



## **Swim BC Awards Committee**

### **Terms of Reference:**

#### **1. Mandate:**

The Awards Committee is an Operations Advisory 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 Swim BC awards nominations
- Award criteria review
- External award nominations (e.g., Sport BC, Swimming Canada, iSpars, and others)

The Committee shall also provide input on award criteria designed by Swim BC staff, where “advise” means to offer suggestions, make recommendations, and inform.

#### **3. Key Duties:**

The Committee is responsible for the following areas:

- Advise and review Swim BC award criteria.
- Review and ratify annual Swim BC award nominations (except the President’s Award).
- Review and ratify annual Sport BC award nominations.
- Review and ratify annual Swimming Canada award nominations
- Review and ratify other external award nominations as identified by Swim BC staff.

#### **4. Composition and Appointment:**

The Committee is composed of five (5) members:

- Chair: Swim BC Performance Development Manager
- Community Members (4)
  - Two (2) members who are appointed coaches fully registered and in Good Standing with Swim BC in the Head Coach or Assistant Coach category.
  - Two (2) individuals from the swimming community who have served, or currently serve, in a role such as administrator, coach, official, or swimmer.

Community members must demonstrate a passion for celebrating the sport.

Appointments are made by the Swim BC Executive Director and the Committee Chair. Expressions of interest will be solicited through a membership posting.

#### **5. Meetings:**

The Committee meets as required at the request of the Chair or as requested by any Committee member.

#### **6. Term:**

To ensure continuity:

- At the inception, two (2) members will be appointed for three-year terms, and two (2) for two-year terms.
- Thereafter, two (2) 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 shall report in writing to the Swim BC Executive Director following each meeting, summarizing key discussion points, recommendations, and action items.



**8. Confidentiality:**

All information discussed, shared, or provided to members of the Swim BC Awards Committee is considered confidential and is not to be disclosed outside the Committee unless explicitly authorized by the Swim BC Executive Director.

Committee members are also expected to adhere to Swim BC's Code of Conduct and declare any conflicts of interest that may impact the objectivity of their contributions.

**9. Review and Approval:**

These Terms of Reference will be reviewed by the Executive Director every two years or as required, in consultation with relevant Swim BC staff.

**Last reviewed:** November 2025

**Next review:** November 2027