

## **CCSAM Provincial Development Program Committee**

### **Terms of Reference**

#### **Mandate**

The Provincial Development Program Committee (PDPC) has a mandate to manage the Cross Country Ski Association's (CCSAM) Coach & Athlete Provincial Development Program (PDP).

#### **Objective**

Establish and sustain a framework which will enable the CCSAM PDP to identify, develop and sustain competitive teams that will compete at Regional Championships and Canadian National championships.

To operate and run a successful Provincial Development program, the program will strive to offer training and competition opportunities and develop coaches and other support team members (wax technicians and managers). Through this program, Manitoba cross country skiers will excel at national level competitions or compete to the highest possible level.

#### **Composition**

The Committee will have a maximum number of 13 members and will comprise of members currently involved in the PDP. Specifically, the Committee will include at minimum:

- CCSAM Executive Director
- CCSAM Chairperson
- Para Nordic representative
- Parent representative – must be a parent of an athlete registered in the PDP
- Athlete representatives – one male and one female – to be selected by the PDPC from nominees submitted by club coaches. Must be members in good standing of a CCSAM club and registered in the current season PDP. Athletes must have traveled on at least one PDP team trip and be at least 16 years old.
- 3-5 club coaches – Coaches must be actively coaching and must be from clubs having at least one athlete registered in the current season PDP
- When named in the 2 years leading up to Canada Winter Games, one or both CWG coaches may sit on the PDPC. Coaches must be actively coaching in Manitoba.
- PDPC reserves the right to appoint members to this Committee based on their merit and who may not meet any of the above criteria.

One member of the PDPC shall volunteer to serve the PDP as a Director on the CCSAM Board.

One member of the PDPC will be selected by the PDPC to serve as Committee Chair. The Chair position may be shared by 2 committee members (co-Chairs).

It is expected that members of this committee will be current with all CCSAM policies especially those relevant to Coach & Athlete Development, including selection of National teams, event rules and international policies and events.

The committee may set up ad-hoc sub-committees, including additional membership, to work on specific challenges as they arise.

#### **Roles**

The Parent Rep will act as a liaison between the committee and parents of athletes in the program. The parent rep will direct parents to the relevant PDP documents and policies published on the CCSAM website and can help clarify information or bring issues or concerns from parents to the committee. The parent rep is expected to actively facilitate communication between parents and the committee (i.e. email engagement, face to face, other electronic means).

The Athlete Reps will participate in committee meetings and will act as a liaison between the committee and athletes in the program. The athlete reps will direct fellow athletes to the relevant PDP documents and policies published on the CCSAM website and can help clarify information or bring issues or concerns from athletes in the program to the committee.

The PDPC Chairperson will chair all PDPC meetings. Agenda items will be taken from action items at previous meetings and items submitted by PDPC members.

PDP rep for CCSAM Board – this person serves as a CCSAM Board member and provides up to date information and perspectives from the PDPC to the CCSAM Board.

### **Terms**

May to April

Each position is a 1 year term with an option to extend each year.

### **Key Duties**

The Committee will:

- Select appropriate races for the PDP teams to attend based on program objectives
- Determine team size and support team requirements for each selected race
- Prepare the PDP document to reflect updated selection information, to be done by September each season
- Plan seasonal training camps as required (usually fall, early snow and spring)
- In a Canada Games year, plan and implement the team selection races
- Maintain a global watch for policy developments, best practices and other opportunities to improve the PDPC and make recommendations for the improvement of the program.
- Monitor actions related to funding opportunities for provincial and national level athletes
- Monitor the travelling team selection process and recommend policy changes when necessary
- Perform such additional tasks as may be directed by the CCSAM Board
- Be accountable to registered PDP athletes and their parents for information dissemination to PDP parents and athletes.

### **Authority**

The Committee will be an Active Advisor to the Board of Directors.

### **Policy Responsibility**

The Provincial Development Program Committee will be responsible for research, writing, oversight and active maintenance of policies and standards relating to the development and maintenance of a Coach & Athlete Development Program for CCSAM, including policies relating to:

- Traveling team athlete selection
- Coach development and selection
- Operations and management of the Provincial Development Program
- Athlete and coach funding policies

### **Appointment**

Members will serve from election/appointment until the re-striking of the committee. Committee members shall agree to membership on the PDPC for a term of at least one year.

Should a vacancy occur on the PDPC, for whatever reason, the CCSAM Executive Director or PDPC Chair may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term.

The CCSAM Board of Directors may remove any member from the committee, for any action at odds with the committee's mandate, or CCSAM's policies and bylaws.

### **Meetings**

The Committee will meet approximately once a month, as required. Committee members may participate in meetings by telephone as necessary. Meetings will be called, as needed, by the Chair.

The Committee will receive the necessary resources from CCSAM (in accordance with its approved budget) to fulfill its mandate, and may from time to time have staff persons or contractors assigned to assist the Committee with its work.)

Decisions of the committee are made by consensus but in the case of a contentious decision requiring a decisive vote will be made by 80% of the committee members.

### **Evaluation**

The Board of Directors will evaluate the performance of the PDPC. The performance of the PDPC will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place prior to the AGM.

### **Reporting**

The PDPC will:

- Capture discussion at all meetings through meeting minutes, which will be prepared by the CCSAM Executive Director
- Report to the CCSAM Board of Directors at monthly board meetings or as needed/requested by the Board
- The PDP Director shall submit an annual Report to Members at the CCSAM Annual General Meeting

### **Selection Committee**

This sub-committee will comprise the CCSAM Executive Director plus up to 3 members of the ski community at large with no less than 3 members attending selection committee meetings. These members should have previous experience either competing or coaching in the ski community and must not currently either coach athletes active in the PDP or compete as part of the PDP.

### **Review and Approval**

The PDPC will review these Terms of Reference annually.