



**INTERNATIONAL  
NETBALL  
FEDERATION**

## **Coaching Advisory Panel – Terms of Reference**

**The Coaching Advisory Panel (CAP)** is authorised by the INF Board of Directors to conduct its business in accordance with the Terms of Reference as set out below. The Board of Directors may review these at any time and, when appropriate, revise in accord with the changing requirements of INF. The Panel is advisory and will make recommendations to the Chief Executive Officer (CEO) and the INF Board to assist INF achieve its vision, values and strategic goals as outlined in the Strategic Plan.

### **1. Composition and Membership:**

- 1.1. The CAP shall consist of a maximum of eight (8) persons
- 1.2. The Board of Directors will appoint the Chair for a maximum of four (4) years and approve the membership of the Panel
- 1.3. The term of office for Panel members will be two (2) years, reviewed on an ongoing basis and subject to an annual review of performance in relation to agreed responsibilities. This will be carried out by the Chair of the Panel in line with INF guidelines, who shall in turn report to the Board. (The details of this will be set out in the CAP Operations Manual)
- 1.4. Composition of the Panel will be reviewed annually by the Chair & INF Board to ensure it meets the strategic needs of INF, allowing for continuity whilst remaining current.
- 1.5. Individuals may be proposed for Membership of the Panel by the Panel Chair and/or INF Board with final appointment being ratified by the Board. This nomination will be informed by wider consultation in line with the Panel appointments procedure set out in the CAP Operations Manual.
- 1.6. Whilst the main focus of Panel Membership will be experience and expertise in relevant areas, efforts will be made to ensure a wide Regional representation.
- 1.7. In appointing Panel Members the following shall be considered:  
  
Game related competencies:
  - a) International Coaching experience
  - b) experience in the education and assessment of coaches at a range of levels; this should include an understanding of programme design as well as delivery in different cultural settings
  - c) ability to identify other coach educators
  - d) knowledge of the pathways from grassroots to international level for coaches, including an understanding of the needs of both developed and developing netballing nations.
  - e) In the last 4 years have been involved in elite netball

Personal skills and abilities:

- f) ability to think and plan strategically
- g) ability to work collaboratively with others
- h) good communication skills, both written and oral
- i) willingness and ability to travel
- j) friendly and open disposition.
- k) Meet deadlines as and when stated by the Chair

## **2. Responsibilities**

- 2.1. The Panel is responsible for advising the CEO and the Board, and working with them to support the development and implementation of agreed priorities in the Strategic Plan, particularly, in relation to supporting the development of quality coaches worldwide. The Panel will be required to produce an Operations Manual which the Board will approve.
- 2.2. In relation to International Netball the Panel shall:
  - a) Work with the Board, Regional Federations and Members to maintain and communicate the current overview of coaching across the INF Membership
  - b) Establish a framework that provides INF Members with clear guidelines for the delivery of quality coaching and development.
  - c) Advise the Board and produce INF Rules, Protocols and Procedures relating to Coaching.
  - d) Guide & support INF Members in identifying and mentoring targeted coaches in line with INF strategic priorities also in conjunction with or acknowledging current national developments in this area'.
  - e) Liaise with Regional Federations and national Member organisations to guide and support the identification of quality coach educators and mentors operating at all levels of the game.
  - f) Facilitate the delivery of education/training workshops for coaches at International and Regional levels as appropriate
  - g) Contribute to or endorse quality coach education programmes & resources as well as promote those already available
  - h) Work in conjunction with other Panels and Committees in the broader context of INF's strategic development objectives to ensure alignment

## **3. Operating & Reporting procedure**

- 3.1. The Panel will be required to operate according to procedure agreed by the panel at the start of their term of office and approved by the Board
- 3.2. The Panel will report to the Board annually and as requested by the Board with Panel Members contributing written reports outlining activities undertaken.
- 3.3. The Panel shall report the outcome of any responses to queries or make recommendations through the Chair to the CEO

- 3.4. Discussions and decisions taken by the Panel must happen in a transparent and efficient way via the appropriate means of communication in accordance with any deadlines set by the CEO and/or Board
- 3.5. Any decisions circulated by email require a 50% majority support from all Panel members with the Chair, where necessary, having the casting vote.
- 3.6. Any decisions at Panel meetings will require a 50% majority from all those Panel members present with the Chair, where necessary, having the casting vote.
- 3.7. Non response within the required timeframe to a request for a decision will be regarded as support for the decision.
- 3.8. Both generic and project specific guidelines on the work of the Panel and its Members shall be set out in the CAP Operations Manual.

#### **4. Meetings**

- 4.1. The Panel may be required to attend meetings as approved by the Board. If appropriate these may be conducted electronically by teleconference or by videoconference.
- 4.2. The CEO or a representative of the Secretariat may be present at any meetings
- 4.3. Meeting agendas will be prepared by the Chair in conjunction with the CEO and circulated to all members of the Panel no later than a week before the meeting
- 4.4. Minutes will be taken by a representative from the Secretariat or nominated person attending the Meeting, which may include a Member of the Panel.
- 4.5. Minutes of all meetings will be circulated to the Board and CAP Members
- 4.6. A quorum of a minimum of 50% of the Panel shall be required for all meetings
- 4.7. In the absence of the Chair, he/she will appoint a Deputy

#### **5. Budget and spending authority**

- 5.1. Meeting expenses will be covered in accordance with INF's expenses policy
- 5.2. Any other expenses must be approved through the CEO in accordance with INF's financial policy and budgets