

## Terms of Reference Coaching Advisory Panel

### 1 Introduction:

“**We are here for the Coach**” is our strapline and we want to put that into action in a collaborative way that is recognised and valued by the 3m coaches in the UK. With this in mind, a Coaching Advisory Panel (CAP) is being set up so that UK Coaching is able to consult with coaches and key stakeholders re coaching policy & coaching system developments and practice.

UK Coaching are therefore seeking help in taking our commitment to Coaching forward and are looking to recruit a cohort of high calibre volunteers to form an Advisory Panel. This panel will reflect and represent coaching in the UK. The make-up of the panel will be reflective of our society as follows:

- sports and physical activities
- people who coach and are coached
- local, regional and national stakeholders/organisations
- stakeholders who are able to represent the views of organisations who influence and provide support to coaches

### 2 Purpose and Role

The Coaching Advisory Panel (herein after referred to as ‘the Panel’) shall provide guidance to the Senior Management Team of UK Coaching (SMT) on:

- 2.1 The Company's direction re coaching policy, coaching practice, learning and assessment and product development.
- 2.2 With particular reference to what the duty of care support should look like for coaches and coaching, along with how it can be promoted /delivered/ adopted and reviewed.

### 3 Reporting

- 3.1 A report of the meetings of the Panel will be regular presented to SMT to discuss and share as appropriate with the UK Coaching Board.

### 4 Frequency of Meetings

- 4.1 The Panel will meet four times per year or more often as necessary to carry out its functions.

### 5 Membership and Voting

The Chair of the Panel will be a board member of UK Coaching;

- 5.1 In the absence of the Panel Chair and/or an appointed deputy, the remaining members present shall elect one of themselves to chair the meeting.
- 5.2 The Panel shall be made up of at least two members of the UK Coaching Board.
- 5.3 Only members of the Panel have the right to agree the guidance provided by the Panel at Panel meetings. Other Board members may attend at any time. With the Chair's agreement, other officers of the Group companies may attend all or part of the meeting.

## **6 Guidance for members**

- 6.1 2 x Board members (one of which should be the Duty of Care lead and the other should be the panel Chair)
- 6.2 Director of Coaching (representing UK Coaching Strategic Stakeholder Group made up of UK wide sports councils and CIMSPA) and other UK Coaching representatives as appropriate to the agenda
- 6.3 Head of Policy & Impact (representing five pillars of Duty to Care through representation on other five pillar subgroups)
- 6.4 Co-opted members from UK Coaching group when necessary, eg Head of Coaching and Head of Learning and Assessment to represent user groups
- 6.5 Rep from UK Coaching policy area consultation groups as appropriate (education, health and local economic partnership/s or business)

### **Representatives from:**

- 6.6 UK Governing Bodies for Sport and Sport for Development organisations (via Sport and Recreation Alliance) x 2
- 6.7 UK Coaching major funder rep x 1 (Sport England, UK Sport or similar)
- 6.8 Training Provider organisation x 1
- 6.9 Major coach employer x 1
- 6.10 Rep from Coaches Groups x 2 (coaches' groups will be established for each persona of UK Coaching's strategy, ie talent/performance, health/fitness etc)
- 6.11 HEI/FE rep

## **7 A balanced representation**

- 7.1 To ensure a balanced set of opinions guidance provided from the Panel would need to be based on a session with no more than 50% of UK Coaching representatives.

## **8 Decision Making**

- 8.1 Guidance provided by the Panel must be decided by at least a majority decision.

## **9 Other**

- 9.1 The UK Coaching Corporate Management Team shall review the performance of the Panel, constitution and terms of reference at least every two years to ensure it is operating at maximum effectiveness and make any changes it considers necessary.