

## **TERMS OF REFERENCE: SPORT DEVELOPMENT COMMITTEE**

### **Mandate**

The Sport Development Committee (the “Committee”) is a Standing Committee of the Board of Directors of Swimming Canada (the “Board”, each member thereof a “Director”). The Committee is responsible for advising the Board in fulfilling its responsibilities relating to the policies and outcomes of the Sport Development priority of the Swimming Canada Strategic Plan.

### **Key Duties**

In fulfilling its mandate, the Committee will ensure that it is aligned with Swimming Canada’s 2021 – 2028 Strategic Plan (the “Strategic Plan”). Specifically, that Swimming Canada will lead and drive an organized, efficient, integrated and aligned sport system that promotes, encourages, fosters and produces excellence at all levels, and in all respects (see Strategic Plan Sections: S.I. 2.1 Athlete Pathways and Strategies; S.I. 2.2 Coaching Education, Certification and Development; S.I. 2.3 Officials Certification and Development; S.I. 2.4 Event Hosting; S.I. 2.5 Masters; S.I. 2.6 Club System Support; and S.I. 2.7 Facilities), and perform the following key tasks:

- At the direction of the Board, research and develop sport development policy. Any policies developed will be forwarded to the Board for approval;
- Review the Strategic Plan to identify policy needs. Recommend outcome-based program policy additions and revisions to the Board ;
- Monitor the annual planned outcomes or milestones in Sport Development;
- Through the Chair, enhance the quality of Board discussion on sport development policy matters and facilitate effective decision making in these areas;
- Perform such additional tasks as may be delegated to the Committee by the Board from time to time.

### **Authority**

The Committee has authority to provide advice and make recommendations to the Board.

### **Policy Responsibility**

The Committee is responsible for policy research and oversight, and the following organizational policies:

- Sport Development Committee Terms of Reference
- Appropriate Athlete Development
- Coaching
- Concussion Policy
- Event Sanctioning
- Endorsement of Other Activities



- National Registration
- Officiating Development
- Para-Swimming and Paralympic Programs
- Safe Sport Environment Policy

## **Composition**

The Committee will be comprised of a minimum of four (4) persons. Two of these persons must be Directors. The Board will designate the Chair of the Committee, who shall be a Director. At least one member of the committee will have national team swimming or coaching experience, or technical program management experience at the Provincial or National level.

## **Appointment**

The Board appoints members to the Committee annually. The Board will have discretion as it relates to the term(s) of member(s) on the Committee; in any event, no member(s) shall serve on the Committee for longer than six (6) consecutive years. Members will serve from appointment until the re- striking of the committee. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee.

## **Meetings**

The Committee shall meet by telephone, video conference or in person, as required. Meetings will be as called by the Chair. A minimum of three meetings per year, one in the fall, one in the winter and one in the spring.

## **Resources**

The Committee will receive the necessary resources from Swimming Canada to fulfill its mandate and the CEO will assign staff persons to assist the Committee with its work.

## **Objectives/Deliverables**

On an annual basis, the Committee will establish a plan outlining the objectives and deliverables for that year and present it to the Board in November. The plan shall reflect how the Committee intends to fulfill its mandate and Key Duties for that year.

## **Evaluation**

The Board will review the performance of the Committee. The performance of the Committee will be reviewed against the accomplishment of yearly objectives/deliverables. This review will take place prior to the Annual General Meeting ("AGM").



## **Reporting**

The Committee will report to the Board, in writing, at every meeting of the Board. The Committee will report to Members at the AGM, in the form of a written report of the Committee Chair.

## **Review and Approval**

The Board will review these terms of reference every two years.

Approved by the Board:	January 18, 2014
Reviewed:	January 24, 2015
Reviewed:	December 8, 2020
Reviewed by the Committee:	May 8, 2023
Approved by the Board:	July 12, 2023