

April 25th, 2010

Nova Scotia Summer Swimming Governance

Mandate: The “Summer Swimming Operational Committee” will act as an advisory body to Swim Nova Scotia on all matters pertinent to the operations of the Summer Swimming program in Nova Scotia. The “Summer Swimming Operational Committee” shall liaise directly with the Executive Director of Swim Nova Scotia.

Key Duties: Responsible to (continuing to) carry out routine business related to Summer Swimming in Nova Scotia.

- Design initiatives and programs to actively promote the summer swimming program in all geographic areas of Nova Scotia.
- Responsible for the design, coordination, scheduling and implementation of all N.S. Summer Swim Meets.
- Approve the Meet Schedule and Templates.
- Ensure all athletes are members of Swim Nova Scotia.
- Ensure all coaches are members of the Canadian Swim Coaches & Teachers Association and have submitted Criminal Records Checks & Child Abuse Registry Checks to Swim Nova Scotia.
- Ensure equity/fairness among all summer clubs and athletes.
- Responsible for establishing equal representation among summer clubs.
- Meet regularly to discuss issues unique to summer swimming.
- Discuss and make decisions on summer swimming issues as brought forward either by registered member clubs or SNS.

Composition: The Chair and Vice Chair shall both be appointed by the membership annually in May (one year term).

- Two delegated club speakers (President and/or designate) from all registered Summer Swimming Team; observers (unlimited) are welcome to attend.
- One vote per team (no proxy votes).
- The Chair shall also be the Summer Swimming Representative on the Swim Nova Scotia Board of Directors.
- Officials Designate

Meetings & Resources:

- The elected Chairperson or Vice Chairperson shall Chair all Summer Swimming Operational committee meetings and report to the Board of Director’s of Swim Nova Scotia at their scheduled meetings.
- A minimum of three scheduled meetings per season (May/July/September). *The July meeting shall be scheduled*

April 25th, 2010

in person and in conjunction with a summer swim meet if necessary. A fourth meeting may be added in January if required.

- Special meetings may be called at the discretion of the Chair and/or Executive Director for Swim Nova Scotia.
- Written reports (where required as background for discussion at SSOC meetings) shall be submitted electronically to the Executive Director at least one week prior to the scheduled meeting for distribution. These reports will be circulated to the SSOC members for preliminary review no later than 5 days before the meeting. Discussion and questions will be entertained at the meetings.
- Written proposals/recommendations that have a major impact on the Summer Swimming Organization shall be submitted electronically to the Executive Director at least two weeks prior to the scheduled meeting for distribution. (Appendix A)
- The SSOC will vote on any suggested changes to current policy after thorough discussion. This vote will be decided by majority and will be binding; the Summer Swimming Chair shall bring forward any major changes to the Swim Nova Scotia Board of Directors for final approval.
- A standard agenda template shall be utilized (Appendix B) for all meetings; priority items shall be moved to the top of the agenda, or the agenda will be adjusted at the discretion of the Chairperson. If items can not be fully covered within a reasonable amount of discussion determined by the chair they shall be tabled to the following meeting.
- A quorum will consist of a simple majority of the club representatives on the Summer Swimming Operational Committee which for this purpose will be defined as one representative per club. Two examples: if there are 17 registered clubs the quorum would be 9 representatives while if there are 16 registered clubs the quorum would be 8 representatives.

April 25th, 2010

Appendix A

Process to submitting written proposals/recommendations to the Summer Swimming Operational Committee

Clubs wishing to submit a proposal that may have a great impact on the current summer swimming program must do so in writing (electronically) at least 14 days before the scheduled meeting. The Club President must do so on behalf of the swim club outlining what the current proposal is with sufficient documentation to substantiate the need for the proposal along with the impacts that the changes will have on summer swimming. The ED shall distribute this information at least five days in advance to the Summer Swimming Operational Committee.

April 25th, 2010

Appendix B
Summer Swimming Operational Committee
Standard Meeting Agenda Template

1. Call to Order
2. Additions & Approval of the agenda
3. Approval of *past* Meeting Minutes
4. Business Arising from *past* meeting minutes
5. Summer Swimming Representative Report- written
6. Swim Nova Scotia Report- written
7. Officials Chair Report- written
8. Summer Provincials Report
9. Old Business
10. New Business
11. Next Meeting
12. Adjournment

**The Schedule of Events/Templates shall be included at the first Summer Swimming Operational Committee meeting of the season.*

***The Chair has the ability to revise the order of the agenda for scheduled meetings to ensure priority items are covered.*