



Call for Expressions of Interest: Task Force Members

Building Cultural Competencies Coach eLearning module

The Coaching Association of Canada is seeking expressions of interest from its sport partners to participate in a task force to provide advice, content recommendations, and feedback on the development of a new CAC eLearning micro-module: **Building Cultural Competencies Coach eLearning module**

The Task Force's purpose, roles and responsibilities, and project timelines are outlined below.

Please consider this exciting opportunity to collaborate in producing quality coach programming in Canada. **All expressions of interest are due by November 6, 2023**

To express your interest to participate, please apply [here](#):

Coaching Association of Canada (CAC) Task Force – Terms of Reference for the Building Cultural Competencies Coach eLearning module

Background	<p>The CAC has a documented KPI of increasing the diversity of it's over 60,000 new coaches each year. In 2022-23, the CAC partnered with Canadian Tire Jumpstart Charities (CTJC) to understand the barriers to accessing sport, coaching and coach education from community coaches, sport leaders and youth/sport participants. While progress has continued since the completion of the CAC Diverse Coach Focus Groups study in 2020, including the launch of the Anti-Racism in Coaching module in May of 2022 with over 13,000 people having completed the training, more work is required. The funding will assist the CAC in implementing the findings from the EDI Landscape Assessment project with input from 172 community coaches, sport leaders and participants. The findings are captured in the CAC <i>Voices from the Community</i> March 2023 report which focuses on hearing from equity-deserving people, with a specific focus on newcomers, Indigenous Peoples and visible minorities. The outcomes requested are a direct result of the findings from the March 2023 report. The CAC will work with sport system partners and participants to design an extensive training and orientation eLearning module to better support the recruitment, retention and integration of new and existing coaches across the sport system in Canada.</p>
Purpose & Mandate	<p>The mandate of the Task Force is to provide feedback and guidance to the CAC for the following outcomes:</p> <ol style="list-style-type: none"> 1. Develop an eLearning module with a working title of Building Cultural Competencies for coaches and participants in the sport system in Canada. 2. Develop a resource or template policy and tools for sport organizations to address culture and inclusivity 3. Develop a resource or recruiting template for non-biased interview questions for Board of Directors recruitment and coach recruitment
Equity, Diversity, and Inclusion	<p>The CAC is committed to diverse representation and to including voices that are reflective of all members of society and of our sport community. We encourage candidates to indicate (voluntarily) on their application if they associate with a representative group. Consideration will also be made with respect to including people from a broad range of geographical locations and those who speak either or both official languages.</p> <p>In accordance with the CAC EDI Policy (https://coach.ca/sites/default/files/2020-), the task force will consist of a diverse group of individuals with specific skills and experiences in the subject areas of coach education, instructional design, and facilitation of Equity, Diversity, Inclusion, culture dimensions and accessibility programming.</p>
Task Force	<p>The Task Force will be comprised of the following representative members:</p> <ul style="list-style-type: none"> • AthletesCAN representative (1) • Athlete representative (1) • National Sport Organization (1) • Provincial/Territorial Sport Organization (1) • Active Coach (2) • Multiservice Sport Organization (2)

	<ul style="list-style-type: none"> • Subject Matter Expert (Culture, Equity, Diversity, Inclusion, Sport Safety) (2) • Aboriginal Sport Circle representative (1) • Inclusion in Canadian Sports Network (formerly known as BCCA) (1) • Canadian Jumpstart Charities network representative (1) • Content writer (1) • eLearning developer (1) • Coaching Association of Canada (CAC – 2) (Chair)
<p style="text-align: center;">Roles & Responsibilities</p>	<p>The role of the Task Force is to review and advise on content for the module and provide advice, content recommendations, and feedback to the CAC and its instructional designers based upon current research and partner needs.</p> <p>Specific Task Force responsibilities include:</p> <ul style="list-style-type: none"> ▪ Review of background documents (to be provided by CAC) ▪ Provide content recommendations to the CAC for the eLearning module content ▪ Recommend additional expertise or resources to develop content ▪ Collaborate on the development, and review of the eLearning module content, script and storyboard ▪ Provide insight and leading practices in the recruitment and onboarding of community coaches
<p style="text-align: center;">Decision-making Process</p>	<p>The Task Force is a collaborative effort on behalf of the CAC. The Task Force will provide final recommendations to the CAC who will have the final authority.</p>
<p style="text-align: center;">Communication</p>	<p>Every attempt will be made to ensure there is open and clear communication between each member of the task force and other content leads, as well as to sport partners.</p>
<p style="text-align: center;">Resources</p>	<p>The Coaching Association of Canada will provide resources as are necessary to ensure the successful completion of this project in a timely manner.</p>
<p style="text-align: center;">Timelines</p>	<p>The Task Force will commence in November 2023 with a virtual introduction meeting, followed by a 2 day, in-person meeting on January 17-18 or January 24-25. Monthly virtual meetings will be hosted to review eLearning module content and resources. The task force will fulfill all duties by June 2024. A plan with estimated timelines are outlined in Annex 1.</p>

Annex 1 - Project Timelines for eLearning module

	November 2023	Selection of Task Force Members, Notification of Tasks, Meetings and Timelines Documents sent for review in November 2023
	November 2023	Kick-off meeting for the project
Phase 1 Project Initiation / Design	January 17-18 OR January 24-25	1 to 2 day in person meeting (Location to be determined) Objectives: Identify learning objectives and scope of module, module description and outline, finalize module name. Task Force will be sent documents to review prior to the meeting.
	December - June 2024 Monthly	Virtual 1 hour meetings Discussion: finalize module content, discuss knowledge checks and use of multi-media, create eLearning module and resources content
Phase 2 Development	February 2024	Review and provide feedback on draft eLearning module script Review storyboard and provide feedback Task Force sent final draft of storyboard for review
	March 2024	Completion of Marketing/Branding components Sent to task force to provide feedback via email Build English eLearning module Copyedit (simplify, accessible language, consistency)
	April 2024	Pilot the module Revise content as per pilot outcome
Phase 3 Testing and Finalizing	April / May 2024	Content lock: ready for translation Build French version
	June 2024	French review Review / test French Additional meeting with Task Force (if required)
	June 2024	Final review, testing and launch of website, resources and eLearning module in August 2024

****Timelines are subject to change***