**Swim Ireland Performance Management Group**

**Terms of Reference**

This document describes how the Swim Ireland Performance Management Group (PMG) is constructed and its roles and responsibilities. It also details some operational procedures as to how the Group should conduct its business.

**Review Dates:**

December 2020

January 2022

March 2023

**Next Review Date:**

January 2024

Swim Ireland

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**Terms of Reference**

**Swim Ireland Performance Management 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**

* 1 x Independent Chairperson
* 1 x Swim Ireland Board Member, preferably with experience and/or knowledge of Performance sport/aquatics. The Swim Ireland Board member shall not be the same Board member appointed to the Swim Ireland National Selection Panel at this time
* 1-2 x Retired Performance Athlete/s (swimming or diving)
* 1-3 x Further Independent Members, preferably from a Performance background from another Olympic or Performance sport – one of whom may be the Chairperson
* 1 x Swim Ireland National Performance Director (NPD)
* 1 x Swim Ireland Performance Manager (Ex-Officio & Minute Taker)

Other than the Swim Ireland Board Member, each Group representative shall be selected by the NPD. The Swim Ireland Board Member shall be selected by the Swim Ireland Board.  The Group shall maintain a minimum gender balance of 70/30. Members of the Group shall hold office for the Olympic cycle extant at that time.

1. **Communication & Authority Structure**

* The Group is a sub-group of Swim Ireland and should be seen as a ‘check and challenge’ forum for the NPD. The Group is an advisory consultative body as opposed to a decision-making body
* Members of the Group who are not members of the Swim Ireland Performance Team will be required to sign a Confidentiality Agreement
* The Group shall meet (actually or virtually) on a minimum of two occasions per annum
* An annual budget to support the objectives will be built into the annual Performance budget
* The Performance Manager will collate minutes and/or information for the National Performance Director within ten days of such meetings and prior to the implementation of any recommendations arising from Group activity
* The NPD shall provide any additional information requested by the Swim Ireland Board and/or the CEO that is related to Group meetings
* Matters discussed at meetings will remain confidential unless otherwise agreed

1. **Role**

The Performance Management Group shall provide scrutiny over the cyclical Performance strategy, as well as providing ideas and/or solutions as required.

1. **Specific Responsibilities**

The Group shall consider the following strategic objectives:

* How to accelerate the development of a world leading daily Performance environment
* How to work proactively to develop and maintain a Performance driven culture within swimming and diving
* How to evolve and develop a world class pathway that is capable of delivering podium prepared and medal winning athletes
* How to ensure that identified athletes are supported to develop and understand an appropriate individualised performance plan aligned to ‘what it takes to deliver a lifetime best performance on the day that matters’
* How to develop and implement an educational programme which supports transition to athlete independence
* How to create and nurture a world leading swimming/diving staff
* How to develop international influence that is proactive and effective

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