

**Swim England East Region  
East Swimming Coaches' Forum Terms of Reference**

**Name**

- The group shall be known as the Swim England East Region Swimming Coaches' Forum.

**Purpose**

- The Group shall operate as a consultative forum to enable swimming coaches to discuss issues and feed their views into the Swim England East Region Swimming Committee and the Swim England Talent Team, which will be required to take account of these views in making its decisions.

**Role**

- To give advice and assistance to promote the development and improvement of swimming within the region.
- To provide opportunities for senior coaches to exchange views and information.
- To provide liaison with coaches within counties, providing views and information both from the coaches in each county to the forum and from the forum to the coaches in each county.
- To link into Swim England Talent Team for exchange of information and views.
- To liaise with regional swimming and development groups to make recommendations for the development of competitive swimming within the region, in line with British Swimming requirements.
- To identify opportunities, and make recommendations, for the development of coach education within the region, in line with British Swimming and Swim England requirements.
- To ensure that talented athletes are identified by the region and supported to achieve their potential.
- To review arrangements for the annual programme of regional competitions in competitive swimming, in line with British Swimming requirements and to make any proposals for change or development to the Swimming Committee.

**Composition**

- Up to 12 coaches will be invited to the forum. These coaches will be identified through discussions with the National Talent Team to ensure the forum collectively as a group are mindful of the bigger picture within swimming in Britain.
- This must be reviewed in September every season to ensure the composition meets the needs of the region and to ensure any resigned spaces are filled.
- All six counties within the region must be represented on the forum.
- Coaches must coach in the region and be a current member of an East Region club.
- The forum will also include (as required) members of the National Talent Team, and the Regional Swimming Manager (or a substitute from the Swimming Committee).
- The group will be chaired independently by the Regional Talent Officer and liaison between the forum and the national talent team and will be their responsibility to ensure there is two way communication between the region and national programme staff. They will also be responsible for feeding back to each county following each meeting as well as the Swimming Committee.

**Commitment**

- There will be a minimum of two remotely held (online) meetings per year in June (following long course regionals) and November (following short-course regionals), however if any specific issues require an additional online forum to be added this will take place ad-hoc.
- There will be two face to face meetings per year, with one being at the start of the season in September and one in January each year.

**Communications**

- The East Region Talent Officer will ensure every meeting has summary notes taken and these notes will be ratified by the group and then circulated to county secretaries as well as placed on the regional website in the coaches section. Any confidential items will not be published.
- A link to these notes will also be placed in the quarterly coach's newsletter as well as being passed to the county coach's forums, inviting comments, feedback or questions for the following meeting.

**Review**

- Every twelve months following summer nationals, the National and Regional talent staff will review the forums composition and make any amendments as required.