Adopted: March 15, 2026
Last Reviewed: March 15, 2026

Coaching Committee - Terms of Reference

Purpose

These Terms of Reference establish the mandate and operating procedures of the Taekwondo Manitoba Coaching Committee. The Committee is responsible for overseeing coaching standards, development programs, and certification requirements across the province.

Chair Responsibilities

- **Strategic Direction:** Lead the development of the annual coaching development plan and present it to the TM Board for adoption.
- **Standards Oversight:** Ensure coaching certification standards align with Taekwondo Canada and NCCP requirements.
- **Stakeholder Communication:** Communicate coaching requirements, changes, and opportunities to clubs and coaches in a timely manner.

Committee Responsibilities

- **Coaching Standards:** Develop and maintain minimum coaching standards for TM-sanctioned competitions and training programs.
- **Certification Tracking:** Maintain an active registry of certified coaches and share it with tournament directors, Taekwondo Canada, and Sport Manitoba as required.
- **Development Programs:** Identify and coordinate coaching development opportunities, including clinics, seminars, and educational resources.
- **Policy Recommendations:** Review and recommend updates to the Coaching Policy and Coach Screening Policy for Board approval.
- **Dispute Resolution:** Serve as the first point of contact for coaching-related disputes or conduct concerns, escalating to the Board as required.

Committee Meeting Agenda Template

- **Call to Order & Roll Call**
- **Coaching Registry Update:** Review of newly certified coaches and any changes to certification status.
- **Standards & Development:** Status updates on coaching development initiatives and certification program compliance.
- **Policy Review:** Discussion of any recommended updates to coaching-related policies.
- **Action Items & Adjournment**

Board Report Template

- **Submission Date:** [e.g., April 5, July 1, or Sept 20]
- **Coaching Registry Summary:** Current number of certified coaches by certification level and any notable changes since last report.
- **Development Activities:** Summary of coaching clinics, seminars, or training programs conducted since last report.
- **Policy Recommendations:** [Insert any recommended policy changes or updates requiring Board approval]
- **Action Required from Board:** [Insert specific, actionable requests—e.g., policy approvals, budget items]

Terms of Reference Review

These Terms of Reference will be reviewed every three years. Amendments must be approved by the Taekwondo Manitoba Board of Directors.

Approval

Approved by	Date Approved
Taekwondo Manitoba Board of Directors	March 15, 2026

Revision History

Date	Description of Changes	Approved By
March 15, 2026	Initial adoption	Taekwondo Manitoba Board of Directors