

TCO Coaching Panel

Terms of Reference

1. Role
 - a. The role of the TCO Coaching Panel will be to ensure all coaching decisions made will compliment the TCO Mission Statement.
2. Term
 - a. This Terms of Reference is effective from 23 May 2019 and will be ongoing until terminated by agreement between the parties.
3. Membership
 - a. The TCO Coaching Panel will comprise:
 - i. Dan Carroll
 - ii. Annie Ford-Rose
 - iii. Evan Poa
 - iv. Karyn O'Reilly
4. Roles and Responsibilities
 - a. Each member of the TCO Coaching Panel will hold the following portfolio:
 - i. Dan Carroll : Technique training
 - ii. Annie Ford-Rose: Social paddlers
 - iii. Evan Poa: Novice and V1 paddlers
 - iv. Karyn O'Reilly: Program development
 - b. Portfolios may be amended after consultation and agreement by the TCO Coaching Panel
 - c. The membership of the TCO Coaching Panel will commit to:
 - i. Attending all scheduled meetings
 - ii. Wholeheartedly championing the TCO club within and outside of paddling times
 - iii. Sharing all communications and information across all TCO Coaching Panel members
 - iv. Making timely decisions and taking action so as to not hold up the coaching process
 - v. Notifying members of the TCO Coaching Panel, as soon as practical, if any matter arises which may be deemed to affect the development of the Coaching Panel
 - vi. Attending all meetings and send apologies if necessary
 - d. Members of the TCO Coaching Panel will expect:
 - i. That each member will be provided with complete, accurate and meaningful information in a timely manner
 - ii. To be given reasonable time to make decisions
 - iii. To be alerted to potential risks and issues that could impact the panel as they arise
 - iv. Open and honest discussions, without resort to any misleading assertions
 - v. Ongoing 'health checks' to verify the overall status and 'health' of the panel
5. Meetings
 - a. All meetings will be chaired by Dan Carroll
 - b. A meeting quorum will be two (2) members of the advisory group

- c. Decisions made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice). If not possible, the panel chair makes the final decision
 - d. Meeting agendas minutes will be provided by Karyn O'Reilly, this includes:
 - i. Preparing agendas and supporting documents
 - ii. Preparing meeting notes and information
 - iii. Forwarding the minutes to the TCO Committee once they are ratified by the TCO Coaching Panel
 - e. Meetings will be held as required for a maximum of two (2) hours at the Tweed Heads Rowing Club
 - f. If required subgroup meetings will be arranged outside of these times at a time convenient to subgroup members
6. Amendment, modification or variation
- a. This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the TCO Coaching Panel members

Dated the 23 May 2019