



Excellence, Integrity, Innovation, Collaboration

Performance Development Working Group- Alberta (PDWG) Terms of Reference

Purpose:

The Performance Development Working Group's (PDWG) mandate is to advise Swim Alberta on age group technical programs and coach development ensuring alignment with the Swim Alberta Strategic Plan. The PDWG provides input, advice and expertise such that programming decisions can be made in both a timely and expeditious manner, taking into account potential impacts or consequences.

Core Values for Guiding the Group:

The PDWG is guided by the Swim Alberta values of excellence, integrity, innovation, and collaboration.

Key Duties:

1. Provide input, recommendations and feedback for evaluation on Swim Alberta's age group swimming stream, ensuring continual improvement and specific targeted activities.
2. Provide input, recommendations and feedback for the evaluation of Swim Alberta's Coaching Investment programs for age group swimming stream, ensuring continual improvement for these programs and specific targeted activities.
3. Provide input, recommendations and feedback for the evaluation of Swim Alberta's Swimmer Investment programs for age group swimming stream, ensuring continual improvement for these programs and specific targeted activities.
4. Provide input, recommendations and feedback for the evaluation of Swim Alberta's Special Projects related to age group swimming stream, ensuring continual improvement of these programs and specific targeted activities.

Composition of the PDWG:

The PDWG will be comprised of appointed members, expert members (ex-officio) and staff of Swim Alberta.

Any club/program cannot have more than one (1) members on the working group.

In order to be nominated or appointed to the resource group, the following criteria must be met:

- Registered coach members in good standing with Swim Alberta and Swimming Canada.
- Are a minimum Certified Level 2 Coach through the NCCP Program.
- Have a demonstrated commitment to Swim Alberta and its programs and services.
- Can be strategic thinkers who are able to view the big picture of swimming in Alberta, including the directions and priorities within the Swim Alberta Strategic Plan.



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- Have served as a Swim Alberta registered coach for minimum of one (1) competitive season immediately prior to appointment.

Appointed Members:

- Minimum of one elected ATPC committee member that has been elected by the coaching membership. The appointment to be made by the ATPC
- Up to five (5) members will be appointed to the working group by Swim Alberta, who are currently not a member of the ATPC.
- Appointments will be made based on ensuring a good representation from large, medium and small clubs; as well as urban and rural club programs.
- Swim Alberta may consult with current members of the working group prior to making appointments.
- Appointments will be done on an annual basis, between September 1- September 30 of each season.
- Swim Alberta reserves the right to appoint a member to the working group that will assist Swim Alberta in reaching its overall mandate as well as the purpose of the working group.

Staff of Swim Alberta:

Swim Alberta will assign staff to provide oversight and support to the working group.

Chair:

The working group will be chaired by the Performance Technical Director of Swim Alberta or a designate as appointed by the Executive Director of Swim Alberta.

Ad- Hoc Expert Members:

Where it will assist the working group Swim Alberta may bring in targeted experts to the support the work of the group.

Working Group Alignment:

1. The chair of the working group, along with an ATPC representative (as determined by the ATPC) will ensure that any recommendations made by the working group, that may impact another identified technical working group of Swim Alberta, are shared in full with any affected working group (CCWG, PDWG, PS- A) and the ATPC.
2. Annually, at the Swim Alberta Conference Weekend – coaches meeting, key accomplishments of the working group will be shared with the broader membership, by the ATPC representative.

Reporting:

The working group will report to the Executive Director or their designate.



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Meetings:

The working group will meet as needed to meet its mandate as a resource group. Ideally there will be at least three in-person meetings per year.

Review and Approval:

Swim Alberta will evaluate the performance of the committee against the stated purpose. Swim Alberta will review these terms of reference every 2 – 3 years. Where appropriate, the members of the working group will be appointed to assist in the review of the performance and be consulted on the review of the terms of reference.