



Terms of Reference

SPORT DEVELOPMENT COMMITTEE

Advisory Committee

Purpose

The role of the Sport Development Committee (Committee) is to advise the Board on the interpretation of policies, rules and regulations that affect the membership of the OCF (clubs, athletes, coaches and officials).

The committee shall, as required, assist with the development of strategies and initiatives to promote training, recruitment, education and promotion of the sport.

The Committee is subject to the requirements of OCF's by-laws and policies.

Responsibilities

- Provide input and assist in the development and delivery of workshops/training opportunities for athletes, coaches and officials.
- Promote the development of coaches and officials through education and training.
- Encourage coaches and officials to upgrade their credentials.
- Encourage and promote the opportunity for athletes to become involved in officiating or coaching.
- Recommend the scheduling of OCF workshops, NCCP courses and other applicable certifications.
- Provide input on the needs of OCF athletes (All Star & Scholastic) to ensure the development and advancement in the sport.
- Promote athlete development opportunities provided by the OCF.
- Provide input, advice, expertise as required on coaching, official or athlete development matters as requested by the board.
- If required, assist in the execution of workshops, seminars and training opportunities provided by the OCF.
- Create a list of qualified and knowledgeable persons as possible workshop/seminar presenters.

Authority

The Committee makes recommendations to the Board.

Composition

The Committee is an Advisory Committee to the Board of Directors.

The Committee will consist of:

- One (1) Board appointed Director (Chair)
- Two (2) individuals who are Registrants in Good Standing of a Member in Good Standing with recent experience as an **All Star Cheerleading Coach**
- Two (2) individuals who are Registrants in Good Standing of a Member in Good Standing with recent experience as a **Scholastic Cheerleading Coach**
- Two (2) individuals who are Registrants in Good Standing of the OCF with recent experience as a **Cheerleading Judge/Official in Canada**

Term

The committee's term will end annually upon conclusion of the AGM.

Meetings

The Committee will meet by Zoom conference call as needed, with a minimum of one (1) meeting per calendar month. Meetings will be called by the Chair or two voting members of the Committee.

Meeting agendas will be set and sent at least four (4) days prior to the meeting. Minutes of the meeting will be kept and distributed to the committee members within two (2) days of the meeting.

Reporting

The Chair will provide a report to the full Board of Directors on the work of the Committee at each Board of Directors meeting or within two (2) weeks of the Committee meeting if urgent.

Resources & Budget

As identified in the budget approved annually by the Board. Executive and staff support to be designated by the President and Executive Director.

Deliverables

1. Review, update and provide a completed draft of the following policies for Board review and approval:
 - a. Athlete & Coach Selection Policy
 - b. Team & Coach Selection Policy
2. Review of and provide recommendations for all existing policies pertaining to Athletes, Coaches and Officials.
3. Develop and/or maintain a strategy for the development of **Athletes** (including a schedule of events for any training, workshops or seminars).
4. Develop and/or maintain a strategy for the development of **Coaches** (including a schedule of events for any training, workshops or seminars).
5. Develop and/or maintain a strategy for the development of **Officials** (including a schedule of events for any training, workshops or seminars).
6. Provide recommendations to the Board for modifications, if any, to the Committee Terms of Reference for the following term.
7. Conduct the transition meeting with the incoming Sport Development Committee.

Review

The Committee's Terms of Reference will be reviewed and amended by the President and/or Board of Directors annually or as needed and approved by the Board of Directors.