

**National Council for Accreditation of Coaching Education
Review Panel Operating Code**

Operating Code:

I. Name:

Review Panel

II. Purpose:

To review materials presented to NCACE for the purpose of determining program accreditation.

III. Organization:

A. The review panel shall consist of seven members: at least one from each member segment (youth sport organizations, school associations, national governing bodies, distributors of coaching education, college/universities, sport coaching associations). The chair of the panel, who shall be appointed by the Board of Directors, will be the Folio Coordinator.

B. The Review Panel Chair shall select and assign readers for folios submitted for review.

IV. Conduct of Business

A. The Review Panel develops training materials for both institutions and folio readers.

B. The Review Panel reviews work of folio readers, synthesizes content, and adjudicates differing evaluations and makes recommendations regarding accreditation status to the Board of Directors as necessary.

C. The Review Panel Chair prepares a final report that is presented to the NCACE Board of Directors summarizing Review Panel recommendations and providing comments for organizations seeking review.