

Coaching Development Committee Policy

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Policy	Every 4 years	May 2025	May 2024

1 Purpose

The purpose of this policy is to establish a formalized framework governing the operations of the Coaching Development Committee of Sail Manitoba, aimed at promoting and advancing coaching development within the province. This policy delineates the committee’s mandate, structure, roles, responsibilities, operational protocols, and access to resources. By adhering to this policy, the committee is committed to ensuring the effective recruitment, training, and ongoing support of qualified coaches. Furthermore, it seeks to uphold professional coaching standards and contribute to the sustained growth and success of sailing programs throughout Manitoba.

2 Definitions

Intentionally left blank

3 Policy

3.1 Mandate

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

The committee will assume the responsibility of establishing and maintaining a coach’s 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.

3.2 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)

Committee members must be a member of Sail Canada/Sail Manitoba.

3.3 Roles of Committee Members

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

Role	Description
Committee Chair	Will be appointed by the committee. Will call meetings and chair them.
Vice President Operations	Will report committee activities to the board. Will represent the committee's interests in board discussion.
Committee Secretary	Will keep minutes of the meetings and will co-ordinate with the executive director the maintenance of these records. Will ensure 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 ensure consistency with Sail Manitoba's programs.

4 Procedure

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 Robert's Rules of Order.

Committee members will be informed of all meetings via email.

A person may become member of the committee either by application or by invitation.

4.1 Resources

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

5 Governance, Review, & Approval

The roles and responsibilities for the oversight, review and delivery of this policy are identified as follows:

- **Executive Director:** Administration and regular review of this policy
- **Sail Manitoba Board of Directors:** Responsible to review and approve