



Terms of Reference

Coaching Review – Working Group

Current as at:	October 2024
Type:	Working Group
Title	Coaching Review
Purpose:	To provide SNZ with advice on how to best support coaches to provide positive swimming experiences for our members, through education and development, engagement, recognition and pathways.
Responsible to:	Head of Participation, Competitions & Engagement

1. Working Group Membership:

The group will comprise the following members:

- SNZ Head of Participation, Competitions & Engagement (Chair)
- SNZ High Performance Director/Olympic Programme Lead
- SNZ Paralympic Programme Lead
- SNZ Disability & Swimming Participation Manager
- Up to ten coaches – must be a variety of coaches from rural/metro, senior/age/junior swimmers focus, younger/older in experience, male/female, paid/volunteer coaches and spread across the country

SNZ may invite other interested parties as required from time to time.

2. Term and Selection:

- 3.1 The term of each appointment will be for the duration of the working group, with the intention for this to conclude in May/June 2025.
- 3.2 SNZ will seek expressions of interest to join the working group, with appointments to be made by the CEO, who will make such appointments to ensure there is a broad range of skills, experience, and diversity on the working group. Group members should be positive role models and must not bring SNZ, its sponsors or stakeholders into disrepute in any way.

3. Proposed Timeline:

- 3.1. Confirm working group by November 2024
- 3.2. Virtual meeting to have an induction, current state overview and to identify current issues (November 2024)
- 3.3. Face-to-face meeting to discuss and outline recommendations for the scope areas listed below (November 2024 – December 2024)
- 3.4. Draft proposal of scope areas for working group feedback (January 2024)
- 3.5. Virtual meeting to review draft proposal (January 2025)
- 3.6. Opportunity for coaching community to provide feedback on draft proposal (January 2025 – February 2025)
- 3.7. Review period of the coaching community feedback on draft proposal (February 2025 – March 2025)
- 3.8. Face-to-face meeting to discuss coaching community feedback and make adjustments to the draft proposal if required (April 2024)
- 3.9. Review period of final recommendations (April 2025 – May 2025)
- 3.10. Final recommendations presented to SNZ board (May 2025 – June 2025)

Please note that there may be some additional virtual meetings added as required. The intention is to have SNZ board approval in May/June 2025 to proceed with implementing recommendations in the new financial year (2025-26).

4. Conduct:

- 4.1. Working group members will participate in a collaborative and constructive manner with the wider interests of the sport the priority.
- 4.2. All discussion by the working group shall remain confidential to the working group and not be discussed outside of the committee unless so agreed by the working group chair.

5. Duties and Scope:

- 5.1. The working group shall meet as and when required by the Head of Participation, Competitions & Engagement to provide expert advice and recommendations in the following areas relating to coaching:
 - 5.1.1. Engagement, collaboration and communication platforms between coaches, regions and Swimming NZ
 - 5.1.2. Clear pathway for coaches to get involved and develop throughout the sport
 - 5.1.3. Education, safeguarding and qualifications to be a swim coach within New Zealand
 - 5.1.4. Continual development for coaches within New Zealand
 - 5.1.5. Recognition of coaching achievements at international, national, club and local levels
 - 5.1.6. Systems to provide feedback to Swimming NZ and local regions
 - 5.1.7. Challenges that coaches face in the current climate

6. Authority:

- 6.1. This working group shall operate within the above mentioned duties and responsibilities.
- 6.2. This working group shall have no executive powers with regard to its findings and recommendations but will provide recommendations to SNZ via the Head of Participation, Competitions & Engagement.
- 6.3. Recommendations made by the working group will be presented to the SNZ board for their approval.
- 6.4. The CEO has the discretion to remove a member(s) from this working group at any time for breaching these Terms of Reference.
- 6.5. The SNZ CEO has ultimate authority in relation to the operation, conduct and recommendations of this working group.