



# Bowls Alberta



## ATHLETE DEVELOPMENT COMMITTEE

### Objective

The Athlete Development Committee is a standing committee of Bowls Alberta (BA). It exists to develop and facilitate programs for the development and support of athletes in accordance with BA's mission, vision, and values.

### Committee Composition

The BA Board of Directors shall appoint of the Chairperson of the Athlete Development Committee. Whenever possible, the Chairperson shall be an elected Director.

#### Committee Members:

1. The membership of the committee shall be comprised of between three (3) and seven (7) members. The Chairperson and the Alberta Head Coach are members of the committee.
2. All other committee members shall be appointed by the Chairperson and approved by the Board of Directors. Committee members are appointed for a term of two years.
3. Committee members must be a member in good standing of a BA member club.
4. The BA President and the Executive Director shall be ex-officio and non-voting members of the committee.

#### Duties and responsibilities of the Chairperson:

1. Appoint the members of the committee. Members should be from various zones of the province.
2. Call and chair the meetings of the Committee particularly in the planning and pre 'season'.
3. Make regular reports to the Board.
4. Prepare an annual report and present it to the membership at the AGM.

### Governance

1. The committee reports to the BA Board of Directors who oversee and approve the work of the committee.
2. Committee meeting minutes are to be kept and reported to the Board and copies should be kept on file at the office.
3. A quorum for committee meetings is a majority its members.
4. Committee members are expected to attend at least 75% of the meetings. If a member misses two consecutive scheduled meetings without prior notification, they are removed from the committee and the Chairperson may appoint a replacement to complete their term.

### Compliance

Committee members are subject to the BA policies (including the code of conduct and conflict of interest policy). It is essential that committee members make decisions for the full Alberta lawn bowling community and not allow personal or their own club interests to dictate their input and decision making. They are required to complete and submit a completed Conflict of Interest Form to the office at the start of their appointment. They are also obligated to disclose any real or perceived conflict of interest and refrain from the discussion of and voting on any such conflicted item at committee meetings.

## **Responsibilities and Deliverables:**

1. Support the work of the Alberta Head Coach and the athlete development programs as follows:
  - Support the clubs with programs for the development of new bowlers through organizing and/or supporting clubs with programs and resources.
  - Support affiliated members by reviewing and updating the LTAD Stages and making them aware of the player development resources section on the BA website.
  - Ensure a minimum of ten athlete development sessions, geared to the LTAD stages, are scheduled each season.
  - Ensure support and training for AB athletes that will be attending National events.
2. Be familiar with the BA Long Range Strategic Plans and oversee plans related to athlete development and related programs; recommend and develop yearly and long-range plans.
3. Encourage inter-club, intracity and open invitational competitions in Alberta.
4. Prepare and submit to the BA Executive Director an annual provincial athlete development program budget prior to November 30<sup>th</sup> of each year. The budget will be approved by the board of directors after consultation with the Finance committee.
5. Develop and maintain a Team Selection Policy for determining players who will represent Alberta at interprovincial or invitational competitions.
6. Appoint a Selection Committee to assist the Head Coach in selecting an AB Athlete Development Squad and the team to represent AB at the annual AB/BC Test Match.
7. Help assess the provincial bowling tournaments each year to ensure they are meeting the development needs of the athletes/players. The assessment should be based on participation at these events and general feedback or member/player surveys.
8. Review these Terms of Reference and recommend changes for approval by the Board.

## **Long Term Strategic goals**

1. Bi-Annually review and refine the Athlete Development program/manual of BA to ensure it is aligned with the Bowls Canada Long-Term Athlete Development model. Ensure the manual is distributed to active coaches of clubs.
2. Organize a provincial challenge (ie North vs South) or similar event for the development of athletes.
3. Field requests and make recommendations for interprovincial or invitational competitions that Alberta teams/players can be sent to participate in and/or organize interprovincial or invitational competitions in Alberta.
4. Become familiar with and apply for grants to further develop events and opportunities.

## **Resources**

The Committee will receive the necessary resources from BA to fulfill its mandate. The Committee may, from time to time, receive administrative support from BA.

## **Communications**

Meetings and communications shall typically be video or telephone conference calls (set up with assistance from the BA office), face to face meetings, email, and other electronic communication platforms as called by the Chairperson.

## **Approval**

The Terms of Reference were approved by the Board of Directors of Bowls AB on Feb. 8, 2021.