

Coaches Committee Terms of Reference

Approved October 23, 2025

PURPOSE

The purpose of the Coaches' Committee is to provide currently registered Coaches of Diving Plongeon Canada ("DPC") with representation in the governance of DPC and to provide the coaches' perspective to DPC's Board of Directors. The Coaches' Committee will work closely and communicate frequently with the Senior Director – Elite Performance and DPC's Board Member Liaison to the Coaches Committee.

COMPOSITION

All committee members must be registered and in good standing with DPC.

The Coaches' Committee shall be comprised of the following six (6) members:

- Chair - One voting member who is a current Coach or a former Coach who has been retired for not more than two years at the time of the election. Voted upon annually by the coaching community
- Four (4) non-voting committee members, appointed by the Coaches' Committee Chair.
 - One active Canadian Diving Institute Coach.
 - One non-CDI Coach, who is currently responsible for a minimum of one senior athlete's yearly program.
 - One Coach, who is directly responsible for a minimum of one athlete currently competing in Group A or B.
 - One Coach, who is directly responsible for a minimum of one athlete currently competing in Group C or D.
- One DPC appointed staff member.

DUTIES AND RESPONSIBILITIES - CHAIR

- Select the four non-voting duly qualified committee members
- Determine Committee meeting dates and chair Committee meetings
- Collaborate with the assigned DPC Staff Member and the Senior Director – Elite Performance
- With guidance from the Board Member – Liaison to the Coaches Committee and with administrative support from the assigned DPC staff member, submit a Coaches' Committee report for the AGM.
- Attend the DPC Annual General Meeting ("AGM") to carry out the assigned three votes for coaches.

- Participate as a member of the DPC Awards Committee, the DPC Nominations Committee, and such other internal or external committees as recommended or required by DPC.
- Upon request, attend DPC Tech Team meetings and board meetings.
- Liaise with the Senior Director – Elite Performance and Technical Team on matters of significance and/or importance to DPC coaches and committee members.

DUTIES AND RESPONSIBILITIES – COMMITTEE

- Designate a representative of the Coaches for each Meet Jury of Appeal and Event Jury of Appeal at all Qualifying Competitions, National Championships and National Special Trials.
- Attend Committee meetings as called.
- Provide input on behalf of DPC coaches on matters of significance and/or importance at Coaches Committee meetings, including the following:
 - DPC policies, rules and programs
 - Selection criteria
 - Training camps
 - Coaches' workshops
 - National team athletes' and coaches' agreements
 - Travel team member agreement
 - Rule changes
 - National competition program
 - Any other items, as necessary and appropriate
 - Coach education

ELECTION AND APPOINTMENT PROCEDURES

- The assigned DPC Staff Member will be appointed annually by the CEO to the Coaches' Committee before April 1st in each year.
- The Chair, Coaches Committee will be elected by an online vote of the current registered Canadian coaches pool which is made up of registered coaches who have participated in any senior national championships or junior national championships in the previous two years.
- The election of the Chair, DPC Coaches' Committee will take place annually prior to June 30th, 2025 and prior to June 30th every other year thereafter. The election will be facilitated by the assigned DPC Staff Member. All communication related to the election will be bilingual in French and in English.
- A call for interest for the Chair will be made a minimum of one month prior to the election by the assigned DPC Staff Member. Qualified coaches may be nominated or self-nominated.
- Nominations must be signed by the nominee, accompanied by a letter of intent and a short biography, and submitted to the assigned DPC Staff Member.

- The assigned DPC Staff Member will circulate all nominations to all the registered Coaches within Diving Plongeon Canada and will be responsible for oversight of the online voting.
- The outcome of the election will be communicated first to the Board of Directors followed by a communication to the successful candidate, and then to the currently registered Coaches of DPC.
- If there are no nominations for the position of Chair, Coaches Committee by the nomination deadline, a search and appointment for qualified candidates will be undertaken by the Board Member – Liaison to the Coaches Committee.

TERM

- Chair, Coaches Committee - a two (2) year term, effective upon the conclusion and notification of the voting results. Maximum of three consecutive terms.
- If there is a vacancy of any of the Committee Members, the Chair shall fill the vacancy with a duly qualified Coach.
- If the position of Chair is vacated prior to the end of their term, the Board Member – Liaison to the Coaches Committee will appoint a duly qualified Coach to fill the vacancy until the end of the term.

MEETING ATTENDANCE

- Meetings will take place virtually at the call of the Chair. Meetings may be held at competitions.

BUDGET ALLOCATION

- DPC shall provide funding to the Coaches' Committee Chair (or designate) to attend the DPC AGM and any other meetings as required by DPC.