OAS) recognizes that sport coaches play a central role in the development of children and athletes at all levels. The welfare of athletes is the primary concern to coaches in designing, implementing, and evaluating coaching practices. Central to the coach role is guiding the improvements of athletes with consideration for athletes' goals, needs, and stages of development. The coach role is recognized for being multifaceted, but some primary roles include setting the vision and strategy, shaping the environment, building relationships, conducting practices and preparing for competitions, reading and reacting to the field, and learning and reflecting.¹
- The Ontario Coach Committee (OCC) is committed to supporting coaches in Ontario by facilitating the sharing of best practices with regards to the multiple roles that coaches fulfill, while strengthening the coaching community within the province. The OCC supports the principles of safe sport and equity, diversity and inclusion (EDI). This includes achieving an OCC membership that reflects a broad range of qualifications, skills, experiences, and perspectives. A diverse Committee working in an atmosphere of inclusion will produce better decisions and recommendations and increase the capacity of OAS to address and serve the interests of the artistic swimming community in Ontario.
- To give effect to this statement, the OCC within its processes for identifying potential members will search for candidates who reflect the diversity of Canadian society. In addition, three (3) voting members of the OCC will be selected from within the OCC composition to support the following topics:
- a. Safe sport and coach and athlete well-being;

¹ Primary coach functions identified from the International Sport Coaching Framework Version 1.2

- b. Equity, diversity, and inclusion; and
- c. The interests of para-athletes.

Composition:

The OCC is comprised of five (5) to seven (7) voting members who have knowledge relative to being an artistic swimming coach in Ontario and are able to represent the variety of registered coaches in Ontario.

Voting Members

OCC voting members include:

- a. Up to two (2) National and High-performance Coaches' Representatives;
- b. Up to two (2) Provincial Coaches' Representatives;
- c. Canadian University Artistic Swim League (CUASL) Coaches' Representative;
- d. Recreational and Novice Coaches' Representative; and
- e. At least one (1) and up to three (3) additional coach members.

Non-voting Members

OCC non-voting members include:

- a. OAS Senior Manager Sport Development or equivalent position; and
- b. OCC past Chair who will act as a mentor and can give advice and support the voting members through important decisions. The OCC past Chair may serve one (1) term for a maximum of two (2) years.

Eligibility:

Members of the OCC must be registered and in good standing with OAS and remain in good standing while serving as a member.

Voting members must:

- a. Be sixteen (16) years of age or older;
- b. Be a registered coach with OAS at the time of their election or appointment. Existing Committee members remain eligible to serve on the Committee for up to one (1) year after they cease to be registered as a coach with OAS; and
- c. Fulfill the requirements of the Canada Artistic Swimming (CAS) Coach Registration and Certification Policy.

OCC members will be asked to:

- a. Sign a Confidentiality Agreement annually; and
- b. Complete all training required by OAS relating to ethics.

Chair:

The OCC Chair will:

- a. Be elected to a two-year term by the members of the OCC. The Chair may serve up to two (2) terms for a maximum of four (4) years;
- b. Convene all OCC meetings;
- c. Be the liaison to Executive Director or their delegate and meet with the Executive Director at least quarterly to present any feedback and recommendations of the Committee;
- d. Be the liaison to the Ontario Athlete Advisory Council and Ontario Officials' Committee (OOC);
- e. Be the liaison to the OAS board of directors;
- f. Present an annual report to OAS Members at the OAS Annual Meeting; and
- g. Be responsible for succession planning and present the recommended applicants to the Executive Director for approval and ratification.

Purpose:

The OCC is an operational Standing Committee of OAS whose purpose is to:

- a. Represent the views and opinions of coaches and share those views and opinions with OAS;
- b. Promote and advance coaching best practices and a training and competition environment that is inclusive, safe, and upholds the highest ethical standards;
- c. Ensure coaches are informed about developments in the sport and OAS activities (e.g., policies, rules, and training);
- d. In addition to the other resources and contacts available to coaches, act as a point of contact for coach concerns;
- e. Develop and maintain an engagement plan to do the following:
 - Ensure regular communication with coaches, OAS staff, board and committee members, athletes, officials, and other stakeholders;
 - Engage with coaches and alumni to get meaningful feedback on topics such as barriers to coaching, competition structure, rule changes, safe sport, inclusion, and any other topic coaches may have concerns about;
 - Present any feedback and OCC recommendations to the Executive Director or their delegate;
 - Present an annual report to OAS Members at the OAS Annual Meeting; and
 - Maintain contact with Canada Artistic Swimming (CAS) or provincial coach representatives where they exist.

Objectives:

The objectives of the OCC are to:

- a. Consider issues related to coaches and provide feedback and recommendations to OAS;
- b. Engage actively with initiatives and projects that protect and support coaches;
- c. Represent the rights and interests of coaches and make related recommendations; and
- d. Consult with coaches in the evaluation of policies, rules, and training and subsequently provide feedback to OAS; and
- e. Work with and support OAS in its mission to develop and promote the sport of artistic swimming.

Responsible To: Executive Director or their delegate.

Term: The term for OCC members can be up to two (2) years. The term is renewable for three (3) consecutive terms to a maximum of six (6) years if members continue to meet the conditions required for membership.

Interim Structure: A call for interest will be made to all registered Ontario coaches in good standing to fill the following positions:

- a. Up to two (2) National and High-performance Coaches' Representatives;
- b. Up to two (2) Provincial Coaches' Representatives;
- c. CUASL Coaches' Representative;
- d. Recreational Coaches' Representative; and
- e. At least one (1) and up to three (3) additional coach members.

The Executive Director in collaboration with the OAS Human Resources Committee will select the most qualified applicants who reflect the diversity of Canadian society. Representation of all four (4) regions will also be considered.

Once appointed, OCC members will elect, by majority vote, the OCC Chair.

OCC members will oversee implementation of elections for the following positions as soon as feasible and no later than the 2023-24 competitive season to ensure a majority of Committee members are elected by registered Ontario coaches:

- a. National and High-performance Coaches' Representative(s);
- b. Provincial Coaches' Representative(s);
- c. CUASL Coaches' Representative; and
- d. Recreational Coaches' Representative.

Membership cycles should be staggered, with no more than three elections or appointments terminating in any year. OCC members will

work with the Executive Director and the OAS Nominations Committee in outlining the procedures to be followed for the call for interest and elections.

Meetings:

The first meeting of the OCC will be scheduled following selection.

Thereafter, meetings will be held at least four (4) times a year annually at the call of the Chair or by request of a majority of the Committee members with additional meetings scheduled as required to complete the Committee's business. The calendar of these meetings will be made public on the OAS website.

Meetings may be held by way of in-person, teleconference, internet, or email as determined by the Chair. The OAS Executive Director or their delegate is responsible for ensuring, within the means of OAS, that the OCC is able to meet.

Meetings will be conducted according to *Robert's Rules of Order* and the agenda will include a review and approval of minutes from the previous meeting including consideration of the status of any action items resulting from that meeting. Each meeting will include a report from the members responsible for topics related to safe sport, EDI, and disability. A synopsis of the meetings will be submitted to the Executive Director and OAS board and reported on the OCC page of the OAS website within fourteen (14) days after a meeting.

Quorum:

A majority of its voting members (50% plus 1).

Voting:

Each OCC voting member is entitled to one (1) vote. Resolutions will be passed upon a majority of the votes being in favour of the resolution. A resolution is defeated in the case of a tie.

Vacancy:

When a vacancy occurs, the OCC Chair in consultation with other members of the Committee may appoint a qualified individual to fill the vacancy for the balance of the competitive season, at which point a call for interest will be made to all registered Ontario coaches.

Removal:

By a majority vote of its members, the OCC may remove any member of the Committee.

If a member is absent from three (3) consecutive meetings for any reason, the OCC can request, by majority vote, the removal of that member from their Committee commitments.

If an OCC member is no longer in good standing as defined in the OAS By-laws including for lapsed registration, failure to make required payments, disciplinary action, or the member is under investigation

for alleged maltreatment, misconduct, or non-compliance with CAS or OAS by-laws, policies or rules, they will be automatically removed.

Reporting: The OCC will report to the Executive Director or their delegate at least quarterly and provide reports on issues as they arise and on all meeting proceedings.

The OCC may request to be added to an OAS board meeting at the call of the Chair or by request of a majority of the Committee members.

Authority: The OCC is empowered by the Executive Director to make recommendations within the mandate established by these Terms of Reference.

Responsibilities: The OCC will:

Engagement and Advocacy

Develop and maintain an engagement plan to do the following:

- Provide coach representation to OAS staff including having the OCC Chair or a designate meet with the Executive Director or their delegate at least quarterly;
- Act as a central point of contact for coach questions and concerns;
- Act as a sounding board to OAS staff and board and committee members on matters affecting coaches;
- Provide input on key OAS activities that directly or indirectly affect coaches including any policy or rule changes;
- Host Coach Town Hall forums at least four (4) times a year to get meaningful feedback from coaches and alumni on topics such as professional development, athlete development, competition structure, rule changes, safe sport, EDI, and any other topic coaches may have concerns about. Feedback and recommendations from the Coach Town Hall forums should be presented during meetings with the Executive Director and reflected in the annual report to OAS Members;
- Provide key insights and feedback from coaches to the Executive Director on coach and athlete well-being;
- Provide key insights and feedback from coaches to the Executive Director on how to improve diversity and make all OAS participants feel welcomed;
- Represent para athletes;
- Suggest resources to be made available to coaches on all matters relating to the performance and well-being of the coach;
- Recommend content for the OCC page on the OAS website;

- Maintain contact with CAS and provincial coach representatives where they exist and work to promote and encourage this role; and
- Present an annual report to OAS Members at the OAS Annual Meeting.

Professional Development

- Identify development and conference opportunities and coordinate workshops on a variety of subjects to address coaching interests, where budget allows;
- Solicit funds from external sources to support programs for Ontario coaches;
- Share best coaching practices including through the development of an online coaching manual *for coaches by coaches*; and
- Work with OAS to develop programs to assist with the recruitment of new coaches and retention of existing coaches.

Certification

- Promote certification opportunities and ensure the certification pathway is communicated to current and prospective coaches; and
- Be familiar with the coach certification process and advocate for changes, as necessary.

Budget: The Chair is responsible for submitting annual budget projections and project budget applications to the Executive Director for approval and inclusion in the annual OAS budget. As the board is financially responsible to its Members, the board must approve all expenditures proposed outside of the approved annual budget by the OCC prior to spending.

Approval: Terms of Reference approved by the OAS board.

Date Approved: May 11, 2021