



May 2022

Athlete Development Committee Terms of Reference

The purpose of the Athlete Development Committee (the “**ADC**”) is to ensure that Biathlon BC programs are tailored to promote the development of BC athletes from the club level to the national team level.

Committee Structure

The ADC shall consist of the Provincial Coach/Technical Director and two to four additional members appointed by the board on the recommendation of the Provincial Coach/Technical Director. The Provincial Coach/Technical Director shall be the Chair of the ADC. The additional members should be NCCP certified biathlon coaches at the Competition-Introduction level or higher and be registered with Biathlon BC. The additional members shall be appointed for a one-year term, which expires on November 30.

Responsibilities of the Committee

The Athlete Development Committee shall assist the Provincial Coach/Technical Director with the following responsibilities:

- Preparation of the Athlete Manual for approval by the Board;
- Preparation of the CSI Pacific Targeted Athlete Criteria and the nomination of the targeted athletes and coaches;
- Selection of all BC Squads and Teams;
- Maintaining the athlete tracking framework and database;
- Completion of the athlete report cards;
- Hiring coaches and wax technicians for tours and provincial camps;
- Administering the athlete grant programs;
- Planning and implementing the provincial team programming including camps and tours;
- Keeping minutes of meetings;
- Reporting to the Board on its activities; and
- Other duties as requested by the Provincial Coach/Technical Director.