



Swim BC Competitions Committee

Terms of Reference:

1. **Mandate:**

The Competitions Committee is an Operations Advisory Committee of Swim BC working on behalf of the Executive Director.

2. **Purpose:**

The Advisory Committee is responsible for reviewing and advising Swim BC on the technical direction and development of staff-designed technical programs by offering suggestions, providing recommendations, and informing staff-led initiatives.

3. **Key Duties:**

The Committee is responsible for the following areas:

- Provincial Championship ongoing review (events, event order, conduct, presentation, etc.)
- Annual provincial standards vetting
- Review and vetting of Provincial Championship Meet information
- Development and review of regional competition models, including troubleshooting implementation challenges
- Review and provide input on the competition calendar and its alignment with athlete development principles.
- Assessment of role of competition in Long Term Development (formerly Long-Term Athlete Development) application

4. **Composition and Appointment:**

The Committee is composed of nine (9) members:

- Chair: Swim BC Director, Coach and Performance Development
- Staff: Swim BC Performance Development Manager
- Staff: Swim BC Senior Manager, Technical Operations
- Three (3) members who are appointed coaches fully registered and in Good Standing with Swim BC in the Head Coach or Assistant Coach category.
 - Wherever possible, one (1) member will be selected from each of Swim BC's three divisions to ensure regional representation.
 - If suitable candidates from each division are not available, regional balance will be considered but not required
- Three (3) members who are appointed officials fully registered and in Good Standing with Swim BC. Minimum a Level III certification.
- 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.

Members may be reappointed for consecutive terms at the discretion of the Swim BC Executive Director.

5. **Terms of Appointment:**

To ensure continuity:

- Coach Members:
 - At the committee's inception, two (2) coach members will be appointed for three-year terms and one (1) for a two-year term.
 - Thereafter, two coach members will be appointed for two-year terms in odd-numbered years, and one coach member for a two-year term in even-numbered years.



- **Officials Members:**
 - At the committee's inception, one (1) officials' member will be appointed for three-year terms and two (2) for a two-year term.
 - Thereafter, two officials' members will be appointed for two-year terms in odd-numbered years, and one officials' member for a two-year term in even-numbered years.
- In the event of a mid-term vacancy, a replacement may be appointed by the Swim BC Executive Director to serve the remainder of the term.
- There is no maximum number of terms, though reappointment is subject to the discretion of the Swim BC Executive Director.

6. Meetings:

The Committee shall meet as needed, either virtually or in person, at the request of the Chair or any Committee member.

A debrief meeting shall be scheduled following each Provincial Championship.

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 Competitions 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: August 2025

Next review: August 2027