

NCCP Task Force – Terms of Reference

Revisions of NCCP Mentorship Module

Purpose and Mandate	<p>The role of the Task Force is to review the current content and delivery of the NCCP Mentorship module.</p> <p>This Task Force will recommend to the Coaching Association of Canada (CAC) content updates and innovative delivery revisions to the module that are based on current research and learning principles. This Task Force will also serve as reviewers of the revised content and provide feedback to the instructional designer throughout the revision process.</p>
Task Force	<p>Composition of representatives from:</p> <ul style="list-style-type: none"> • National Sport Organization Representative (2 reps) • Provincial/Territorial Coaching Representative (2 reps) • NCCP Master Coach Developer for Mentorship modules (2 reps) • Coaching Association of Canada (2 reps) • Subject Matter Experts/Researchers (2 reps) • Athlete Representative (1 rep) • NCCP Coach (1 rep) • Mentor (1 rep) • Mentee (1 rep) <p>We encourage and are open to a diverse task force to best reflect the diversity of experiences, perspectives, location and backgrounds of people in Canada. Please see the Equity, Diversity and Inclusion information below.</p>
Roles and Responsibilities	<p>Task Force’s responsibilities include:</p> <ul style="list-style-type: none"> • Analyze the NCCP Mentorship module in the following areas: <ul style="list-style-type: none"> ○ current content and delivery ○ feedback from coach developers and coaches (interviews and surveys) ○ feedback from expert content review ○ review current literature and research • 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 all mentorship module materials and resources • Provide feedback to the instructional designer on the module’s draft revisions

	<ul style="list-style-type: none"> Recommend additional expertise to develop content <p>CAC's roles and responsibilities include:</p> <ul style="list-style-type: none"> Content Lead: <ul style="list-style-type: none"> Assembling the Task Force and ensuring active engagement of all stakeholders Chairing all Task Force meetings Compiling all recommendations and feedback into a single Task Force report for the CAC Working directly with the instructional designer to assemble the content and ensure CAC approved recommendations are implemented Acting as a liaison between the Task Force and the instructional designer throughout the content development stage Project Manager: <ul style="list-style-type: none"> Develop and maintain the project plan Call for applications and final Task Force compositions Support in procuring the instructional designer, subject matter experts, and other expertise to complete the project Administrative support Document and survey preparation and analysis
Equity, Diversity & Inclusion	<p>As an organization in a diverse and multi-cultural country, the CAC embraces equity, diversity, and inclusion. We recognize that it is important to respect and reflect the diversity of experiences, perspectives and backgrounds of people in Canada and reflect that in our workplace and our projects. By leveraging Canada's diversity, we can positively impact the sport community, better develop coaches and athletes, and play an important role in Canada's continued growth and success as a sporting nation.</p> <p>We seek to work with individuals and organizations that embrace the same values. Please review our Equity, Diversity and Inclusion Policy to learn more about the CAC's commitment to providing opportunities to priority groups.</p>
Decision-making Process	<p>The Task Force is a collaborative effort on behalf of the CAC and the NCCP partnership, that will produce final recommendations to the CAC whom will have the final authority.</p>
Communication	<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>
Resources	<p>As a convener, the Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.</p>

Timelines

The Task Force will commence June 2025 and is expected to end by February 2026. A detailed action plan with estimated timelines are outlined in Annex 1.

ANNEX 1 – Action Plan

Task Force Selections	May 29, 2025	<ul style="list-style-type: none"> • Task Force selection finalized
Phase 1 Project Initiation	June 2025	<ul style="list-style-type: none"> • Virtual Meeting (2-3hrs) <ul style="list-style-type: none"> ○ Task Force review period of current module and feedback ○ Discussion on module feedback, learning facilitator surveys and review of literature ○ Recommendations on revised content • Additional virtual meetings may be required, as determined by Task Force
Phase 2 Project Development	July – August 2025	<ul style="list-style-type: none"> • Instructional Design and module development
	September 2025	<ul style="list-style-type: none"> • Draft module provided to Task Force for review • Virtual Meeting (2-3hrs) <ul style="list-style-type: none"> ○ Review revised content, instructional design, and proposed delivery ○ Recommendations on updates for testing
Phase 3 Testing and Finalizing	October 2025	<ul style="list-style-type: none"> • Module testing • Continued Task Force input on revisions and delivery
	November 2025	<ul style="list-style-type: none"> • Final revisions
	March 2026	<ul style="list-style-type: none"> • Module Launch

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