



CIRCULAR 11/23

To: Branch Secretaries/Administrators, Branch Delegates and Members of National Committees

Copies: National Board of Management

From: Sarah Pisterman, General Manager

Date: Monday 17 July 2023

Subject: Call for nominations to serve on MSA Committees

In accordance with the Constitution, please find attached a nomination form for the appointment of individuals to serve on Masters Swimming Australia National Committees. By Law BL10, states that current serving members of the Coaching, Swim Meets and Technical Committees may nominate themselves for re-appointment. All nominations must be endorsed by the nominee's Branch. The closing date for nominations is **Thursday 17 August 2023**.

The current Committee members are listed below and the members who are up for re-nomination are highlighted in **RED***: * End of Appointment

National Coaching Committee		National Swim Meets Committee	
Di Coxon-Ellis (NSW)	2024*	Jane Noake (NSW)	2024*
Jacinta Stirrat (NT)	2024*	Greg Bott (QLD)	2024*
Simon Watkins (SA)	2024*	Stephen Berting (QLD)	2024*
Kim Tyler (WA)	2023*	Tony Forman (TAS)	2024*
Elena Nesci (WA)	2023*	Leanne Beames (SA)	2023*
Bruce Allender (QLD)	2023*	Richard Hughes (WA)	2023*
Anne Smyth (NSW)	2023*		
Phillip Tyrell (TAS)	2023*		
Amy Jones (VIC)	2023*		
National Technical Committee		National Membership Committee	
Lynne Duncan (WA)	2024*	Nicole Dean (VIC)	2024*
Neil Keele (NSW)	2024*	Kate Baxter (WA)	2024*
Diane Partridge (NSW)	2024*	Julie Bott (QLD)	2024*
Paul Cater (NT)	2024*	Robert Hardie (NBM, NSW)	2023*
Simon Bole-Brown (VIC)	2024*	James Watson (NSW)	2023*
John Barrett (QLD)	2023*	Giorgio Romano (NT)	2023*
Phil Beames (SA)	2023*	Jo Trim (VIC)	2023*
Ray Brien (Tas)	2023*		

(Below are the relevant Appendices taken from MSA By Laws and terms of reference)

Appendix A: National Committees: Nomination, Election, Appointment, Term, Roles, and Responsibilities

Nomination for election

- Nominations will be called to fill the retiring positions on National Committees.
- Calls for nominations to serve on Committees will be invited at the same time as the notice and call for agenda items for the Spring general meeting are given.
- Currently serving members of a Committee may nominate themselves for re-appointment.
- The closing date for nominations will be the closing date for submission of agenda items for the Spring general meeting.
- All nominations must be endorsed by the nominee's Branch.
- The nominations will be considered by the Board to check that they meet the minimum requirements for Committee members, and the candidates who meet those requirements will be presented to the Association at the Spring general meeting for appointment.
- If insufficient nominations to fill all positions on a Committee are received by the closing date, the Board can appoint members to fill the vacant positions to that Committee.

Appointment and Term

- The term of appointment for each Committee member shall be two years.
- These terms shall be staggered with half of the Committee members retiring each year.
- The appointment of Committee members will be ratified by the Association at its Spring general meeting on the recommendation of the Board.
- Should there be more nominations than positions available; the Association will hold a vote on the appointment of members of the Committee(s) in question.
- The appointment of all Committee members is effective 21 days after the Spring general meeting at which the appointment is made until 21 days after the Spring general meeting of the second year of their appointment.
- Should a casual vacancy occur on a Committee, the Board can appoint a member to fill the vacancy.
- The members of each Committee shall elect one of them to be the Chairman of that Committee.

Roles and Responsibilities

- Each Committee has different roles and responsibilities which are outlined in Appendices 'B', 'C' & 'D'.
- Should any Committee wish to recommend changes to the Constitution, By-Laws, General Rules, Swimming Rules, or Open Water Swim Rules it must submit its proposal to the National Board of Management for consideration.
- Should it agree with the proposal, the National Board of Management will then put it forward to the next General Meeting.

- As stated in C14.1, the Association may establish Committees to undertake specified activities.

Special Notes

- Appendix 'E' was the Nomination form from the By Laws and has been re- numbered Appendix 'F' for this Circular
- Appendix 'E' is now the Membership Committee Roles and Responsibilities for this Circular

Appendix B: National Coaching Committee (NCC)

Members

Up to five (5) members and any additional members as deemed appropriate by the MSA Board.

Minimum Qualifications and/or Experience

Required

- Current MSA Club or Associate Member & nominee of a MSA Branch, or employee of MSA
- Current MSA Club Coach accreditation or equivalent (e.g., Level1)

Desirable

- 5 or more years' practical experience coaching adult swimmers in a Masters Swimming Club environment
- Practical experience coaching adult competitive swimmers in a Masters Swimming Club environment
- Familiarity with the MSA coach accreditation processes, coach education and training programs

Roles and Responsibilities:

Under the direction of the National Coaching Committee Chairperson, members will:

- Develop, review and update Coaching courses and materials for accreditation
- Develop, review and update procedures for coach candidates to gain Club Coach accreditation
- Develop, review and update procedures for the re-accreditation of Club Coaches
- Develop, review and update procedures for Presenter and Assessor training to present sanctioned Club Coach courses
- Assist MSA with the maintenance of a database of Club Coaches, and a database of registered Club Coach course Presenters and Assessors
- Plan and promote courses/seminars/workshops on any topics relevant to adult swim coaching
- Provide information on coaching and teaching materials that are of assistance to coaches and swimmers for distribution via MSA communication channels
- Investigate areas for further research and development relevant to adults swim coaching.
- Develop, review and update materials for selection of a National Coach of the Year

- Review the nominations for the National Coach of the Year & provide a recommendation to the MSA Board.
- Liaise with other Australian swimming bodies including SAL, ASCTA and Austswim on coaching related matters
- Address objectives, methods, programs, and any coaching related problems. Report regularly on these to the MSA Board

Chairperson:

- Following its appointment, the Committee will elect a chairperson for the next 12 months

Role and Responsibility of the Chairperson:

- Co-ordinate and chair meetings of the Committee
- Instigate and co-ordinate committee discussion / feedback on programs and documents.
- Provide written reports for NBM meetings, General meetings & for the Annual report.
- Provide advice to NCC members and MSA office staff on coach related matters as required.

Appendix C: National Swim Meets Committee (NSMC)

Members

- Up to five (5) members or such other number as is deemed appropriate by the Association from time to time.

Minimum qualification and/or experience

Mandatory

- Current Club or Associate Member or employee of the Association;
- Practical experience of safety issues at swim meets and clubs.
- Practical experience in organising or running Masters swim meets.

Desirable

- Experience of event management at club, branch or national level;
- Qualification in event management;
- Experience in organising or running the swimming event at an Australian or World Masters Games;
- Experience of the Association's programs at club, branch, and national level.

Roles and Responsibilities

Under the direction of the Chairperson, the Swim Meets Committee will:

- Receive all minutes of meetings of the National Championships organising committees and Australian and World Masters Games swim organising committees and advise the Board of any points for consideration by the Association;
- Review and recommend updating of the Swim Meet Guide;
- Establish and monitor quality control processes for swim meets.

Chairperson:

- Following its appointment, the Committee will elect a Chairperson for the next 12 months

Role and Responsibility of the Chairperson:

- Co-ordinate and chair meetings of the Committee.
- Instigate and co-ordinate committee discussion / feedback on programs and documents.
- Provide written reports for NBM Meetings, General Meetings & for the Annual Report.
- Provide advice to NSMC members and MSA office staff on swim meets related matters as required.

Appendix D: National Technical Committee (NTC)**Members**

- Up to seven (7) members or such other number as is deemed appropriate by the Association from time to time.

Minimum qualification and / or experience**Mandatory**

- Current Club or Associate Member or employee of the Association;
- At least three members must be accredited by the Association as a Referee and have:
 - Five or more years' practical experience of officiating in an Australian Masters Swimming club environment;
 - Practical experience of officiating at national or international Masters events;
 - Familiarity with national accreditation processes and the Association's official education programs
 - At least one member should be familiar with Open Water Swimming (OWS) (nominated or appointed by NTC)

Roles and Responsibilities

Under the direction of the Chairperson, the NTC will:

- Review all proposed changes to the General, Swimming and OWS Rules, and provide to the Board a full analysis for and against the proposed changes;
- Develop, review, and update technical and officiating accreditation courses;
- Implement and monitor quality control processes for technical officials;
- Investigate further technical and officiating accreditation levels and updates;
- Plan and promote education seminars within the Association on a range of issues relevant to the membership as necessary;
- Plan and promote technical and officiating seminars as necessary;
- Provide technical and officiating coaching articles to assist the dissemination of information to members;
- Update the National Officiating Manual as required;
- Update the DQ Codes and the Reference cards for Referees, IoT and JoS
- Investigate areas of relevance for further research.
- Develop, review and update materials for selection of a National Official of the Year
- Review the nominations for the National Official of the Year & provide a recommendation to the MSA Board.

- Liaise with other Australian swimming bodies including SAL, ASCTA and Austswim on technical related matters as required.

Chairperson:

- The Chair of the committee will be elected by the committee members annually – following the appointment of the committee for the next 12 months.

Roles and responsibilities of the Chairperson:

- Co-ordinate and chair meetings of the Committee
- Instigate and co-ordinate committee discussion / feedback on programs and documents
- Provide written reports for NBM meetings, General meetings and the Annual report
- Provide advice to NTC members and MSA office staff on technical related matters as required

Appendix E: National Membership Committee (NMC)

The Aims of the National Membership Committee are to:

- encourage the growth of adult, amateur swimming across Australia
- support the volunteer administration of Masters Swimming Australia- affiliated swimming clubs in Australia
- develop materials to aid the efficient administration of clubs, such as but not limited to:
 - the creation and sharing of materials to assist membership growth and development,
 - club community outreach,
 - guidance for fundraising, sponsorship, and financial management, etc
- work with the State Branches in providing support where necessary to clubs to collectively grow the sport of adult amateur swimming in Australia

There are presently approx. 195 Masters Swimming Australia-affiliated swimming clubs across Australia; for most of our 6,700-plus members, our clubs are the principal body members interact with in their swimming activities. Our clubs are entirely volunteer run, which places enormous responsibility on the shoulders of a small fraction of our members who volunteer their time to support their club. Increased support for our clubs will give our members a better swimming experience, encourage new members to consider participating in club administration and offer those clubs with an interest in growing the chance to leverage the lessons learned by other clubs on that same journey.

The membership of the Committee shall be drawn from representatives of each of the Branches (one per Branch), elected for a two-year term (rotating each 12 months). 50% of the delegates elected will serve for a 12-month term before seeking re-election; re-nomination is allowed.

A chair will be appointed by the elected members of the Committee, and a member of the National Board of Management will be an observer in the deliberations of the Committee.

Mandatory knowledge:

- The nominees must be a financial member of MSA

- The nominees must have an understanding and interest in the national operations of Masters Swimming Australia

Desirable Knowledge

- Experience within the MSA organisation at club, branch and/or national level
- Experience in a specialist profession such as Finance, IT, web development, legal, CRM, policy/governance, public relations, education
- An understanding of how to implement national programs within a federated organisation

Roles and Responsibilities:

Under the direction of the Chairperson, the National Membership Committee will report to the National Board of Management (NBM) and will provide a recommendation to them about the:

- Support necessary to enable our membership, through clubs and branches, to fully participate in adult amateur swimming in Australia
- Any further priorities as requested by the NBM

In accordance with the Constitution, please find attached a nomination form for the appointment of individuals to serve on Masters Swimming Australia National Committees. By Law BL10, states that current serving members of MSA Committees may nominate themselves for re-appointment. All nominations must be endorsed by the nominee's Branch.

Appendix F: Nomination Form

*NATIONAL _____ COMMITTEE

Personal Information:

Surname	Given Name
Registration Number	Club
Postal Address	
Postcode	
Email	
Phone (M)	
Phone (H)	Phone (W)

Statement by Nominee:

I wish to nominate for the above position and confirm that I meet the mandatory criteria specified in the Constitution and or By-Laws. I attach a résumé of my relevant qualifications and experience.

Signature

Date

Statement by Branch Representative:

The _____ Branch endorses the nomination of the above-named person.

Signature

Date

Position

The closing date for nominations is Thursday 17 August 2023