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Policy and Procedure Manual 1: Appendix 2 Committee Terms of Reference-Draft

Board Approved: April 23, 2023

APPENDIX 2 – COMMITTEE TERMS OF REFERENCE

Current

A. SPORT DEVELOPMENT COMMITTEE

1. The Sport Development Committee shall consist of:
 - a. The Chair or person acting as Chair
 - b. Three other members of SSBC
 - c. A SSBC Staff member may sit on this committee in an advisory capacity.
 - d. If a SSBC member is appointed to Speed Skating Canada's Sport Development Committee then that member will be an ex-officio member of this committee. in an advisory capacity.
2. The committee shall be responsible for:
 - a. ensuring the expansion of long blade skating in all areas of the province
 - b. promoting the sport as a lifetime fitness sport
 - c. using SSC and SSBC promotional material to introduce the sport to the community
 - d. assisting clubs to promote, market and advertise the sport in their area
 - e. bringing an awareness to the sport through the website and social media
 - f. presenting plans for the upcoming season to SSBC Board of Directors as required
 - g. submitting a report to the Annual General Meeting
 - h. preparing and submitting the annual Sport Development Committee budget to the Executive Director when requested.

Updated

A. SPORT DEVELOPMENT COMMITTEE

1. The Sport Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - c. A SSBC Staff member may sit on this committee in an advisory capacity,
 - d. If an SSBC member is appointed to Speed Skating Canada's Sport Development Advisory Council then that member may be an ex-officio member of this committee.
2. The committee shall be responsible for:
 - a. Support the development of speed skating in the province through projects as identified by the Board, Operational Planning or staff,
 - b. Submitting a report to the Annual General Meeting,
 - c. Participating in the annual operational planning process by providing a representative to the working group.

B. COACHING DEVELOPMENT COMMITTEE

Current

1. The Coaching Development Committee (CDC) shall consist of:
 - a. The Chair or person acting as Chair
 - b. Three other SSBC coaches
 - c. The Technical Director will sit on the committee in an advisory capacity.
 - d. If a SSBC member is appointed to Speed Skating Canada's Coaching Development Committee then that member, where possible, will be an ex-officio member of this committee in an advisory capacity.
2. The Coaching Development Committee shall be responsible for:
 - a. ensuring the development and implementation of NCCP material within the province;
 - b. coordinating and administering the implementation of NCCP technical courses within the province;
 - c. providing information on theory courses held throughout the Province;
 - d. initiating additional coaching education activities within the province thereby providing for the ongoing development of coaching;
 - e. providing opportunities for designated and qualified coaches to attend national competitions;
 - f. identifying the Coach of the Year award recipient in consultation with the Awards Committee;
 - g. submitting a report for the Annual General Meeting;
 - h. preparing and submitting the annual Coaching Committee budget to the Executive Director when requested;

Updated

1. The Coaching Development Committee (CDC) shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. Committee members may be of coaching certification level,
 - c. The Technical Director will sit on the committee in an advisory capacity,
 - d. If an SSBC member is appointed to Speed Skating Canada's Sport Development Advisory Council Committee then that member may be an ex-officio member of this committee.
2. The Coaching Development Committee shall be responsible for:
 - a. Advising on the preparation of the Team BC Selection Bulletin,
 - b. Advising on the preparation of the GenBC Selection Bulletin,
 - c. Selecting coaches to attend identified national competitions,
 - d. Identifying coaching education activities within the province,
 - e. Contributing to the Coaches Community of Practice,
 - f. Identifying the SSBC Coach of the Year award recipient in consultation with the Awards Committee,
 - g. Choosing nominees for external coaching awards,
 - h. Submitting a report for the Annual General Meeting,
 - i. Participating in the annual operational planning process by providing a representative to the working group

C. ATHLETE DEVELOPMENT COMMITTEE

Current

1. The Athlete Development Committee shall consist of:
 - a. The Chair and/or person acting as Chair
 - b. Three (3) other SSBC members
 - c. SSBC Technical Director will sit on the committee in an advisory capacity.
 - d. One (1) skater representative who shall be a member of SSBC and have a vote.
2. No two (2) members of the committee shall be from the same club (excluding the skater rep.).
3. The Athlete Committee, shall be responsible for:
 - a. supervising the development of Performance Level skaters;
 - b. selecting skaters to attend various inter-provincial, national and international training camps;
 - c. selecting skaters to attend various inter-provincial, national and international competitions;
 - d. establishing and publishing annually a ranking system for Performance Long and Short Track skaters;
 - e. preparing and publishing an annual Athlete Development Committee bulletin;
 - f. determining and publishing the format and procedures for ranking competitions within the province;
 - g. consulting with the Awards Committee, to identify the Skaters of the Year award recipients;
 - h. submitting a report to the Annual General Meeting;
 - i. preparing and submitting an annual Athlete Development Committee budget to the Executive Director as requested;

Updated

2. The Athlete Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. SSBC Technical Director will sit on the committee in an advisory capacity.
 - c. Additionally, one (1) skater representative who shall be a member of SSBC and have a vote.
4. No two (2) members of the committee shall be from the same club (excluding the skater rep.).
5. The Athlete Committee, shall be responsible for:
 - a. Advising on the preparation of the Team BC Selection Bulletin,
 - b. Advising on the preparation of the GenBC Selection Bulletin,
 - c. Advising on any other program that may impact athletes as required,
 - d. Consulting with the Awards Committee, to identify the Skaters of the Year award recipients;
 - e. Submitting a report to the Annual General Meeting;
 - f. Participating in the annual operational planning process by providing a representative to the working group


D. OFFICIALS' DEVELOPMENT COMMITTEE

Current

1. The Officials' Development Committee shall consist of:
 - a. The Chair or person acting as Chair.
 - b. Three (3) officials if and where possible, from levels one, two and three.
 - c. If a SSBC member is appointed to Speed Skating Canada's Officials Development Committee then that member, where possible, will be an ex-officio member of the committee in an advisory capacity.
 - d. SSBC staff may be assigned to the committee in an advisory capacity.
2. The Officials' Development Committee shall be responsible for:
 - a. providing a Provincial certification program consistent with the SSC Officials' Development Committee certification program;
 - b. ensuring the availability of qualified officials through education and accreditation;
 - c. appointing qualified officials to designated provincial competitions;
 - d. supporting identified and qualified officials to competitions and clinics outside of the province;
 - e. providing, as required, officials clinics within the province;
 - f. appointing and supporting qualified course conductors to clinics, as required;
 - g. identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee;
 - h. preparing and publishing an annual Officials' Development Committee bulletin(s)/newsletter;
 - i. preparing a report for the Annual General Meeting;
 - j. preparing and submitting the annual Officials' Development Committee budget to the Executive Director when requested;
3. The Officials' Development Committee will receive, on or before September 1st of the upcoming season, a bid from all Senior Referees and Starters who wish to work the following competitions:
 - a. BC Long Track Championships
 - b. BC Short Track Championships
 - c. Other events as identified by the Officials' Development Committee in consultation with the competitions
4. From bids submitted, the Committee will appoint, in consultation with the host club, Chief officials. If no bid is submitted, the Committee will appoint the officials as required.
5. The Officials' Development Committee will present plans for the upcoming season to SSBC Board of Directors by the Spring planning meeting.

Updated

1. The Officials' Development Committee shall consist of:
 - a. Four (4) members of SSBC, one of whom shall be chair as per Policy C-3 Section 2,
 - b. Committee members may be of certification level and any certified officials position,
 - c. If an SSBC member is appointed to Speed Skating Canada's Sport Development Advisory Council Committee then that member may be an ex-officio member of this committee,
 - d. SSBC staff may be assigned to the committee in an advisory capacity,

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2. The Officials' Development Committee shall be responsible for:
 - a. Maintaining alignment with Speed Skating Canada's officials development pathway,
 - b. Appointing officials to Provincial competitions,
 - c. Working with Meet Coordinators and organizing committees at local, national and other competitions within BC to coordinate developmental appointments for Officials.
 - d. Supporting development of officials to identified competitions and clinics outside of the province,
 - e. Facilitating and developing, officials clinics within the province,
 - f. Ensuring the education and accreditation pathway for officials in the province is well communicated and understood.,
 - g. Appointing and supporting qualified clinic conductors for provincial clinics,
 - h. Identifying the Ritha Johnson Official of the Year award recipient in consultation with the Awards Committee,
 - i. Choosing nominees for external officials awards,
 - j. Preparing a report for the Annual General Meeting.
 - k. Participating in the annual operational planning process by providing a representative to the working group