

Terms of Reference Technical Committee

Reviewed December 2018

Aim

The aim of the MSWA Technical Committee is to provide advice and guidance to MSWA Board of Management and their appointed staff in relation officiating at both open water and pool events.

Membership

The committee shall consist of:

- Chair (Board Director)
- Secretary (Executive Officer)
- Technical Education Officer
- Up to two (2) qualified Masters Referees

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 for a review.
- The committee will present the Board with recommendations on the Technical Official education and training programme and any new activities the Committee feels would add value to MSWA
- Conduct a mid-year review of the current programmes 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 programmes 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 Technical Committee shall coordinate the development of new and existing education programmes in accordance with the current Strategic and Operational Plans.
- Provide advice and guidance regarding officiating in WA including but not limited to:
 - Technical Official development and programs in WA including identification of future TOs
 - Education requirements for officials, host clubs and swimmers
 - Rules changes and the way they are managed
 - Types of swim meets conducted and their timing
- Create and foster links between bodies involved with officiating swim meets in WA
- 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 Technical 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 Technical 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 Technical 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.