

SAIL MANITOBA

COACHING DEVELOPMENT COMMITTEE POLICY

1. **Mandate:**

The Coaching Development Committee is a standing committee of Sail Manitoba and is delegated by the Board of Directors to promote coaching development. The committee is charged with the responsibility to develop coaches in Manitoba. The committee will also be responsible for the recruiting and the ongoing development of competent coaches to higher levels.

2. **Composition:**

The committee will consist of up to five members of Sail Manitoba, of which some may be from the Board of Directors. The committee will consist of:

Committee chair

VP Training

Secretary

2 members at Large

Sail Manitoba President (ex officio)

Sail Manitoba Executive Director (advisory capacity)

3. **Roles of Committee Members:**

Committee members will fulfill the roles and responsibilities of the committee as follows.

Committee Chair

Will be appointed by the committee

Will call meetings and chair them.

VP Operations

Will report committee activities to the board

Will represent the committee's interests in board discussions.

Committee Secretary

Will keep minutes of the meetings and will co-ordinate with the executive director the maintenance of these records.

Will insure that meeting venues are arranged.

Will chair meetings in absence of the chair and report to the chair.

Executive Director

Will act in an advisory capacity to insure consistency with Sail Manitoba's programs.

4. **Operating Procedures:**

The committee will meet a minimum of two times per year or at the discretion of the chair. There will be a minimum of one meeting prior to and one following the summer season. The normal process for creating or amending procedures and policies will be to present them at a committee meeting. Suggestions for new policies or changes to existing policies will be submitted to the board of directors for approval. A quorum of

three members including the chair or in his absence, the secretary, is required for an official meeting. All policies of Sail Manitoba will be adhered to. Meetings will be held in accordance to Roberts Rules of Order.

5. Membership:

Committee members must be a member of CYA/Sail Manitoba. Committee members will be informed of all meetings via email. A person may become member of the committee either by application or by invitation.

6. Resources

The committee will acquire needed resources through the Sail Manitoba office.

7. Rates

The committee will assume the responsibility of establishing and maintaining a coaches salary structure for clubs. All clubs are encouraged to adhere to the rates established by the committee. These rates will be reviewed annually at the post-season meeting and any adjustments will be made at that time.

8. Responsibility

The administration and yearly review of this policy is the responsibility of the VP Training.

9. Review and Approval

This policy was first approved by the Board of Directors of Sail Manitoba on May 3, 2010.