

NCCP Task Force – Terms of Reference Empower+ Module Revisions

<p>Purpose & Mandate</p>	<p>This Task Force will review the current NCCP Empower+ professional development module and its feedback obtained from stakeholders. This Task Force will recommend content and innovative delivery revisions, reflecting current learning principles, to the existing module.</p>
<p>Task Force</p>	<p>Comprised of representatives from:</p> <ul style="list-style-type: none"> • National Sport Organization (ideally, the NSO representative is familiar with content related to Empower+) (1 rep) • NCCP Master Coach Developer for Empower+ (1-3 reps) • PTCRs (1-2 reps) • Canadian Olympic and Paralympic Sport Institute Network (COPSIN) Representative (1 rep) • Researchers (ideally, individuals with a specialization in a field related to the content covered in Empower+) (1-2 reps) • Canadian Centre for Ethics in Sport (1 rep) • Sport Dispute Resolution Centre of Canada (1 rep) • Coaching Association of Canada (CAC) (3 reps, Convenor) <p>The CAC is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity organization. All qualified applicants will receive consideration for selection without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, record of offences, age, marital status, family status or disability.</p>
<p>Roles & Responsibilities</p>	<p>The role of the Task Force is to review the current content and delivery of the NCCP Empower+ module and provide recommendations to the CAC and its instructional designers on revisions based upon current research and stakeholder feedback. Specific responsibilities include:</p> <ul style="list-style-type: none"> • Task Force: <ul style="list-style-type: none"> ▪ Analyze the module’s current content and delivery ▪ Analyze the module’s feedback from coach developers and coaches ▪ Recommend strategies for engagement of different sectors and experts to ensure stakeholder input, as required ▪ Provide recommendations to the CAC on both content and delivery of the NCCP Empower+ module

	<ul style="list-style-type: none"> ▪ Provide feedback to the instructional designers on the module’s draft revisions ▪ Recommend additional expertise to develop content <ul style="list-style-type: none"> • Convenor (Coaching Association of Canada): <ul style="list-style-type: none"> ▪ Call for applications and final Task Force compositions ▪ Administrative and technical support ▪ Document and survey preparation and analysis ▪ Ensuring active engagement of all stakeholders
<p>Decision-making Process</p>	<p>The Task Force is a collaborative effort on behalf of the CAC who will produce final recommendations to the CAC who will have the final authority.</p>
<p>Communication</p>	<p>Every attempt will be made to ensure there is open and clear communication between each of the working groups as well as to the broader stakeholder community.</p>
<p>Resources</p>	<p>As a convenor, the Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.</p>
<p>Timelines</p>	<p>The Task Force will commence September 2020 and is expected to end by March 2021. A detailed action plan with estimated timelines are outlined in Annex 1.</p>

Annex 1 – Action Plan

Phase 1 Project Initiation / Design	Early September 2020 (TBD via Doodle poll)	<ul style="list-style-type: none"> • Introductory Task Force (TF) meeting (1-hour conference call)
	September-October 2020	<ul style="list-style-type: none"> • Task Force review period of current module and feedback
	October 5-9, 2020 (TBD via Doodle poll)	<ul style="list-style-type: none"> • Conference call (2hr): <ul style="list-style-type: none"> ○ Discussion of current status of module and feedback received ○ Discussion of recommendations • Additional conference calls may be required, as determined by Task Force
	October 16, 2020	<ul style="list-style-type: none"> • Final Task Force Recommendation Report Deadline
Phase 2 Development	Early November 2020 (TBD by TF)	<ul style="list-style-type: none"> • Conference Call (min. 2hr) <ul style="list-style-type: none"> ○ Begin to draft Storyboard
	December 2020	<ul style="list-style-type: none"> • Task Force sent first draft of Storyboard
	Early January 2021	<ul style="list-style-type: none"> • Task Force meeting to review content • Storyboard approved
Phase 3 Testing and Finalizing	Late February/Early March 2021	<ul style="list-style-type: none"> • Pilot the module • Last meeting with Task Force (if required)
	March 31, 2021	<ul style="list-style-type: none"> • Module officially released

****Timelines are subject to change***