

## National Coaches Technical Panel (Swimming)

### *Terms of Reference*

#### **Name**

The group shall be known as the National Coaches Technical Panel (Swimming).

#### **Purpose**

##### ***Feed in***

- The group shall operate as a consultative forum to enable swimming coaches to discuss issues and feed their views into the Swim England Coaching team and the Swim England Swimming Talent team, who will take account of these views in making their decisions.

##### ***Feed out***

- This meeting will also provide an opportunity for both the Swim England Coaching team and the Swim England Swimming Talent team to update the group on current projects/ work streams with a view to gathering coach insight and feedback. Initial consultation will take place at the meeting itself but further discussions may also be required with the regional coaches that the panel member represents.

#### **Scope**

The scope of these panel meetings will be to discuss business relating to Swim England, with reference to the discipline of Swimming only (including Para Swimming and Open Water).

#### **Composition**

- The group will be led by the Swim England Coach Development Manager and supported by members of the Swim England Swimming Talent team and Swim England Coaching team as required.
- Up to 8 coaches will be invited to be part of the group, one from each region. Each region will be asked to nominate one coach each year to the Swim England Coach Development Manager by the 30<sup>th</sup> September.
  - Coaches must be consistently coaching swimmers to British Summer Championships standard and will have placed at least five swimmers at the championships in the summer preceding their selection to this panel.
  - Coaches must be a member of a Swim England affiliated club, have a valid DBS and safeguarding certificate and be the holder of the Level 3 Senior Coach certificate or equivalent.

#### **Commitment**

- Coaches will be required to attend three meetings per year.
- The first meeting will be held at the Swim England National Winter Championships (December), the British Swimming Championships (April) and at the British Summer Championships (July).
- The meetings will typically take place on the afternoon prior to the competition starting and will last no longer than 90 minutes. The meetings will be held face to face but we will offer coaches the opportunity to dial in virtually should this be required.

- If coaches are unable to attend, a substitute must be agreed with the region and the Coach Development Manager must be informed as soon as possible.

## **Communication**

### ***Pre Meetings***

- The meeting will be chaired by the Swim England Coach Development Manager and in their absence a member of the Swim England Coaching team or Swim England Swimming Talent team.
- The Swim England Coach Engagement Officer will ensure that a draft agenda for each meeting, plus accompanying documentation is circulated no later than 14 days prior to the meeting. At this stage Coaches are invited to request any items to be added to the agenda.
- An updated agenda will then be recirculated 7 days prior to each meeting.

### ***Post Meetings***

- The Coach Engagement Officer will take summary notes from each meeting and these notes will be ratified by the group and then circulated to the regional officers to be distributed as necessary.
- Any confidential items will not be published more widely.
- A link to these notes will also be placed in the quarterly Swim England coaching newsletter.

## **Review**

The terms of reference for this group will be reviewed annually in July/ August, following the third and final meeting of the season.

## **Further Representation**

We will look to invite a coach from this group to be part of both the Swim England Swimming Leadership group and the Swim England Coaching Advisory group.