

TERMS OF REFERENCE

COACHES COMMISSION

NB: Sections in italics are from the Constitution

1. Purpose

1.1. The duties of the Coaches Commission are to:

- (a) maintain a close liaison with coaches in the sport;
 - (b) debate coaching issues and make recommendations there on to the Board. Inform and advise the Board in respect of the implications and implementation of a Coaches' Code of Conduct and all its provisions;
 - (c) shall present and consider proposed changes to the Coaches' Code of Conduct to the Board for approval;
 - (d) inform and advise the Board in respect of the implications and implementation of educational material for coaches;
 - (e) debate other matters that may be relevant to the coaches' interest; and
 - (f) develop educational materials for coaches.
- (a) analyse incidents received by the World Sailing Safety Panel;
 - (b) make recommendations and identify relevant bodies within World Sailing to develop safety procedures or corrective actions where appropriate;
 - (c) monitor work relating to safety made by Committees, Commissions and other relevant bodies within their subject relevant areas;
 - (d) coordinate any combined/collaborations of work on safety related matters progressed by other Committees, Commissions and other relevant bodies;
 - (e) report progress on safety related matters to the Safety Panel which advises the Board;
 - (f) promote and advocate safety matters within World Sailing and the sport of sailing generally; and
 - (g) develop educational materials for stakeholders.

2. Membership

2.1. The Coaches Commission is appointed by the Board.

2.2. The Coaches Commission shall be comprised of up to nine members with specific coaching expertise.

2.3. The term of office for the Coaches Commission is for four years from the date of appointment. The members of the Coaches Commission are eligible for re-appointment for one additional term of office unless there are exceptional circumstances as determined by the Board to permit further terms.

3. Authority

- 3.1. The role of the Coaches Commission is to make recommendations on the matters within its remit. It does not make decisions on behalf of World Sailing except as permitted by the Constitution, Regulations or any minuted decision of Council.

4. Procedures

- 4.1. The Commission must meet at least once per year. At least one meeting must be in person but remote attendance by members who cannot attend in person is permitted. The date and location of any in-person meeting must be approved by the Board on proposal by the Chair and the Chair must consult with the Commission before making a proposal.
- 4.2. Commission members must inform the Chair of any potential conflict of interests as required by the World Sailing Conflict of Interests Policy.
- 4.3. The quorum for a meeting of the Commission is one third of the membership.
- 4.4. Due to the nature of the Commission's work it is noted that meetings may be in private to discuss matters which are:
- 4.4.1. confidential;
 - 4.4.2. legally privileged;
 - 4.4.3. commercially or financially sensitive; or
 - 4.4.4. involve matters of personal privacy.
- 4.5. The Commission may decide its own procedure (but must always comply with the Constitution, the Regulations and these terms of reference).
- 4.6. The Chair is responsible for conducting the meeting in a fair and neutral manner and must respect all different points of view.
- 4.7. *Article 62 applies to voting and resolutions of the Commission.* There is no requirement for items of business to be proposed or seconded unless required by the Constitution or Regulations.
- 4.8. Secret ballots should only be held in exceptional circumstances *and then only as permitted by Article 62.1(e).*
- 4.9. Commission members must not disclose any confidential information they receive without permission of the Chair and the Chief Executive Officer.

5. Expenses

- 5.1. The positions on the Commission are voluntary and not remunerated. World Sailing will reimburse travel prior approved by Executive Office which is necessary to attend meetings on behalf of World Sailing. For the avoidance of doubt this does not include travel to and attendance at the World Sailing Annual Conference.

6. Terms of Reference

- 6.1. The Board may amend these terms of reference from time to time and the Commission may propose amendments for the Board's consideration.

- 6.2. The Commission must review these terms of reference at least once every four years with any amendments decided no later than 31 December in the year before the end of the Commission's four-year term of office.
- 6.3. These terms of reference must be published on the World Sailing website.