



## **DBC Accreditation, Education and Training Committee**

### **Name**

The Accreditation, Education and Training Committee (AETC) shall be a duly constituted committee and shall operate at the pleasure of the Dragon Boat Canada/Bateau-Dragon Canada (DBC) board of directors (the board).

### **Core Objective**

1. to bring all training and certification accreditation directly under the purview of Dragon Boat Canada
2. to ensure all training, certification and program delivery is of exemplary quality
3. to ensure that exemplary DBC recognized courses are offered across the country on an equitable and accessible basis

### **Function**

The AETC shall provide leadership and direction in the following areas:

- Training and Accreditation of coaches, steerspeople, officials
- Development, review and revision of manuals and teaching resources related to coaching (all levels), officiating, and steering courses to ensure continued exemplary practices

### **Accountability**

The chair of the AETC shall be a member of the Board of Directors of DBC. The Board of Directors is vested with final authority in all areas of DBC Accreditation, Education and Training programming.

### **Structure**

The AETC shall consist of:

- Board Chair (appointed by the DBC Board of Directors)
- 3 Regional Representatives (one from each region) appointed by the Board of Directors; applications for these positions will be sought by DBC
- 1 Affiliate at Large appointed by the Board of Directors; applications for these positions will be sought by DBC
- Between 1 – 3 current course facilitators should be on this committee, and DBC will seek out said facilitators
- The term of the committee shall be two years.
- This shall be a standing committee
- Members will be added, as needed, when a vacancy occurs prior to the conclusion of a 2 year term.
- The Board Representative will act as the Chair of the Committee. In their absence, an AETC member selected by the Board Chair will act as Chair on an interim basis.

**Operation Responsibilities:**

- The AETC shall provide recommendations to the Board of Directors regarding accreditation of Course Facilitators
- The AETC shall provide recommendations to the Board of Directors regarding the development, review and revisions of manuals and teaching resources related to coaching (all levels), officiating and steering
- The AETC shall provide recommendations to the Board of Directors regarding the development of a an Application for Exemption/Transfer of Certification (based on training elsewhere and/or experience)
- The AETC shall manage and update a permanent database of the current status of all DBC accreditation candidates

**Reporting**

The AETC shall meet at any time and place as determined by the AETC Chair as approved by the DBC Board of Directors. The AETC shall provide minutes of meetings to the DBC office within 14 days of any and all meetings.