

GBF PATHWAY STRATEGY GROUP

TERMS OF REFERENCE

1. Title

1.1 The Group shall be called the GB Freestyle Pathway Strategy Group (PSG).

2. Accountability

2.1 PSG is accountable to the GB Freestyle Committee (GBFC) for carrying out the responsibilities that are delegated to it within these Terms of Reference. The GBFC will manage this accountability in the following ways;

2.1.1 Approve the Terms of Reference and any changes to the Terms of Reference for PSG;

2.1.2 Receive and consider reports via the Pathway Strategy Group.

3. Purpose

3.1 The Purpose of PSG is to;

3.1.1 Determine and recommend to the GB Freestyle Committee a strategy/plan for the GB Freestyle Development Pathway;

3.1.2 Effectively and efficiently lead, develop and manage the overall GB Freestyle Development Pathway strategy;

3.1.3 Determine how best GB Freestyle should effectively and proactively respond to policies and strategies from British Canoeing, and other organisations which affect GB Freestyle Development Pathway initiatives and programmes.

4. Responsibilities

4.1 PSG shall have the following responsibilities;

4.1.1 Identify and seek resources to support the development and implementation of the GB Freestyle Development Pathway plan;

4.1.2 Produce and manage a plan on how GB Freestyle Development Pathway will be developed and implemented over the UK to a timetable and budget, as agreed by the GBF Committee;

4.1.3 Ensure that the GB Freestyle Development Pathway governance and management structures can work effectively and efficiently with those in each of the National Associations;

4.1.4 Review, monitor and report on the effectiveness and efficiency of GB Freestyle Development Pathway to the GB Freestyle Committee;

4.1.5 Be made aware of the trends in paddlesport and advise the GB Freestyle Committee as to any proposed actions to support the GB Freestyle Development Pathway voluntary workforce that are needed to sustain and increase participation in all forms of freestyle paddlesport across the UK;

4.1.6 Liaise with British Canoeing on Development Pathway initiatives and programme activities and how it can be included efficiently and effectively within the membership, governance, management, performance, coaching and development functions of British Canoeing, if thought appropriate to do so.

4.1.7 PSG will have the ability to set up working-groups for specific work or projects, with the working-group being accountable to PSG. A Terms of Reference will be set up for each working-group.

5. Membership of PSG

5.1 PSG shall consist of the following Voting Members;

5.1.1 Performance Director - Chair

5.1.2 Development Pathway Manager – Vice Chair

5.1.3 Development Pathway Representative

5.1.4 Development Pathway Representative

5.1.5 Development Pathway Representative

5.1.6 Development Pathway Representative

5.1.7 Development Pathway Representative

5.2 In the absence of the GB Performance Director, the Development Pathway Manger will deputise.

5.3 PSG may co-opt additional members for a period not exceeding a year to provide specialist advice, additional expenses, subject to budgets being agreed in advance by the GB Freestyle Committee.

5.4 It is expected that the GB Freestyle Committee will review the Development Pathway Representatives every two years.

5.5 Development Pathway Representatives will be appointed to PSG on the basis of having strengths in the following areas;

5.5.1 Knowledge of the Development Pathway programmes (stage 1-5);

5.5.2 Strategic responsibility for coaching and coach development;

5.5.3 Ability to make decisions and commit to short-term agreed proposals;

5.5.4 Involvement in, and knowledge of, voluntary work planning and development at all levels of the Development Pathway;

5.5.5 Knowledge of the current voluntary workers involved in coaching and leadership in freestyle paddlesport in the UK;

5.5.6 Commitment to GB Freestyle/British Canoeing's organisational policies & procedures and ability to work within these policies;

5.5.7 Willingness to work in line with the values of GB Freestyle & British Canoeing.

6. Conflicts

6.1 GB Freestyle/British Canoeing is committed to upholding high standards of integrity and as such any person who is part of PSG shall declare any conflicts or potential conflicts. If a person is unsure whether they have a conflict or potential conflict they should consult the British Canoeing Head of Governance and Compliance.

6.2 Decisions will usually be made by consensus. Where a vote is required, those with voting rights should be present in order to vote.

7. Meetings

7.1 PSG will meet at least three times a year. The Chair of PSG may convene additional meetings as they deem necessary.

7.2 Meeting dates shall be agreed in advance. The meeting agendas should usually be provided at least 7 days in advance.

7.3 The meetings may be held in person, by electronic conference or video conference and individual members may join a physical meeting remotely via teleconference or video conference and be regarded as present at the meeting.

7.4 A minimum of 3 members of PSG must be present for the meeting to be deemed quorate.

7.5 Minute shall be taken to record the topics and discussion in the meeting but should not be attributed to individuals but will capture the collective decision of the group.

7.6 Draft minutes of the meeting shall usually be circulated to members of the group and made available to the GBF Chairman within 14 days of the meeting.

8. Confidentiality

8.1 Any confidential information disclosed to PSG shall remain confidential until such point that the confidential information comes into the public domain.

9. Data Protection

9.1 All personal data held by PSG in connection with the Development Pathway programmes will be held in accordance with British Canoeing's Data Protection Policy and Privacy Notice.

10. Terms of reference and committee effectiveness

10.1 The Terms of Reference for PSG shall be reviewed every two years.

End