



Terms of Reference: Officials Advisory Committee

1. Mandate

The Officials Advisory 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 in areas related to officiating and conduct of competition. The Committee focuses on:

- the establishment and maintenance of officiating and competition rules, policies and procedures for Swim BC competitions;
- adjudication of Provincial Records;
- creation and implementation of an Officials Development Strategy for Swim BC inclusive of official's education and certification;
- provision of updated rule interpretations for Swim BC sanctioned competitions in BC (in reference to the Swimming Rules of Swimming Canada).
- provision of guidance and direction ensuring the conduct and administration of Swim BC competitions are consistent with Swim BC expectations.

3. Key Duties

The Committee will perform the following key tasks:

- Develop annual objectives/deliverables and event focus.
- Recommend, develop and maintain policies and procedures related to officiating for all sanctioned competitions in BC.
- Assign Competition Coordinators and select Meet Commission personnel for Swim BC provincial championship meets.
- Designate a member of the Committee to sit on the Swim BC Awards Committee.
- Promote and conduct clinics to educate, develop and evaluate officials, Para-swimming officials, Open Water officials, and Master Swimming officials in the province utilizing Swimming Canada training programs and other mechanisms as developed by the committee.
- As required, nominate candidates for appointment to the Swimming Canada OCRC and Swim BC Para-Advisory Committee
- Verify abilities and nominate officials for Swimming Canada designated meets.
- Recognize officials for their efforts and achievement of significant officiating levels.
- Foster co-operation between officials, Swim BC general membership and coaches associated with Swim BC.
- Provide guidance, advice, direction and support to the Executive Director and Swim BC membership in all matters relating to the officiating of competitive swimming.
- Encourage and promote standards of personal integrity, competence, sound judgement and discretion among competitive swimming officials.
- Ensure the regulations laid out in the Swimming Rules of Swimming Canada, Swim BC Swim Guide and Swim BC Technical Guide are carried out.
- Ensure provision of qualified technical officials for the purpose of ensuring fair play and equitable opportunities for all swimmers engaged in competition at sanctioned swim meets in BC.

4. Policy Responsibility

To be determined

5. Composition and Appointment



The committee will be composed of a minimum of five (5) and maximum of eight (8) persons, where a minimum of one (1) Board member is required.

- The Board will appoint the Chairperson of the Committee, who shall be a Director;
- The Swim BC appointed member of the Swimming Canada OCR Committee shall be a member;
- The Executive Director will select three (3) to six (6) Level 5 master Officials endeavouring to ensure province wide representation;
- The Executive Director will assign a staff member to the committee as an ex officio member, and who shall act as the recording secretary for the committee.

Appointment:

The Board will appoint the Chairperson of the Committee, who shall be a Director. The Executive Director will appoint the remaining members as necessary and to match skill sets required to carry out the mandate and key duties of the committee.

Meetings:

The Committee shall meet by telephone or in person at least once a year and otherwise as necessary. Meetings will be called by the Chairperson.

Term:

Term of membership is two years.

Evaluation:

The Executive Director will evaluate the performance of the Committee. The performance will be assessed against the accomplishments of annual objectives/deliverables and events.

Reporting:

The Committee will report to the Executive Director, in writing, one week prior to every meeting of the Board, and at the request of the Executive Director. The Committee will report to the Members at the Annual General Meeting, in the form of a written report.

Review and Approval:

The Executive Director will review these terms of reference every two (2) years.

Approved by the Board: October 2018

Next review: August 2019