

The International Council for Coaching Excellence (ICCE) Research Committee
Terms of Reference

1. Authority:

The ICCE Research Committee has been established by the ICCE.

2. Membership:

- a) The Research Committee consists of no more than 10 Members including the Chair and a Vice-Chair, one ICCE representative (the ICCE Manager, Strategy and Development or other designated ICCE representative), and the Editor of the International Sport Coaching Journal.
- b) Members of the Research Committee are appointed by the ICCE.
- c) All Research Committee Members shall serve in a personal capacity and not represent a particular constituency.
- d) Membership will reflect, to the greatest extent possible, the diversity of the global coaching research communities.
- e) Membership will include researchers who reflect the highest standards of excellence across the coaching science disciplines, and may include professional practitioners who are the beneficiaries of such research.

3. Appointments and Terms:

- a) The ICCE appoints Members to the Research Committee for a four year term.
- b) Members may be re-appointed for a maximum of two consecutive four year terms.
- c) In determining candidates for membership in the Research Committee, ICCE will receive recommendations from the Research Committee and ICCE members. A call for applications shall be posted.
- d) New Members may be considered and appointed to fill vacancies whenever the ICCE determines there is need for additional expertise.
- e) Membership terms shall be staggered so that not all members' terms come up for renewal in the same year. (See appendix 1 for a schedule of the appointments)
- f) Members of the Research Committee will meet at each ICCE Global Coach Conference to the schedule of the appointments and decide who will assume the roles of Chair and Vice-Chair.

4. Meetings:

Meetings will be held at least biennially, at the ICCE Global Coach Conference, held in odd-numbered years. At the call of the chair(s), additional in-person or conference call meetings may be called.

5. Quorum:

- a) Quorum is five or more members.
- b) The Research Committee will operate by consensus. When needed, a majority vote will be required to pass a motion.

6. Mandate:

The ICCE Research Committee acts in an advisory capacity to the ICCE Board with respect to the full range of ICCE and external partner activity in the area of coaching research.

The Research Committee will give specific attention to:

- a) Support for the ICCE Strategic Plan and the establishment of research priorities and knowledge translation strategies for the ICCE.
- b) Development of the programs for the ICCE Global Coach Conference and ICCE Research Fair and the encouragement of participation by applied researchers from all regions and language groups, including student and new researchers.
- c) Promotion of research in coaching and the expansion of the coaching research community.
- d) Support for the International Sport Coaching Journal, in terms of submission of articles and promotion of subscriptions.

7. Member Participation, Contribution and Accountability

An ICCE Research Committee member is expected to:

- a) Attend Committee meetings on a regular basis and prepare in advance of the meeting;
- b) Contribute to the Committee's perspective and wisdom by sharing knowledge and experience;
- c) Listen and consider the opinions of others;
- d) Treat Committee matters confidentially;
- e) Act as an ambassador and representative of ICCE;
- f) Recommend qualified individuals to assist with ICCE activities (peer review, speakers, etc.)

8. Powers:

The ICCE Research Committee has the authority to create subcommittees and working groups, hold meetings and invite 'resource people' – experts and others to its meetings.

9. Compensation:

- a) Service as an ICCE Research Committee Member is voluntary.
- b) Where possible, ICCE Research Committee Members will be reimbursed for some of their expenses to attend meetings.

10. Conflict of Interest:

ICCE Research Committee Members are required to abide by the ICCE Conflict of Interest Policy.

11. Evaluation:

ICCE Research Committee terms of reference and Membership shall be reviewed biennially by the ICCE Board.

12. Approval of These Terms of Reference:

To be approved by the ICCE Board in spring 2015.

ICCE Research Committee CONFLICT OF INTEREST POLICY

Intent

The Members of the ICCE Research Committee will act at all times in the best interests of the ICCE. They will set aside personal self-interest and perform their duties in a manner that promotes public confidence and trust in the organization.

Definition

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.

Policy

- a) Members must openly disclose a conflict of interest as soon as the issue arises and before the Committee deals with the matter.
- b) If the Member is not certain that he/she is in a conflict of interest position, the matter may be brought before the Committee Chair for advice and guidance.
- c) It is the responsibility of other Members who are aware of a conflict of interest on the part of a fellow Member to raise the issue for clarification, first with the Member, and if unresolved, with the Committee Chair.
- d) If there is a question or doubt about the existence of a conflict of interest, the Committee will determine by vote if a conflict exists. The person potentially in conflict will be absent from the discussion and the vote.
- e) The disclosure and decision as to whether a conflict exists, along with the Member’s abstention from the discussion and vote, will be recorded in the minutes of the meeting.

Appendix 1. Schedule of the appointments for the ICCE's Research Committee Members (maximum 10 people)

Actual Members:

Members: Pierre Trudel ; Cliff Mallett ; Jean Côté; Kirsten Dieffenbach; Julian North; Christine Nash ; Masamitsu Ito ;
Another to be identified

Special members: Sergio Lara-Bercial (ICCE representative); Wade Gilbert (Editor of the ISCJ)

** To complete the Table we could draw names for #3,.....

DATE	#1. Trudel	#2. Mallett	#3	#4	#5	#6	#7	#8	New member	New member	New member
Conf. 2015	Appo.	Appo.	Appo.	Appo.	Appo.	Appo.	Appo.	Appo.			
2015-16	3 (2m)	1 (2m)	3 (1m)	1 (1m)	3 (2m)	1 (2m)	3 (1m)	1 (1m)			
2016-17	4 (2m)	2 (2m)	4 (1m)	2 (1m)	4 (2m)	2 (2m)	4 (1m)	2 (1m)			
Conf 2017	<u>Leave</u>	Stay	Re-app.	Stay	<u>Leave</u>	Stay	Re-app.	Stay	Appo.	Appo.	
2017-18		3 (2m)	1 (2m)	3 (1m)		3 (2m)	1 (2m)	3 (1m)	1 (1m)	1 (1m)	
2018-19		4 (2m)	2 (2m)	4 (1m)		4 (2m)	2 (2m)	4 (1m)	2 (1m)	2 (1m)	
Conf. 2019		<u>Leave</u>	Stay	Re-app.		<u>Leave</u>	Stay	Re-app.	Stay	Stay	Appo.
2019-2020			3 (2m)	1 (2m)			3 (2m)	1 (2m)	3 (1m)	3 (1m)	1 (1m)
2020-2021			4 (2m)	2 (2m)			4 (2m)	2 (2m)	4 (1m)	4 (1m)	2 (1m)
Conf. 2021			<u>Leave</u>	Stay.			<u>Leave</u>	Stay.	Re-app.	Re-app.	Stay
2021-2022				3 (2m)				3 (2m)	1 (2m)	1 (2m)	3 (1m)
2022-2023				4 (2m)				4 (2m)	2 (2m)	2 (2m)	4 (1m)
Conf. 2023				<u>Leave</u>				<u>Leave</u>	Stay.	Stay.	Re-app.

Appo. = appointed re-app. = reappointed