

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

RESPONSIBILITIES

The responsibility of the Panel is to advise the CEO and the Board and work with them to support the development and agreed priorities in the Strategic Plan, particularly in relation to supporting the development of quality coaches worldwide.

In relation to international netball, the Panel shall:

- Work with the Board, Regional Federations and Members to maintain and communicate the current overview of coaching across the WN Membership.
- Establish a framework that provides WN Members with clear guidelines for the delivery of quality coaching and development.
- Advise the Board and produce WN Regulations, Protocols and Procedures relating to Coaching.
- Guide & support WN Members in identifying and mentoring targeted coaches in line with WN strategic priorities also in conjunction with or acknowledging current national developments in this area.
- 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.
- Facilitate the delivery of education/training workshops for coaches at international and regional levels as appropriate.
- Contribute to or endorse quality coach education programmes and resources as well as promote those already available.
- Work in conjunction with other Panels and Committees in the broader context of WN's strategic development objectives to ensure alignment.

TERMS OF REFERENCE FOR ADVISORY PANELS

COMPOSITION AND MEMBERSHIP	
Chair	A person with appropriate technical skills and competences appointed by the Board.
Members	A maximum of eight (8) individuals (including the Chair) with appropriate technical skills and competences.
Composition	The Board will formally approve composition of the Panel and appoint additional members or remove and replace members by resolution.

	Members may withdraw from membership by written notification to the Board. The Committee may seek the assistance of individuals with relevant professional expertise to assist it fulfil its responsibilities.
Term	Chair - a term of four (4) years and can be reappointed. Panel members a term of two (2) years and can be reappointed.
OPERATING & REPORTING PROCEDURE	
Procedure	The Panel will be required to operate according to the procedure agreed by the Panel at the start of their term of office and approved by the Board.
Reporting	The Panel will report to the Board at least annually. The Panel shall report through the Chair to the CEO.
Discussions & Decisions	Must happen in a transparent and efficient way via the appropriate means of communication respecting any deadlines set by the CEO and/or Board.
Majority	Decisions at Panel meetings will require a 50% majority of all those Panel members present and decisions circulated by email require a 50% majority support from all Panel members. The Chair, where necessary, having the casting vote.
MEETINGS	
Frequency	Minimum of one meeting a year either in person, teleconference or videoconference with additional meetings as necessary.
WN Secretariat	A representative of the Secretariat may be present at any meeting.
Agendas	Agendas prepared by the Chair in conjunction with the CEO and circulated to all Panel Members no later than a week before the meeting.
Minutes	Minutes to be taken by a nominated person attending the meeting (or viewing the recording if by videoconference), which may include a Member of the Panel. Minutes of all meetings will be circulated to the Board and Panel Members.
Quorum	A quorum of a minimum of 50% of the Panel shall be required for all meetings.
Deputy	The chair will appoint a deputy to act in their absence.
BUDGET AND SPENDING AUTHORITY	
Meeting Expenses	Covered in accordance with WN's expenses policy. Any other expenses must be approved through the CEO in accordance with WN's financial policy and budgets.
ASSESSMENT AND EVALUATION OF THE PANEL'S PERFORMANCE	
Assessment	At least once during each financial year, the Panel will have an assessment in the method prescribed by the Board and having regard to the requirements of these Terms of Reference.

Goals & Objectives	The Panel will determine the workplan for the forthcoming year and review the Terms of Reference in light of any modification to the goals and objectives as may be decided by the Board.
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