



TERMS OF REFERENCE

Committee Name:	Coaching Committee (“the Committee”)
Structure:	The Committee will consist of the 5 - 7 individuals, as follows: <ul style="list-style-type: none">• 2 ex officio members:<ul style="list-style-type: none">○ TO President○ TO Vice President Technical• 3 - 5 additional individuals appointed by the Taekwondo Ontario Board of Directors (“the TO Board”).
Chairperson:	The Chair will be selected by the TO Board from the individuals appointed/selected to the Committee. Ex officio members are eligible to be the Chair.
Vice-Chair:	There may be one Vice Chair, selected by the Chair from amongst the other committee members.
Responsible To:	The Taekwondo Ontario Board of Directors
Purpose:	The Committee’s overall responsibility is to: <ul style="list-style-type: none">• Enhance the development of coaches in the Province of Ontario
Authority:	The Committee is an active Standing Advisory Committee to the TO Board. Decisions of the Committee are recommendations only to the TO Board, and are not binding.
Term:	Members of the Committee will serve at the pleasure of the TO Board. Members of the Committee may be re-appointed.
Meetings:	The Committee will meet by video-conference, telephone, or in person (if all members agree), as required, with meetings held at the call of the Chair or the President or the Vice President Technical.
Quorum:	A majority of Committee Members (50% plus 1)
Voting:	Each Committee Member will be entitled to one (1) vote. At all meetings of the Committee, every motion will be determined by an Ordinary Resolution (50% + 1) of the votes cast. In the event of a tie vote, the motion is defeated.



Reporting: Minutes of all meetings will be recorded and sent to the TO Executive Committee within 7 days of each meeting of the Committee. A copy of these minutes will be provided to the Board of Directors. The Chair may be requested or required by the TO Board of Directors to report at a TO Board of Directors meeting. In addition, the Committee Chair will be required to provide an annual written report of the Committee at least 21 days in advance of the TO Annual General Meeting.

Removal: The TO Board may remove any Committee Member by way of Ordinary Resolution. When a position on the Committee is vacant, the TO Board may appoint a qualified candidate to fill the position.

Responsibilities: The Committee will perform the following key duties:

- Assist the Vice President Technical in development and implementation of Athlete and Coach (and/or Trainer) Selection Criteria
- Recommend individuals to the Vice President Technical for coaches and/or trainers to be considered for selection as Team Officials for National Events and Provincial Athlete Training Camps
- Provide recommendations to the Vice President Technical to be considered for selection of the Provincial Head Coach
- Other such duties as requested by the Vice President Technical or TO Board from time-to-time