



## Swim BC Performance Development Committee

### Terms of Reference:

#### 1. **Mandate:**

The Performance 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 staff-designed technical programs by offering suggestions, providing recommendations, and informing staff-led initiatives.

#### 3. **Key Duties:**

The Committee's primary responsibilities fall into two categories:

- **Program Review and Feedback:**
  - ID program and CSI-Pacific Enhanced Excellence Program
  - Program impact and efficacy, eligibility requirements, athlete selection criteria, program accountability.
  - Tours, camps, intake strategies, outreach programs.
- **Advisory Input:**
  - Innovation and development of new technical programming

#### 4. **Composition and Appointment:**

The Committee is composed of five (5) members:

- Chair: Swim BC Director, Coach and Performance Development
- Staff Support: Swim BC Performance Development Manager
- Coach Members (3): Appointed coaches fully registered and in Good Standing with Swim BC in the Head Coach or Assistant Coach category.
  - Wherever possible, one (1) member will be selected from each of Swim BC's three divisions to ensure regional representation.
  - If suitable candidates from each division are not available, regional balance will be considered but not required
- 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 as needed, either virtually or in person, 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:** August 2025

**Next review:** August 2027