



## **CAC Anti-racism in Sport eLearning Module**

### **Call for Expressions of Interest: Task Force Members**

The Coaching Association of Canada is seeking expressions of interest from its sport partners to participate in a task force to provide advice, content recommendations, and feedback on the development of a new CAC eLearning module: **Anti-racism in Sport**.

The Task Force's purpose, roles and responsibilities, and project timelines are outlined below.

Please consider this exciting opportunity to collaborate in producing quality coaching in Canada. **All expressions of interest are due by September 24, 2021.**

To express your interest to participate, please apply [here](#):

**Coaching Association of Canada (CAC) Task Force – Terms of Reference**  
**CAC Anti-racism in Sport eLearning Module**

<b>Background</b>	<p>In 2019, the CAC conducted research on partner priorities related to Equity, Diversity and Inclusion, in addition to a coach demographic and coach experience survey. Focus groups were held with visible minority coaches and coaches of visible minority athletes. An analysis of the research identified that servicing visible minority participants specifically was a low priority for organizations due to a lack of expertise, funding, and capacity. The focus groups recommended the development of an anti-racism coaching module.</p> <p>In 2021, Sport Canada provided additional funding to the CAC to support the development of an Anti-racism Coaching Module for the sport community.</p>
<b>Purpose &amp; Mandate</b>	<p>The CAC's development of an Anti-racism Coaching Module will greatly service coaches, partners, and the sport system. Currently, no specific coaching modules exist to educate sport leaders and coaches on the context, history, and contemporary coaching strategies. We (CAC) see a requirement to support sport leaders, coaches, and athletes/participants on topics such as discrimination, racism, abuse, and harassment through the lens of people of colour.</p> <p>The module will aim to provide a historical context of marginalized people in Canada; build awareness and understanding of the current state of racism in sport in Canada; and provide tools to apply contemporary anti-racist coaching methods and practices.</p>
<b>Equity, Diversity, and Inclusion</b>	<p>In accordance with the <a href="#">CAC EDI Policy</a>, the Task Force will consist of a diverse group of individuals with specific skills, knowledge and expertise in the subject of anti-racism, coach education, instructional design, and facilitation of Equity, Diversity, Inclusion, Sport Safety and Anti-racism programming.</p>
<b>Task Force</b>	<p>The Task Force will be comprised of the following representative members:</p> <ul style="list-style-type: none"> <li>• Research Team Representatives (2)</li> <li>• Athlete representatives (1)</li> <li>• Coach representatives (1)</li> <li>• National Sport Organization (1)</li> <li>• Multiservice Sport Organization (1)</li> <li>• P/TCR: Provincial/Territorial Coaching Representative (1)</li> <li>• Aboriginal Sport Circle Representative (1)</li> <li>• Master Coach Developer (1)</li> <li>• Subject matter expert (2)</li> <li>• Black Canadian Coaches Association (BCCA) (1)</li> <li>• Coaching Association of Canada (CAC)</li> </ul>
<b>Roles &amp; Responsibilities</b>	<p>The role of the Task Force is to review content developed for the module and provide advice, content recommendations, and feedback to the CAC and its instructional designers based upon current research and stakeholder needs.</p> <p>Specific responsibilities include:</p>

	<p><b>Task Force:</b></p> <ul style="list-style-type: none"> <li>▪ Review of background research (report will be provided)</li> <li>▪ Provide content recommendations to the CAC for the eLearning module</li> <li>▪ Collaborate on the development of the eLearning module script</li> <li>▪ Review storyboard</li> <li>▪ Provide feedback to the instructional designers</li> <li>▪ Recommend additional expertise to develop content</li> </ul> <ul style="list-style-type: none"> <li>• <b>Project Manager (Coaching Association of Canada):</b> <ul style="list-style-type: none"> <li>▪ Call for applications and final Task Force compositions</li> <li>▪ Administrative and technical support</li> <li>▪ Document preparation and analysis</li> <li>▪ Ensure active engagement of all stakeholders</li> <li>▪ Manage project timelines</li> </ul> </li> </ul>
<b>Decision-making Process</b>	The Task Force is a collaborative effort on behalf of the CAC. The Task Force will provide final recommendations to the CAC who will have the final authority.
<b>Communication</b>	Every attempt will be made to ensure there is open and clear communication between each member of the Task Force and other content leads (Marketing, eLearning, IT) as well as to the broader stakeholder community.
<b>Resources</b>	The Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.
<b>Timelines</b>	<p>The Task Force will commence as of October 18<sup>th</sup>, 2021 and will be required to participate in a time intensive review of content with weekly meetings in November 2021, early January, mid-February, and early March 31, 2022.</p> <p>A detailed action plan with estimated timelines are outlined in Annex 1.</p>

## Annex 1 – Action Plan

	October 4 -8, 2021	<ul style="list-style-type: none"> <li>• Selection of Task Force Members,</li> </ul>
	October 11 - 22, 2021	<ul style="list-style-type: none"> <li>• Notification of Tasks, Meetings and Timelines</li> <li>• Review documentation</li> </ul>
	November 1, 2021	<ul style="list-style-type: none"> <li>• Receive Research Documents for Review</li> </ul>
<b>Phase 1 Project Initiation / Design</b>	November 8-12, 2021 (day and time TBD via Doodle poll)	<ul style="list-style-type: none"> <li>• Introductory Task Force meeting (2-hour conference call) Discussion: confirm target audience, identify learning objectives and scope of module, brainstorm module description and outline, finalize module name</li> </ul> <p>NOTE: Task Force will be sent documents to review prior to this introductory Task Force meeting</p>
	November 15-19, 2021 (exact day and time TBD via Doodle poll)	<ul style="list-style-type: none"> <li>• Second Task Force meeting (1-hour conference call) Discussion: finalize course outline, determine placement of course content, discuss knowledge checks and use of multi-media, begin to create eLearning module script</li> </ul> <p>NOTE: Task Force will be sent a course description and outline to review and provide feedback on prior to this second Task Force meeting</p>
	November 22-26, 2021	<ul style="list-style-type: none"> <li>• During this week, Task Force will review and provide feedback on draft eLearning module script</li> <li>•</li> </ul>
	November 29 – Dec 3, 2021 (exact day and time TBD via Doodle poll)	<ul style="list-style-type: none"> <li>• Third Task Force meeting (1 hour conference call) Discussion: Task Force sent storyboard for review / recommendations</li> </ul>
<b>Phase 2 Development</b>	Dec. 6, 2021 – Dec. 9 2021	<ul style="list-style-type: none"> <li>• Task Force sent final draft of storyboard for review</li> <li>• Final comments to be sent by Dec. 9, 2021. <i>Task Force will pause: Dec 10 to January 7<sup>th</sup>.</i></li> </ul>
	Jan 10 to 14, 2022	<ul style="list-style-type: none"> <li>• Copyedit final storyboard (simplify, accessible language, consistency)</li> </ul>
	Jan 17 to Feb 4, 2022	<ul style="list-style-type: none"> <li>• Build English eLearning module</li> </ul>
<b>Phase 3 Testing and Finalizing</b>	Week of Feb 7 – 11, 2022	<ul style="list-style-type: none"> <li>• Pilot the module</li> </ul>
	Feb 14 - March 4, 2021	<ul style="list-style-type: none"> <li>• Revise content as per pilot outcome</li> <li>• Content lock: ready for translation</li> <li>• Additional meeting with Task Force (if required)</li> </ul>
	March 2022	<ul style="list-style-type: none"> <li>• Completion of Marketing/Branding components</li> <li>• Build French version</li> <li>• Review French</li> <li>• Final review and prepare to launch module in April-June 2023</li> </ul>

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