



Coaching Development Committee

Terms of Reference

Purpose

The Coaching Development Committee will make recommendations for the development of the coach education and delivery model at all levels.

Core Values for Guiding the Committee

The Committee is guided by Softball BC's values, as stated in the strategic plan. The committee recognizes that the culture at the committee level should reflect Softball BC's culture and expectations.

Key Duties

The Committee is established to support coaches in the province with their understanding of the coaching pathway and ongoing professional development. The committee will encourage the development of coaches throughout the province and at every level.

Responsible for

- The delivery of the National Coaching Certification Program (NCCP)
- Organizing and hosting external professional development clinics for coaches
- Organizing national coaching week activities.
- Recruiting and training of NCCP Learning Facilitators and Evaluators.
- Scheduling of courses and the training of local course organizers.
- The development and delivery of specialized coaching courses as needed (e.g., pitching clinics).
- Seeking to identify coaches to complete high-performance training, to enter the mentorship program and to be coach mentors.
- Implement safe sport principles and policies.
- Recommend policies and rules changes related to coaching certifications/training for each level.

Authority

The Committee will exercise its authority in accordance with the provisions as set out in these Terms of Reference.

Composition

The Committee will consist of no more than seven (7) members, including a maximum of two learning facilitators and the Softball BC-appointed MCD(s).

The Executive Director, with the approval of the Board of Directors, will appoint committee members and the chair from a pool of volunteers curated by staff who provide support to the Committee. Efforts will be made to ensure geographic representation.

The appointed members of the Committee will serve one-year terms, renewable. The Chair of the committee will be appointed annually by the Board of Directors.

The President or designee may serve as an ex officio member of the Committee, but does not have a vote.

The Committee will be supported through the Executive Director or their designate. The Softball BC staff support representative does not have a vote.

Should a vacancy occur on the Committee for any reason, the Executive Director may appoint a qualified member to fill it.

Meetings

The Committee will meet by videoconference or in person, as required. The Chair will call meetings. At a minimum, the committee shall meet three (3) times per year.

Each committee member, along with the chair, will have one vote. Voting shall be by simple majority.

Resources or Support

The Committee will receive the necessary resources from Softball BC to fulfill its mandate. The Committee will receive administrative support from Management, as determined by Management in collaboration with the Chair.

Responsible to

The Committee reports to the Executive Director (or their designate). Written or verbal status reports shall be provided to the Board by the Chair when requested.

Evaluation

The Executive Director and the Chair of the Committee will evaluate the Committee's performance. Support may be provided through other staff as needed. The Committee's performance will be assessed against the achievement of yearly objectives/deliverables and the fulfillment of the key duties outlined in these terms of reference.

Review and Approval of Terms of Reference

The Executive Director will review these Terms of Reference regularly, with input from the Committee as required.

Other

All members of the Committee shall be members in good standing of Softball BC and shall abide by Softball BC policies with respect to code of conduct, privacy and confidentiality.

Date of Approval: April 14, 2026

Date of Review: February 1, 2026

APPENDIX A
Policies and Standard Operating Rules Editing Cycle

(Approved by the Board of Directors on June 17, 2025)

Time		What	Who
March 2 to July 31	151 days	Motions	Members
Aug 1 to Sept 30	60 days	Formulate edits to SORs - Cross portfolio consultation *	Council / Office
Oct 1 to Oct 31	30 days	Review language and alignment	Governance/ Board of Directors
Nov 1 to Nov 30	30 days	Member Consultation - Town Hall(s)	Office/ Governance
Dec 1 to Dec 31	30 days	Rewrite SORs	Councils / Office
Jan 1 to Jan 31	30 days	Final Approval	Governance/ Board of Directors
Feb 1 to Feb 28	30 days	Document production (online)	Office
March 1	New SORs available		