

# Coach Advisory Group

## Terms of Reference

**1<sup>st</sup> August 2022**

### Context

The establishment of a Coach Advisory Group (CAG) provides Swimming WA with a framework that enhances “the coach experience” and contributes to the development of an effective pathway for all swim coaches in Western Australia (WA).

### Roles and Responsibilities

The Advisory Group is not a policy making body but assists Swimming WA by providing guidance in the interest of ensuring best practice and continuous improvement for our coaching community.

### Objectives

The Advisory Group has prime responsibility for, but not limited to:

- a) In conjunction with Swimming WA staff, plan, propose and assist in the implementation of the SWA Alumni Programme and associated opportunities for active coaches.
- b) Provide guidance and advice on SWA programmes, initiatives, and resources, particularly those affecting coaches and swimmers.
- c) Identification of accreditation and recognition opportunities for young leaders, both internally and externally.
- d) Communicating with other SWA members and coaches to seek feedback on relevant initiatives and decisions.
- e) In conjunction with Swimming WA staff, plan, propose, and assist in the implementation of a coach programmes to support aspiring coaches.
- f) Such other matters that the CEO may direct the Advisory Group to undertake.

### Composition and Term

#### Term

The Advisory Group shall be convened at four (4) separate occasions annually and be appointed annually by Swimming WA through a nominations process.

#### Members

Advisory Group Members are selected by the CEO. The appointed Members of the Advisory Group should be an active swimming coach and Member of Swimming WA. In addition, Group Members should display the following attributes:

- a) Organisational skills;
- b) Communication skills;
- c) Willingness to collaborate;
- d) Technical skills; and
- e) Ability to commit to the responsibilities and duties of the Advisory Group.

The Advisory Group shall comprise of members of equal standing, with ideal representation being from the following disciplines:

- a) High Performance based clubs;
- b) Development based clubs;
- c) Regional;
- d) Multi-Class;
- e) Open Water;
- f) Any other relevant stakeholders.

### Invitees

In addition to the authority expressed above, the Advisory Group may invite to meetings key staff, independent persons, and such others where it is determined the invitee may contribute to the Advisory Group achieving its objectives.

### Discipline

All Advisory Group members shall be subject to the Swimming WA Code of Conduct. Breaches of the Code of Conduct shall result in the Advisory Group Member being stood aside from participation until the Board is able to deal with the matter under the appropriate policy.

### Conflicts of Interest

Members of the Advisory Group and invitees will be required to disclose conflicts of interest at the commencement of each meeting. Where Advisory Group members or invitees are deemed to have a real or perceived conflicts of interest, they will be excused from discussions on the issue where a conflict exists.

### Secretariat Duties

Swimming WA staff will facilitate administrative support to the Advisory Group and assist by developing and distributing agendas, appendix items, minutes, and reports for circulation to Advisory Group members, attendees and invitees. Where practicable, Agendas are to be provided at least five (5) working days prior to each meeting.

### Minutes

Minutes must be prepared by Swimming WA staff, and then circulated to the members of the Advisory Group with the minutes being ratified by the Members at the following meeting.


A summary of all out-of-session decisions shall be recorded in the Minutes of the next scheduled meeting.

### Reviews

Swimming WA shall review and evaluate these Terms of Reference at least every two (2) years to ensure that it remains consistent with the intended objective and responsibilities, conforms to legislative requirements, established Association policies and best practice.

## Endorsement

This document has been endorsed by:

Name	Title	Signature	Date
Sophie Row	CEO		24 <sup>th</sup> August 2022

## Version Control

Version	Date	Revised by	Comments
1.0	24 <sup>th</sup> August 2022	Sophie Row	Finalised and approved.