



Terms of Reference: High Performance Athlete Advisory Council

Mandate:

The High Performance Athlete Advisory Council (the “Council”) is an Operational Council of Swimming Canada’s Chief Executive Officer (CEO or their designate(s)). The purpose of the Council is to act as communication conduit between Swimming Canada and High Performance Swimmers. Council members are tasked with providing constructive feedback to the organization, and to make best efforts to represent the interests of all High Performance Swimmers with the goal of furthering the strategic objectives of Swimming Canada as defined in the current strategic plan.

Composition Guidelines:

- The Council will consist of up to nine (9) Swimmers and the Swimming Canada CEO or their designate(s), and an appointed Board of Directors liaison.
- The nine (9) Swimmers will be composed as follows:
 - A minimum of three female swimmers and three male swimmers
 - Three (3) eligible swimmers to be elected by popular vote
 - Two (2) Olympic Program swimmers recommended to the CEO annually by the High Performance Director from the previous year’s Senior National Team
 - Two (2) Paralympic Program Swimmers recommended to the CEO annually by the Associate High Performance Director, Paralympic Program from the previous year’s Senior National Team
 - One (1) Open Water swimmer recommended to the CEO annually by the High Performance Director, from the previous year’s Senior National Team
 - One (1) individual with a specific skillset identified and appointed by the CEO
 - In the event there are positions that cannot be filled by the above, the CEO may appoint athletes to fill the absences.
 - The CEO may remove and replace a member of council if required.
- In order to be eligible for the Council, Swimmers must, at the time of appointment:
 - Have achieved Senior National (including C1) / International Carding status in at least one of the previous five (5) years OR must have competed at the Olympic Games, Paralympic Games, FINA World Championships, World Para Swimming Championships, Commonwealth Games, Pan Pacific Championships, Pan Pacific Para-swimming Championships, Pan American or Parapan American Games in the past 5 years.
 - Be at least 18 years of age.
 - Not have breached the Swimming Canada Code of Conduct at any point during their time on the National Team.
 - Not have committed an anti-doping infraction under the rules and regulations of CCES and/or WADA Code during their career.
 - Have completed the CCES “True Sport Clean” online education program.
 - Not have any perceived or actual conflict of interest as it relates to any other role they may hold, either paid or voluntary.



- Be a registrant of Swimming Canada by 1 October of each year.
- Interested and eligible swimmers must declare their expression of interest in becoming a member of the Council.
- Two (2) Co-Chairs of the Council will be nominated and voted upon by the Council on an annual basis. The term of the Co-Chairs shall be one (1) year. The Co-Chairs must consist of 1 representative from the Olympic Swimming Program (Pool and Open Water) and 1 representative of the Paralympic Swimming Program

Election of Council Members

- The CEO shall call for Expressions of Interest from all Eligible Swimmers by September 7th in each year.
- An election, through a manner to be determined by the CEO based on standard Canadian election best practices, will take place, if required, annually in and around October or November, subject to change, based on external factors such as competitions schedules.
- All swimmers who meet the eligibility criteria outlined above, including those under the age of 18, are entitled to vote.
- The three (3) eligible swimmers with the most votes shall be appointed to the Council.

Appointment of Council Members

- At the conclusion of the election, the CEO shall review expressions of interest received from eligible swimmers and appoint six (6) eligible members based on the Composition Guidelines (above)
- The CEO or Swimming Canada President may appoint a Board Liaison who will be in addition to the composition size of nine (9) members.

Meetings

Formal meetings of the Council shall take place at a minimum, three times per year; however, the CEO may call additional meetings as required. The scheduled three meetings shall take place as follows with a focus on the listed topics:

Winter–Trials update, High Performance Planning update, Anti-doping updates, Safe Sport
Spring – Teams selection, Summer plans, AGM preparation, Report to members, Safe Sport
Fall– Orientation, Teams selection, AAP Carding Criteria, Annual Planning, Safe Sport

Resources:

The Council will receive the necessary resources from Swimming Canada to fulfill its mandate. The CEO will designate a staff member to guide and assist the Council through the key duties, objectives and deliverables. Additional Swimming Canada staff will Chair and attend meetings of the Council for the purpose of updating and or reporting to the Council on matters applicable to the mandate.

Leadership training opportunities may be offered to the members of the Council.

Key Duties/Objectives/Deliverables



COMMUNICATION AND LIAISON

- Provide proactive communication to eligible swimmers on matters encompassed through the Mandate.
- Receive summaries and action plans from 3+3's from annual Major Teams at Benchmark Events for review and discussion.
- Receive notice / presentations of the overarching strategy and philosophy for key Team and Athlete Assistance Program (Carding) criteria each year.
- Liaise and participate, when possible, with the Canadian Olympic Committee and Canadian Paralympic Committee Athlete Councils.
- Assist with raising awareness and promoting education about Anti-Doping/Clean Sport to various athlete groups.
- Support awareness and promotion of external athlete support programs such as GamePlan, Athletes CAN, Lifeworks and any other funding opportunities.
- Support Swimming Canada with initiatives that educate, promote and increase awareness of Equity, Diversity and Inclusion within athlete groups.
- Develop and define 3 to 4 Key Performance Indicators (KPIs) for the Council for each year in collaboration with Swimming Canada staff. The KPIs will be reviewed and embedded into each meeting agenda.
- Create a plan to collect information and engage with High Performance athletes with the assistance of Swimming Canada Staff.

GOVERNANCE

- Provide, as required, a recommendation to the CEO, for the appointment of eligible Council Members to Swimming Canada's:
 - Para Swimming Selection Committee;
 - Selection Committee; and
 - Awards Committee.
- The Co-Chairs of the Council (or appointees) shall attend the AthletesCAN annual forum provided funding is available from AthletesCAN;
- One Co-Chair of the Council (or appointee) shall attend Swimming Canada's AGM and represent the High Performance Athletes Advisory Council as a voting delegate;

Review

- The CEO will review the effectiveness of the High-Performance Athlete Advisory Council annually.
- This review will ideally take place immediately prior to the AGM when possible.
- The CEO will review these terms of reference every two years.



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