



TERMS OF REFERENCE – COACHING AND DEVELOPMENT COMMITTEE

PURPOSE

This document describes the operating mandate for the Central Hockey Club's Coaching and Development Committee (CDC).

AUTHORITY

This document complements, but is subservient to, the Constitution and Policies of Central Hockey Club Incorporated.

Part 3.10 of the Central constitution provides the Central Board with the authority to "form committees of management for any purpose and appoint persons as required to act on these committees".

BACKGROUND

The Terms of Reference for the CDC were endorsed by the Central Hockey General Committee at its December 2020 meeting and approved, with minimal change, by the Board on the date shown below.

PURPOSE OF THE COMMITTEE

The CDC was established to develop the skills of individual players and their team primarily through the provision of resources to coaches.

COMMITTEE MEMBERSHIP

The committee will be headed by a Program Lead (Chair) appointed by the Board. A minimum of two other Committee members will be determined by the Board in conjunction with the Program Lead.

The Men's and Women's CL1 Coaches and the CHC Technical Director (if there is one) will be automatic inclusions in this Committee (noting that they will be excused from any review or recruitment associated with their main role).

The Board will seek expressions of interest for Committee members and, as appropriate, may invite members to nominate.

Consistent with part 4.4.2 of the Constitution, the Program Lead will appoint a committee member to perform secretariat duties, including keeping minutes.

COMMITTEE OPERATIONS

Consistent with the Club's Constitution and Policies, the Committee will:

1. Maintain and grow the Central Hockey Club Development Manual and Resource Material and manage the Central Hockey Club Development Calendar.
2. Provide coaching resources to the Central Hockey Club Coaching Panel.
3. Conduct annual coaching reviews and player skills assessments as appropriate.
4. Identify consultancies as appropriate.
5. Provide all Central Hockey Club coaches with access to additional coaching aligned with players' capabilities.
6. To host Monthly "Coaching Conversations" to grow the coaches' knowledge and interest.

The CDC Secretary will submit Minutes to the Club Secretary within 14 days of each meeting.

The CDC Program Lead will:

- At the start of each year present to the Board an outline of the plans for the upcoming year and any longer-term plans.
- At the end of the outdoor season, present to the Board a brief review of the year's activities. This may be included in or form the basis of a report for the Club's Annual Report.
- Regularly report progress to the Board and raise with the Board any significant risks or issues as they arise.
- Only authorize expenditure up to the amount specifically allocated in the Club's annual budget and consistent with the Club's Expenditure Policy.

TECHNICAL DIRECTOR

A CDC Technical Director will not necessarily be appointed every year. If a CDC Technical Director is appointed, their responsibilities will include (but are not necessarily limited to):

1. Sitting as a member of the CDC.
2. Contributing to the development and implementation of the CDC Program for players and coaches.
3. Delivering the CDC Program in respect of:
4. Being an accessible resource for Club coaches and players including ad-hoc engagement in a variety of forms (e.g. seminars and clinics).
5. Being an adviser on content of the CDC Platform.
6. Providing assistance, as required, to any review of the CHC Program.
7. Providing visibility, leadership and mentoring expertise to both the Club's players and coaches.

The specifics of the role including description, tenure and reimbursement will be negotiated between the appointee and CDC Program Lead and will be subject to approval by the Club's Board.