

Swimming Wellington

Regional Technical Officials Panel

Terms of Reference



1. Regional Technical Officials Panel (RTOP):
 - 1.1. The RTOP is a sub-committee of the Swimming Wellington (SWN) Board, with the sub-committee chair appointed by the Board, on recommendation from the majority of RTOP members.
 - 1.2. Members should be drawn from diverse geographic areas within the SWN Region, where possible, to enable members to act as mentors for officials from around the region.
 - 1.3. RTOP is authorised to seek any information it requires in order to perform its duties, including but not limited to SWN staff.
 - 1.4. Any proposed expenditure is required to be approved by the Board prior to a commitment being made.
2. Structure:
 - 2.1. The membership of RTOP shall be 3 to 5 members appointed in accordance with section 3.
 - 2.2. The Swimming New Zealand Technical Advisory Committee (TAC) member or members who cover the Swim Wellington Region shall be an ex-officio member of RTOP, but shall not have a vote or count towards a quorum.
3. Appointment and Term of Membership:
 - 3.1. Members shall be appointed by the SWN Board and shall remain members until removed by the Board or they Resign.
 - 3.2. RTOP may propose appropriate technical officials to be members of RTOP.
 - 3.3. Removal of a member by the Board must be for just cause, and may be at the request of a majority of the members of RTOP.
 - 3.4. Members must maintain the criteria as per section 4 to retain membership of RTOP.
4. Criteria of Membership:
 - 4.1. Membership of RTOP shall comprise of at least one (1) nationally qualified referee, with the remaining positions comprised of active, qualified technical officials, with a minimum qualification of Regional Referee.
 - 4.2. Members of RTOP shall perform their duties without regard for any club affiliation, any real or perceived conflict of interest is to be notified to the RTOP Chairperson as soon as possible.
5. Operating Principles:
 - 5.1. The Chairperson shall call regular meetings as necessary, but at least one per quarter.
 - 5.1.1. A quorum shall be a simple majority of current members entitled to vote.
 - 5.1.2. Minutes of all meetings called shall be kept, and shall be circulated as soon as possible after the meeting.
 - 5.1.3. Minutes shall be confirmed at the next meeting.
 - 5.1.4. Minutes once confirmed shall be forwarded to SWN.
 - 5.2. Members must be active technical officials and regularly attend the meetings of RTOP.
 - 5.3. RTOP may have in attendance such members of management and such other persons as it deems necessary to provide appropriate information and explanations.
6. Duties and Responsibilities:
 - 6.1. Ensure that all FINA, SNZ, SWN and Local Club rules, policies and procedures are adhered to in the running of Competitions. This will usually be delegated to the Technical Director for each competition.

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- 6.2. Appointing a Technical Director for all Regional Competitions and Tier 1 events, and any other Designated Meets. The Technical Director shall appoint all Technical Officials and any Jury of Appeal that may be required.
- 6.3. Maintenance of Policies relating to Technical matters within the Swimming Wellington Region.
- 6.4. Organising Training and Mentors for trainee Technical Officials.
- 6.5. Appointing examiners to conduct regional officials' assessments.
- 6.6. Encouraging and promoting officials to apply for national qualifications and national competitions.
- 6.7. Holding of officials seminars/workshops, where and when required.
- 6.8. Determining fixtures at which regional qualifications and training will be conducted.
- 6.9. Assisting clubs to resource officials for all club meets conducted within the region's boundaries.
- 6.10. Reporting to the Board as required through the RTOP Chairperson or nominated alternate.
- 6.11. Make whatever recommendations to the Board or any Board Sub Committee it deems appropriate on any area within its remit, where action or improvement may be required.
- 6.12. RTOP shall provide an annual report of its work to be included in the SWN annual report.
- 6.13. Maintaining, in conjunction with the regional administrator, a database of all regional officials, their qualifications and meets attended.
- 6.14. Evaluating all regional meets.
- 6.15. Conveying to all regional clubs, in a timely manner, technical information and directives from SNZ and the SNZ Technical Advisory Committee.