

## Competition Calendar Working Group (CCWG) Terms of Reference

### **Purpose:**

The Competition Calendar Working Group will advise and work with Swim Alberta to establish a stable and coherent competition calendar that addresses the competition needs of grassroots through to performance development swimming with appropriate alignment to the Swimming Canada competition calendar. The working group provides input, advice and expertise, such that competitions and the competition calendar programming decisions can be made in both a timely and expeditious manner, taking into account potential impacts or consequences.

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

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

### **Key Duties:**

- Provide input and recommendations to develop a provincial competition calendar based on age and performance level. It is expected that the outcome would be a calendar that demonstrates a sound sequence and flow of events appropriate to each development stages (skill level) of swimmers to begin implementation during the 2021-2022 swimming season.
- Provide input and recommendations to develop a framework for future competition formats that incorporates appropriate levels of competition for the development stages. This includes competition recommendations for design, composition, events selection, duration, level of officiating and facility type. It is expected that that the framework will guide future competition formats to begin implementation during the 2021-2022 swimming season and review in future seasons.
- Take into consideration the themes of the Swimming Canada Athlete Development Matrix.
- Sub working groups based on region and/or development stage may be established as needed.

### **Composition of the CCWG:**

The CCWG 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 appointed to the working group, the following criteria will be looked at:

- Registered coach members in good standing with Swim Alberta and Swimming Canada.
- 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 appointment.

*Appointed Members:*

- Minimum of one elected ATPC committee member that has been elected by the coaching membership.
- Up to seven (7) 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; representation of urban and rural club programs as well as experienced coaches who can represent each development stage.
- Representative from Alberta Summer Swimming Association as appointed by Swim Alberta.
- Swim Alberta reserves the right to appoint a member to the resource group that will assist Swim Alberta in reaching its overall mandate as well as the purpose of the resource 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, including, and but not limited to, an experienced senior official.

**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.

**Meetings:**

The working group is expected to meet monthly in order to meet its mandate as a working group. Meetings will be scheduled between January to October 2020. Meetings will be scheduled as needed following the initial work.

**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 1 – 2 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.