



Swim BC Coaching Development Committee

Terms of Reference:

1. **Mandate:**

The Coaching 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 development and delivery of coaching resources, professional development initiatives, and matters regarding coach retention.

3. **Key Duties:**

- Assist in identifying gaps and emerging needs and shaping the long-term vision for coach development in BC.
- Advisory input and review:
 - Coaching development initiatives and partnerships.
 - Development of coaching resources.
- BC Coaches Congress planning and review:
 - Assess the strategic professional development needs of BC coaches for content development and speaker selection.
 - Participate in post-congress debriefs and evaluations.

4. **Composition and Appointment:**

The Committee is composed of five (5) members:

- Swim BC Director, Coach and Performance Development (chair)
- Staff Support - Swim BC Senior Manager, Technical Operations
- Three (3) coach members in good standing with Swim BC, fully registered in the *Head Coach* or *Assistant Coach - National* categories. Swim BC will aim to include a minimum of one (1) coach from each of these categories on the committee.
- 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:**

To ensure continuity:

- At the committee's inception, two (2) coach members will be appointed for two-year terms and one (1) for a one-year term.
- Thereafter, one (1) coach member will be appointed for two-year terms in odd-numbered years, and two (2) coach members 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.
- Members may be reappointed for consecutive terms at the discretion of the Swim BC Executive Director. There is no maximum number of terms.

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. A post-BC Coaches Congress review meeting will be scheduled within a reasonable time after the congress to assess the efficacy of the content and make recommendations for future congresses and professional development initiatives.



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 Coaching 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