

Program Guidelines

Introduced in 2000, the *Canadian Journal for Women in Coaching* provides timely, accurate, relevant information to aid in creating a healthier and more positive environment for women coaches – in Canada and around the world. The *Journal* highlights effective practices, timely research, and relevant coach experiences in an effort to encourage sport coaches and leaders to support women across coaching contexts.

In addition to featuring and analyzing pertinent issues, the *Journal* provides women coaches, sport organizations and clubs, their employers, and the parents of their athletes with practical and proactive insights. Above all, the *Journal* aims to support readers in deepening their understanding of the unique challenges women coaches face and providing readers with appropriate solutions.

Mission Statement

To provide timely, evidence-informed, and relevant information that addresses issues and information specific to women in coaching.

Amplifying your Research

Journal articles are published quarterly in April, July, October, and January, respectively. All Journal articles and authors are published on the [Canadian Journal for Women in Coaching webpage](#) in English and French.

The CAC communication channels reach sport administrators, coaches, parents, guardians, and athletes at the national, provincial, territorial, and community levels of sport. All articles are promoted through the CAC communication channels, including:

- *Inside Coaching* e-newsletter, with over 205,000 recipients
- *Partners Update* e-newsletter, sent to all CAC partner sport organizations
- CAC social media accounts:
 - Facebook, 20K+ followers
 - Twitter, 13K+ followers
 - LinkedIn, 10K+ followers
 - Instagram, 70K reach annually

Writing an Article for the Journal

The Coaching Association of Canada (CAC) seeks new *Journal* submissions to enhance the effectiveness of coaching across all levels of the sport system.

To be accepted for publication, articles must reflect the *Journal's* Mission Statement and focus on material that relates directly to the interests and concerns of women coaches, either full-time or part-time salaried or as a committed volunteer coach. The *Journal* encourages authors to take an intersectional approach to their article. An intersectional lens highlights the interlocking aspects of identity (e.g., gender, ability, ethnicity, class) which oppress folks through multiple, unique, and diverse aspects of their identity and/or lived experience. Our intersectional identities impact our experiences in coaching.

Journal articles are approximately 1800-3000 words in length and should provide insight to readers informed by research, analysis, and recommended action strategies. All articles should use [plain language](#). Articles must be original work. If academic in nature, articles should include a maximum of five references which are made available upon request.

Articles can include subtitles, tables, or graphs, and bulleted or numbered lists within. Graphics or images are also accepted and must be high-resolution digital images saved as TIF or JPG files. The author must have permission to use the image(s).

Call for Abstracts

The *Journal* welcomes the submission of abstracts that address the topic of women in coaching as well as other general thematic areas of interest pertaining to women coach development and education from new and previously published authors.

Abstracts should include a 100-word description of the proposed article and a CV of the author and are submitted by email to the *Journal* editor. The description should outline the proposed article and include solutions or actions. If the article is research-based, the methodology should be included in addition to the abstract.

Abstracts are reviewed by the Editorial Board. Notice of acceptance or rejection is provided by the Editor.

Before submitting an abstract, authors should [review past issues](#) of the *Journal*.

For more information about the *Canadian Journal for Women in Coaching*, please contact sportsafety@coach.ca.

Editorial Board Terms of Reference

Mandate

- To act as a 'think tank' to identify and clarify issues and research needs within the women in coaching field
- To develop requests for *Journal* article proposals and to adjudicate proposals
- To expand the discussion of issues facing women coaches in the Canadian sport system
- To encourage discussion of issues that reflect the values of the CAC and the [Women in Coaching program](#)
- To provide a forum where researchers, coaches, and sport leaders share experiential, evidence-based, and researched information and disseminate results and relevant information

Members

There are ten positions on the Canadian Journal for Women in Coaching Editorial Board. Each position is a three-year term, to a maximum of 3 terms in one position.

Chair (1)

The Chair role is represented by a member who has been on the Editorial Board for a minimum of a year. The Chair is selected by the Board.

Responsibilities:

- Participate in to up to four meetings per year
- Lead meetings, discussion, and selection of *Journal* articles
- Review abstracts and provide Editorial Board with recommendations
- Review articles and provide input to the editor
- Review Editorial Board member applications
- Support Editor as necessary

Research Members (3)

The Research Members' roles are carried out by subject matter experts on the topic of women in coaching, or other general thematic areas of interest pertaining to women coach development and education.

Responsibilities:

- Participate in up to four meetings per year
- Review abstracts and provide input on selection of *Journal* articles
- Review articles and provide input to the Editor

Coach (2)

The Coach role is represented by a current or former experienced coach who provides insight on issues facing women coaches.

Responsibilities:

- Participate in up to four meetings per year
- Review abstracts and provide input on selection of articles
- Review articles and provide input to the Editor

PhD or Post-doctoral Student (1)

The PhD or Post-doctoral Student role is represented by a current PhD or Post-doctoral Student conducting research on topic of women in coaching, or other general thematic areas of interest pertaining to women coach development and education.

Responsibilities:

- Participate in up to four meetings per year
- Review abstracts and provide input on selection of articles
- Review articles and provide input to the Editor

Member-At-Large (1)

The Member-At-Large role is represented by a member of the sport community who is interested in the topic of women in coaching, women coach development, and education.

Responsibilities:

- Participate in up to four meetings per year
- Review abstracts and provide input on selection of articles
- Review articles and provide input to the Editor

Editor (1)

The Editor role is fulfilled under contract with the CAC.

Responsibilities:

- Prepare the *Journal* schedule, including timelines for submission, the editorial process, and publication
- Edit articles
- Respond to and evaluate requests from potential authors
- Advise and support authors
- Communicate with and advise Editorial Board
- Communicate with CAC on timelines and publication
- Review Editorial Board member applications

CAC Staff Member (1)

The CAC Staff Member role is filled by a current employee of the CAC, who manages the *Canadian Journal for Women in Coaching* program.

Responsibilities

- Support the Chair and Editor in their responsibilities, coordinate meetings, and send meeting notes
- Review articles to ensure alignment with CAC Strategic Plan and Brand Guidelines
- Process invoices

Additional Contributors

The following roles support and contribute to the work of the Journal but are not members of the Editorial Board.

CAC Staff Resource (3)

The CAC Staff Resource roles are filled by the current CAC roles: Communications Manager, Communications Coordinator, and the Director, Sport Safety.

Responsibilities

- Review articles to ensure alignment with CAC Strategic Plan and Brand Guidelines
- Coordinate translation
- Support the posting and promotion of the *Journal* through CAC communication channels

Ad Hoc (Up to 4)

The Ad Hoc role is represented by former members of the Editorial Board who are no longer active and wish to remain involved.

Responsibilities:

- Participate in up to four meetings per year
- Review abstracts and provide input on selection of articles
- Review articles and provide input to the Editor

Processes

End-of-term process

Editorial Board member terms will run on a fiscal year schedule, from April 1 to March 31. In February of each year, the CAC Project Coordinator will contact Editorial Board members who are reaching the end of their term to determine whether they wish to renew or step down.

Filling Vacancy

Vacant roles on the Editorial Board can be filled through either appointment or Call for Applicants. If a Board member steps down mid-term, the position can be filled through appointment on an interim basis. If a term ends and the member decides not to return, a Call for Applicants should be conducted. This process would be led by the CAC Staff Member and CAC Staff Resource roles, with support from the Editor and Chair in the application review process.

Appendix

CAC Vision

Inspire a nation through sport.

CAC Mission

To enhance the experiences of all athletes and participants in Canada through quality coaching.

Our Aspirational Values

We seek to understand. Endeavour to know our community. Listen with purpose.

We cultivate inclusion. Welcome diversity. Celebrate differences. Nurture a united sport family.

We are curious. Innovate for the future of coaching. Continue to learn and grow.

We act with courage. Embrace challenges. Take informed risks. Adversity makes us stronger.

We lead and serve with gratitude. Act with a gracious heart. Inspired by the opportunity to shape coaching in Canada.

Policies

- [Positive Workplace Policy](#)
- [Equity, Diversity and Inclusion Policy](#)