



Excellence, Integrity, Innovation, Collaboration

## Alberta Technical Program Committee (ATPC) Terms of Reference

### **Purpose:**

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

### **Core Values for Guiding the Committee:**

The Alberta Technical Program Committee 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 Athlete Technical Programs including provincial tour teams and camps, and the Western Canada and Canada Summer Games, ensuring continual improvement of athlete technical programs.
2. Provide input, recommendations and feedback for evaluation on Swim Alberta Coach Development programs, ensuring continual improvement of coach development programs.
3. Provide input, recommendations and feedback for the evaluation of Swim Alberta funding programs for athletes and coaches, ensuring continual improvement for funding programs for athletes and coaches.
4. Provide input, recommendations and feedback for evaluation of the effectiveness of provincial designated competitions, ensuring continual improvement of provincial competitions.



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### **Composition of the Committee:**

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

**Appointed Members:** Four (4) members will be appointed to the committee by Swim Alberta. Appointments will be made based on the following priorities:

*Priority 1:* The Head Coach of each Performance Club that has been identified to receive Performance Club Funding by Swim Alberta.

*Priority 2:* Either the Coach of Record of a Top 6 finalist of Olympic Eligible events at the designated Swimming Canada Trials Competition and/or a representative of a Varsity Program that is currently a member in good standing with Swim Alberta, to be determined based on the needs of the committee.

Appointments will be done on an annual basis by September 1<sup>st</sup> of each year.

In the event that vacancies remain after the priority appointments are filled, Swim Alberta reserves the right to appoint a member to the committee that will assist Swim Alberta in reaching its overall mandate as well as the purpose of the committee.

**Elected Members:** Four (4) members will be elected to the committee by registered coaches, who are members in good standing with Swim Alberta at a meeting of registered coaches that is held no later than October 31<sup>st</sup> of each competitive year.

Elected members must be nominated and nominations must be received two (2) weeks in advanced of the published coaches' member meeting. Nominations will not be received from the floor at the coaches' member meeting.

Where nominations are not received, or accepted, the elected position will remain vacant until the next annual meeting of registered coaches.

**Expert Members:** Where it will assist the committee, Swim Alberta may appoint ex-officio experts to the committee. Appointments will be done in consultation with committee members.



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- Staff of Swim Alberta:** Swim Alberta will assign staff to provide oversight and support to the committee.
- Co-Chairs:** The committee will be co-chaired by the Swim Alberta Provincial Mentor Coach and a coach member, either appointed or elected. The Coach co-chair will be appointed or elected each year by those coach members (appointed and elected) serving on the ATPC.
- Composition Structure:** Any club cannot have more than one elected member to the committee.
- Where a varsity program is connected to a club and the Head Coach is the head coach of both the club and varsity program, the varsity/program club will be viewed as a single program/club.
- Any club/program cannot have more than two (2) members on the committee through either appointments or elections.
- Process – Appointed:** Appointments will be made by Swim Alberta. Where required, Swim Alberta may consult with current members of the committee.
- Outside of the Priorities listed above, all appointees must:
- Be registered coach members in good standing with Swim Alberta, Swimming Canada and the CSCTA.
  - Hold a minimum Certified Level 3 Coach through the NCCP Program or a Chartered Professional Coach.
  - A demonstrated commitment to Swim Alberta and its programs and services.
  - 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.
- Process – Elected:** Nominations committee will be appointed that is comprised of one (1) current appointed member of the committee, one (1) current elected member of the committee and Swim Alberta.
- Elected members will each serve a two-year term. Two (2) members will be elected in the even years and Two (2) members elected in the odd years.



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In order to be nominated to the committee, the following criteria must be met:

- Nominations must be received in advance by the published nominations deadline.
- Nominations will only be received for coaches who:
  - Are registered coach members in good standing with Swim Alberta, Swimming Canada and the CSCTA.
  - 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.
  - Have served as a Swim Alberta registered coach for minimum of one (1) competitive season immediately prior to being nominated.

### **Authority:**

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

### **Reporting:**

The committee will report to the Executive Director or their designate.

### **Meetings:**

The Committee will meet as needed to meet its mandate as a committee. 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 from time to time. Where appropriate, the members of the committee will be appointed to assist in the review of the performance and be consulted on the review of the terms of reference.