



TERMS OF REFERENCE: Swim BC Masters Swimming Committee

1. Mandate:

The Swim BC Masters Committee is an operations committee of Swim BC. The Committee will advise and support the Executive Director and Swim BC staff on procedures, programs, initiatives, events and other matters relating to Masters swimming. In carrying out its role, the Committee will support the vision, values and objectives of Swim BC, while reflecting the unique and varied needs of the Masters swimming community. The Committee will ensure that the Masters swimming community has a voice in matters that impact them. The Swim BC Masters Committee will promote and support fun, fitness, friendship, healthy living, and competition for adults through swimming. Swim BC Masters will be BC's leading resource for adult swimming, and will promote, encourage, support and grow Masters swimming in all its forms in the province.

2. Purpose:

The Swim BC Masters Committee will support the Executive Director and Swim BC in effectively integrating Masters swimming into Swim BC, and help Swim BC plan, develop and deliver the best possible programs, services and swimming experience for all adult swimmers in BC, including fitness swimmers, competitive pool swimmers, open water participants, and other swimmers.

3. Key Duties:

The key duties of the Committee include:

- Support Masters swimming within Swim BC.
- Provide feedback, advice and recommendations to the Executive Director, Swim BC staff, as appropriate.
- Seek feedback from the Masters swimming community in BC on an ongoing basis.
- Communicate regularly with BC Masters swimmers on issues affecting adult swimming.
- Identifying club and venue for Provincial Championships and supporting LOC as required.
- Help with engagement of the Masters community through regular communication and activation.
- Research, review, develop and propose policies, procedures, programs and services for Masters swimming in an effort to improve member experience.
- Research, develop and recommend new initiatives and events that broaden the appeal of aquatic fitness and increase adult participation in swimming.
- Identify and enhance strategic partnerships with volunteers, coaches, industry and community partners, and other stakeholders.
- Assist the Executive Director, Swim BC staff and Swim BC in monitoring, assessing and evaluating the effectiveness of policies, programs and services for Masters swimmers.



- Through the Executive Director and Committee Chair, enhance the quality of discussion and effective decision-making on issues relating to Masters swimming.

4. Composition and Appointment:

Members of the Masters Committee are appointed by the Executive Director of Swim BC, on recommendation of the Committee Chair. Members will include broad representation from the masters swimming community.

The Committee will be composed of:

- Chair: Senior Manager, Technical Operations
- 6 active members of the Masters Swimming Community (must be registered members of Swim BC).
- Ex officio: Swim BC Executive Director

The Swim BC Executive Director shall appoint committee members following consultation with an MSABC representative and Swim BC staff. To ensure a transparent selection process, a call for expressions of interest will be issued to the general membership via an official posting.

Swim BC staff will support the work of the Committee, as needed.

5. Terms of Appointment:

To ensure continuity:

- At the committee's inception, three (3) members will be appointed for three-year terms and three (3) for a two-year term.
- Thereafter three (3) members will be appointed for two-year terms in odd-numbered years, and three (3) members for 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 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.

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 Masters 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.