West Midlands Coaches Technical Panel (Swimming)

Terms of Reference

Name

The group shall be known as the West Midlands Coaches Technical Panel (Swimming)

Purpose

Feed in

* The group shall operate as a consultative group to discuss current issues and enable coaches to feed into the relevant Regional groups, who will take account of these views in their decision making
* The group shall attend also representing their County or Specialist area to bring collective thoughts and ideas on agreed areas or raise specific concerns. The member appointed as Regional representative will also bring information to the group from the National Coaches Technical Panel (Swimming)

Feed out

* Meetings held will give the Regional team an opportunity to update the group on current activity with a view of gathering coach insight and feedback. Initial consultation will take place at the meeting itself but further discussions may also be required with the County coaches that the panel member represents
* The member appointed as the Regional representative will also take the views of the Regional panel back to the National Coaches Technical Panel (Swimming)

Scope

The scope of the panel meetings will be to discuss business relating to the Region, with reference to the discipline of Swimming, including Para-Swimming and Open Water. The group’s scope will also include feedback outside of meeting settings where views are required to assist in decision making. Decision making and budget responsibilities remain with the Regional Swimming Leadership Group or relevant working group and the Regional Management Board.

Composition

* The group will be led by the nominated Regional Staff member and may be supported by the Regional Operations Manager, the Coaching lead Director on the Regional Management Board, a member of Swim England Talent team, Swim England Coaching, and Regional Swimming Leadership Group Committee Member.
* Up to 8 Coaches will be invited to be part of the group, a minimum of one per county shall be selected to ensure there has fair representation of each county and four additional coaches from within the Region.
* The panel will be made up of a varied representation of clubs, to include coaches from; small, mid-sized and large clubs, with the additional representation from performance and third party clubs
* The coaches will be appointed via an application process, which will be open to all coaches
* Replacements
* At any time during the year should a space become available, applications will reopen to fill the vacancy

Commitment

* Coaches will be required to attend up to 4 meetings per year (3 set meetings)
* The 3 set meetings to be set for the year as appropriate at the first meeting, additional meetings may be set as required
* The meetings may take place in person or online
* Meetings will take place at days/times most appropriate for the panel members, agreed by panel majority
* The group may also be requested to feedback on information direct to working groups between meetings

Communication

Pre Meetings

* The meeting will be chaired by the Regional Operations Manager and in their absence a member appointed by the lead Regional Operations Manager, which may include other Regional Officers, a Regional Management Board member or a nominated person
* The Regional Operations Manager will circulate a draft agenda for the group no later than 14 days prior to the meeting. At this stage Coaches are invited to request any items to be added to the agenda
* An updated agenda will then be recirculated 7 days prior to the meeting date

Post Meetings

* The Regional Administrator will take a summary of notes from each meeting which will be shared with the group, any appropriate Regional Committees or working groups and the Regional Board.
* Any confidential items will not be published for circulation and will be shared on a need to know basis

Review

The terms of reference for this group will be reviewed annually.

Further Representation

At the first meeting following appointments the group will agree the Regional Coach representation for the National Coaches Technical Panel (Swimming) – required by 30th September each year. Should the coach be unable to attend a specific meeting the replacement will be agreed by the lead Regional Staff member prior to the National Panel meeting.

At times the group may also be requested to nominate an attendee to relevant discipline committees/working groups.