



Swim BC Coaching Development Committee

Terms of Reference:

1. **Mandate:** The Coaching Development Committee is an Operations Committee of Swim BC working on behalf of the Executive Director.
2. **Purpose:** The Committee is responsible for receiving, reviewing and advising Swim BC on the development and delivery of coaching certification, professional development programs and initiatives; and coaching growth and retention.
3. **Key Duties:**
 - Input and review of Swim BC Coaching Development Model.
 - Input and review of Provincial coaching professional development opportunities; mentorship programs; competition selection opportunities; etc.
 - Provide strategic professional development needs and skills assessment of BC coaches for content development for the annual BC Coaches Conference;
 - BC Coaches conference planning and review;
 - Input and advisory oversight of special coaching development initiatives (ie/ Women in Coaching; Canada Games apprenticeships; etc.)
 - Input and advisory oversight to Swim BC Awards Committee for coaching awards program.
4. **Composition and Appointment:**

The Committee is composed of six (6) members:

 - Swim BC Technical Director (chair);
 - Swim BC Sr Manager, Technical Operations;
 - Swim BC NCCP Coordinator;
 - Three (3) members who are appointed coaches fully registered with Swim BC in the A1 or A2 Head Coach category. Priority will be given to coaches fully certified at the NCCP Senior Coach level or higher and possessing a coaching relevant post-secondary degree.
 - Ex officio: Swim BC Executive Director

The members of the committee are nominated and appointed by the Swim BC Executive Director. Expressions of interest will be solicited in August of each year by membership posting, or when a vacancy on the committee requires filling.
5. **Meetings:** The Committee meets as required by telephone or in person, at the request of the Chair or as requested by any Committee member. A post BC Coaches Conference review meeting(s) will be scheduled within reasonable time after the conference to assess efficacy of the conference content, ensure PD points are submitted and make recommendations for future conference and professional development requirements.
6. **Term:** Coach members will be appointed for a two-year term; should an appointed coach not be able to fulfill their term the Executive Director will solicit expressions of interest from the coaching membership for replacement.
7. **Evaluation:** The Executive Director will evaluate the performance of the Committee. The performance will be assessed against the accomplishment of the Committee's Key Duties.
8. **Reporting:** The Committee reports to the Executive Director in writing after every meeting.
9. **Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.



Approval: Jan / 16 / 2020

Reviewed: Jan / 2022