

Call for Applications: Canadian Journal for Women in Coaching Editorial Board

About the Canadian Journal for Women in Coaching

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.

About the Coaching Association of Canada

The Coaching Association of Canada (CAC) unites stakeholders and partners in its commitment to raising the skills and stature of coaches, and ultimately expanding their reach and influence. Through its programs, the CAC empowers coaches with knowledge and skills, promotes ethics, fosters positive attitudes, builds competence, and increases the credibility and recognition of coaches. Visit www.coach.ca for more information about coach education and training. Learn more about the CAC in Appendix B.

The Coaching Association of Canada is recruiting for three (3) positions on the Editorial Board:

- Coach (1)
- Member-at-large (1)
- PhD or Post-doctoral Student, Candidate, Emerging Scholar (1)

Time Commitment: Editorial Board member terms will run on a fiscal year schedule, from April 1 to March 31 for a term of three years, with a maximum of two consecutive 3-year terms. Members are expected to review and provide feedback on each Journal issue, and attend quarterly virtual meetings (up to 1.5 hours each).

General Characteristics of the Editorial Board

In addition to specific representational requirements, the selection of candidates will be based on desired characteristics such as:

- specific knowledge and skills related to women in coaching, the profession of coaching, coach education including the NCCP, coaching research
- ability to work collaboratively with others and balance articulating their own opinions with listening to the opinions of others
- a strong understanding of the conditions for women in coaching and the role of the coach in the Canadian sport system
- an understanding of the Canadian sport system and the conditions for women in coaching.

Refer to the [Program Guidelines](#) or Appendix A for the Editorial Board Terms of Reference.

Application Process

Please complete the Application Form provided in Appendix C. Upon submission, please include a copy of your Curriculum Vitae (CV) attached in your email. Please submit applications by March 4, 2024 at 5 PM EST.

Applications to be submitted by email to:

Sheila Robertson, Editor of the Canadian Journal for Women in Coaching, and Isabelle Cayer, Director, Sport Safety

Email: sheila.robcom@gmail.com; icayer@coach.ca

The CAC Staff Resource, Editor and Chair will review applications and present new members to the Editorial Board for appointment.

Any application not confirmed by the CAC as having been received will be deemed to not have been received. Accordingly, please ensure you have clearly designated your email address on your nomination and received confirmation of receipt for the nomination you submit.

The CAC is committed to creating an inclusive and diverse environment. All qualified applicants will receive consideration without regard to race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, gender identity, sexual orientation, age, marital status, family status or disability.

Appendix A: Canadian Journal for Women in Coaching 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, Candidate, Emerging Scholar (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, including sport safety, equity, diversity and inclusion in sport. Active coaching or coaching experience is an asset.

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, coach education, research on topic of women in coaching, or other general thematic areas of interest pertaining to women coach development and education, including sport safety, equity, diversity and inclusion in sport. A communications background, social media expertise, active coaching or coaching experience is an asset.

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
- Communicate with all Board members
- Review articles to ensure alignment with CAC Strategic Plan and Brand Guidelines
- Administrative logistics as required including processing 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 Staff Member 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 B: About the CAC

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](#)

Appendix C: Application Form: Editorial Board

Editorial Board Position: _____

Applicant Information

Name _____

Address _____

(#)

(Street)

(Apartment)

(City)

(Province)

(Postal Code)

(Telephone)

(Email)

(Preferred Contact Time)

Statement of Interest

Please provide a brief statement below on your interest in the position, your prospective contribution to delivering on the Editorial Board mandate, along with your personal objectives should you be selected.

Skills, Education, Certification, and Experience related to the Position

Involvement in Sport Community (Club, Provincial / Territorial, National, International)

Involvement in Community (Municipal, Provincial, National)

Other (e.g. achievements / awards / previous involvement with the CAC)

References

Reference 1

Name _____

Relation _____

(Telephone)

(Email)

(Preferred Contact Time)

Reference 2

Name _____

Relation _____

(Telephone)

(Email)

(Preferred Contact Time)

Please include a copy of your curriculum vitae upon [submission by email](#).