

## East Midlands Coaches Technical Panel (Swimming)

### Terms of Reference

#### Name

The group shall be known as the East 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 County representatives shall bring collective thoughts and ideas on agreed areas or raise specific concerns to be discussed and actioned via appropriate channels from their networks
- The member appointed as Regional representative will 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 related 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 Management Board.

#### Composition

- The group will be led by the nominated Regional Staff member and may be supported by the Regional Swimming Manager, a member of Swim England Talent team, Swim England Coaching, and a Regional Board member as appropriate/required. Further Regional Staff may attend to support.
- Up to 10 Coaches will be invited to be part of the group, one from each County and five additional coaches from within the Region.

##### County Coaches

- Each County will be asked annually to nominate one coach for the year by a given day in August.
- Counties may also consider reserve coaches so the County can still be represented at meetings

Where a County appoints the coach for the representative role at a County AGM during the season following the August date the nominated member may be changed during the season to reflect the new appointment. It will be the responsibility of the individual Counties to advise the Region of this change.

Where a County is unable to nominate the advice of the Swim England Talent and Swim England Coaching team will be sought to complete the nomination.

### **Additional Coaches**

- The remaining five coaches will be appointed via open expressions of interest and applications will be reviewed by two nominated Regional staff members and a member of the Swim England Talent team to achieve a balanced representation of coaches from applications
- Additional coaches will represent the panel for two years when the expression of interest will be re-run
- If a coach is unable to attend a meeting this is taken as an apology, a replacement cannot be considered

### **Specialists**

- The Region reserves the right to invite up to 3 additional coach or sport specialists per meeting should the agenda require such input

### **Replacements required from withdrawal**

At any time during the year should a space become available the following approaches will be taken:

- County coach: Counties will be requested to nominate a replacement
- Additional: An expression of interest advert will be run to gain a suitable replacement, the replacements time frame of service will be given on the advert as this may be less than the two years depending on the panel requirements

### **Commitment**

- Coaches will be required to attend up to 6 meetings per year
- The meetings may take place in person or online
- Meetings will take place in the day time, on days 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 Staff Member and in their absence a member appointed by them which may include other Regional Staff Members or a nominated person
- The Regional Staff Member will circulate a draft agenda for the group 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 prior to the meeting date

#### **Post Meetings**

- The Regional Staff Member 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 in the June/July before the request to Counties for appointments.

### **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.