**Swim Ireland Performance Advisory Group**

**Terms of Reference**

This document describes how the Swim Ireland Performance Advisory (PAG) is constituted within Swim Ireland and the roles and responsibilities of the Group. It also details some operational procedures as to how the Group should conduct its business and will be reviewed on an annual basis.

**Review Dates:**

November 2020

January 2022

March 2023

**Next Review Date:**

January 2024

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**Terms of Reference**

**Swim Ireland Performance Advisory Group**

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

1. **Composition of the Group**

* The Group shall be composed of members of Swim Ireland Performance Team in situ at that time as decided by the Swim Ireland National Performance Director (NPD) plus up to ten additional suitably qualified and experienced swimming coaching personnel who are coaching on the island of Ireland and who are not employees of Swim Ireland nor a contractor working for/with the Swim Ireland Performance Team
* The Performance Advisory Group shall maintain a minimum gender balance of 70/30
* The Group shall annually nominate a Chair and a Secretary who shall come from the swimming coaching personnel and shall not be members of the Swim Ireland Performance Team. Each Region shall elect one coaching representative to the Group at their Regional Annual Conference and report their nomination to the Swim Ireland AGM. The Region shall make this nomination in accordance with general Swim Ireland principles with respect to nominations. Such nominated coaches should hold a minimum of the Swim Ireland Level 3 Coaching qualification and must hold a current Swim Ireland Coaching Licence. Each Regional coaching representative shall also hold the position of Chair of their Regional Pathway Advisory Group for the equivalent period and report to them as appropriate. Each Regional coaching representative shall not be an employee of Swim Ireland nor a contractor working for/with the Swim Ireland Performance Team
* The NPD will select up to six additional coaches where it is felt that such personnel hold the necessary experience, knowledge, expertise and credentials to contribute positively to the Group
* All Regionally elected personnel will have displayed a regular cultural alignment with the aims and aspirations of the Swim Ireland Performance Plan extant at that time and the Performance Team in situ at that time
* All members of the Group will have not acted in such a manner to bring himself/herself, Swim Ireland and/or the sport into current disrepute. For the avoidance of doubt, the evaluation of this requirement is at the sole discretion of the Swim Ireland Performance Senior Leadership Team for the purposes of identification: the public disrepute referred to within this clause includes potential and/or actual disrepute
* Such suitably qualified and experienced personnel shall hold office from the Swim Ireland AGM until the conclusion of the following Swim Ireland AGM

1. **Role**

* The Group shall advise and make recommendations to the NPD in the design, implementation and review of the National competition structure and act as a ‘think tank’ for the NPD in relation to National Team Selection/Nomination Policies, the National & Regional Programme and other related plans, processes, procedures and protocols. The Group is an advisory and consultative body as opposed to a decision-making body
* The Group shall meet (actually or virtually) on a minimum of two occasions per annum, and may also conduct business by email as appropriate
* An annual budget to support the objectives will be built into the annual Performance budget

1. **Specific Responsibilities**

* The Group shall consider the following strategic objectives:
* Advise the NPD on appropriate competition structures including the annual Competition Calendar
* Advise the NPD in relation to entry standards and/or qualifying criteria for National Championships and other National events
* Advise the NPD on the order of events for the National & Regional Championships and other National/Regional events
* Advise the NPD through the review of strategic operational Performance plans and structures
* Advise on a criteria and process for the selection of Swim Ireland Coach/Athlete of the Year Awards
* Advise the NPD on other relevant matters at his/her request

1. **Communication & Authority Structure**

* The Group is a sub-committee of Swim Ireland. If requested, the NPD will provide reports and/or information from Group meetings to the CEO and/or the Board
* The Group advises the NPD directly and the NPD shall direct the Group’s seasonal objectives
* The Performance Manager will collate minutes and/or information to the NPD within ten days of such meetings and prior to the implementation of any decisions arising from Group activity
* The Secretary will collate ‘Points of Interest’ within ten days of such meetings, which the Performance Manager will distribute to the Irish Performance coaching community
* Matters discussed at meetings will remain confidential unless otherwise agreed

1. **Resources**

The Group members shall be entitled to claim mileage and subsistence expenses during their time in role in the Group pursuant to standard Swim Ireland Board Policy on expenses. Accommodation expenses must be approved in advance through the Performance Manager who will handle all bookings.

**END.**

March 2023