

Terms of Reference

Swim PEI Technical Committee

COMMITTEE NAME:

Swimming/Natation Prince Edward Island Inc. Technical Committee. (Swim PEI Technical Committee)

MEMBERS:

The Committee is comprised of:

- The head coach of each registered swim club, or their delegate,
- The Provincial Officials Director, or delegate,
- The appointment of one individual at the discretion of the Swim PEI Board of Directors, and a Swim PEI representative. This representative will be the staff contracted or employed Technical Director. In lieu of a staff Technical Director, the Swim PEI Board will appoint a representative.
- The Swim PEI representative will serve as Committee Chair.

SCOPE:

The Swim PEI Technical Committee is a working subcommittee of the Swim PEI Board. The Swim PEI Board will respect the expertise of this Committee and will review progress submissions on a monthly basis.

All technical projects developed with a corresponding budget will require a motion of support by the Swim PEI Board of Directors at either/or a monthly meeting of the Swim Board or at the Swim PEI Annual General Meeting. The Swim PEI Board via the Treasurer's monthly and annual submissions will be the final authority on all financial matters.

GUIDANCE:

As a Swim PEI working sub-committee, the Swim PEI will continue to provide human resources, administrative & budgetary support to the Committee and its programs.

BUDGETS:

The Committee will develop an annual budget two months prior to the Swim PEI year- end and submit to the Swim PEI Treasurer for consideration in the annual budget submitted at the Swim PEI AGM.

GOVERNANCE:

The Swim PEI Technical Committee reports to the Swim PEI Executive.
New or amended policy required to support the developed technical programs must Be approved by Swim PEI Board of Directors.

REVIEWS:

The Swim PEI Board of Directors will review the Technical Committee Terms of Reference annually and submit the TOR at each and every Annual General Meeting.

GOALS:

Primary: The Committee's primary goal is to develop, implement, monitor, manage and evaluate all Swim PEI technical programs for Swim PEI member swimmers, coaches and officials.

Secondary: The Committee's secondary goal is to serve as liaison with Swimming Canada (SNC) on all matters related to national technical program delivery for implementation at the provincial section level.

DELIVERABLES:

- Review National Coaches Certification Program and develop training strategy to ensure all Island coaches are properly trained and certified.
- Develop a communication strategy with the Red Cross, I Can Swim Teachers
- and other Learn to Swim programs on Prince Edward Island, in order to introduce and implement the NCCP Swimming Teacher Certification.
- Develop an annual provincial meet schedule for the following year by April 30 of each year for submission to the Swim PEI Board of Directors for approval at their May board meeting. Deliver the plan to the Island swimmers.
- Develop all technical packages for Island meets by April 30 for the following season. Submit technical packages along with meet schedule to the Swim PEI Board of Directors for the May board meeting. Apply SNC and FINA rules.
- Review an annual provincial officials training plan, as developed by Provincial Officials Director for the following season by April 30 of each year for submission to the Swim PEI Board of Directors for final sign-off at their May board meeting. The Committee will monitor and update official training schedules on a timely basis.
- Coordinated by the SwimPEI Board, the Committee will monitor and update the web meet & time trial information on a timely basis.
- The SwimPEI Board shall appoint the Executive Director to maintain all provincial SC and LC records. All provincial records will be listed on the Swim PEI website and updated in a timely manner.
- Develop provincial standards for each competition category.
- The Technical committee will manage all aspects of the provincial athlete training program delivery. Submit this plan clearly identifying specific goals of the program to the Swim PEI Board of Directors two months prior to the Swim PEI year-end. Develop an annual report for submission to the Swim PEI AGM.
- Review an annual project budget for submission to the Swim PEI Board. Project budgets are required two months from the Swim PEI year-end.
- The Committee will account to the Swim PEI Treasurer all project expenditures and revenues immediately following the completion of the technical project.
- The Committee will submit monthly progress reports to the Swim PEI Board.