



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, criteria review; and 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 six (6) members:

 - Chair - Swim BC Executive Director
 - Staff support - Swim BC Technical Manager
 - 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.

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; two members will be appointed for a one-year term at the inception of the committee. Thereafter two members will be appointed for a two-year term on odd years, and two members will be appointed for a two-year term in even years.
7. **Reporting:** The Committee reports to the Executive Director in writing after each meeting.
8. **Review and Approval:** The Executive Director reviews these terms of reference every two years, or as required.

Last reviewed: September 2022

Next review: September 2024