



## **Events Committee**

### **Terms of Reference and Structure 2014**

#### **Composition of the Committee:**

- Maximum of six people, minimum of 4
- At least one member on the committee with “Technical” expertise
  - The committee must have a skill base that encompasses:
    - Coaching
    - Sound administrative skills and knowledge of “meet manager”
    - Knowledge of how the electronic equipment is handled, set-up, operated and stored

#### **Term of Office**

- New committee members approved by the SCWC Board on the recommendations of the incumbent committee
- Term of office is for a maximum of three years
- No member can serve for more than three consecutive terms
- Two committee members must retire at the end of each AGM. The two to retire each year for the first 3 years from the 2014 AGM to be determined by lot among such members.

#### **Meetings**

- At least five meetings in any calendar year
- Meetings may be held in person or by teleconference or by other means by which those participating may hear each other simultaneously
- Events Committee to select their Chair annually

#### **Purpose & Functions**

1. Annually review and submit for approval the regions swim meet calendar
2. Be responsible for ensuring the electronics and other swim meet equipment is operational and repaired as necessary
3. Assist with Regional, South Island and National swim meets that are the responsibility of SCWC
  - i. Help organise for the necessary equipment to be at the various swim meets from storage and returned

- ii. Liaise with the SCWC Administrator to arrange and assist with any administrative duties (e.g. ordering medals, emailing clubs, booking pool space, organising catering)
  - iii. Liaise with other regions as is necessary for a meet to operate successfully
  - iv. Review such meets as deemed necessary
- 4. Provide assistance to clubs on equipment and swim meet requirements
- 5. Provide regular training for club personnel on equipment handling (set-up and dress-down)
- 6. Be available to attend any Board meeting on matters deemed necessary by the Board
- 7. Provide an Events Report for the Board Meetings (at least 1 week before) on any matters that need Board knowledge, acceptance or direction. The SCWC administrator will contact the elected Chair for this information in advance.