



Coaching Association of Canada
Association canadienne des entraîneurs

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Licensing and Registration Committee

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

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 Police Information Check or E-PIC (Enhanced Police Information Check) and/or declaration of ethical conduct and good character that may cause the individual to not be readmitted as a Registered Coach or ChPC



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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 LRC.

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 LRC will consider the applicant's personal information, education, coaching experience (confirmed by a minimum of two professional references and submitted reference forms), competition experience, Police Information Check or E-PIC, and declaration of good character.

When reviewing a renewal application, the LRC will consider any new offenses revealed by the applicant's new Police Information Check or E-PIC and/or resubmitted declaration of good character.

When considering the applicant's Police Information Check or E-PIC, the LRC 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) controlled drugs or substances. Anyone who has been convicted with possession of controlled drugs or substances. Anyone who has been convicted of administering controlled drugs or 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 LRC on an application, including decisions to add conditions to a license or registration are final and not subject to appeal.

5.0 **Conditions**

In special circumstances, generally connected to an applicant's Police Information Check or E-PIC and declaration of good character, the LRC 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.



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6.0 **Reporting relationships**

The Chair of the LRC report on the activities of the LRC 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 LRC will be appointed by the Board.

8.0 **Recording Secretary**

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

9.0 **Frequency of Meeting**

The LRC will meet by telephone, in person, or virtually 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 LRC.

11.0 **Authority**

The LRC will exercise its authority in accordance with these Terms of Reference, and will do so without interference from the Board, management, or CAC staff.

12.0 **Decision Making**

The LRC requires a quorum in order to make decisions, except in the case of . decisions regarding professional coaching designations, which must be made unanimously.

13.0 **Composition and Term**

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

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

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

In determining the composition of the LRC, 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.

LRC members will be appointed within 30 days of the Annual Meeting of the CAC and will serve terms of three years. The Board may remove members of the LRC at any time.



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

14.0 Circulation of Minutes

Minutes are circulated to LRC members.

15.0 Amendments

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

Review date	Action	Board approval date
October 5 th 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 th 2016	Approved	October 14th 2016
March 8 th , 2018	Revised Terms of Reference, concurrent with changes to the PPC	March 2018
October 10, 2019	Revised Terms of Reference to add term of office	
March 24, 2023	Revised to address the UCCMS and their role in final decision making on coach sanctions	

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