

Terms of Reference Pool Competition Committee

Reviewed December 2018

Aim

The aim of the MSWA Pool Competition Committee is to provide advice and guidance to MSWA Board of Management and their appointed staff in relation the pool swim meet calendar and pool events.

Membership

The committee shall consist of:

- Chair (Board Director)
- Secretary (Executive Officer)
- Technical Representative
- State Recorder
- Swim Meet Coordinator
- Up to two (2) representatives from host clubs as selected by the Chair

The committee may from time to time invite other MSWA representatives/stakeholders to attend the meeting. As and when appropriate, the Executive Officer will invite them to the meeting.

Term

- When the committee is formed for the first time, it will meet not more than two (2) months after formation to review the current pool meet schedule.
- The committee will present the Board with recommendations on the current pool meet schedule and any new activities the Committee feels would add value to MSWA
- Conduct a mid-year review of the current swim meet programme and assess whether they are still appropriate for the needs of MSWA
- Not less than two (2) months prior to the end of the calendar year finalise the pool meet schedule for the following calendar year

The committee shall convene only for the period required to evaluate and recommend appropriate programmes and programme schedule. The committee shall dissolve on the conclusions of the designated business and reconvene the following year.

Meetings

The committee may meet on such occasions deemed necessary by the Chair to conclude its evaluation and recommendation process no later than two weeks prior to the relevant meeting of the Association.

At least two (2) meetings should be held each calendar year.

A quorum shall comprise at least 50% of committee membership, which must include the Executive Officer.

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Roles and Responsibilities

- The Pool Competition Committee shall coordinate the development of new and existing pool swim meets in accordance with the current Strategic and Operational Plans.
- Provide advice and guidance regarding pool swim meet programmes in WA including but not limited to:
 - Equipment requirements for swim meets
 - Sanctioning requirements incorporating risk management
 - Types of swim meets conducted and their timing
- Develop an annual pool swim meet programme in conjunction with the EO.
- Provide policy recommendations for pool swim meets in WA.
- Work with the Technical Committee to communicate and provide educational opportunities for swimmers and coaches to understand rule compliance.
- Other programmes deemed applicable and beneficial to MSWA members

Working Principles

The members of the Pool Competition Committee will recognise and support the confidential nature of the committee and will support the develop the MSWA Board's broad goal of leadership development.

The members of the MSWA Pool Competition Committee will support the Vision and Mission Statements and will abide by and be bound by MSWA's Constitution, Bylaws and Codes of Conduct.

Reporting Structure

The MSWA Pool Competition Committee is a committee working within the MSWA structure. The Executive Officer (or nominated staff member) will provide support to the committee and when required will forward the committee's recommendations to the MSWA Board for discussion and ratification if required.

Notes from the committee meetings will be tabled and approved at the next MSWA Board meeting. Once endorsed, they will be made available to Clubs via the Council of Clubs Meeting.