



Coaching Advisory Panel

TERMS OF REFERENCE

1. Committee objective

The objective of the Coaching Advisory Panel (CAP) is to provide advice and guidance to the World Bowls (WB) Board and CEO with respect to all aspects of coaching.

2. Composition and Membership

- The Chair – CAP will be appointed by the Board.
- The Chair and members will be appointed for a two (2) year terms and can renominate for their positions.
- All members may stand for 3 terms of 2 years with the ability to serve for a maximum of 6 years.
- The position of Chair will be advertised on the WB website and will be appointed by the Board, after discussion with the CEO, from nominations received.
- The Chair must hold a current Advanced Coach Accreditation or equivalent credential. And, have experience of coaching players or teams for a minimum of 5 years.
- The members of the CAP shall be appointed by the Chair in conjunction with the CEO from the nominations received and will consist of up to seven (7) members including the Chair.
- The CEO will have an ex-officio role on this committee.
- Each appointed member must have a minimum Club Coach qualification (or equivalent) and a sound knowledge of the following areas:
 - Coaching beginners through to elite level players;
 - Principles of education and training;
 - Coaching players or teams for international events;
 - Coaching players or teams for participation in World Bowls controlled events;
 - The Laws of the Sport.
- All positions on the committee (with the exception of the Chair) will be re-advertised bi-annually in a staggered method.
- The committee will seek to have geographic diversity in its membership at all times, with preference given to only having one member from any one country (or region) at any time.
- The committee will seek to have gender and ability diversity in its membership at all times.

3. Operating principles

- The Chair shall schedule meetings of the CAP as required.
- Meetings may be held in person or via teleconference.
- A quorum of half the Group's membership (fifty percent) is required for a meeting.
- When the majority of members are present, the CAP may meet at World Bowls Championships or Commonwealth Games events.
- The CAP may conduct its business by e-mail or other forms of electronic communication.
- The Chair will report to the Board via the CEO on the outcomes of the work of the panel after each meeting or as specified or requested by the Board. Meetings shall be minuted and circulated to the members.

4. Responsibilities

The CAP will work with the WB CEO and Board to maintain and communicate the current overview of coaching across the World Bowls (WB) Membership.

An important function will be to establish a framework that provides Member National Authorities (MNAs) with clear guidelines for the delivery of quality coaching and development.

More specifically, the CAP will undertake the following:

- **Communication**
 - Maintain regular and strong communication lines with MNAs with respect to all areas of coaching;
 - Identify a dedicated contact in each MNA responsible for Coaching.
- **Resources**
 - Identify best practice and resources from across all MNAs in relation to coach accreditation, course structure and content, conferences and professional development;
 - Expand the information on coaching on the World Bowls website.
- **Promotion of coaches and coaching**
 - Work with MNAs and any existing national coaching committees to promote the role and respect for coaches;
 - Work with MNAs to assist in forming national coaching committees to promote the role and respect for coaches;
 - Establish a database of coaches worldwide.
- **Education**
 - Work with MNAs to conduct workshops and other Professional Development opportunities for coaches at major championships and Commonwealth Games;
 - Prepare/draft a coaching course structure which covers all levels of coaching from introductory to High Performance/Elite.

In addition, the CAP shall examine any other matters referred to it by the Board or CEO.

5. Authority

The CAP is charged to make recommendations on coaching practices and policy to the Board of World Bowls.

6. Review Date

January 2025.

7. Related Policies/Documents

Nil.

Updated June 30 2023