

**ICCE Research Committee – Appendix to the Terms of Reference
Prepared March 2021**

ICCE Research Committee - Terms of Reference

For submission to ICCE Board June 2021

1. Authority

The ICCE Research Committee (ICCE RC) has been established by the International Council for Coaching Excellence.

2. Mandate

The ICCE RC acts in an advisory capacity to the ICCE Board with respect to coaching research interests. It acts as a champion for community building through ICCE membership of coaching researchers internationally. These broad goals are accomplished through the following objectives.

Objective i: Advise on ICCE related programmes and research

Engagement in, and consultation with, the ICCE board on the development and delivery of ICCE related research and the formation of working groups/special interest groups.

Objective ii: Support the research and applied agenda within ICCE events

Supporting the ICCE's research and applied agendas and initiatives at ICCE events such as the ICCE Global Coach Conference (GCC) and regional events.

Objective iii: Support the International Sport Coaching Journal

Supporting the International Sport Coaching Journal by promoting reach and engagement globally.

Objective iv: Connect coaching researchers through coaching research advocacy

Facilitating connections to other coaching research communities and individuals, including new researchers, students, and others.

3. Membership:

- A. The ICCE RC consists of eight (8) voting members, plus the editor of the International Sport Coaching Journal (voting) and the ICCE designated representative (non-voting).
 - i. A Chair and the necessary roles for the administration and leadership of the ICCE RC shall be designated from within the ICCE RC membership.
 - ii. The ICCE RC will reflect, to the greatest extent possible, the diversity of the global coaching research communities (including, but not limited to, geographic, gender, national, cultural, racial diversity as well as considering differing areas of expertise within coaching research).
 - iii. The ICCE RC will include individuals who reflect the highest standards of excellence across the field of coaching research and applied practice.

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B. ICCE RC membership appointments, participation, and contribution terms

- i. Membership shall consist of a four-year term that is renewable once.
- ii. ICCE RC members responsibilities include:
 - a) Contributing to the ICCE RC's objectives/activities by sharing knowledge and experience.
 - b) Preserving the confidentiality of ICCE and ICCE RC discussions.
 - c) Acting as an ambassador and representative of the ICCE.
 - d) Joining and serving on a minimum of one ICCE RC working groups/sub-committees for which they are responsible to carry out the work associated with those groups/sub-committees, as well as meet with the larger RC.
 - e) Recommending qualified individuals to assist with ICCE activities (group members, peer review, speakers, etc.).
 - f) Preparing for and attending full committee meetings and appointed groups/sub-committee meetings on a regular basis.

C. Meeting Frequency and Membership Terms

- a) To accomplish the ICCE RC mandates, the ICCE RC will hold a minimum of 4 meetings per year with the full ICCE RC. Additional working groups/sub-committee meetings will be held as needed (virtual and/or in-person at the GCC).
- b) Members unable to attend any meetings and/or contribute towards the ICCE RC objectives for more than 6 months may be excused or asked to step down.

D. ICCE RC Membership Compensation

- i. Service as an ICCE RC member is voluntary.
- ii. Where possible, ICCE RC members will be reimbursed by the ICCE for some of their expenses to attend meetings.
- iii. ICCE RC member receive ICCE memberships, IS CJ subscriptions, and GCC conference registration fees paid for the duration of their rotation on the ICCE RC.

E. ICCE RC Vacancies

- i. Shall be filled through an open application process adjudicated by the sitting ICCE RC members.
- ii. Calls for membership shall be made every two years to coincide with the Global Coaches Conference; applications will be reviewed based on predetermined criteria outlined in the application process call.

- iii. New Members shall be announced on appointment and confirmed at the GCC ICCE General Membership Meeting.

F. ICCE RC Membership Conflict of Interest

- i. ICCE RC will act in the best interests of the ICCE. They will set aside personal self-interests and perform their duties in a manner that promotes public confidence and trust in the organization.
 - ii. ICCE RC Members are considered to be in a “conflict of interest” whenever they have an interest in a Committee decision which may benefit them personally or professionally, or when their personal or professional interests in a decision conflict with the interests of the organization. A conflict of interest may be “real”, “potential” or “perceived”. The same duty of disclosure applies to each situation.
 - iii. ICCE RC Members shall serve in a personal capacity and not represent a particular constituency.
 - iv. ICCE RC Members are required to abide by the ICCE ‘Promise’ in relation to conflicts of interest.
- G. The ICCE RC will operate by consensus. When needed, a majority vote of 5 (five) will be required to pass a motion (including online or other electronic voting).
- H. The ICCE RC has the authority to create working groups and subcommittees, hold meetings and invite experts and others to contribute to its objectives, activities and to its meetings.

5. ICCE Oversight of the ICCE RC

ICCE RC Terms of Reference and Membership shall be reviewed biannually by the ICCE Board.

6. Approval of the ICCE RC Terms of Reference

To be approved by the ICCE Board on (28th June 2021).

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ICCE RC Membership Leadership Appointments and Duties

ICCE RC Chair

Requirements

- The Chair of the RC will come from within the ranks of the seated RC.
- The Chair should have served on the RC for at least one year.
- The Chair should be familiar with the format and objectives of the RC, and should normally have actively served on at least one working group/sub-committee.

Appointment

- Members of the seated RC will self-nominate for Chair, or be nominated by other Members
- The RC Chair will be determined by majority vote.

Term

- The standard term for the Chair will be two years, with the option of a further two years if Chair and RC are comfortable and willing.

Responsibilities

- Organize and run regular RC meetings (a minimum of four a year), including preparing a regular meeting agenda.
- One month ahead of the GCC, create report on two yearly work of ICCE RC.
- Create and report an update of operations at the General membership meeting of the ICCE during the GCC.

ICCE RC Secretary

Requirements

- The Secretary of the RC will be appointed from within the ranks of the seated RC.
- The Secretary should have served on the RC for at least one year.
- The Secretary should be familiar with the format and objectives of the RC, and should normally have actively served on at least one working group/sub-committee.

Appointment

- Members of the seated RC will self-nominate for Secretary, or be nominated by other Members
- The RC Secretary will be determined by majority vote.
- Members of the seated RC will nominate and determine the RC Secretary by majority vote.

Term

- The standard term for the Secretary will be two years, with the option of a further two years if Secretary and RC are comfortable and willing.

Responsibilities

- Keep detailed meeting minutes
- Assist the Committee Chair in preparing regular meeting agenda

ICCE RC Appointments to the ICCE Board

Two designated individuals from the RC will represent the RC on the ICCE board

- A) the ICCE appointed representative and
- B) the ICCE RC Chair (or designate).

Appointment

- The ICCE appointed representative (A) will be appointed by the ICCE Board.
- The ICCE RC Chair (B) will be appointed to the ICCE Board by the RC.
- The ICCE RC Chair may appoint a member of the seated RC board to serve as the appointed liaison on behalf of the Chair with the approval of the RC.
- The ICCE RC Chair (or designate) will be subject to a 'permanent invitation' from the ICCE Board as a strong message of endorsement from the ICCE of the central role of research and the Research Committee in ICCE activities

Responsibilities

- To act as a liaison between the ICCE and RC
- To provide the RC with guidance from the ICCE

Filling Research Committee Vacancies – Routine Procedure

- Vacancies will become available when Members have completed their four-year term and have stepped down from the RC (see ICCE RC current members and turnover at the end of the document).
- Vacancies on the RC will be filled through an open application process.
- The open application will not just extend to ICCE members but also to the broader community to ensure the most suitable candidates are on the RC and attracted into the ICCE family.
- Calls for membership applications will be made every 2 years to coincide with the GCC
 - The call should normally be made at least 4 months in advance of the GCC.
- Individuals may be nominated, or self-nominated, for open committee positions.
- Application for the RC will consist of a statement of interest and a current CV to be submitted to the Chair of the RC.
- Applications will be assessed against the designated criteria in the RC Terms of Reference. These include, to the greatest extent possible, the diversity of the global coaching research communities (including, but not limited to, geographic, gender, national, cultural, racial diversity as well as considering differing areas of expertise within coaching research). The ICCE RC will include individuals who reflect the highest standards of excellence across the field of coaching research and applied practice.
- Applicants will be interviewed by the Chair and a sub-committee of at least two other RC Members.
- Decisions about membership can be made at any time during the two-year GCC to GCC cycle, and will be appropriately communicated through the appropriate RC channels.
- New Members shall be announced on appointment.
- Membership will be formally announced and signed off during the GCC at the ICCE General Membership Meeting.

Filling Research Committee Vacancies- Non-routine Procedure

- In the event of an unexpected vacancy on the RC, if more than six months remains in the resigning or withdrawn member's RC term, and with the approval of the ICCE, the RC can hold a special call for a committee application to identify an individual to serve out the remainder of the term.
- A special call for membership applications will be made through the ICCE (to membership or broader to the community)
- Individuals may be nominated, or self-nominated for open Committee positions.
- Application for the RC should consist of a statement of interest and a current CV to be submitted to the chair of the RC.
- Applicants for the RC will be interviewed by the chair and a sub-committee of at least two other RC members.
- New members shall be announced and take their position immediately.

Research Committee working groups/subcommittees

- Working groups/subcommittees will be formed by the RC to serve the objectives of RC terms of reference.
- Working groups/subcommittees may be temporary or longer term in scope depending on the objective and proposed outcome.
- The RC will review the working groups/subcommittees annually
- Working groups/subcommittees should have at least one designated RC member to serve in an ad hoc capacity and to maintain communication between the working groups/subcommittees and the RC.
- Subcommittee guidelines should include the following items to be approved by the RC prior to forming and to be reviewed and revised as needed:
 - Purpose statement
 - Size (number and composition of committee members, who is eligible to serve)
 - Responsibilities task list
 - Committee timeline/duration

ICCE RC Working group/Sub Committee Chairs

Appointment

- RC Sub Committee Chairs will be nominated and approved by the seated subcommittee (or established committees) or by RC board appointment for newly formed working groups/sub-committees

Term

- For the duration of the working group/sub committee

Responsibilities

- Organize and run subcommittee meetings
- Maintain a record of sub-committee meetings and activities
- Report sub-committee progress, questions, and concerns to RC