



**Terms of Reference**  
**Athlete Development Committee**  
*Approved by the Board of Directors*

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### **Composition**

- Chair (appointed by the Board of Directors)
- Board Liaison (may be a Director filling another role on the committee)
- Coaches Committee Representative
- Officials Committee Representative
- 1 to 4 members at large
- President (ex-officio)

### **Responsibilities and Authority**

The Athlete Development Committee is responsible to and operates under the direction of Rope Skipping Alberta's Board of Directors. It is mandated by the Board of Directors to propose a provincial Canadian Sport for Life strategy that supports the development of athletes based on the generic or national CS4L model.

### **Function**

- Make resources and information available to the membership of the RSA Association on CS4L and LTAD.
- Present recommendations for provincial CS4L implementation strategies.
- Provide support for provincial athletes on the elite development pathway.
- Liaise with RSA committees and task groups to integrate and embed LTAD principles in all competitions, workshops, programs, services, and initiatives.
- Develop Expression of Interest Forms for provincial workshops annually to be distributed through the RSA Secretary.
- Review all Expressions of Interest forms and propose an annual workshop calendar in alignment with the principles of CS4L for approval by the Board of Directors for the next two years.
- Draft qualification criteria for selection for the Rope Skipping Canada National Championships and recommend selection criteria to the Board of Directors for Board approval.
- Prepare communications for the Association's Social Media Coordinator and Secretary to be included on the website, social media, and e-newsletters on committee initiatives.
- Submit reports for the Board of Directors meetings and Annual Report for the Annual General Meeting as requested.
- Prepare and submit an annual budget to the Board of Directors for approval.
- Prepare and submit initiatives for consideration for inclusion in the Strategic Plan, Business Plan, and budget for approval by the Board of Directors as requested.

- Ensure that meeting minutes are maintained and provided to the President and Secretary following each meeting.
- Provide a list of Committee Members annually and a list of Task Group Members per task presented for approval by the President.
- Ensure that the Terms of Reference for the committee and related tasks group are accurate and maintained, and recommend changes to the Board of Directors for approval as required.

Amended: June 4, 2017