

Coaching Committee Roles & Remits

Committee comprising of up to 18 members elected at an Annual General Meeting under bye law 1.10 who will elect their own chair, Vice Chair, Registrar, Secretary and Treasurer (the latter two offices may be held by the same person).

One half of the elected voting members at any particular time (rounded to the nearest whole number up) shall constitute a quorum.

This committee will be responsible for the development and transmission to the Board of the companies coaching syllabus and programme, and for maintaining a register of accredited instructors and coaches

Job Purpose and Key Responsibilities for all Committee Members

Chairman

- ✓ The chairperson of the Coaching Committee will sit on the board of The Scottish Anglers National Association (SANA) as the Youth Development Director.
- ✓ The primary role of the Chairperson is to ensure that the committee is effective in its task of setting and implementing SANA's direction, Objectives and strategies.
- ✓ The chairperson's other duties include chairing meetings of the Coaching Committee, setting meeting agendas in conjunction with the committee secretary, managing and providing leadership to the committee as well as acting as a direct liaison between the committee and the Board of Directors
- ✓ The chairperson will identify and facilitate the development and training needs of the committee collectively and individually.
- ✓ The Chairperson will represent the committee as it's spokesperson at external meetings or gatherings
- ✓ The chairperson is responsible for making sure that each meeting is planned effectively as well as ensuring that matters are dealt with in an orderly and efficient manner.
- ✓ The chairperson can co-opt members with specific skills required to assist and facilitate coach's instructor or other committee members or simply to fill vacancies on the committee. Any person co-opted must be ratified at an AGM
- ✓ The Chairperson must ensure that all committee members meet the necessary criteria to be eligible to be a member of the Coaching Committee.
- ✓ The chairperson must not put himself/herself in a position where the interests of the committee or team conflict with his/her personal interests or his duty to a third party.

- ✓ A chairperson Must act Bona Fide in what he/she considers is in the interests of the committee and team as a whole and not for any collateral purposes.

Vice Chairperson

- ✓ The vice-chairperson should liaise regularly with the chairperson and ensure he/she knows enough about the current affairs within the committee to be able to stand in at short notice.
- ✓ In the absence of the chairperson the vice-chair will chair committee meetings ensuring that such meetings are conducted fairly efficiently and in line with the organisation's guidelines
- ✓ In the absence of the chairperson the vice chair will assume the role of the chairperson to include making decisions between meetings.
- ✓ In the absence of the chairperson all of the above concerning the chairperson will apply to the vice-chair.
- ✓ The vice-chair will be the natural successor to the chairperson unless another proposer is put forward.

Secretary

- ✓ The role of the committee Secretary is to be responsible for the efficient administration of the committee, particularly with regard to ensuring compliance with statutory and regulatory requirements.
- ✓ The secretary liaising with the chairperson will plan and ensure that all decisions and actions agreed by the committee are allocated and implemented.
- ✓ The secretary will ensure that the committee are kept informed regarding the committee's activities and work programme and progress.
- ✓ The secretary will take the minutes of each meeting ensuring that the minutes are distributed to the committee with a copy being sent to SANA office, a proposer and seconder must be recorded to show the minutes are a true account of that particular meeting.
- ✓ The secretary must not put himself/herself in a position where the interests of the committee or team conflict with his/her personal interests or his/her duty to a third party.
- ✓ The secretary Must act Bona Fide in what he/she considers is in the interests of the committee and team as a whole and not for any collateral purposes.
- ✓ The secretary will prepare agendas in consultation with the chairperson also to circulate agendas along with any supporting papers in good time.
- ✓ The secretary if applicable will receive agenda items from committee members as well as receive apologies for non-attendance.

- ✓ The secretary will record and minute all the committee members that are in attendance as well as non-attenders.

Treasurer

- ✓ The treasurer has a watchdog role over all aspects of financial management working closely with other members of the committee to safeguard the committee finances.
- ✓ The treasurer will provide the committee with sound financial administration so as that all aspects of the committee's funds are properly managed and accounted for.
- ✓ The treasurer will be responsible for the committee's accounts and petty cash as well as cheque book.
- ✓ The treasurer will liaise with the secretary to manage and collect any outstanding or due funds that are payable to the committee.
- ✓ The treasurer will keep all records and accounts safely for the duration of his/her office and to hand them over in their entirety to his/her successor. This includes registering new bank signatories when handing over the committee accounts.
- ✓ The treasurer will prepare an annual financial report for the Annual General Meeting.
- ✓ The treasurer will regularly report the financial position at committee meetings.
- ✓ The treasurer must not put himself/herself in a position where the interests of the committee or team conflict with his/her personal interests or his/her duty to a third party.
- ✓ The treasurer must act Bona Fide in what he/she considers is in the interests of the committee and team as a whole and not for any collateral purposes.

Committee Member

- ✓ The role of a committee member is to participate at committee meetings and offer help and support to any tasks that need completing.
- ✓ Committee members should strive to attend as many committee meetings as possible thus allowing individuals to be current and knowledgeable with the affair of the committee.
- ✓ The committee members must carry out agreed actions set by the committee efficiently and effectively within the allocated time.
- ✓ To maintain cohesion and ensure compatibility committee members must make decisions as a collective group and hold joint responsibility for decisions and actions taken by the committee, even in their absence.

- ✓ Committee members are responsible for ensuring that all decisions are taken in the best interests of the committee and in line with SANA directive as well as ensuring that their role is carried out effectively.
- ✓ Committee members must act Bona Fide in what he/she considers is in the interests of the committee and team as a whole and not for any collateral purposes.
- ✓ Committee members must not put themselves in a position where the interests of the committee or team conflict with their personal interests or their duty to a third party.

Resource & Equity Management

The coach's success is largely down to the work of its committee, the group of people who manage the committee's affairs. An effective committee exists to serve the coaches and to ensure that its coaches receive the best possible service and experience. To help the committee to be as successful as possible we must make sure it follows a structure that works and is made up of a diverse mix of people with the right skills the right experience and lots of enthusiasm.

- ✓ The coaching committee has the ultimate responsibility for directing the activity of the committee ensuring it is well run and delivering the outcomes for which it has been set up.
- ✓ The entire committee must ensure that every applicant, participant, committee member and helper must be treated equally and fairly regardless of Social background, disability, colour, marital or employment status nationality, sex, gender, religious or political beliefs.
- ✓ The committee must monitor the activities of SANA to ensure they are maintaining and keeping up with any current or new legislative changes.
- ✓ The committee must without exception ensure that the entire committee complies with any external or internal code of conduct for coaches or child protection policies that SANA adopts, SANA is a partnership organisation with ANGLING SCOTLAND LTD all the child protection and coaching policies adopted by SANA can be found on the Angling Scotland LTD website.
- ✓ All committee members must report any allegations of misconduct or suspicions of misconduct to the appropriate SANA officer in line with the child protection and equity and diversity policy.

The committee should work together to ensure that all key responsibilities are met as follows:

- ✓ conduct of coaches
- ✓ safety of coaches
- ✓ maintaining positive and effective communication
- ✓ Strive to recruit and develop new and potential members
- ✓ All committee members should strive to create and maintain a transparent working environment to promote trust and mutual respect.

- ✓ Inappropriate conduct impacts on all members of the committee and the organisation as a whole, be known for your sports man/sports lady like behaviour and conduct.
- ✓ Committee members must be responsible for policing themselves to ensure that everybody follows the committee and organisations rules and policies.
- ✓ Committee members must not use remarks based on race, religion, gender or ability as it is the committee and organisation that are let down by such comments.
- ✓ Committee members must not use Information Technology to make or post inappropriate comments against committee members, SANA, coaches or any other external partners of the organisation which is discriminatory or offensive.
- ✓ Information Technology includes but is not limited to email, instant messaging, text messages, phone messages, digital images, web posting including social media such as Face Book, Twitter, Instagram and blogs.

Main Committee Member Requirements

Time & Resources

- ✓ Ability to give sufficient time to carry out the role of a committee member or office barer effectively.
- ✓ Ability to commit to other meetings necessary to ensure that the standards of coaching and development within the coaching Committee is maintained and where necessary improved.

Education

- ✓ A reasonable level of education is required with the ability to communicate effectively, both in writing and orally, at all levels.

Required

- ✓ UKCC L1 or L2 coaching qualification. (Not required for administrative staff)
- ✓ Confident decision-making ability
- ✓ Individual member of SANA
- ✓ Member of the PVG Scheme
- ✓ Must attend a child protection module
- ✓ A current First Aid Certificate
- ✓ Must attend the required CPD modules

Declaration:

I certify that I have read, fully understand and accept my role and responsibilities pertaining to my position on the SANA Coaching Committee. Additionally, I have been provided with copies of all the relevant policies and procedures to allow me to carry out my role within the Coaching Committee.

I undertake to abide by the SANA Code of Conduct and Best Practices, Code of Practice for Safeguarding Children in Game Angling, Child protection & Equity Policies.

Signed by Member: _____

Name in BLOCK CAPITALS: _____

Date: _____

12032020JK

