



Swim Ireland Performance Advisory Group Terms of Reference

This document describes how the Swim Ireland Performance Advisory (PAG) 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.

| |
|--|
| Review Dates: November 2020 Next review date: December 2021 |
|--|

Swim Ireland

Irish Sport

HQ

National Sports

Campus

Blanchardstown

Dublin 15

Tel: +353-1-625 1122

Email: ceopa@swimireland.ie



Terms of Reference

Swim Ireland Performance Advisory Group

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

The role of the Nominations Committee is to identify candidates with the requisite skills and experience to serve on the Board of Swim Ireland in accordance with the eligibility criteria laid down in the Swim Ireland Memorandum and Articles of Association for the selection of such candidates.

1. Composition of the Group

- The Group shall be composed of the Swim Ireland Performance Team in 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 and report their nomination to the Swim Ireland AGM. The Region shall make this nomination in accordance with general Swim Ireland principles with respect to nominations. Such nominated coaches should hold a minimum of the Swim Ireland Level 3 Coaching qualification and must hold a current Swim Ireland Coaching Licence. Each Regional coaching representative shall also hold the position of Chair of their Regional Performance Pathway Advisory Group for the equivalent period and report to them as appropriate
- 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 experienced personnel shall hold office from the Swim Ireland AGM until the conclusion of the following Swim Ireland AGM

2. 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 International and National Performance plans, processes, procedures, and protocols. It is an advisory consultative body as opposed to a decision-making body
- The Group shall meet (actually or virtually) on a minimum of two occasions per annum
- An annual budget to support the objectives will be built into the annual Performance budget

3. Specific Responsibilities

- The Group shall consider the following strategic objectives:
- Advise the NPD on appropriate competition structures



Swim Ireland Performance Advisory Group Terms of Reference

- 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 Performance plans and structures
- Develop a criteria and process for the selection of Swim Ireland Coach of the Year Awards
- Advise the NPD on matters relating to the Performance Programme at the NPD's request
- Advise the NPD on other relevant matters at his/her request

4. Communication & Authority Structure

- The Group is a sub-committee of Swim Ireland. The Group will provide reports and/or information to the CEO within ten days of meetings. The CEO will review all reports received from Group and will liaise with the NPD if she/he has any concerns arising from any report. The Group shall provide any additional report/information requested by the Board and/or the 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 Performance Manager 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
- Matters discussed at meetings will remain confidential unless otherwise agreed

5. Operational Matters

The agenda for all Group meetings shall include as a primary agenda item a progress review of the agreed annual objectives.

6. Resources

The Group members shall be entitled to claim mileage and subsistence expenses during their time in role in the Group pursuant to standard Swim Ireland Board Policy on expenses. Accommodation expenses must be approved in advance through the Performance Manager who will handle all bookings.

END.

December 2020