

Competition and Planning Committee

Terms of Reference

Revised August 2022

Context

The Competition and Planning Committee (CPC) is established as an Operational Committee to conduct such business and function that may assist and support Swimming WA in delivery of the Swimming WA Strategic Plan 2021-2024.

Roles and Responsibilities

The Committee is not a policy making body but assists Swimming WA by providing technical official workforce guidance and review functions in the interests of ensuring best practice and continuous improvement.

Objectives

The Committee has prime responsibility for, but not limited to:

- a) In conjunction with Swimming WA competition staff, plan, propose and assist in the implementation of swim meets that contribute to the Swimming WA overall competition programme and performance pathway;
- b) Provide a competition review function to the Swimming WA competition staff and CEO of Swimming WA;
- c) Critically analyse the Swimming WA swim meet programme to ensure the competition structure meets the requirements of best practice in the provision of competition outcomes and overall value to the Association and its members;
- d) Research swim meet strategies that may aid Swimming WA to gain an advantage in swim meet innovation;
- e) Interact with sporting entities external of Swimming WA to explore opportunities for complementary event delivery that may elevate the exposure of Swimming WA in the pursuit of working together with like-minded sporting organisations;
- f) Deliver the swim meet calendar in a timely fashion, preferably planning up to 12 months in advance;
- g) Provide reports, as required or requested, via the CEO to the Board of Swimming WA; and
- h) Such other matters that the CEO may direct the Committee to undertake.

Authority

The Committee will focus on advising the Swimming WA and supporting the Swimming WA to successfully achieve the Swimming WA Strategic Plan 2021 – 2024.

The Committee does not have the authority to commit to expenditure or enter into contractual agreements on behalf of Swimming WA without a specific instrument of delegation.

Composition and Term

Term

The Committee shall be non-enduring and be convened at five (5) separate occasions annually. The Committee Members shall serve a Term of two (2) years upon calling for Expressions of Interest, unless extended at the Board's discretion at the Annual General Meeting, or terminated early due to a Conflict, Breach of Confidentiality or Member seeking leave from the Committee.

Members

The Committee shall comprise five (5) – eight (8) Members of equal standing with skills in the areas of:

- a) Competition experience;
- b) Technical skills; and
- c) Coaching;
 - a. High performance and/or Development coach
 - b. Junior coach
- d) Athlete;
- e) Technical Official;
- f) SWA Club Committee Member or SWA Club President;
- g) Member who has IT/ airies/ quantum, Meet Manager (highly desirable) experience.

Diversity of age, gender, experience and background shall be sought wherever possible. Preference will be given to nominees who do not sit on another SWA Committee.

Invitees

In addition to the authority expressed above, the Committee may invite to meetings key Staff, independent persons, members of the Association's Senior Management Team and such others where it is determined the invitee may contribute to the Committee achieving its objectives.

Invitees may take part in the business of and discussions at the meeting but have no voting rights.

Discipline

All Committee members shall be subject to the Swimming WA Code of Conduct and shall maintain confidentiality relating to the Committee's business. Breaches of the Code of Conduct or confidentiality shall result in the Committee Member being stood aside from participation as a Member of the Committee until the Board is able to deal with the matter under Swimming WA Policy.

Meetings

The Committee shall meet per meeting schedule, unless prior arrangements have been made. A quorum shall comprise of 50% of Committee Members, as well as the CEO or his/her nominee.

Voting

Any matters requiring decision will be decided by a majority of votes by members present. In the event of a tied vote, the Chair shall exercise a casting vote.

Conflicts of Interest

Members of the Committee and invitees will be required to disclose Conflicts of Interest at the commencement of each meeting. Where Members or invitees are deemed to have a real or perceived Conflicts of Interest, they will be excused from discussions on the issue where a Conflict exists.

Secretariat Duties

Swimming WA will facilitate administrative support to the Committee and assist by developing and distributing Agendas, Appendix papers, Minutes and Reports for circulation to Committee Members, attendees and invitees. Where practicable, Agendas are to be provided at least five (5) working days prior to each meeting.

Minutes

Minutes must be prepared by the Swimming WA administrative support and circulated to the Members of the Committee with the Minutes being ratified by the Members at the following meeting. The Minutes must be sufficient to convey the conduct, process of the meeting and voting outcomes, but should not disclose specific nominations or members votes.

A summary of all out-of-session decisions shall be recorded in the Minutes of the next scheduled Committee meeting.

Dispute Resolution





If an impasse is met and cannot be resolved through the Committee, by agreement the issue is to be referred to the Board for resolution or action.

Reviews

The CEO shall review and evaluate these Terms of Reference at least every two (2) years to ensure that it remains consistent with the intended objective and responsibilities, conforms to legislative requirements, established Association policies and best practice.

Endorsement

This document has been endorsed by:

Name	Title	Signature	Date
Darren Beazley	Chief Executive Officer, Swimming WA		Wednesday, 28 September 2016
Darren Beazley	Chief Executive Officer, Swimming WA		Monday, 15 October 2018
Kirsty Read	Acting CEO, Swimming WA		Monday 11 January 2021
Sophie Row	CEO Swimming WA		Thursday 4 August 2022

Version Control

Version	Date	Revised by	Comments
1.0	4 June 2012	Rick Corkhill	Review of all committee Terms of Reference as result of amended Constitution being endorsed 31 March 2012.
2.0	16 December 2014	Darren Beazley	Review of Committee Terms of Reference due and bought in line with the Swimming WA Strategic Plan 2015-18.
3.0	28 September 2016	Darren Beazley	Revisions made with current procedure being undertaken to prepare Agendas, distribute papers and produce Minutes. Review changed to every two (2) years, as the Committee Terms are two (2) years.
4.0	12 October 2018	Darren Beazley	Two (2) yearly review.
5.0	11 January 2021	Kirsty Read	Two (2) yearly review.
6.0	4 August 2022	Sophie Row	Two (2) yearly review