



## Swim BC Officials Committee

### Terms of Reference:

1. **Mandate:** The Officials Committee is an Operations Committee of Swim BC working on behalf of the Executive Director.
2. **Purpose:** The Committee is responsible for the standard of officiating for all sanctioned Swim BC competition. In doing so, the Committee provides the development, leadership, execution of officials' training, mentorship and certification. The Committee will provide the interpretation of the technical rules of swimming for the broader development of all members as requested and specifically support the conduct and administration of Swim BC Provincial Championships.
3. **Key Duties:**
  - Provide leadership regarding Swimming Canada rule interpretation including contribution to the national discussion on rule development, rule interpretations and rule changes where required;
  - Communicate rule updates, recommendations and interpretations to all registered swim officials in BC, and where appropriate to the broader coaching community;
  - Leadership and implementation of all official's development, education and evaluation through clinics, online training and mentorship (inclusive of Para-swimming, Open Water, and Masters' officials);
  - Guiding the training of clinic leaders and other official's development tools;
  - Identify, develop, promote and recognize individuals for Level III, IV and V certification;
  - In conjunction with Swim BC staff, develop and maintain an official's recognition program;
  - Assign Swim BC provincial championships Meet Referees at the annual Officials Congress for the purpose of allowing the assignees the ability to integrate and participate with the competition planning process;
  - Regularly review the conduct of provincial officials to ensure rules are fairly and consistently implemented across all sanctioned competitions;
  - Encourage and promote civility, expertise and respect among competitive swimming officials;
  - Devise and maintain an equitable model of nomination and support for BC officials interested in pursuing national level officiating opportunities;
  - In conjunction with the Swim BC Awards Committee, nominate and or review nominations for Swim BC and external agency officiating, volunteer and other awards as deemed appropriate.
4. **Composition and Appointment:**

The Committee is composed of ten (10) members:

  - Swim BC Sr Manager, Technical Operations (chair);
  - The Swimming Canada OCRC appointee;
  - One (1) Regional Officials Director from each of the following geographical areas:
    - Vancouver Coastal
    - Fraser Valley
    - Fraser River
    - Vancouver Island
    - Thompson / Okanagan
    - Kootenays
    - North East
    - North West

The members of the Committee shall be recommended to the Executive Director by the Level IV and V Officials from each geographical area and must be, at minimum, an active Level III official. The Executive Director appoints members to the Committee as required to carry out the Committee's Mandate and Key Duties.



Regional Officials Directors are encouraged to appoint Assistant Regional Officials Directors to help facilitate officials' development and create succession planning for this committee.

5. **Meetings:** The Committee meets electronically or in person as required at a minimum of once per quarter, or at the request of the Chair.
6. **Term:** The Executive Director will review member appointment annually. Members shall serve from their appointment until the re-striking of the Committee, typically 30-days post Swim BC AGM.
7. **Evaluation:** The Executive Director will evaluate the performance of the Committee. The performance will be assessed against the accomplishment of the Committee's Key Duties.
8. **Reporting:** The Committee reports to the Executive Director in writing after every meeting.
9. **Review and Approval:** The Executive Director reviews these terms of reference every two (2) years or as required.

**Approval:** September 20, 2020

**Reviewed:**