



Swim BC Awards Committee

Terms of Reference:

1. **Mandate:** The Awards Committee is an Operations Committee of Swim BC working on behalf of the Executive Director.
2. **Purpose:** The Committee is responsible for receiving, reviewing and advising Swim BC on annual awards nominations and criteria review; as well as external association award nominations such as Sport BC, Swimming Canada and others. The Committee shall also advise on the awards criteria designed by Swim BC staff, where advising means “to offer suggestions, make recommendations and inform”.
3. **Key Duties:**
 - Award criteria advise / review.
 - Annual Swim BC award nominations review and ratification.
 - Annual Sport BC award review and ratification (except Presidents Award).
 - Annual Swimming Canada award review and ratification.
 - Other external organization award nominations as identified by Swim BC staff (ie/ iSparc; etc)
4. **Composition and Appointment:**

The Committee is composed of five (5) members:

 - Chair - Swim BC Sr Manager, Technical Operations.
 - Four (4) BC swimming community members – two (2) currently registered A1 or A2 class coaches (certification compliant); and two (2) individuals from the swimming community maintaining or having acted in a role as administrator, coach, official or swimmer. These appointees will possess a demonstrated passion for celebrating our sport.
 - Ex officio: Swim BC Executive Director

The members of the committee are appointed by the Swim BC Executive Director. Expressions of interest will be solicited via membership posting.
5. **Meetings:** The Committee meets as required at the request of the Chair or as requested by any Committee member.
6. **Term:** Committee members will be appointed for a two-year term on a staggered basis with two members appointed in an odd year, and two members appointed in an even year. The Committee members will determine the stagger at the committee’s onset. Should an appointed member not be able to fulfill their term the Executive Director will solicit expressions of interest for replacement.
7. **Reporting:** The Committee reports to the Executive Director in writing after every meeting.
8. **Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.

Approval: Feb 24 / 2021

Review: Jan / 2023