



Squamish Paddling Club

Programmes Committee Terms of Reference

<i>Purpose</i>	<p>The mandate of the Programmes Committee is to assist SPC in developing and running its kids, youth and family programming and making recommendations to the board of equipment requirements to run and grow the programmes.</p> <p>The committee will also establish and foster on-going relationships with the CKBC Coaching community at large, neighbouring clubs and schools within the District of Squamish, building our network, and developing roles for some of our skilled volunteers.</p>
<i>Objectives</i>	<ul style="list-style-type: none"> • Develop and run the SPC “experiential learning” program for kids / youth incorporating Surfski, SUP, outrigger canoe and river SUP. • Develop and run the SPC development paddling program – multiple paddles a week in SUP, Surfski, Outrigger Canoe and River SUP, developing competitive paddlers • Take a kids / youth team to at least 3 sprint regattas in a 100 km radius of Squamish – CKBC has allowed Surfskis upto 520 cm (sprint kayak max length) to participate. • If funding is successful, introduce the Sprint canoe stroke in clipper canoes (or similar) in both the development and experiential learning programmes. • Make recommendations of equipment required to expand all aspects of the programmes for inclusion in each year’s Capital plan. • Work with CKBC and DWS to have suitable coach training courses in Squamish to build the base of skilled coaches. • Maintain the coaching / safety boats • Maintain equipment used in the programmes. • Identify suitable coaches and make recommendations to the board of who to recruit. • Develop and maintain parent welcome packs for program participants. • Provide recommended copy for program pages of the club’s website to the Secretary.
<i>Committee Composition and role responsibilities</i>	<p>The Committee is headed by one Chair. Any member or non-member is eligible to join the Committee upon approval by the board. A request for nomination may be sent to the Chairs of the Committee.</p> <p>Chair / Programmes Director</p> <ul style="list-style-type: none"> • The Chair position will be a member of the board. • Chair committee meetings. • Recruit appropriate number of committee members, with the appropriate skill set and background. • Encourage and support Committee Members in their roles. • Assist the Exec in the solicitation of Board members as required. • Make recommendations to board of coaches to hire. <p>Vice Chair & Parent Contact Co-ordinator</p>

	<ul style="list-style-type: none"> • Take on duties of Chair when they are not available. • Understand all aspects of the chair – training to be the next chair. • First Point of contact for all parents with kids in programmes – buffer between parents and coaches. • Arrange volunteers to support clubs regatta participation. • Manage program registration and waitlists. <p>Head Coach</p> <ul style="list-style-type: none"> • Attend CKBC Coaching forums / calls • Work with other coaches to execute SPCs programs • Make recommendations of equipment required to improve / expand club programming • Work with Safety Officer to ensure all safety requirements are met. <p>Equipment Officer</p> <ul style="list-style-type: none"> • Maintain club equipment for programs. • Ensure boats are not loaned out / used when they are required for programming. • Ensure sufficient cradles, cloths, etc are available to clean boats before racking <p>Committee membership will be evaluated annually.</p>
<i>Meetings</i>	The Committee will try to hold a meeting every month, mid-month. Additional meetings may be held at the discretion of the Chair.
<i>Reporting Relationship</i>	The Committee will report on a monthly basis to the SPC Board through the Secretary. The Committee will report to the Membership at the Annual General Meeting