

## **TECHNICAL PANEL TERMS OF REFERENCE**

### **1. Title**

1.1 The Group shall be called the Surfing England Technical Panel.

### **2. Accountability**

2.1 The Technical Panel is accountable to The Coaching and Qualifications Lead, who will chair the Panel for carrying out the responsibilities that are delegated to it within these Terms of Reference.

### **3. Purpose**

The Purpose of the Technical Panel is to:

3.1 To Provide advice, technical expertise and recommendations to support the development of Surfing England coaching qualifications, standards and training

3.2 Update the Coaching and Qualifications Lead on technical developments within the discipline and emerging trends

3.3 To provide a sounding board and place of expertise to support Surfing England in the wider development of a world class coaching pathway

### **4. Responsibilities**

The Technical Panel shall have the following responsibilities:

4.1 To provide feedback and critical insight to assist in the development and design of coaching qualifications and awards for Surfing England;

4.2 To provide feedback and critical insight to assist in the development and design of surf school operating standards and procedures

4.3 Provide feedback to the Coaching and Qualifications Lead on the developments, trends and emerging practices within their discipline

4.4 To work closely when required and provide support to the Coaching and Qualifications Lead on the development, publication and implementation of associated qualifications and awards

### **5. Membership of the Technical Panel**

5.1 All members of the Technical Panel shall be appointed for at least a 2-year term following an open recruitment process which shall be managed by the Coaching and Qualifications Lead.

### **6. Conflicts of interest**

6.1 As practicing experts within the field there are likely to be potential conflicts of interest for panel members. It is anticipated that the majority of conflicts can be disclosed to and then suitably managed by the panel chair. Should a conflict of interest not be resolved through the chair the conflict can be escalated in line with the Surfing England Conflict of Interest policy.

6.2 Tenders will go out for design of the Surfing England surf coaching award(s). The Technical Panel must be independent from the work and will provide robust peer review to help us create the best possible coaching award. Members of the Technical Panel may bid for the work and if successful will be expected to step off the Panel for the duration of the work once it commences.

## **7. Roles of Technical Panel Members:**

7.1 Members will be appointed to the Technical Panel on the basis of having strengths in the following areas:

- Ability to work strategically and take responsibility for the assisting in the development and design of qualifications and awards
- Willing to contribute pro-actively to the process of qualification and award development, implementation and review taking on tasks as required
- Current high-level experience, understanding and knowledge of instructing and coaching surfing at all levels covering all possible technical, theory and coaching aspects
- Deep understanding and experience in specific surf disciplines
- Experience, understanding and knowledge of awards/qualifications such as ISA 1&2, erstwhile BSA 1,2,3 and/or Surfing Australia 1&2 or others.

7.2 Willingness to work in line with the Surfing England's values. Also refer to the Vision document as part of the review of surfing qualifications [Review-of-Surfing-England-Coaching-and-Coach-Education.pdf \(surfingengland.org\)](#)

7.3 Willingness to work as a team, propose, debate and critique, sharing responsibility for the development of qualifications and awards; An appreciation that differing views, experiences and beliefs are valuable and important to making a high standard qualification; A respect of and engagement with people's differing views, understanding that ultimately consensus on a document(s) is the outcome goal, for the benefit of everyone involved in surfing in England, in line with Surfing England's Mission and Vision.

7.4 Commitment to Surfing England's organisational policies & procedures and ability to work within these policies

## **8. Meetings**

8.1 The Technical Panel will meet on a needs-basis, dependant on the project and timescales agreed, and will be a minimum of 5 days per year - This will be in a volunteer capacity. The Chair of Technical Panel may convene additional meetings if deemed necessary.

8.2 Expenses shall be covered for meetings, including overnight accommodation if needed and mileage at the rate as per Surfing England staff

8.3 Notices of meetings shall contain information relating to venue (including if online), time, date and agenda and shall usually be provided at least 7 days in advance. The chair will look to make timings as manageable as possible for members of The Technical Panel around their commitments.

8.4 Minutes shall be taken to record the topics and discussion including detailed elements where useful in the meeting but should not be attributed to individuals

8.5 Draft minutes of the meeting shall usually be circulated to members of the within 14 days of the meeting.

## **9. Confidentiality**

9.1 Any confidential information disclosed to the Technical Panel shall remain confidential until such point that the confidential information comes into the public domain.

9.2 The membership of the technical panel will be displayed on the Surfing England website

## **10. Data Protection**

10.1 All personal data held by the Technical Panel in connection with qualifications and awards will be held in accordance with Surfing England's Data Protection Policy.

## **Appendix**

2022 Surf Centres Training & Coaching plan – For Technical Panel