



Terms of Reference

Swim Ireland Performance Advisory Group

This document describes how the Swim Ireland Performance Advisory is constituted within Swim Ireland and the roles and responsibilities of the Group. It also details some operational procedures as to how the Group should conduct its business and will be reviewed on an annual basis.

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The following terms of reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

Composition of the Group

- The Group shall be composed of the Swim Ireland Performance Team (situ at that time plus up to ten additional suitably qualified and experienced personnel
- The Group shall be chaired by the National Performance Director (NPD)
- Each Region shall elect one coaching representative to the Group at their Regional AGM. The Region shall make this nomination in accordance with general Swim Ireland principles with respect to nominations. Such nominated coaches shall hold a minimum of the Swim Ireland Level 3 Coaching qualification and a current Swim Ireland Coaching Licence
- The NPD will select up to six additional coaches/practitioners where it is felt that such personnel hold the necessary experience, knowledge/expertise and credentials to contribute positively to the Group
- Such suitably qualified and experience personnel shall hold office from the Swim Ireland AGM until the conclusion of the following AGM

Role

The Performance Advisory Group shall advise and make recommendations to the NPD in the design, implementation and review of the National competition structure and act as a 'think tank' for the NPD in relation to National Performance plans, processes, procedures and protocols.

Specific Responsibilities

The Group shall:

- Advise the NPD on appropriate competition structures
- Advise the NPD in relation to entry standards and/or qualifying criteria for National Championships and other National events
- Advise the NPD on the order of events for the National Championships and other National events
- Review and monitor the entry standards and/or qualifying criteria for National Championships and other National events and advise the NPD on their findings
- Review and monitor the order of events for the National Championships and other National events and advise the NPD on their findings
- Advise the NPD through the review of strategic operational high performance plans and structures
- Develop a criteria and process for the selection of Coach of the Year Awards.
- Advise the NPD on matters relating to the Performance Programme at the NPD's request
- Advise the NPD on relevant matters at his request

Communication & Authority Structure

- The Group is a sub-committee of Swim Ireland. The Group must provide reports and/or information to the CEO within ten days of meetings and prior to the implementation of any decisions. If the Group have not heard back from the CEO within ten days of the sending of the minutes with any concerns, the Group may proceed to implement the decisions. The CEO will review all reports received from Group and will contact the Officers if she/he has any concerns arising from any report. The Officers shall decide how to proceed in the event of concerns being raised. The Committee shall provide any additional report/information requested by the Board and/or CEO
- The Group advises the NPD directly. The NPD shall direct the Group's seasonal objectives (which shall be communicated and set out to the Group at its first meeting).
- The HP Coordinator will collate minutes and/or information to the NPD within ten days of such meetings and prior to the implementation of any decisions arising from Group activity

Operational Matters

- The Group shall meet at least four times per year, to initially set seasonal objectives and to review the progress of these objectives on an ongoing basis
- The Group shall agree a specific set of annual objectives for the upcoming season at its first meeting which will support and progress the overall objectives of the Group
- An annual budget to support the objectives will be approved by the NPD
- The agenda for all Group meetings shall include as a primary agenda item a progress review of the agreed annual objectives

Resources

The Group members shall be entitled to claim mileage expenses in accordance with Swim Ireland Board Finance Policy on expenses. Accommodation expenses must be approved in advance through the HP Coordinator, who will handle all bookings

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