

# TECHNICAL COMMITTEE

## TERMS OF REFERENCE



### **Name of Committee**

Swim PEI Technical Committee (TC).

### **Mandate and Scope**

The Technical Committee's mandate is advising Swim PEI on technical matters in swimming and providing knowledge, information, advice and expertise to Swim PEI and on Athlete Technical Programs, Coach Development Programs, Official development, Funding Programs for Coaches and Athletes, and Provincial calendar of Competitions. The committee ensures that Swim PEI makes programming decisions that are consistent with the Strategic Plan and takes into consideration and understands potential impacts.

### **Members**

The Committee is comprised of:

- Swim PEI shall appoint the Committee Chair;
- The Head Coach of each registered swim club, or their delegate;
- Officials and Competitions Committee Chair;
- Swim PEI Executive Director or their designate – Ex Officio.

The TC will meet 3 times per year; September, January and April to review all programs of Swim PEI.

### **Roles and Responsibilities:**

- Provide input, recommendations and feedback for evaluation on Swim PEI Athlete Programs including provincial tour teams and camps, and Canada Games, ensuring continual improvement of athlete programs.
- Provide input, recommendations and feedback for evaluation on Coach Development programs, ensuring continual improvement of coach development programs.
- Provide input, recommendations and feedback for the evaluation of Swim PEI funding programs for athletes and coaches, ensuring continual improvement for funding programs for athletes and coaches.
- Provide input, recommendations and feedback for evaluation of the effectiveness of provincial designated competitions, ensuring continual improvement of provincial competitions.

### **Committee Chair**

The primary role of the Chair is to preside over committee meetings and facilitate discussion. The general duties include:

- Set meeting agendas.
- Ensure the committee fulfills its duties as outlined in the terms of reference.
- Chairing meetings in accordance with commonly accepted practices of a chair.

### **Head Coaches**

- Support and develop an ethical, safe and innovative competitive swim program for PEI.
- Review all meet packages, actively draft an annual meet schedule, and deliver information to Swim PEI for requested reports.

### **Officials and Competition Chair**

- Assist the committee on matters of rules, official development and meet sanctions.

### **Swim PEI Executive Director**

- Attend committee meetings and support the Technical Committee administratively.
- Record minutes of each committee meeting to be presented to Swim PEI.
- Support the chair as necessary; and
- Maintain Long Course and Short Course Provincial records.

Where it will assist the committee, Swim PEI TC may invite individuals to attend committee meetings as ex-officio.

### **Governance & Reporting**

The Swim PEI Technical Committee reports to Swim PEI. All policies required to support the developed technical programs must be approved by Swim PEI. The Technical Committee is a committee of Swim PEI.

Swim PEI will:

- recognize the expertise of the Committee and will review progress submissions;
- provide administrative and budgetary support to the Committee and its approved programs

### **Budgets**

- The committee will develop and recommend an annual budget for technical programs each year and submit to Swim PEI for consideration in the provincial funding applications and the annual Swim PEI budget.

- Swim PEI will provide the Committee with details of all funding that has been approved for Swim PEI at the provincial and national level.
- The Committee will provide a written account to Swim PEI of all project expenditures and revenues immediately following the completion of the technical projects.

### **Deliverables**

- Coaching:
  - Review National Coaches Certification Program and provide Clubs with a training calendar and strategy to enable coaches to be properly trained and certified.
- Meet Calendar and annual plan:
  - Develop an annual draft provincial meet schedule for the following year by August 15<sup>th</sup> of each year to submit to Swim PEI for approval.
  - Develop draft provincial standards for the following year by June 30<sup>th</sup> of each year to submit to Swim PEI for approval.
- Athlete Development:
  - The Technical Program committee will manage all aspects of the provincial athlete training program delivery. Submit this plan clearly identifying specific goals of the program to Swim PEI.
- Annual Reporting
  - The chair of the technical committee will develop an annual report for submission to the Swim PEI AGM.

### **Review and Approval:**

Swim PEI will evaluate the performance of the committee annually against the stated purpose. Swim PEI will review these terms of reference as required.

Initial Approval: January 29, 2020  
 Reviewed & Updated: January 28, 2025