

Terms of Reference

- Coaches Advisory Group -

1 Background

World Para Nordic Skiing appreciates the coaches' knowledge and views in relation to the further development of Para Nordic skiing, therefore established the Para Nordic skiing Coaches Advisory Group (CAG) as a tool to formally receive this input.

The following paper sets out how the CAG will function and details its scope and accountabilities. These terms of reference can only be altered if agreed by World Para Nordic Skiing and will be done so in consultation with the CAG members.

2 World Para Nordic Skiing Coaches Advisory Group (CAG)

a) Purpose and Function

- i. The group is established as an advisory group to support the work of the World Para Nordic Skiing Technical Committee (STC) and IPC Management. The group will work to propose appropriate processes and strategies that align with the World Para Nordic Skiing Strategic and Business Plan and the greater IPC Strategic Plan.
- ii. The World Para Nordic Skiing Coaches Advisory Group shall provide expert advice to the World Para Nordic Skiing STC and IPC Management Team on issues related to Para Nordic skiing technical matters, coaching, coaching development, and development of the sport, such as:
 1. Policies, guidelines, procedures, and rules and regulations in order to enhance and develop the sport of Para Nordic skiing,
 2. Educational opportunities or needed resources which would advance the level of coaching in Para Nordic skiing, including in developing countries,

3. Items to bring forward to the World Para Nordic Skiing membership for the benefit of the community
 - b) Reporting and Recommendations – Appropriate reports and proposals arising from the work of the CAG shall be presented to the STC and IPC Management through the nominated group coordinator. Reports and proposals timelines should be defined in cooperation with the STC.
 - c) Commitment and Meeting frequency - The CAG members shall undertake to be available at least twice yearly by phone and at least twice monthly by e-mail as a minimum commitment to the group. Where possible, in person meetings shall be held. It will be the responsibility of the group coordinator to ensure the meetings are effectively staged, through liaising with all group members.
 - d) The CAG is responsible for formulating and proposing a credible and workable course of action for the sport of Para Nordic skiing within the scope of the group’s topic area as well as identifying key opportunities and sustainable outcomes for the sport;
 - e) The CAG shall comprise and operate as follows:
 - i. The CAG shall be comprised of a maximum of seven people, one of whom shall be identified as the group coordinator;
 - ii. First meeting of CAG will be led by STC Chairperson and Head of Technical Control and officiating;
 - iii. The members of the CAG shall be representative of the World Para Nordic Skiing coaches’ community. The selection process of group members will follow a process of receiving an expression of interest with the support of the candidate’s National Paralympic Committee. CAG candidates should be Para Nordic coaches who are active on the international level.
 - iv. Members of the CAG shall be selected for a defined term according to the topic scope and agreed timeline;

- v. Members of the CAG will be appointed for duration indicated in the appointment letter. This term will typically be two years with a possibility of reappointment for additional terms.
 - vi. The STC and IPC Management will liaise with the CAG coordinator to receive progress reports from time to time;
 - vii. Should a spot become vacant, this can be filled with the next coach from the proposals received from Nations during election process or based on proposal of CAG. Approval of CAG member replacement must be done in accordance with the STC.
- f) The role of CAG coordinator involves the following responsibilities:
- i. Leading the group meetings in order to achieve productive outcomes;
 - ii. Ensuring fairness in all meeting process matters;
 - iii. Ensuring that the CAG stays within its advisory role at all meetings;
 - iv. Present to the STC and IPC Management the group's achievement of objectives and report to the group with relevant feedback.

3 General Principles for the CAG

- g) Principles of operation for the Coaches Advisory Group shall be as follows:
- i. The group shall respect the IPC Code of Ethics which is set out in the IPC Handbook;
 - ii. The group shall always act in the best interests of the sport of World Para Nordic Skiing and the athletes and coaches;
 - iii. The CAG speaks with one voice through the coordinator;
 - iv. The CAG should formulate proposals by determining the broadest values before progressing to more narrow ones.