



Competition and Officials Committee

Terms of Reference

Mandate

The “Competition and Officials Committee” is a Standing Committee of the EKSC Board of Directors. It shall be responsible for the organization, operation and oversight of Competitions and Officiating for the Edmonton Keyano Swim Club. It is responsible for advising the Board in fulfilling its responsibilities relating to operational and informational documents.

Purpose:

1. To ensure Edmonton Keyano Swim Club hosted competitions are consistently successful;
2. To ensure the club develops a strong contingent of officials at multiple levels;
3. Ensures succession planning for committee members and officials.

Scope:

This committee will work under the direction of the Board and within the framework of the hosted competition schedule along with the EKSC strategic plan, guidelines set up by Swim Alberta and Swimming Canada related to officials training and progression.

Key Duties

In fulfilling its mandate, the Committee will perform the following key tasks:

1. Review Swimming Canada and Swim Alberta guidelines to ensure EKSC practice is in line with governing policy;
2. Adhere to EKSC policy and procedures to ensure members are prepared to perform the duties as they staff competition events;
3. Create the environment that will allow members to progress through the hierarchical officiating positions allowing multiple members to be available to perform any position;
4. Review and recommend the number of events/shifts for each aquatic member family in the context of “Volunteer Points”;
5. Report on and recommend solutions to competition activities that are not in EKSC best interest;
6. Forward any concerns of code of conduct infractions that are brought forward about volunteers or officials to the board.

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Competitions:

1. Provide recommendations to the board on logistics of hosted competitions including but not limited to: venues; meet management structure; competition dates and meet packages;
2. Develop, maintain and retain as a resource for EKSC documentation on roles, responsibilities and process for meet committees;
3. Determine the structure of meet committees for each hosted competition;
4. Appoint an advisory referee for invitational meets;
5. Appoint meet managers for each hosted meet and provide recommendations to meet managers for key roles for meet committees;
6. Appoint an officials chair for each hosted meet;
7. Appoint a treasurer for each hosted meet;
8. Designate a committee member to debrief with meet managers following each hosted competition

Officials:

1. Create a list of date and location of officiating courses throughout the season to ensure officiating development;
2. Identify and approach members to be mentored as meet managers and referees and other roles as deemed necessary;
3. Ensure members have the opportunity to participate in all roles.

Authority

The committee will be an “Active Advisor vs Limited Agent” to the Board of Directors. Decision making authority is limited to the following areas with a majority of votes in favour required to pass a resolution when quorum is met.

1. Appointing key roles for competitions
2. Setting dates for official’s courses

Limitations

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The committee has the following limitations:

1. Does not have the authority to override the meet manager at the meet.
2. Does not have the authority to provide, approve or alter meet budgets.
3. Does not have the authority to deal with any code of conduct infractions as it relates to officials or volunteers.

Policy Responsibility

The Committee will be responsible for policy research and review of all competition and officiating areas.

Composition

The committee can be made up of board members, members of the organization and/or individuals from the community at large, as approved and appointed by the Board of Directors. Staff members can not be members of the committee, but can serve as advisors. Committee members should have knowledge in one or more of the following areas: swim meet management; officiating; club operation. The number of members will be a minimum of three (3) and limited to six (6) individuals, with quorum set at greater than half the appointed members. They include:

1. Members: A minimum of one appointed member of the Board of Directors; members of EKSC; no more than two (2) individuals from the community-at-large;
2. Positions: Board Liaison (ex-officio) (may be held simultaneously with another position); Chair; Co-Chair; Secretary; Members-at-Large
3. Advisors: Coaches; Stakeholders; members of EKSC;

Appointment

The Board appoints members to the Committee along with position held. Members will serve from appointment plus a two year term that runs from September 1 to August 31. Members are limited to three consecutive terms. Should a vacancy occur on the Committee, for whatever reason, the Board may appoint a qualified person to fill that vacancy for the remainder of the vacant position's term. The Board may remove any member of the Committee. The Board and the Committee shall solicit for membership to the committee.

Meetings

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The Committee shall meet by electronic communication or in person, a minimum of three (3) times a season. Once during the beginning of the season (August to October); once mid-season and once following the last hosted competition. Meetings will be called by the Chairperson. Minutes shall be taken at all meetings and received by the Board of directors through the Board Liaison.

Resources

The Committee will receive the necessary resources from EKSC to fulfill its mandate, which would include meeting space rental and from time to time have staff persons assigned to assist the Committee with its work including set-up and advertise of the officiating courses.

Objectives/Deliverables

1. Schedule of events
2. Reconciliation of events
3. Review of policies and documents assigned to the committee
4. Tasks requested by the Board
5. Determine specific objective for the current swimming year. These objectives must be simple, measurable and time-bound: and must be reviewed and/or renewed annually.
6. Reports to the board as it relates to the strategic plan as requested.

Evaluation

The Board of Directors will evaluate the performance of the Committee. The performance of the committee will be assessed against the accomplishment of yearly objectives/deliverables. This review will take place after the last hosted meet of the regular season and before the start of the next season.

Reporting

The Committee will report to the Board, in writing, after each meeting.

Review and Approval

The Board of Directors, with advice from the Committee, will review these terms of reference every year after the last hosted meet.