



Swim BC Para Development Committee

Terms of Reference:

1. **Mandate:**

The Para Development Committee is an Operations Advisory 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 technical direction and development of the paralympic programming in the province. This includes providing recommendations, offering technical expertise, and supporting staff-led initiatives that enhance opportunities for paralympic program swimmers across all stages of the pathway.

3. **Key Duties:**

The Committee's primary responsibilities are the following:

- Identification of gaps and opportunities in Paralympic programming within BC
 - Review accessibility and inclusion within Swim BC programming
- Review of Paralympic programming and initiatives
 - Swim BC Para training camps & competitions
 - Classification opportunities
 - Provincial competitions and athlete support strategies
- Alignment with national Paralympic program priorities and standards

4. **Composition and Appointment:**

The Committee is composed of five (5) members:

- Chair: Swim BC Director, Coach and Performance Development
- Staff Support: Swim BC Senior Manager, Technical Operations
- Three (3) coach members, fully registered and in good standing with Swim BC in the *Head Coach* or *Assistant Coach - National* category. Coaches currently working with paralympic program athletes will be prioritized
- 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.

Members may be reappointed for consecutive terms at the discretion of the Swim BC Executive Director.

5. **Terms of Appointment:**

To ensure continuity:

- At the committee's inception, two (2) coach members will be appointed for three-year terms and one (1) for a two-year term.
- Thereafter, two coach members will be appointed for two-year terms in odd-numbered years, and one coach member for a two-year term in even-numbered years.
- In the event of a mid-term vacancy, a replacement may be appointed by the Swim BC Executive Director to serve the remainder of the term
- There is no maximum number of terms, though reappointment is subject to the discretion of the Executive Director.

6. **Meetings:**

The Committee shall meet monthly, either virtually or in person. Additional meetings can occur at the request of the Chair or any Committee member.



7. Reporting:

The Committee shall report in writing to the Swim BC Executive Director following each meeting, summarizing key discussion points, recommendations, and action items.

8. Confidentiality:

All information discussed, shared, or provided to members of the Swim BC Performance Development Committee is considered confidential and is not to be disclosed outside the Committee unless explicitly authorized by the Swim BC Executive Director.

Committee members are also expected to adhere to Swim BC's Code of Conduct and declare any conflicts of interest that may impact the objectivity of their contributions.

9. Review and Approval:

These Terms of Reference will be reviewed by the Executive Director every two years or as required, in consultation with relevant Swim BC staff.

Last reviewed: March 2026

Next review: March 2028