



## RINGETTE ONTARIO COACH DEVELOPMENT COMMITTEE TERMS OF REFERENCE

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NAME & TYPE	COACH DEVELOPMENT COMMITTEE – OPERATIONAL COMMITTEE
STAFF RESPONSIBLE	OPERATIONS DIRECTOR APPOINTED UNDER THE AUTHORITY OF THE EXECUTIVE DIRECTOR.
PURPOSE	THE COACH DEVELOPMENT COMMITTEE IS AN OPERATIONAL COMMITTEE OF THE ORGANIZATION AND WILL SUPPORT THE RINGETTE ONTARIO OPERATIONS DIRECTOR IN THE PLANNING, IMPLEMENTATION AND CO-ORDINATION OF PROGRAMS, AND RESOURCES FOR THE DEVELOPMENT, UPDATING AND UPGRADING OF COACHES AND COACHING IN ONTARIO.
COMPOSITION	<p>THE COMMITTEE WILL BE COMPRISED OF THE FOLLOWING:</p> <ul style="list-style-type: none"><li>• RO (RINGETTE ONTARIO) OPERATIONS DIRECTOR</li><li>• APPOINTED CHAIR</li><li>• UP TO 3 ADDITIONAL MEMBERS WHO ARE ACTIVE COACHING MEMBERS OF RINGETTE ONTARIO – COACH, MANAGER, TRAINER, EVALUATOR, AND/OR LEARNING FACILITATOR.</li></ul>
GUIDING PRINCIPLES	<p><b>THE COMMITTEE’S OPERATION, DISCUSSIONS AND RECOMMENDATIONS WILL REFLECT RINGETTE ONTARIO’S VALUES:</b></p> <ul style="list-style-type: none"><li>• DEDICATION: WE SHARE A COLLECTIVE COMMITMENT AND PASSION FOR THE GAME.</li><li>• RESPECT: WE RECOGNIZE EVERYONE’S CONTRIBUTION TO OUR COMMUNITY.</li><li>• TEAMWORK: WE ACHIEVE OUR GOALS TOGETHER.</li><li>• INCLUSION: WE WELCOME ALL WHO WANT TO JOIN OUR SAFE SPORTS COMMUNITY.</li><li>• INTEGRITY: WE GOVERN OUR SPORT WITH TRANSPARENCY AND FAIRNESS.</li></ul>



	<p><b>WORKING IN A MANNER CONSISTENT WITH RINGETTE CANADA’S “I CARE” VALUES:</b></p> <ul style="list-style-type: none"><li>• INNOVATION – WE INVEST WISELY. WE TAKE CHANCES AND MANAGE RISKS. WE ARE STEWARDS OF THE GAME</li><li>• COLLABORATION – WE ARE IN THIS TOGETHER. WE INCLUDE DIVERSE PERSPECTIVES TO ENRICH OUR EXPERIENCE. WE PURPOSEFULLY CREATE A SAFE AND WELCOMING WORK ENVIRONMENT.</li><li>• ACCOUNTABILITY – WHEN WE LIVE OUR VALUES, WE MANAGE AND LEAD WITH INTEGRITY. WE OPERATE WITH TRANSPARENCY AND COMMUNICATE PROACTIVELY. WE TAKE RESPONSIBILITY FOR OUR ACTIONS AND LEARN FROM OUR MISTAKES.</li><li>• RESPECT – FOR THE GAME. FOR THE RULES. FOR OUR HERITAGE. FOR EACH OTHER.</li><li>• EXCELLENCE – WE DEMAND QUALITY. WE OFFER WORLD LEADING PROGRAMS AND SERVICES. WE BRING OUR BEST TO EACH SITUATION.</li></ul> <p>ALWAYS MAINTAIN THE IMAGE OF RINGETTE ONTARIO.</p>
CHAIR	<p>THE CHAIR SHALL BE APPOINTED FOR A TWO (2) YEAR TERM BY THE OPERATIONS DIRECTOR.</p> <p><b>RESPONSIBILITIES:</b></p> <ul style="list-style-type: none"><li>• WORK WITH THE RO OPERATIONS DIRECTOR, PREPARE AN AGENDA FOR THEIR COMMITTEE MEETINGS.</li><li>• FOLLOW THE ORDER OF THE AGENDA TO COVER EACH ITEM DURING THE MEETING.</li><li>• RECOGNIZE EACH MEMBER WHO WISHES TO SPEAK ON AN ITEM.</li><li>• BRING MEMBERS’ CONCERNS TO THE RO OFFICE THROUGH RECOMMENDATIONS.</li><li>• LIAISE WITH THE RO OFFICE ON A REGULAR BASIS THROUGH THE OPERATIONS DIRECTOR.</li><li>• ACCEPT DECISIONS MADE BY THE OPERATIONS DIRECTOR AND/OR EXECUTIVE DIRECTOR.</li><li>• COMMUNICATE RO OFFICE DECISIONS TO COMMITTEE MEMBERS.</li><li>• ASSIST THE RO OFFICE IN CREATING COMMUNICATION TOOLS.</li></ul>



	<ul style="list-style-type: none"><li>• COMMUNICATE THE DECISIONS OR RECOMMENDATIONS OF THE COMMITTEE, REGARDLESS OF OPINION.</li><li>• APPOINT AN ACTING CHAIR SHOULD THE CHAIR NEED TO BE ABSENT FROM A MEETING.</li><li>• THE CHAIR OF THE COMMITTEE VOTES ONLY IN THE CASE OF A TIE.</li></ul>
ADDITIONAL MEMBERS	<b>RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• TO ATTEND ALL COMMITTEE MEETINGS PREPARED TO ADDRESS AGENDA ITEMS, APPLYING RO'S BY-LAWS, CONSTITUTION AND POLICIES WHERE REQUIRED.</li><li>• TO ACCEPT DECISIONS MADE BY THE RO OFFICE.</li><li>• TO ENSURE THE IMPARTIALITY OF THE COMMITTEE.</li><li>• TO INCLUDE YOUR CHAIR WHEN COMMUNICATING WITH THE RO OFFICE.</li></ul>
KEY DUTIES	<p>THE COMMITTEE WILL PERFORM THE FOLLOWING KEY DUTIES:</p> <ul style="list-style-type: none"><li>• WORK WITH THE RO OPERATIONS DIRECTOR ON THE DEVELOPMENT OF RESOURCES FOR RO COACHES.</li><li>• CHAMPION THE COACH PATHWAY AND EVALUATION PROCESS TO THE MEMBERS OF RO.</li><li>• WORKING WITH THE RO OPERATIONS DIRECTOR TO DEVELOP AND PROVIDE PROFESSIONAL DEVELOPMENT OPPORTUNITIES TO COACHES.</li><li>• LAUNCH OF THE RO COACH DEVELOPMENT SERIES.</li><li>• DISCUSS NEW INITIATIVES FOR DEVELOPMENT WITHIN THE COACHING PROGRAM.</li><li>• COMMUNICATE EFFECTIVELY WITH THE RO STAFF TEAM.</li><li>• MAINTAIN THE INTEGRITY OF RINGETTE ONTARIO.</li></ul>
AUTHORITY DELEGATED	UNDER THE DIRECTION OF THE RO OPERATIONS DIRECTOR, THE COMMITTEE SERVES IN AN ADVISORY AND PROGRAM CAPACITY IN RO COACHING, COACH DEVELOPMENT AND RECRUITMENT IN ONTARIO.
MEETINGS	THE OPERATIONS DIRECTOR AND CHAIR COMMITTEE WILL PROPOSE A SCHEDULE FOR THE COMMITTEE TO MEET ON A REGULAR BASIS. MEETINGS ARE



	<p>STRUCTURED AND TIMED TO FACILITATE PLANNING IN ALIGNMENT WITH RO STRATEGIC OBJECTIVES AND OPERATIONAL PLANS.</p> <p>ALL COMMUNICATION WILL BE DONE VIA EMAIL AS THE PREFERRED MODE OF COMMUNICATION.</p>
RESOURCES	<p>THE COMMITTEE WILL RECEIVE THE NECESSARY RESOURCES FROM RINGETTE ONTARIO TO FULFILL ITS MANDATE. THE COMMITTEE WILL ALSO RECEIVE ADMINISTRATIVE SUPPORT FROM THE RINGETTE ONTARIO VIA THE OPERATIONS DIRECTOR AND/OR THE MEMBERSHIP SERVICES COORDINATOR.</p>
REPORTING	<p>THE COMMITTEE WILL REPORT AND POST ALL DOCUMENTATION IN A RINGETTE ONTARIO ONEDRIVE FOLDER INCLUDING MEETING MINUTES, RECOMMENDATIONS, AND ANY OTHER RELEVANT MATERIALS.</p>
APPROVAL AND REVIEW	<p>THE RO OPERATIONS DIRECTOR WILL REVIEW THESE TERMS OF REFERENCE ON AN ANNUAL BASIS, WITH INPUT FROM THE COMMITTEE AS REQUIRED.</p>
TERM OF APPOINTMENT	<p>COMMITTEE MEMBERS ARE APPOINTED FOR A 2-YEAR TERM FOR A MAXIMUM OF 3 TERMS (6 YEARS).</p> <p>LAST REVIEW – APRIL 2025</p>