



**APPENDIX 25-29**  
**TERMS OF REFERENCE - COACHES COMMITTEE**

Name	<b>Coaches Committee</b>
Mandate	The Coaches Committee is an operating committee of Lacrosse Canada (LC). It is responsible for the guidance and direction of the LC's National Coaches Certification Program (NCCP), which is the recognized national standard for coach training and certification in Canada, delivered through NCCP workshops that are designed to meet the needs of all types of coaches.
Key Duties	<p>The Committee will perform the following key duties:</p> <ul style="list-style-type: none"><li>• Advise the Board of LC on budget matters relating to coaching development.</li><li>• Develop technical materials for coaches.</li><li>• In conjunction with Sectors, establish priorities and conduct overall program planning for coaching development across the sport.</li><li>• Recommend the minimum standards of coach certification and annually submit these recommendations to the Sectors.</li><li>• Ensure the training of Master Learning Facilitators (MLFs) who meet minimum standards for MLFs outlined by NCCP policies.</li><li>• Communicate with MLFs and coaching coordinators from Members.</li><li>• Assist Members with the development of program delivery.</li><li>• Oversee registration of coaches within the LC.</li><li>• Submit recommendations to the Sectors related to coach development, certification, and program delivery.</li></ul> <p>The LC NCCP is based upon the belief that every athlete deserves a certified coach. The LC is committed to enhancing the effectiveness of all levels of coaching and coaches in each of the Sectors.</p>
Authority	<p>The Committee is an advisor to the Sectors and the LC Board on matters related to coaching. The Committee, with approval from the Board, may establish sub-committees or task forces to deal with specific issues in relation to the mandate of the Committee.</p> <p>The Committee's suggested rules and technical changes must be submitted to the appropriate Sector(s) for input and approval.</p>
Composition	<p>The Committee will be composed of the following individuals:</p> <ul style="list-style-type: none"><li>• Chair established by the Board of Directors</li><li>• Director responsible for Domestic Development</li><li>• LC's Program Coordinator</li><li>• Representative from each MA</li><li>• 1 National Team Coach</li><li>• Other individuals appointed by the LC Board, as appropriate</li></ul>
Meetings	<p>The Committee will meet by telephone or in person, as required. Meetings will be at the call of the Chair.</p> <p>Minutes shall be kept and provided to the LC Executive Director within 30 days of the meeting, who then shall distribute them as appropriate.</p>

Resources	The Committee will receive the necessary resources from the LC to fulfill its mandate. The Committee may, from time to time, receive administrative support from the LC National Office.
Reporting	<p>The Committee will report at every meeting of the Board and will submit a written report at every meeting of the Members.</p> <p>The Chair will approve the minutes by 30 days after a meeting which will then be distributed by the LC office to each MA President and MA ED who will then be responsible to forward them to their Sector/Committee representative(s) as applicable. Comments and feedback from the Sector or Committee members must be provided within 2 weeks of receipt by the MA. If there are comments or discussion, the Chair may chose to edit and resubmit an updated copy of the minutes for the final approval process. An email or e-room vote will be activated with a mover, seconder and a call for voting within a week of the motion. A non-response to the call for votes will be considered as “approved”. A simple majority will allow for the minutes to be considered approved and in effect. Minutes will be posted to the E-Room accessible to the Sector members, BOD, and Member Council following their approval.</p>
Approval and Review	These Terms of Reference were prepared by the Planning and Governance Committee and were approved by the LC Board on November 14, 2014. The Board will review these Terms of Reference on a regular basis, with input from the Committee as required.
Other	Any provisions of the LC’s Bylaws and Regulations as they relate to Operating Committees will also apply.