



Coaching Committee Terms of Reference

1. **Authority for Committee.** The Australian Croquet Association (ACA) Coaching Committee is established under s28 of the Croquet Australia Constitution.
3. **Members.** The committee shall consist of the National Coordinator of Coaching (NCC), their deputy, if appointed, and the relevant State Coordinators/Directors of coaches (SCC), or the person/s fulfilling those functions.
3. **Role.** The committee will:
 - 3.1. Assist the relevant NCC in the performance of their duties, and
 - 3.2. Participate in the training, examination and accreditation of coaches in each state in accordance with the Australian Coaching System,
4. **Management**
 - 4.1. The NCC will chair committee meetings
 - 4.2. The committee will appoint its own minutes secretary.
 - 4.3. Meetings may be held by technology, as long as all attendees can communicate simultaneously.
 - 4.4. The quorum for meetings of the committees shall be as decided by the committee, but no less than a majority of the members.
 - 4.5. A resolution may not be passed in the event of an equality of votes - the committee chair does not have a casting vote.
 - 4.6. Within seven (7) days of any meeting, a copy of the minutes and any supporting papers shall be sent to the Board Secretary

Authorisation

Approved by the Board, 8th July 2020

A handwritten signature in blue ink, appearing to read "Jim Clement".

Jim Clement
Secretary to the Board

Attachment: Duties & Responsibilities

DUTIES AND RESPONSIBILITIES

Coaching Committee Responsibilities

The primary objective of the ACA Coaching Committee is to provide systems that will improve both the enjoyment and standard of play of mallet sports in Australia across all levels of play. This will be achieved by the following.

1. Subject to approval by the ACA Board, establish a structured national coach education and training program that will cover development of all coaches, from the club coach to the high-performance coach.
2. Manage the structured national coach education and training program.
3. Approve changes to coach training courses, establish new coach training courses, and manage all coach certification procedures and policies, within the framework approved by the ACABoard.
4. Facilitate coach training programs.
5. Facilitate state and national coaching seminars, workshops and conferences. The exchange in coaching experiences between the States increases the performance of ACA Coaches nationally and therefore increases the quality of ACA and State based training programs.
6. Receive and endorse certification reports (new coaches, recertification and lapsed certification).
7. Seek and receive comment from players and other stakeholders on the functioning of the coach certification system and the training of coaches in ACA.
8. Initiate an annual review of the coach certification system and the training of coaches in ACA and report the results of the review to all stakeholders.
9. Report to the Board annually or such other frequency as the Board determines.
10. Carry out other tasks as requested by the Board.

Coaching Committee Operation and Meetings

The Coaching Committee shall:

1. Meet at least twice a year. Meetings may be held face to face or using technology platforms (Skype, FaceTime, email, telephone, etc) as convenient and decided by the committee from time to time.
2. Formal agenda distributed electronically at least one week prior to the meeting. The agenda is normally distributed to all stakeholders.
3. The minutes are to be circulated electronically as a draft to members and on receipt of comments are approved by the Chair and submitted to the Board. They are also sent electronically to the stakeholders.

Duties of Coaching Committee Members

The **National Coaching Coordinator (NCC)** shall:

1. Coordinate the development, review, implementation, delivery and evaluation of courses of all levels in accordance with the Australian Croquet Coaching System as approved by SportAustralia.
2. Maintain liaison with the State Coordinators/Directors of Coaching (SCC), or the person/s performing that function.
3. In conjunction with each SCC, encourage and promote the recruitment of new coaches.
4. Chair the Coaching Committee.
5. Carry out other tasks as requested by Board.

The **Assistant National Coaching Coordinator** (ANCC) assist the NCC in the performance of their duties to:

1. Coordinate the development, review, implementation, delivery and evaluation of courses of all levels in accordance with the Australian Croquet Coaching System as approved by SportAustralia.
2. Maintain liaison with the State Coordinators/Directors of Coaching (SCC), or the person/s performing that function.
3. In conjunction with each SCC, encourage and promote the recruitment of new coaches.
4. Maintain an up-to-date register of coaches as supplied by each SCC.
5. Chair the Coaching Committee in the absence of the NCC.
6. Carry out other tasks as requested by NCC.
7. Carry out other tasks as requested by the Board.

The **State Coaching Coordinators** (SCC) have responsibilities to ACA, their State Management Committee and Member Clubs within their State. Duties include:

1. Croquet Australia:
 - 1.1. Supplying a written report on the State's coaching activities to the NCC annually.
 - 1.2. Forwarding a current list of Coaches to the ANCC quarterly.
 - 1.3. Carry out other tasks as requested by NCC or ANCC.
2. State Management Committee / Board
 - 2.1. Chairing the State Coaching Committee.
 - 2.2. Acting as the contact point for all coaching matters within their State.
 - 2.3. Training and appointing specific presenters and assessors to conduct authorised coach training courses in accordance with ACA standards.
 - 2.4. Encourage and promote the recruitment of new coaches
 - 2.5. Managing the accreditation and re-accreditation of coaches and maintaining a register
 - 2.6. Maintaining the State database of coaches
 - 2.7. Supplying written reports to the management committee as required to include activities completed and costs involved.
 - 2.8. Providing input into the States' Strategic Plan regarding coaching'.
 - 2.9. Ensuring that State Code Coordinators are consulted in any major coaching initiatives involving their particular code.
 - 2.10. Assisting the Coordinators of Development Squads as required.
 - 2.11. Maintaining stocks and accounting for coaching resources such as coaching manuals and badges.
 - 2.12. Carry out other tasks as requested by State management Committee / Board.
3. State Member Clubs
 - 3.1. Maintaining contact with Member Clubs, offering and responding to requests for advice and assistance in regard to coaching.
 - 3.2. Ensuring regions have access to coaching classes and examinations
 - 3.3. Encourage and promote the recruitment of new coaches with the objective in having a certified coach in every Club.