



# Terms of Reference

## Competition Review – Working Group

Current as at:	September 2023
Type:	Working Group
Title	Competition Review
Purpose:	To provide SNZ with advice on the competition calendar and event structure at all levels across New Zealand and the competition pathway for New Zealand that encourages both participation, development and performance between 2025 - 2028.
Responsible to:	Head of Participation (HoP)

### 1. Working Group Membership:

The group will comprise the following members:

- SNZ Head of Participation & Events (Chair)
- SNZ Olympic Programme Lead
- SNZ Paralympic Programme Lead
- SNZ Technical Officials & Volunteer Development Lead
- SNZ Event Coordinator
- Up to six coaches – must be a variety of coaches from rural/metro, senior/age/junior swimmers focus and spread across the country
- Up to two active swimmers living within New Zealand
- Up to two event delivery staff from local centres around New Zealand

SNZ may invite other interested parties as required from time to time.

### 2. Term and Selection:

- 3.1 The term of each appointment will be for the duration of the working group, with the intention for this to conclude in May 2024.
- 3.2 SNZ will seek expressions of interest to join the working group, with appointments to be made by the CEO, who will make such appointments to ensure there is a broad range of skills, experience, and diversity on the working group. Group members should be positive role models and must not bring SNZ, its sponsors or stakeholders into disrepute in any way.

### 3. Timeline:

- 3.1. Confirm working group by October 2023
- 3.2. Virtual meeting to have an induction and to review the previous Competition Review, and to identify current issues (October 2023)
- 3.3. Face-to-face meeting to discuss and outline recommendations for the scope areas listed below (November 2023)
- 3.4. Draft proposal of scope areas for working group feedback (December 2023)
- 3.5. Virtual meeting to review draft proposal (December 2023)
- 3.6. Opportunity for community to provide feedback on draft proposal (December 2023 – February 2024)
- 3.7. Review period of the community feedback on draft proposal (February 2024 – March 2024)
- 3.8. Face-to-face meeting to discuss community feedback and make adjustments to the draft proposal if required (April 2024)
- 3.9. Review period of final recommendations (April 2024)
- 3.10. Final recommendations presented to SNZ board (May 2024)

Please note that there may be some additional virtual meetings added as required. The intention is to have SNZ board approval in May 2024 to proceed with planning the calendar for 2025 and beyond in June 2024.

### 4. Conduct:

- 4.1. Working group members will participate in a collaborative and constructive manner with the wider interests of the sport the priority.

4.2. All discussion by the working group shall remain confidential to the working group and not be discussed outside of the committee unless so agreed by the working group chair.

**5. Duties and Scope:**

5.1. The working group shall meet as and when required by the Head of Participation & Events to provide expert advice and recommendations for the upcoming 4-year cycle (2025 – 2028) in the following areas:

5.1.1. Calendar structure of competitions at local, regional, zonal and national level – ie: timing of competitions

5.1.2. Competition formats, age groups and qualifying criteria for competitions at local, regional, zonal and national level.

5.1.3. Competition pathways offered within New Zealand.

5.1.4. The structure of designated and development meets within New Zealand.

**6. Authority:**

6.1. This working group shall operate within the above mentioned duties and responsibilities.

6.2. This working group shall have no executive powers with regard to its findings and recommendations but will provide recommendations to SNZ via the Head of Participation & Events.

6.3. Recommendations made by the working group will be presented to the SNZ board for their approval.

6.4. The CEO has the discretion to remove a member(s) from this working group at any time for breaching these Terms of Reference.

6.5. The SNZ CEO has ultimate authority in relation to the operation, conduct and recommendations of this working group.