



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 reviewing and advising Swim BC on the development and delivery of coaching certification, professional development programs and initiatives; and matters regarding coach retention.
- 3. Key Duties:**
 - Input and review of Swim BC coaching development initiatives
 - Assess 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

4. Composition and Appointment:

The Committee is composed of six (6) members:

- Swim BC Technical Director (chair)
- Staff Support - 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 appointed by the Swim BC Executive Director. Expressions of interest will be solicited via membership posting.

- 5. Term:** Two member coaches will be appointed for a two-year term; one member will be appointed for a one-year term at the inception of the committee. Thereafter one member will be appointed for a two-year term on odd years, and two members will be appointed for a two-year term in even years.
- 6. 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.
- 7. Reporting:** The Committee reports to the Executive Director in writing after each meeting.
- 8. Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.

Last reviewed: September 2022

Next review: September 2024