

Terms of Reference Coaching Committee

Reviewed December 2018

Aim

The aim of the MSWA Coaching Committee is to provide advice and guidance to MSWA Board of Management and their appointed staff in relation to coaching, swimmer education and coaching development within Western Australia.

Membership

The committee shall consist of:

- Chair (Board Director)
- Secretary (Executive Officer)
- Club Coach Assessor
- Up to two (2) qualified Masters Swimming Club Coaches selected by the Chair

The committee may from time to time invite other MSWA representatives/stakeholders to attend the meeting. As and when appropriate, the Executive Officer will invite them to the meeting.

Term

- When the committee is formed for the first time, it will meet not more than two (2) months after formation to view all current programmes. The Committee will present the Board with recommendations on the current programme schedule and any new activities the Committee feels would add value to MSWA
- Not less than three (3) months prior to the end of the calendar year to review the current programmes and assess whether they are still appropriate for the needs of MSWA
- Not less than two (2) months prior to the end of the calendar year to plan the programme schedule for the following calendar year

The committee shall convene only for the period required to evaluate and recommend appropriate programmes and programme schedule. The committee shall dissolve on the conclusions of the designated business and reconvene the following year.

Meetings

The Committee may meet on such occasions deemed necessary by the Chair to conclude its evaluation and recommendation process no later than two weeks prior to the relevant meeting of the Association.

At least two (2) meetings should be held each calendar year.

A quorum shall comprise at least 50% of Committee membership, which must include the Executive Officer.

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Roles and Responsibilities

- The Coaching Committee shall coordinate the development of new and existing coaches in accordance with the current Strategic and Operational Plans.
- Providing advice and guidance regarding coaching development programmes in WA.
- Develop an annual coach and swimmer education programme in conjunction with the EO.
- Create and foster links between all bodies involved with coaching swimming in WA.
- Provide policy recommendations for the development of coaches in WA.
- Work with the Technical Committee to communicate and provide educational opportunities for swimmers and coaches to understand rule compliance.
- Other programmes deemed applicable and beneficial to MSWA members

Working Principles

The members of the Coaching Committee will recognise and support the confidential nature of the committee and will support the develop the MSWA Board's broad goal of leadership development.

The members of the MSWA Coaching Committee will support the Vision and Mission Statements and will abide by and be bound by MSWA's Constitution, Bylaws and Codes of Conduct.

Reporting Structure

The MSWA Coaching Committee is a committee working within the MSWA structure. The Executive Officer (or nominated staff member) will provide support to the committee and when required will forward the committee's recommendations to the MSWA Board for discussion and ratification if required.

Notes from the committee meetings will be tabled and approved at the next MSWA Board meeting. Once endorsed, they will be made available to Clubs via the Council of Clubs Meeting.