



**Terms of Reference**  
**Athlete & Coach Development Committee**  
*Approved by Board of Directors*

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### **Composition**

Committee Chair (Director appointed by the Board of Directors)

Board Liaison (may be any member of the Board of Directors)

Up to five members at large

Up to 2 competitive coaches, 2 recreational coaches, and 2 competitive athletes

### **Responsibilities and Authority**

The Athlete & Coach Development Committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of Directors. It is mandated by the Board of Directors to propose provincial Canadian Sport for Life (CS4L) initiatives that support the development of athletes based on the generic or Rope Skipping Canada Sport for Life model, and to propose initiatives to strengthen the training, recruitment, retention, and promotion of coaches (both recreational and competitive).

It is also mandated by the Board of Directors to plan and execute the RSA Skipping Summit in the fall of 2022.

### **Function**

- Organize and execute the workshops following the RSA Masters Competition and RSA Team Competition as necessary.
- Plan, execute, and evaluate a Skipping Summit or equivalent event that engages athletes and coaches, ensuring development for athletes in all age categories.
- Provide support for provincial athletes on the elite development pathway.
- Propose initiatives to increase the number of recreational and competitive coaches across Alberta.
- Monitor governing national and international policies related to coaching.
- Provide recommendations to the Board of Directors for the hosting of future development events.
- Provide recommendations to the Board of Directors for competitions and workshops that align with the periodization needs of athletes, and adhere to True Sport principles.
- Prepare communications for RSA's Communications Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.
- Ensure that meeting minutes are maintained and provided to the Chair and Secretary following each meeting.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for approval by the Chair.
- Ensure that the Terms of Reference for the Committee and related task groups are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Last Approved: April, 2018  
Last Amended: January 2, 2022  
Approved: February 6, 2022