



Technical Committee Terms of Reference and Structure

Composition of the Committee:

- Maximum of six people, minimum of 4
- At least 4 members must be qualified National Officials and up to 2 members need not be qualified Regional or National Officials
- At least one person on the committee from outside the greater Christchurch area

Term of Office

- The SCWC Board will call for nominations to the 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.
- Anyone who served on the Technical Committee prior to the 2014 AGM counts as one term of office

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
- Technical Committee to select their Chair annually

Purpose & Functions

1. Review changes to the SNZ rules and make any recommendations back to the Board as is required
2. Be available to attend any Board meeting on matters deemed necessary by the Board
3. Undertake the necessary examination of Officials (new and old)
4. Provide Meet Director and review all swim meet flyers as necessary
5. Provide a Technical Report for the Board Meetings (at least 1 week before) on any Technical matters that need Board knowledge, acceptance or direction. The SCWC administrator will contact the nominated technical person for this information in advance.

6. Assist with providing the necessary officials for a swim meet to operate successfully (IOT and above). This will involve collaborating and reviewing information with the SCWC Administrator.

Details on who officiated at each meet needs to be recorded. It is recommended that this information is held electronically so the data can be easily analysed.

7. Develop and Train Officials, including regular courses for new intakes and beginners.

The outcome of developing and training officials needs to be measurable as a key performance indicator (KPI). To convey this, the data will be formatted onto the table example noted below.

- The Technical committee to confirm at the beginning of each calendar season what the qualified numbers are (A)
- Any changes to the target percentage increase (B) will be agreed between the Technical Committee and Board
- Target numbers (C) = qualified numbers at the start of the season x target increase percentage
- Year to date numbers (D) = qualified numbers at start of the season + qualified numbers trained to date during the season
- The SCWC Administrator will request updates on this data at least 1 week prior to the next Board meeting

Current agreed KPI's and target percentage increase

Task / Duty	Qualified Numbers (A)	Target % increase 12 Month period (B)	Target Numbers (C)	Year To Date Numbers (D)
IOT – Regional		20%		
IOT – National		25%		
Stroke Judge		20%		
Starter		15%		
Regional Referee		15%		
National Referee		10%		