

# SWIMMING WAIKATO

## Panel Appointments Policy

Original – 28 August 2015  
Version 1 – 29 March 2016  
Version 2 – 20 January 2017  
Reviewed – 26 February 2018  
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Version 3 – 3 March 2019  
Version 4 – 17 June 2020  
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### OBJECTIVE –

To clarify the protocol required for the appointment of members to the Swimming Waikato Panels.  
The Panels are –

- Technical Panel
- Awards Panel
- Commercial Panel
- Waikato Swimmer Advisory Panel

### POLICY –

The Competitions and Development Panel ceased to exist in 2016 when it was decided that a senior group of coaches would take over the role of the Panel. The coaches responsible for the Competitions and Development aspects of the sport our Tier One and Two Coaches, i.e. they have swimmers competing at NZ Opens and NZ Age Group Champs.

#### 1. TECHNICAL PANEL

Purpose – To provide technical advice and recommendations to Swimming Waikato regarding equipment, officiating and the technical side of meets and other activities. To promote and develop the capability of our technical officials including training, development and ongoing education. To grow the number and quality of our technical officials.

- 1.1 There shall be a Technical Panel, appointed by the Swimming Waikato Board. The Technical Panel shall be responsible to the Board of SW and shall consist of:
- (a) A minimum of four and up to eight appointed members, all of whom shall be nationally qualified officials (at least one being a nationally qualified Referee).

- (b) The Technical Panel may include a Swimming Waikato Board Member. The appointment of a Board Member is at the discretion of the Board of Swimming Waikato.
- (c) If a position becomes vacant, the Chairperson of the Technical Panel will appoint a replacement, in liaison with the Board of Swimming Waikato, ensuring the incumbent has the relevant expertise.

1.2 The Swimming Waikato Administrator shall call for nominations for membership of the Technical Panel annually. The nominations are:

- (a) To be received by the Board no later than seven days prior to the AGM, and
- (b) To include a resume of experience and qualifications; and
- (c) To be signed by the nominee.
- (d) To be ratified by a Swimming Waikato Club.

The appointed Technical Panel will be announced to the swimming community following the first meeting of the new Swimming Waikato Board (immediately following each AGM) and will hold office for two years from the date of the AGM of SW. Technical Panel members may be appointed for consecutive terms.

1.3 The Technical Panel shall elect its own Chairperson.

1.4 The responsibilities of the Technical Panel shall be:

- (a) To appoint assessors to conduct all Waikato Officials assessments.
- (b) The conduct of officials' seminars where and when necessary.
- (c) To appoint all Technical Officials for Swimming Waikato controlled Swim meets.
- (d) The designation of fixtures at which Waikato assessments will be conducted.
- (e) The approval of all officials applying for National Qualifications.
- (f) To work with the Clubs, to appoint officials for all Clubs Meets conducted within SW's boundaries.
- (g) To report monthly to SW Board and present recommendations as thought necessary.

### **3 AWARDS PANEL**

Purpose - To provide recommendations to Swimming Waikato about awards from both a regional and national (Swimming NZ) perspective.

3.1 There shall be an Awards Panel, appointed by the Swimming Waikato Board. The Awards Panel shall be responsible to the Board of SW and shall consist of:

- (a) Up to four elected members, who are either Life Members or Service Award holders of SW, and
- (b) Two elected members shall retire by rotation annually. The retiring members shall be eligible for re-election. If a position becomes vacant out of rotation, a replacement member, who holds the required qualifications, shall be appointed by the Swimming Waikato Board to serve the remainder of the term.

3.2 The Administrator shall call for nominations for membership of the Awards Panel annually. The nominations are:

- (a) To be received by the Board no later than seven days prior to the AGM, and
- (b) To include a resume of experience and qualifications; and
- (c) To be signed by the nominee.
- (d) To be ratified by a Swimming Waikato Club.

The appointed Awards Panel will be announced to the swimming community following the first meeting of the new Swimming Waikato Board (immediately following each AGM) and will hold office for two years from the date of the AGM of SW.

3.3 The Awards Panel shall elect its own Chairperson.

3.4 The Awards Panel shall govern recommendations for all SNZ Awards and SW Awards. The committee shall strictly guard the status of all Awards. The Panel's operation shall be strictly confidential. All representation by the Panel and to the Panel shall be treated in strict confidence. The Panel may make any inquiries it chooses in any manner it thinks fit concerning the matters before it.

SW Awards Panel announces its various recommendations for all SW Awards at a suitable annual function, to be held at the discretion of the SW Board.

#### **4. COMMERCIAL PANEL**

Purpose – To provide support in identifying commercial funding opportunities.

4.1 There may be a Commercial Panel, appointed by the Swimming Waikato Board.

The Commercial Panel shall be responsible to the Board of SW and shall consist of:

- (a) A minimum of three and up to four members.
- (b) The Commercial Panel may include a Swimming Waikato Board Member. The appointment of a Board Member is at the discretion of the Board of Swimming Waikato.
- (c) If a position becomes vacant, the Chairperson of the Commercial Panel will appoint a replacement, in liaison with the Board of Swimming Waikato, ensuring the incumbent has the relevant expertise.

4.2 The Swimming Waikato Administrator shall call for nominations for membership of the Commercial Panel annually. The nominations are:

- (a) To be received by the Board no later than seven days prior to the AGM, and
- (b) To include a resume of experience and qualifications; and
- (c) To be signed by the nominee.
- (d) To be ratified by a Swimming Waikato Club.

The appointed Commercial Panel will be announced to the swimming community following the first meeting of the new Swimming Waikato Board (immediately following each AGM) and will hold office for two years from the date of the AGM of SW. Commercial Panel members may be appointed for consecutive terms.

4.3 The Commercial Panel shall elect its own Chairperson.

4.4 The responsibilities of the Commercial Panel shall be:

- (a) To develop a branding programme around current and new sponsors/funders.
- (b) To develop a broader funding base to reduce reliance on gaming trusts.
- (c) Utilise swim meets to provide brand exposure for sponsors/partners.
- (d) Grow revenue as stated in the Strategic Plan of Swimming Waikato.

## **5. WAIKATO SWIMMER ADVISORY PANEL**

### **Purpose**

The WSAP is established and maintained by SW according to the SW constitution. The purpose of the WSAP is to champion the voice of swimmers within the Waikato.

## **Role**

The role of the Waikato Swimmer Advisory Panel (WSAP) is to ensure that the views of current Swimming Waikato (SW) swimmers are represented and heard by the SW, Regional Hub Director and Board.

## **Responsibilities & Objectives**

The WSAP is responsible for:

- Acting as role models among SW swimmers
- Considering questions and issues relating to swimmers and providing suggestions to SW
- Support and encouraging the development of swimmer aspirations and pathways
- Providing a voice for swimmers at regional and national level

The objectives of the WSAP are, but not limited to:

- Represent swimmers in key decisions on matters that directly impact them and their sport, including their health and wellbeing
- Support of an annual SW fundraising event
- Annual Review (feedback) for SW Board
  - Competition feedback
  - Regional Squads feedback
  - Individual swimmer feedback

## **Meetings**

- The WSAP shall meet at least three times a year
- The WSAP Chair will report the WSAP's suggestions and findings directly to the SW Regional Hub Director and Board.
- It is the WSAP Chairperson's responsibility to ensure that the opinions of the group are heard and that all voices are respected
- It is the Chairperson's responsibility to ensure that minutes (notes) of the meeting are recorded. These minutes and any other communications between the swimmers shall be kept confidential to the Advisory Panel, the SW Hub Director, and Board.
- Meetings may be in person or conducted via teleconference or other means as the WSAP Chair thinks fit so long as the participants can hear each other simultaneously. In

addition, the WSAP may exchange emails individually or collectively and enter into other communications with one another and/or collectively as part of their discussions

### **Terms of Office**

- Each swimmer elected will be in position for two years
- Each swimmer may be in position for a shorter or longer term than prescribed, if necessary or beneficial by the SW Board.
- Each swimmer will be in position for a maximum of two consecutive terms (four years)
- The Chair will be in position for two years and, if eligible, can serve a maximum of two terms (four years)
- The Chair may be in position for a shorter or longer term than prescribed, if deemed necessary or beneficial by the SW Board.
- The WSAP shall elect its own Chairperson.

### **Resignation and Removal**

A member of the WSAP:

- May resign from the WSAP at any time on written notice to the WSAP Chair,
- or will have their appointment halted by the SW Board on notice prior to the end of their term of office if the SW Board considers that the member:
  - is unable or failing, without acceptable excuse, to fulfil the responsibilities and duties as an WSAP member
  - has a Conflict of Interest such that they are not capable of performing their responsibilities; or
  - is not acting, or has not acted, in the best interests of the SW whether as a member of the WSAP or otherwise.
  - Is in breach of the – SW, Swimmer Code of Conduct

### **Eligibility**

- Be a registered financial swimmer with SW
- Be available and able to participate in meetings
- Have signed and complied with the SW, Swimmer Code of Conduct
- Be in good standing with SW
- Be available to attend (either in person or by Skype/Zoom) a minimum of two meetings per year.

- If a position becomes vacant, the Chairperson will appoint a replacement, in liaison with the SW Board

#### **Authorities**

- The WSAP does not have the power of authority to make a decision in the SW Board's name or on its behalf.
- The WSAP is authorised by the SW Board.
- The WSAP and SW Board may review these Terms of Reference when deemed appropriate