

## **ALBERTA COACHES COUNCIL EXECUTIVE TERMS OF REFERENCE**

### **Goal:**

To support the development of athletes through programs, competitions and sport systems/structures that allows individual swimmers to reach their full potential at a provincial level and segue onto the national level. In addition, the Alberta Coaches Council will provide professional swim coaches with effective development opportunities, education and mentorship to ensure the success of the sport and our swimmers.

### **Purpose:**

The Alberta Coaches Council Executive of Swim Alberta is responsible for the oversight and guiding the development of athlete technical programs, which includes provincial championship meets, athlete development programs - tour teams and camps, and funding programs. The Alberta Coaches Council Executive of Swim Alberta is also responsible for overseeing the development of professional swim coaches in Alberta.

### **Core Values For Guiding The Committee:**

The Alberta Coaches Council is guided by the Swim Alberta values of excellence, integrity, innovation, and collaboration. The council recognizes that the culture we set at the executive level sets the culture for coaching and swimming throughout Alberta and the Northwest Territories. The council further recognizes it's leadership role with all coaches in the province as it relates to the Code of Conduct and Ethics as approved by Swim Alberta as well as the Code of Conduct and Ethics as approved by the Canadian Swim Coaches and Teachers Association.

### **Composition:**

The Alberta Coaches Council - registered coach members\* in Alberta at the Annual Meeting shall elect the Alberta Coaches Council Executive. To be eligible to be nominated onto the Alberta Coach Council Executive, coaches must be an Alberta Coaches Council registered member in good standing with the Alberta Coaches Council, Canadian Swim Coaches and Teachers Association and Swimming Canada and must have been actively coaching in the province of Alberta for a minimum one year. No registered Alberta club can have more than two elected representatives on the Council. Each term shall be for a two-year period. In the event of a resignation the Alberta Coaches Council Executive in consultation with the Executive Director will make a recommendation regarding a replacement appointment until the next Annual Meeting of the Alberta Coaches Council.

- Seven (7) elected coaches by the Alberta Coaches Council coach members
  - The executive immediately following the general meeting will appoint a chair and representatives that have been elected to hold identified portfolios as determined by the Alberta Coaches Council Executive and Swim Alberta Executive Director.
- Swim Alberta Staff Liaison(s) as assigned by the Executive Director.
- The Alberta Summer Swimming Association's coaches representative is invited to attend meetings

**\* See appendix for Alberta Coach Council Registered Membership Policy.**

## Key Duties:

1. Identify, advise and provide input to the annual athlete technical program - including tour teams, camps, provincial, western and Canada Games. This includes format of programs, selection criteria for athletes and coaches and recommendations on budget allocations to identified programs.
2. Identify, advise and provide input to the annual funding programs for athletes and coaches including establishment of funding criteria where required. Where required, approve applications for Coach Education funding.
3. Annually evaluate the effectiveness of all technical and funding programs and make recommendations for continual improvement of programs.
4. Identify, advise and provide input into coach education programs and coach professional development programs including coaching congresses, Alberta Aquatic Conference and other identified coach education opportunities in Alberta.
5. Provide input into provincial championship meets in Alberta including the development of provincial meet packages; identification of time standards and qualifications for provincial championship meets and make recommendations on the dates/timing of the events.
6. Annually evaluate the effectiveness of provincial championship meets and make recommendations for continual improvement of these meets.
7. Oversee the nomination process and selection of coach awards for the annual Awards Banquet.
8. Advise Swim Alberta on technical matters in swimming and provide other input, advice or expertise as required to Swim Alberta and where necessary to Swimming Canada.

## Authority:

The Alberta Coaches Council has the authority to establish working committees and standing committees to complete its work such as provincial meet group, standards working committee etc. It also has the authority to establish portfolio positions on the executive, such as HPAC, standards, provincial meets etc., to ensure that the work of the committee can be completed.

The Alberta Coaches Council executive has the authority to appoint ex-officio members to the council as required.

The Alberta Coaches Council has the authority to establish operating guidelines, procedures and practices as it relates to its mandate and based on approved policies of the organization.

The Alberta Coaches Council will provide recommendations on policy to the Swim Alberta Board.

## Responsible To:

The Alberta Coaches Council Executive is responsible for representing registered swim coaches in Alberta and is accountable to the administration of Swim Alberta through the Swim Alberta Executive Director or their designate. The Alberta Coaches Council liaises with the board of Swim Alberta for the purpose of policy guidelines.

### **Meetings:**

The Alberta Coaches Council will meet as needed in order to meet its mandate as a committee. Ideally there will be three in-person meetings per year. The Alberta Coaches Council will also convene an annual meeting of the membership on a yearly basis to provide reports to the membership and to elect the executive. A simple majority of elected executives will constitute quorum.

Any Alberta Coaches Council coach member may attend the meetings of the executive and take part in the discussion upon recognition by the Chairperson. Alberta Coaches Council coach members may bring items of business forward at least two weeks in advance of the next scheduled Alberta Coaches Council executive meeting for consideration.

### **Review and Approval:**

The Alberta Coaches Council will review the terms of references every two years and make recommendations for modifications or changes as needed to the Executive Director of Swim Alberta.

## ALBERTA COACHES COUNCIL MEMBERSHIP

All swim coaches in Alberta, who are coaching in a registered Alberta Club or for a Swim Alberta recognized program must be a member of the Alberta Coaches Council, Canadian Swim Coaches and Teachers Association (Canada) and Swimming Natation Canada. In addition, any swim coach in Alberta not actively coaching can apply to be an associate member of the Alberta Coaches Council.

### Membership Term:

The term of membership for the Alberta Coaches Council shall be from September 1 to August 31<sup>st</sup> of each year. Each year, all swim coaches in Alberta must apply for membership through the Alberta Coaches Council, pay the required membership fees as set by the Board of Swim Alberta and adhere to the rules, policies and guidelines as set out by Swim Alberta.

**Alberta Coaches Council Registered Members** are those individual coaches who are actively coaching in Alberta with a registered or affiliated Alberta Swim Club or for a recognized Swim Alberta program.

**Alberta Coaches Council Associate Members** are those individual coaches who are not actively coaching in Alberta but who wish to be recognized as members of the Alberta Coaches Council.

### Membership Privileges:

All Alberta Coaches Council Registered coach members in good standing are entitled to:

- Receive coach communications through Swim Alberta
- Attend the Alberta Coaches Council Annual Meeting, coach congresses or any other meeting set by the Alberta Coaches Council or by Swim Alberta.
- Alberta Coach Council registered coach members who represent a club will be eligible to nominate and vote for the Alberta Coach Council Executive.
- Be nominated and elected to the Alberta Coach Council Executive as per the terms outlined in the terms of reference
- Be eligible for coach education and funding programs offered through Swim Alberta as per the requirements set out by the education program and funding program
- Make nominations for the annual awards banquet and vote for the annual desperado Coach award.

All Alberta Coaches Council Associate Members in good standing are entitled to:

- Receive coach communications through Swim Alberta
- Attend the Alberta Coaches Council Annual Meeting, coach congresses or any other meeting set by the Alberta Coaches Council or by Swim Alberta.
- Make nominations for the annual awards banquet and vote for the annual desperado Coach award.
- Be eligible for coach education and funding programs offered through Swim Alberta as per the requirements set out by the education program and funding program

### Voting at Annual Meetings of the Alberta Coaches Council

Each Alberta Coaches Council registered coach member shall have one vote at the annual meeting. Voting by proxy is not permitted.