



Committee Terms of Reference – Events Advisory Committee

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| Current as at: | April 2022 |
| Type: | Operational Advisory Committee |
| Title | Events Advisory Committee |
| Objective: | To provide SNZ with expert advice on the type, format, operation and delivery of SNZ national events. |
| Responsible to: | Head of Participation (HoP) |

1. Committee Membership:

The Events Advisory Committee (EAC) will comprise the following members:

- SNZ Head of Participation (Chair)
- SNZ Events Manager
- Up to two (2) representatives per Zone, with at least one (1) being a coach.

SNZ may invite other interested parties as required from time to time noting that any matters relating to FINA or Swimming NZ Rules will be dealt with by the Technical Advisory Committee (TAC).

2. Quorum:

The quorum for an EAC meeting will be 6 members that must include:

- SNZ Head of Participation
- SNZ Events Manager.
- 1 representative from each Zone.

3. Term and Selection:

3.1. The term of each appointment will be two (2) years with members being able to serve a maximum of three consecutive terms.

3.2. Zones will be required to appoint their representative(s) with names being submitted to the CEO by the advertised date. If a Zone(s) does not submit its representative(s) name by the required date, SNZ will make the appointment(s).

4. Duties and Responsibilities:

4.1. The EAC shall meet as and when required by the Head of Participation to provide expert advice on the type, format, operation and delivery of SNZ's events. Meetings can either be in person or by phone/video conference as determined by the Head of Participation.

4.2. The EAC will provide external advice to the SNZ Participation team on national competition formats and the operational conduct of SNZ events. For clarity purposes, this does not include the technical aspects of running a competition (the application of FINA rules and SNZ regulations) this is the domain of the SNZ Technical Advisory Committee.

4.3. To consider and recommend changes to the SNZ regulations.

4.4. To consider the membership feedback to proposed regulation changes and to recommend final decisions to any changes to the regulations to be adopted.

4.5. To be a mechanism by which concerns from the membership can be raised to SNZ.

4.6. Specifically, but not limited to, the EAC will be required to make recommendations on the following:

4.6.1. A three-year rolling events calendar including dates and venues;

4.6.2. How the allocation of points and trophies will be calculated at national events;

4.6.3. The format of national events;

4.6.4. Events to be swum at each national event;

5. Authority:

- 5.1. This committee shall operate within the abovementioned duties and responsibilities.
- 5.2. This committee shall have no executive powers with regard to its findings and recommendations but will provide recommendations to SNZ via the Head of Participation.
- 5.3. The CEO has the discretion to remove a member(s) from this committee at any time for breaching these Terms of Reference.
- 5.4. The SNZ CEO has ultimate authority in relation to the operation, conduct and recommendations of this committee.