



## **NOMINATION & ELECTION PROCESS for SECTION COACHES REPRESENTATIVE**

### **2-YEAR TERM – 2018-2020**

#### **ELECTION PROCESS FOR SECTION COACHES REP**

The Election of Section Coaching Representative of Skate Canada Manitoba (SCR) will be conducted by electronic vote.

The deadline to submit a nomination form for the Election of SCR is Wednesday February 28, 2018. An email of the candidates for the position will be sent out to all current registered Skate Canada Manitoba Coaches by Wednesday, March 7, 2018. No proxy voting for this election. See **Appendix A** for the Coaching Committee's Terms of Reference.

In the event of an election, electronic voting will be open from Wednesday, March 7, 2018 and will close on Wednesday, March 21, 2018.

Results of the Election will be emailed to all Skate Canada Manitoba registered coaches seven (7) days following the electronic vote.

Section Coaching Representative for 2018-2020 will be announced to the general membership at the Annual General Meeting Saturday April 28, 2018.

**Any questions regarding the positions, the nomination process or the election process can be directed to Miranda Edwards, Skate Canada MB Past-Chair**

**Miranda Edwards at 204-726-8892 or [miranda.ed@hotmail.com](mailto:miranda.ed@hotmail.com)**



## SECTION COACHES REPRESENTATIVE NOMINATION FORM

I, \_\_\_\_\_, nominate \_\_\_\_\_ for the position of  
Section Coaching Representative, Skate Canada MB  
2 year Term April 2018-March 2020.

Nominator's Skate Canada Number: \_\_\_\_\_

Date: \_\_\_\_\_

### Please Note:

- Nominator must be a currently registered Skate Canada Coach, in good standing, with Skate Canada Manitoba.
- **All nominations must be accompanied by a short bio** of the person being nominated to be distributed to the Section Coaches.
- All nominees must be advised of nomination, and willing to accept your nomination.

**Please complete form by typing in fillable boxes** email completed nomination forms by no later than **Wednesday, February 28, 2018** to:

Miranda Edwards  
Skate Canada Manitoba  
Email: [miranda.ed@hotmail.com](mailto:miranda.ed@hotmail.com)



## APPENDIX A

### COACHING COMMITTEE

#### **SCMB Coaches Committee Terms of Reference:**

##### **Mandate:**

The Coaches Committee is an operating committee of SCMB. It is responsible for the development of coaching in Manitoba. Providing strategic direction and oversight for section coach continuing education, policy review, coaching concerns and communication. Representing the perspective of SCMB member coaches to the SCMB Board of Directors.

##### **Key Duties:**

- The Committee will perform the following key duties:
- Continuing Education: to offer meaningful continuous education opportunities in collaboration with other SCMB Committees (where applicable) to SCMB professional coaching members. Act as an advisor to the Section Course Administrator (SCMB Technical Director) on the offerings of NCCP Courses. Support the CAC Professional Development program.
- Policy Review: submit recommendations to the Policy Review committee for the SCMB Constitution and SCMB Standing Rules with respect to coaching.
- Coaching Concerns: to provide direction and guidance in coaching matters involving Club, Coach and/or Section concerns including but not limited to ethical considerations, contract negotiations, consultations regarding coaching matters, promoting strong Club/Coach relationships and dispute resolutions.
- Communication: to liaise between the SCMB professional coaching members and SCMB Board of Directors and SCMB Executive Committee. To create a semi-annual Newsletter for the SCMB professional coaching members. To contribute to the monthly Coaching SCMB eBlasts created by the SCMB Technical Director. To advise on the content of the SCMB website Coaches Tab. To provide representation at SCMB and Skate Canada meetings, reporting to SCMB professional coaching members.
- Budget submissions in accordance to the SCMB Budget submission guidelines
- SCMB and Skate Canada: provide feedback in a timely manner on projects related to SCMB professional coaching members. Participate in the development of SCMB strategic plans.

##### **Authority:**

The Committee is an advisor and working group on matters related to coaching for the SCMB Board of Directors and the SCMB professional coaching members. The Committee, with approval from the SCMB Board of Directors, may establish sub-committees to deal with specific issues in relation to the mandate of the Committee. The Committee can proceed with yearly plans once their budget has been approved by the SCMB Executive Committee or they have been given the proper authority.

**Composition:**

The Committee will be comprised of the following individuals:

Committee Chairman - Section Coaches Representative elected on even-numbered years for a two-year term by the SCMB professional coaching members in accordance with the nomination and election policy.

Members – Regional Coaches Representatives eight (8) SCMB professional coaching members who represent each region in Manitoba, to include the various skating disciplines, elected by SCMB professional coaching members within the specified Region in accordance with the nomination and election policy.

Appointed Section Vice Chairman assigned by the Chairman of the SCMB Board of Directors

Appointed SCMB Technical Director as Office Resource with a voice but no vote

**Meetings:**

The Committee will meet in person during the SCMB AGM weekend to start the season. Conference call or GoTo Meetings will be held, as required throughout the season with a required Budget Meeting to be held in accordance with the SCMB Budget request deadlines.

Regional SCMB professional coaching member meetings will be held each season at the Fall ALL STAR Seminar and Winter Regional STARSkate Championships.

To hold a SCMB professional coaching Strategic Planning meeting as needed or as requested by the SCMB professional coaching members.

**Resources:**

The Committee will receive the necessary resources from SCMB to fulfill its mandate.

The Committee will receive administrative support from SCMB for the following tasks (not inclusive):

Clinician Contracts, Facility Booking, Professional Development administration in the Locker, Survey distribution and eBlast communication.

**Reporting:**

The Committee will submit a written report to the SCMB Board of Directors after each Committee meeting, for every meeting of the SCMB Board of Directors and for all SCMB Executive Committee meetings as requested. The Committee will also prepare and submit an Annual Report to SCMB professional coaching members, SCMB and Skate Canada for their Annual Meetings.

Information gathered from Regional Meetings will be shared with the applicable Committee Chair following the last meeting.

**Approval and Review:**

The SCMB Executive Committee will review these Terms of Reference on a regular basis, with input from the Committee as required.

**Other:**

The provisions of the SCMB and Skate Canada bylaws as they relate to the Coaches Committee will also apply. The Committee will abide and include the SCMB and Skate Canada Mission Statements and Values.

## **SECTION COACHES REPRESENTATIVE**

**Key Responsibilities:**

- Chairman of SCMB Coaching Committee and member of the SCMB Board of Directors and Skate Canada SCR group
- Call and chair Committee Meetings (at least two (2) per season)
- Oversee all Committee areas
- Develop agendas for meetings (including the Regional Coaches Meetings) with input from committee members and prepare/review/approve/distribute meeting minutes and other necessary documentation with the support of the SCMB Technical Director
- Review Committee Terms of Reference as required
- Align Committee activities with the Mission and Vision of SCMB and Skate Canada and the Committee Strategic Plan
- First point of contact for Coaching related concerns
- Delegate appropriate tasks to individual Committee members
- Report on the progress of the Committee to the SCMB Executive Committee, including evaluation of project objectives and programs. Prepares the semi-annual reports for the SCMB Board of Directors
- Attends all SCR Meetings with Skate Canada
- Prepares Annual General Coaches Meeting and subsequent reports
- Appoints an Alternate SCR
- Ensures effective execution of the decisions made by the Coaching Committee
- Provides assistance with the NCCP Certification procedure to the Section Course Admin (SCMB Technical Director)
- Prepares the Annual Committee Budget according to the SCMB Budget procedures
- Communicates regularly with the SCMB Technical Director on Coaching Committee and Coaching matters within the Section
- Assists in a smooth transition of incoming SCR when applicable

- To be knowledgeable of Skate Canada programs, NCCP Pathways, Code of Ethics, Respect in Sport for Activity Leaders and CAC Professional Development program

**Term of Office:**

The SCR is elected by the SCMB professional member coaches In Good Standing with Skate Canada for a two (2) year term (even years). The required qualifications and election process is outlined in the Call for Nominations.

**Nomination and Election Process:**

**Section Coaches Representative:**

The election of the Section Coaches Representative (SCR) will occur in even years in conjunction with the Section Board nomination process.

Nominations will be called for by email from all SCMB professional coaching members by the SCMB Vice Chair responsible for Coaching and voting will take place electronically if a vote is required.

Each coach must agree to have their name stand and be an active coach in the Section for the duration of their term.

Voting will take place electronically for the nominated coaches. The SCMB professional coaching member with the most votes will be the Section Coaches Representative. If only one coach's name is nominated, that coach will win by acclamation.

**Term:**

The SCR position is a two (2) year term. The term commences at the SCMB Annual General Meeting and runs for the two (2) year cycle.