



Coaching Association of Canada  
Association canadienne des entraîneurs

2451, promenade Riverside  
Ottawa (Ontario)  
K1H 7X7

613.235.5000  
Télécopieur : 613.235.9500

2451 Riverside Drive  
Ottawa, Ontario  
K1H 7X7

613.235.5000  
Fax: 613.235.9500

## BOARD OF DIRECTORS LICENSING/REGISTRATION COMMITTEE - TERMS OF REFERENCE

---

### **1.0 Preamble**

The Licensing/Registration Committee (LRC) is a standing committee of the CAC. The LRC shall provide assistance to the Board by reviewing and monitoring issues and policies related to Licensing/Registration of the Professional Coaching Program of the CAC.

### **2.0 Mandate**

Have the general responsibility to evaluate, admit, and readmit individuals as Registered Coaches or Chartered Professional Coaches (ChPCs). Have the general responsibility to maintain the professional practices of the profession and ensure that Registered Coaches and Chartered Professional Coaches (ChPCs) meet or exceed appropriate standards of ethical conduct and behaviour.

### **3.0 Scope**

The Committee will perform the following key duties:

3.1 Review new applications and documentation from individuals applying to be a Registered Coach or ChPC

3.2 Determine whether an applicant meets the criteria for a Registered Coach or a ChPC

3.3 For each application, decide one of the following:

a) License the applicant as a ChPC

b) License the applicant as a ChPC, with conditions

c) Register the applicant as a Registered Coach

d) Register the applicant as a Registered Coach, with conditions

e) Reject the application

f) Defer a decision on the application until the applicant adds clarifications, answers questions, or submits additional documentation, as decided by the Committee

3.4 Review renewal applications and documentation from existing Registered Coaches and ChPCs and determine whether a new offense has been discovered in the applicant's Criminal Record Check and/or declaration of good character that may cause the individual to not be readmitted as a Registered Coach or ChPC

3.5 Review qualification standards necessary for coaches to be granted the trade-marked designation ChPC

3.6 Provide recommendations, when requested, on appropriate fees for ChPCs and Registered Coaches. Provide recommendations, when requested, on professional development requirements (if any) that must be satisfied by coaches in order to maintain affiliation with the Professional Coaching Program of the CAC.

3.7 Monitor the activities of Registered Coaches and ChPC's who have conditions attached to their registration or license, per the discretion of the Licensing and Registration Committee.

### **4.0 Licensing and Registration Criteria**

When reviewing a new application and determining whether or not an applicant meets the criteria for a Registered Coach or a ChPC, the Committee will consider the applicant's personal information, education, coaching experience (confirmed by a minimum of two references and submitted reference forms), competition experience, criminal record check (CRC), and declaration of good character.

When reviewing a renewal application, the Committee will consider any new offenses revealed by the applicant's new CRC and/or resubmitted declaration of good character.

When considering the applicant's CRC, the Committee will either reject or flag with conditions the application of an individual who, unless pardoned, has the following criminal convictions:

- Violent Act- Anyone who has been convicted of a violent crime against another person
- Weapons Offences - Anyone who has been convicted of a crime involving weapons

- Controlled Drugs and Substances- Anyone who has been convicted of dealing (selling). Anyone who has been convicted with possession of controlled drugs and substances. Anyone who has been convicted of administering controlled drugs and substances
- Alcohol - Anyone who has been convicted of crimes involving alcohol
- Child Abuse- Anyone who has been convicted of abusing a child, physically, emotionally or sexually. Pardons do not affect this exclusion
- Theft without Violence - Anyone convicted of a crime involving theft over \$5000. Anyone convicted of a crime involving theft under \$5000 within the past five years
- Other - Other criminal convictions not listed above, at the discretion of the Committee

Decisions made by the Committee on an application, including decisions to add conditions to a license or registration, may be appealed under the terms of the CAC's *Licensed and Registered Coach Appeals Policy*.

#### **5.0 Conditions**

In special circumstances, generally connected to an applicant's CRC and declaration of good character, the Committee may decide to license an individual as a ChPC or register the individual as a Registered Coach but attach conditions to the license or registration.

#### **6.0 Reporting relationships**

The Chair of the Committee report on the activities of the Committee in status reports at meetings of the Board and in annual reports at meetings of the Members. The Chair may request that the Board provide staff support to assist with reporting.

#### **7.0 Chair**

The Chair of the Committee will be appointed by the Board.

#### **8.0 Recording Secretary**

The Chair of the Committee shall designate an individual to act as the recording secretary for each meeting.

#### **9.0 Frequency of Meeting**

The Committee will meet by telephone, in person, or as required at least six times per year. Meetings will be at the call of the Chair.

#### **10.0 Quorum**

A quorum shall be a majority of the members of the Committee.

#### **11.0 Authority**

The Committee will exercise its authority in accordance with the CAC Bylaws and such additional provisions as are set out in this Terms of Reference, and will do so without interference from the Board, management, or CAC staff.

#### **12.0 Decision Making**

The Committee requires a quorum in order to make decisions.

The Committee has worked via unanimity on decisions regarding professional coaching designation.

#### **13.0 Composition and Term**

Members may serve a maximum of two consecutive three-year terms of office.

The Committee will be composed of a Chair and between three and six additional members, all appointed by the Board. A maximum of one of the Committee’s members may be a Registered Coach and all other members must be Chartered Professional Coaches (ChPCs). At least one member of the Committee will also be a Director from the Board.

CAC staff involved with Professional Coaching may attend Committee meetings in a non-voting capacity, and will provide administrative support and advice to the Committee.

In determining the composition of the Committee, the Board will consider a cross-section of individuals from the national, provincial, educational, and club levels and will consider gender, language, and geographic location.

Committee members will be appointed within 30 days of the Annual Meeting of the CAC and will serve a term of two years. The Board may remove members of the Committee at any time.

The Committee will receive the necessary resources from the CAC to fulfill its mandate. The Committee may consult with experts as it sees fit.

**14.0 Circulation of Minutes**

Minutes are circulated to Committee members.

**15.0 Amendments**

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

<b>Review date</b>	<b>Action</b>	<b>Board approval date</b>
October 5 <sup>th</sup> 2015	Revised Terms of reference, concurrent with changes to the Code of Conduct and Disciplinary Procedure as well as the removal of “CofC in exchange for the updated Professional Coaching of CAC. Proposed by the Governance Review Committee.	
October 14 <sup>th</sup> 2016	Approved	October 14th 2016
March 8 <sup>th</sup> , 2018	Revised Terms of Reference, concurrent with changes to the PPC	March 2018
October 18 <sup>th</sup> , 2019	Revised Terms of Reference to update Board composition and term	October 18 <sup>th</sup> , 2019

ANNEX A

Description: Eligibility Criteria Approved March 2018			
ChPC Scenario	Education	NCCP Certification	Coaching Experience
<b>#1</b>	~ Undergraduate or graduate university degree (non-accredited)	~ Full Level 4; or ~ Full Level 3 & NCI Diploma; or ~ Competition - Development & Advanced Coaching Diploma	~ Has a minimum of 4 years coaching experience
<b>#2</b>	~ Undergraduate or graduate university degree	~ Full Level 3; or ~ Competition - Development; <u>or</u> ~ <u>Equivalency</u>	~ Has a minimum of 5 years coaching experience; and ~ Has a minimum of 2 years full-time coaching experience
<b>#3</b>	~ N/A	~ Full Level 3 and working on Level 4; <u>or</u> ~ Competition - Development and working on Advanced Coaching Diploma; <u>or</u> ~ <u>Equivalency</u>	~ Has a minimum of 5 years coaching experience; and ~ Has a minimum of 2 years full-time coaching experience
<b>#4</b>	~ A CAC accredited undergraduate university degree with an emphasis on coaching (i.e. major) <u>or</u> ~ A CAC accredited or graduate university degree with an emphasis on coaching (i.e. major) <u>or</u>	N/A	
i. Any reference to Level 4 or 5 = ACD, of Competitive Development Advanced Gradation, or High Performance Stream, all where applicable to the individual sport  ii. 2 years full-time: the equivalent of 4,000 hours of coaching  As of March 23, 2018			