



Cycling Ireland Coaching & Participant Pathways Working Group – Terms of Reference

Preamble

Cycling Ireland wishes to form a Coaching & Participant Pathways Working Group (CPPWG) to ensure the strategic prioritisation of coach, education and participant pathways as key strategic enablers within with CI's Strategic Plan: [Cycling Ireland | Strategic Plan | Strategy | Vision](#). The group will enable and support the Coach Education Manager to advance CI's progress against this plan, noting the importance and inter-dependencies of coaching and pathways in the achievement of many additional aspects of the plan.

This document sets out to describe how the Cycling Ireland CPPWG is constituted within Cycling Ireland structure, and its roles and responsibilities. It also details operational procedures as to how the Group should conduct its business.

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Board of Cycling Ireland.

1. Role

The CPPWG will aim to support the Coach Education Manager in any matter relevant to the delivery of the coaching and education programme, and provide insight to the Board with expert advice in relation to the execution of Cycling Ireland's participation and coach education strategies.

2. Composition of the Group

A minimum of three and a maximum of five members, in accordance with the following composition:

- 1 x Cycling Ireland Board Member (Chair), preferably with experience and/or knowledge of coaching/education within cycling.
- 1-2 x coach educators from within a cycling/sporting setting
- 1-2 x Further Independent Members, preferably from a background of another sport/context

Ex-Officio attendees:

- Cycling Ireland Coach Education Manager
- Cycling Ireland CEO
- Cycling Ireland High Performance Director (as required)

Each representative shall be nominated to the board for approval by the CEO in consultation with EDU staff, Sport Ireland, and Sport Northern Ireland. It shall maintain a minimum gender balance of

70/30 or close approximation. Members of the Group shall be appointed for the remainder of the Strategic Plan cycle. Thereafter the CPPWG shall be reviewed and re-appointed/nominated as necessary.

3. Communication & Authority Structure

- The Group is a sub-group of Cycling Ireland and should be seen as a ‘enable and support’ forum for the Coach Education Manager. It is an advisory consultative body as opposed to a decision-making body.
- Members of the Group who are not members of the Cycling Ireland executive or Board, will be required to sign a Confidentiality Agreement. Matters discussed at meetings will remain confidential unless otherwise agreed.
- The Group shall meet (actually or virtually) on a minimum of three occasions per annum and at other times if considered appropriate by the Chairperson. It is expected meetings may be more frequent in the initiation and establishment of the Group.
- The meeting agenda and relevant documentation will be circulated one week before the meeting date and will be set and agreed between the Chairperson and the Coach Education Manager.
- The Coaching Administrator will collate minutes and/or information for distribution to the CPPWG members within ten days of such meetings.
- Where possible meeting dates will be set for the year at the beginning of the year.
- The CEM and/or Cycling Ireland Board Member shall provide any additional information requested by the Cycling Ireland Board that is related to CPPWG meetings.
- The CPPWG may engage experts or advisors to provide advice on coaching and development matters to augment the skills and knowledge of the CI EDU staff as the Committee may deem appropriate. This engagement must follow the necessary organisational policies and procedures regarding procurement, budget allocation and CEO approval.
- The quorum shall be two members excluding ex-officio attendees.
- In the event of the Chairperson being unable to attend, and with their agreement, an interim chair may be appointed by them to Chair the meeting. Likewise if either ex-officio members were unable to attend they may appoint an interim representative with the agreement of the Chairperson.

4. Specific Responsibilities

The Group shall consider EDU plans and delivery of Cycling Ireland’s strategic objectives as laid out in the “Perform” section [STRATEGICPLANFINAL.pdf \(cyclingireland.ie\)](#) plus additionally:

- Review, design of education courses and associated materials and resources, manuals, syllabus, learning design and content knowledge.
- Ensuring such courses are tailored to both coach and participant pathways and these are aligned;
- Ensuring there is continuous education and awareness with our membership around how coaches learn, and effective coaching systems in place that promote these principles;
- Supporting Cycling Ireland’s Coach Education Manager in all areas relating to the delivery of the coach education programme;

- Providing critical oversight of the development of a Cycling Ireland Coaching Strategy in terms of each discipline programme and budget for the coming strategic cycle (2024);
- Support the development of Cycling Ireland policies related to coaching, participant pathways and learning/training/competing philosophies;
- Making coaching and development related policy recommendations to the Cycling Ireland Board;

5. Resources

The CPPWG members shall be entitled to claim mileage and reasonable expenses for the purpose of exercising their in role in the Group pursuant to standard Cycling Ireland Policy on expenses. Expenses must be approved in advance through the Coach Education Manager.

6. Meetings

It is currently envisaged meetings would predominantly take place online.