



# Committee Terms of Reference

Type:	Management Committee
Title	Technical Advisory Committee
Objective:	To assist in managing SNZ's Technical Operations
Responsible to:	Chief Executive Officer

## Revision History

Date	Version	Comments
14/9/2009	1.0	Updated release of Events – Technical Advisory Committee
11/10/2011	2.0	Updated release of Events – Technical Advisory Committee
16/05/2012	3.0	Updated release of Events – Technical Advisory Committee
29/07/2014	4.0	Updated release of Events – Technical Advisory Committee
23/07/2015	5.0	Updated release of Events – Technical Advisory Committee
09/11/2016	6.0	Updated release of Events – Technical Advisory Committee

## 1. Structure:

- 1.1. The members of this committee shall be appointed by the Chief Executive Officer (CEO) of Swimming New Zealand (SNZ) from the membership and shall consist of up to six regional representatives plus an independent chairman.
- 1.2. The Events & Membership Manager and Events Manager will be invited to all meetings of this committee.
- 1.3. SNZ Board members are eligible for appointment but do so as a member of SNZ and not as a representative of the Board. A quorum shall be four members.

## 2. Term:

- 2.1. Members of the committee shall be appointed for a three (3) year term. A phased rotational retirement process will be used. Annually the two longest serving elected members shall retire but shall be eligible for re-nomination. The term shall conclude at the 31st August.
- 2.2. The Chair shall be appointed for a term of two (2) years. They are eligible for re-nomination. The term shall conclude at the 31st August.
- 2.3. If a member resigns from the committee before the term expires, the CEO or their representative may appoint another member.
- 2.4. Members must be active and regularly attend the meetings of the committee and Swimming New Zealand events. Three consecutive non-attendances at a Technical Advisory Committee meeting may be deemed a resignation by the CEO or their representative and a new member appointed (as per point 3. above).

## 3. Application Process:

- 3.1. Applications will be called for in July for those positions due for reappointment through Regions and SNZ membership database.



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- 3.2. A close off date of not less than 2 weeks from the initial call for application date.
- 3.3. SNZ will provide a template application form that applications will be required to be made on.
- 3.4. Applications may be electronically submitted.
- 3.5. Applications must be made by the individual wishing to stand, there is no nomination procedure.
- 3.6. The CEO or their representative will receive recommendations from the Committee and submit to the CEO for approval.
- 3.7. Incumbent applicants, reapplying for a position on the committee, shall not have any part in the appointment process.

## 4. Profile:

The following factors will be taken into consideration when appointing the committee:

- 4.1. A cross-section of skill base including strategic and philosophical strengths, technical expertise and knowledge of best practise models.
- 4.2. All members shall have a qualification of national referee.
- 4.3. Technical Advisory Committee will consist of seven members, one representing each of the following areas of Upper North, Central North, Lower North West, Lower North East, Upper South and Lower South and a chairperson of the committee. Regions of responsibility include, but are not limited to:
  - Upper North- Northland, Auckland
  - Central North – Counties Manukau, Waikato, Bay of Plenty
  - Lower North West – Taranaki & Manawatu
  - Lower North East – Hawkes Bay Poverty Bay & Wellington
  - Upper South – Nelson/Marlborough, Canterbury West Coast
  - Lower South – Otago & Southland

## 5. Operating Principles:

- 5.1. The Committee Chair shall call a meeting of the committee or if so requested by the CEO or their representative.
- 5.2. The committee may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
- 5.3. The Committee Chair may obtain external resources as required to assist with its work, subject to prior approval from the CEO or their representative.
- 5.4. The overarching voice for the committee is to be the Chair. The Chair may delegate committee members to perform technical business as appropriate, in particular to undertake technical seminars, undertake qualifications and clarify technical interpretations as and when needed.
- 5.5. Committee members are to be positive role models and are not to bring SNZ, its sponsors or stakeholders into disrepute in any way.
- 5.6. The Committee Chair will give notice to the CEO or their representative of its agenda 2 weeks prior to any meeting and key recommendations/actions resulting from the meeting within 2 weeks of the meeting ending.
- 5.7. The committee shall have at least two 'face to face' meetings annually.
- 5.8. The committee meetings shall be minuted by an SNZ staff member.



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## 6. Duties and Responsibilities:

- 6.1. Actively involved in meets and officialdom within the region of responsibility.
- 6.2. To provide technical advice and recommendations to SNZ so as to ensure that all SNZ meets are conducted within the FINA rules and the SNZ Rules and Regulations.
- 6.3. To consider changes to the FINA rules and make recommendations to FINA via SNZ and Aquatics New Zealand.
- 6.4. Notify SNZ of the impact of those changes on SNZ National, Regional and Club competitions
- 6.5. To provide recommendations for changes to the elements of the SNZ regulations
- 6.6. To analyse proposed changes to the SNZ regulations and provide observations as to the impact of those changes on the "technical" elements of competitions.
- 6.7. To regularly review and debate strategic and operational technical issues and programmes.
- 6.8. To make technical recommendations to SNZ Management Team.
- 6.9. A consultative source for the Events Manager and Events & Membership Manager.
- 6.10. To perform any other technical duties as requested by the SNZ.
- 6.11. Specifically, duties involve:
  - that all Swimming New Zealand rules, regulations and interpretations meet FINA requirements, and these are implemented consistently throughout the country
  - provide recommendations to the CEO or their representative on national and international technical official appointments / recommendations
  - Provide action on the education, training and professional development of national technical officials
  - recommend the Swimming New Zealand technical qualification criteria
  - provide advice and recommend a technical manual for distribution to candidate officials
  - provide advice, guidance and interpretations on technical issues and rules when required
  - Improve the quality of technical officials by undertaking assessments of technical officials and focussing on continual assessment.
  - act as Meet Directors for Swimming New Zealand competitions or delegate when required
  - complete any National or Regional qualifications
  - conduct technical seminars as required to ensure that SNZ rules, regulations and interpretations are implemented consistently throughout the country
- 6.12. Review the terms of reference for this committee and provide any recommendations to the CEO or their representative.

## 7. Authority:

- 7.1. This committee shall operate within the above-mentioned duties and responsibilities.
- 7.2. This committee shall have no executive powers with regard to its findings and recommendations, but will provide recommendations to the Events Manager for approval from the CEO or their representative.
- 7.3. The CEO or their representative has the discretion to remove members from this committee at any time for breaching these 'terms of reference'. The member has a right of appeal as outlined in the SNZ Constitution and Member Protection Policy.