



Terms of Reference 1.0

Alberta Weightlifting Association

Coaches Committee

Mandate:

The Alberta Weightlifting Association's (AWA) Coaches Committee (CC) is an advisory working group designated to assist in the recruitment and development of Youth/Junior/Senior level athletes as well as provide input to AWA policies within our province.

Composition:

The CC shall be composed of the following; a Chairperson and four AWA NCCP coaches as standing committee members. The Chair will be nominated from the members of the CC. The AWA Vice President of Technical will be an ex-officio member of the standing committee.

Appointment:

The AWA Vice President Technical appoints all members to the CC based on nominations submitted by the Provincial CC or AWA Executive Board. CC members commit to serving two-year terms and may be re-appointed for successive terms to ensure continuity of the CC. The CC using group consensus may have a member replaced/removed; however, appropriate documentation must be submitted to the AWA Vice President Technical.

Meetings:

The CC will hold quarterly standing meetings, as well as potential additional meetings via Zoom, by telephone/conference call or in person, as required. A standing meeting schedule, as determined by the CC based on scheduling coordination within the CC, will be provided to the Vice President of Technical and AWA Secretary by the CC Chair at the beginning of each season.

The task of taking meeting notes rests with CC. Submission of meeting minutes to the Vice President of Technical for review shall be within two weeks of each meeting.

Resources:

The committee shall receive the necessary resources from the AWA to fulfill its mandate, subject to budget availability and may from time to time have additional non-committee volunteers assigned to assist the committee with its work.

Key Duties /Objectives/Deliverables:

AWA Athlete Development Program

Objective: *To develop and grow our Junior/Youth/Senior competitive athletes in this province who show interest and potential in reaching national and international competitions.*

Yearly Deliverables

1. Develop and update an annual CC work plan for review and endorsement by the AWA Board
2. Plan and coordinate Senior/Junior national training camps.
3. Plan and coordinate a yearly developmental training camp.

Athlete Funding

1. Provide recommendations for potential funding to Youth and/or Junior athletes

Community Engagement

1. Provide input/brainstorm ideas to promote athlete/coach engagement

Communications and Reporting:

Corporate Records

All documents creative and/or maintained by the CC will be stored in a shared Google Drive, as provided by the AWA Executive. This includes but is not limited to the following anticipated documents that the CC will have:

- Quarterly meeting minutes
- Athlete Development Program Plan

- Training camp documentation (planning and logistics, budget tracking spreadsheets, close reports)
- Evaluation / Criteria forms

The CC will provide an annual written report to the AWA Vice President Technical 4-6 weeks prior to the Annual General Meeting.

Other:

- Ensure adherence to the Code of Ethics of AWA/WCH coaches.

Evaluation and Review:

- The CC will complete a self-evaluation. The performance of the CC will be assessed against the accomplishments of yearly objectives /deliverables.
- This review will take place 4-6 weeks prior to the AGM.
- The AWA Vice President Technical and Executive Board will review these terms of reference every two years or as needed.

Approving Body	Effective Date	Version	Description of Change and Section(s) Affected
Executive Board	10-30-2022	1.0	newly developed TOR