COACHING WORKING GROUP (CoaWG)

World Wheelchair Rugby

Date:	September 2024
Subject:	Terms of Reference (TOR)
Statutes / Bylaws	https://worldwheelchair.rugby/about-wwr/

1) **The CoaWG is established under the principles of WWR Bylaw 5** to provide advice and consultation on issues related to coaching strategies, education and learning.
   a) The CoaWG will also act as the Curriculum Advisory Group (CAG) in relation to Coaching.
   b) The CoaWG will act as a lead for the development of Wheelchair Rugby Ready, an online learning resource. These TOR recognise that Wheelchair Rugby Ready covers wider organisational areas and some components will fall under the jurisdiction of other Working Groups. This will be managed by the Chair and Secretary General.

2) **Authority and recruitment**
   a) Recruitment will take place through an open application process based on Individuals relevant experience and expertise.
   b) The CoaWG is delegated the authority to make decisions within their area of responsibility as laid out in these TOR.
   c) The Chair will report directly to the Secretary General.
   d) The Secretary General shall recommend applicants for the Chair of the CoaWG.
   e) The Chair in consultation with the Secretary General shall recommend applicants for the positions of Working Group members.
   f) The WWR Board will consider and appoint the Chair and Members.

3) **Composition**
   a) The CoaWG shall be comprised of up to 8 members.
      i) Chair;
      ii) two representatives with a background in wheelchair rugby or Parasport;
      iii) at least one athlete representative;
      iv) in addition, other members can be recruited and appointed based on their specific skills and expertise particularly in relation to the responsibilities and objectives outlined below;
   b) Individuals may be invited by the Chair to attend meetings and further the objectives of the CoaWG on an ad hoc basis.

4) **Administration**
   a) Meetings will take place periodically with at least two per year;
   b) Meetings may be conducted in person or by electronic means;
   c) Quorum for the meeting shall be three members, normally including the Chair;
   d) In advance, the Chair may delegate authority to one of the members to act in their absence in writing;
   e) The Chair (and where required the Secretary General) shall ensure that the agendas and minutes are provided for each Working Group meeting;
   f) Working Group members will be reimbursed actual and reasonable expenses in accordance with WWR policies and procedures. These should be agreed in advance with the Secretary General.

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5) Curriculum Advisory Group (CAG) overview
The Coaching Curriculum Advisory Group (CAG) is responsible for developing and reviewing competence-based training and education pathways.
   a) The CAG is an essential part of the WWR Quality Assurance Framework for training and education.
   b) The CoaWG will identify either all or some of its members to act as part of the CAG.
   c) CAG members must be experienced with the required knowledge to provide expert advice within coaching.

6) CAG specific responsibilities include but are not limited to:
   a) Understand learning needs & requirements
   b) Complete & update pathway curriculum map
   c) Validate pathway & programme/activity structure
   d) Determine programme methodology & approach
   e) Develop and sign off Competency Transcripts
   f) Develop & agree program learning outcomes
   g) Appoint trainer(s) / programme lead(s)
   h) Recommend & approve Subject Matter Experts (SME's)
   i) Appoint content developers
   j) Contribute learning tools/ materials
   k) Content curation

7) CAG Objectives
The CAG will focus on:
   a) The high-level structural design of the WWR Coaches Pathway
   b) The recognition of prior learning and/ or competency required for entry into the respective WWR Coaches Pathway
   c) The design of a competency transcript for a WWR Coach certification(s)
   d) The design and development (structure, learning outcomes and content requirements) of the WWR eLearning coaches' course
   e) The design and development (structure, learning outcomes, competencies, activities and content requirements) of the WWR coach certification courses
   f) The design of a competency transcript for WWR Coach Educators
   g) Identification of candidate WWR Coach Educators
   h) The design of a face-to-face WWR Coach Educator training course