



Mandate:

The **Clifford Barry Follow your Heart Excellence Project** (the Fund) is established to remember Cliff's extraordinary legacy of coaching reaching the highest level of sporting achievement. His contribution to Canadian swimming and his values based approach for leadership and mentorship was exceptional. Encouraging Canadian coaches to pursue excellence in coaching as a long term profession, the Clifford Barry Project will recognize the coach who demonstrates the love and passion for the sport and profession with an emphasis on Club development from grassroots to national and international competition. Cliff's Follow your Heart principles will serve as the foundation for the development plan and the criteria for the award.

Three key areas of development: 1) Coaching Philosophy 2) Character 3) Skills

Proceeds from the Fund will provide support for the education development and financial reward to continue their professional development.

The Follow your Heart fundamentals will shape the necessary components of the education development for coaches in the club program.

Composition

The Committee will be composed of a minimum of three (3) persons and a maximum of six (6) persons.

Current members of the Committee are:

Susan Barry

Carling Barry

John Vadeika

Alan Swanston

Mike West

Dean Boles

The Chair of the Committee will be appointed by the Committee on an annual basis.

Appointment

The Swimming Canada CEO appoints members to the committee. Members shall serve from appointment until the re-striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the CEO may appoint a qualified person to fill that vacancy to ensure that the composition criteria are adhered to. The CEO may remove any member of the committee. The CEO shall confirm the appointment of the chair by the committee.

Meetings



The Committee will meet by telephone/virtual means or in person, at least once per year. Meetings will be as called by the Chairperson.

Resources

The committee shall receive the necessary resources from SNC to fulfill its mandate, and may from time to time have staff persons assigned to assist the committee with its work.

Key Duties

Governance of the Clifford Barry Project shall be delegated to the Committee.

Members of the Committee shall meet at least once a year to:

- Review operations of the Fund,
- Set policies for administration of the Fund and its Award Program, and
- Appoint a chairman for the subsequent year/season.

Authority

This Committee will be a Limited Agent, of the CEO. As such, the Committee may grant awards under the Award Policy and review operations of the Fund. Otherwise the Committee is responsible for research, the proposal of action and/or preparation of policy recommendation to the CEO for approval.

Review:

The CEO will review the effectiveness of the Committee. The CEO/designate will review these terms of reference every two years.

Policy Responsibility

The Committee sets the policies of the Fund.

- Fiscal Management Policy
- Award Policy

Administrative Responsibility

Swimming/Natation Canada (“SNC”), the governing body for competitive swimming in Canada, administers the Fund under the guidance of the Fund’s Committee. SNC will ensure that the Fund conforms to the Charitable Donations Policy. The Fund’s administration may be separate from the general administration of Swimming/Natation Canada.

Fiscal Management Policy

Contributions to the Fund are to be assigned to the “Capital Base”.

The Capital Base of the Fund shall be invested in secure instruments and will maintain adequate liquidity necessary to pay out the awards annually as described in the following section. Any portion of the investment interest not used for awards shall be contributed to the Capital Base.



SNC shall be responsible for managing the Fund's investments and reporting annually to the Committee on the proceeds of these investments. All reasonable costs associated with managing the Fund's investments are to be paid by SNC and netted from interest earned in each year. SNC shall carry out its responsibilities in compliance with the Income Tax Act and advise the Committee on compliance requirements.

Award Policy

The members of the Clifford Barry Fund Committee shall serve as the Award Committee.

Through the communications platforms available to SNC, the Committee shall have the Award Eligibility criteria and application procedures published to ensure qualified applicants are aware of the availability of the Award.

General eligibility criteria include:

- Open to all coaches registered with Swimming/Natation Canada
- Actively coaching in a Canadian Swimming Club in good standing with its Provincial Organization
- NCCP Level 2 and higher
- Coaching Team: Grassroots to Senior national
- Head Coach completing 2 or more years of coaching in the current club

Applications will be accepted by the Award Committee during the application period (June 1 to July 30) of each year. Applications must be submitted on the approved form which may be copied freely for the purpose of making application. Applications must be forwarded to the Award Committee at the address indicated on the application form to be received by the committee during the application period.

The Award Committee shall meet annually following the application period to review the submitted applications and determine the disposition of awards and amounts. Successful applicants shall be notified of their awards, development plan, amounts and payment schedule by the Award Committee by September 30.

At least one award shall be made each year/season. The Award Committee may, at its discretion, publish a list of award recipients.

The number of awards, the amount of each award and payment schedule shall be made at the discretion of the Award Committee and shall be determined by the funds available in any year/season, the number of successful applicants, and an assessment by the committee of the need of each individual applicant.



Awards shall apply for a term of one season commencing November 1 each season. Awards may be renewed for additional years. Award renewals are not automatic. Applications must be submitted each year/season during the application period.

Decisions of the Award Committee are final and not subject to any right of appeal. Unsuccessful applicants may reapply the following year without restriction. All applications, the information contained therein, and the proceedings of the Award Committee shall be strictly confidential.

Dissolution

The Committee may request the CEO of Swimming/Natation Canada to dissolve the operation of the Fund.

Upon dissolution, the capital base and any earned interest (net of administration and dissolution costs) shall be awarded to deserving coaches/program who successfully make application for an award from the Fund as described in the application procedures. Upon dissolution no one award shall exceed the largest amount previously awarded from the Fund. (This provision shall assure that a number of awards are made at dissolution).

Once all funds are disbursed, the secretariat shall provide a final report to the Committee showing a final closing balance of zero for the Fund. Upon acceptance of this report by the Committee, the Committee shall have completely discharged its responsibilities and will be disbanded.