



Terms of Reference: Manitoba Swim Coaches Association

Description

The Manitoba Swim Coaches Association (MSCA) represents certified registered swimming coaches in the province of Manitoba. The MSCA provides a forum for members to discuss technical matters relating to competitive swimming. The MSCA is chaired by the elected chairperson. Funding for the MSCA is provided by an annual grant from Swim Manitoba. Decisions of the MSCA are not binding on the Board, Executive Director or the Technical Director of Swim Manitoba.

1. MSCA Membership

Members shall be Manitoba Swimming Coaches and the Swim Manitoba Technical Director who are:

- a. Registered and in good standing with SNC, CSCTA, SNM and MSCA for the current swim season
- b. Certified at a minimum of Level 1 Fundamentals Swimming Coach
- c. In compliance with SNM Bylaws 3.09 & 3.10

SWIM NATATION MANITOBA BYLAWS – Members in good standing & Members who cease to be in good standing

3.09 Member in Good Standing. A member shall be deemed to be in good standing provided that the Member: a) Has not ceased to be a Member b) Has not been suspended or expelled from membership, or had other membership restrictions or sanctions imposed c) Has completed and remitted all documents as required by SMB d) Has complied with the Constitution, Bylaws, policies, rules and regulations of SMB e) Is not subject to a disciplinary investigation or action by SMB, or if subject to disciplinary action previously, has fulfilled all terms and conditions of such disciplinary action to the satisfaction of the Board and f) Has paid all required membership dues

3.10 Cease to be in Good Standing - Members who cease to be in good standing, as determined by the Board of Directors, Discipline or Appeal Panels, will not be entitled to vote at meetings of Members and, where the Member is a Director, at meetings of Directors, or be entitled to the benefits and privileges of membership until such time as the Board is satisfied that the Member has met the definition of good standing as set out above.

<http://www.swimmanitoba.mb.ca/admin/images/Seasons/2012-2013/Policies/2012%20SNM%20Bylaws.pdf>

- d. Members who meet these criteria are deemed to be members in good standing
- e. The MSCA membership fee shall be determined annually in June by Swim Manitoba Board based on recommendations from the MSCA through the Finance & Operations Committee

2. Meetings

- a. Meetings of the MSCA shall be held no fewer than three (3) times per year during the fall, winter and spring of each swim season. One each year must be face to face. (Possibly 2 is more realistic)
- b. Meetings shall be open to all MSCA members. Members may attend meetings in person or by electronic means. All members are welcome to attend along with nominated voting delegates.



3. Voting

- a. All Manitoba Head Coaches and all Manitoba Fundamentals Level 1 certified Coaches who are MSCA members in good standing, are eligible to vote and are considered voting members if named* a voting delegate by their club. Each nominated voting member in attendance, whether in person or by electronic means may vote. There will be no voting by proxy.
- b.

INFORMATION REQUIRED for Voting Coaches

Family name	Given name	Club Code	CSCTA Registration Category	NCCP CC#	Email address	Cell number

*Each Club must remit this list to Swim Manitoba by the October registration deadline annually

- c. Voting will be based on number of competitive swimmers declared on the Club Affiliation Form filed annually with Swim MB (see 6. b.). Number of votes will be determined as stated on the form and the model used for voting at the current AGM of Swim MB.
- d. Quorum – it is understood that greater than 50% of clubs are required for any vote. Each club will be required to have a minimum one voting member for each club vote. Note: all electronic votes will also count if members are on the *the list of voting coaches as per 3a.

4. Resources

- a. SMB shall provide reasonable resources for the MSCA to fulfill its obligations under these Terms of Reference.

5. MSCA

- a. The MSCA provides advisory information and updates to the Technical Director and the Sport Committee on technical matters
- b. The MSCA shall be proactive and creative in its approach to improving Manitoba Swimming and programming
- c. Provide expert direction and leadership in the creation and implementation of programs to achieve provincial, national and international swimming success
- d. Review program results and provide recommendations for improvement to the Technical Director
- e. Work with the SMB Sport Committee to achieve Swim Manitoba’s sport strategic objectives
- f. Provide advice, on other Swim MB matters, as requested by the Executive, Technical Director, or the Swim MB Board of Directors whom they report to
- g. Provide a meet

schedule to the Sport Committee in advance of the scheduling meeting as per SNM Policy and Guidelines

Swim Manitoba Bylaws – Competitions Policy Section 2: Part A: Administration

b) After considering any relevant matters that may affect the successful operation of any meet, the Manitoba Swim Coaches Association (MSCA) will draft an annual competition schedule in consultation with the Head Coaches of host clubs by May 15 of each year.

<http://www.swimmanitoba.mb.ca/admin/images/Seasons/2012-2013/Policies/Competitions%20Policy%202013.pdf>



6. MSCA Elections

a. Eligibility

T-The positions that will be up for elections shall be as follows:

- 1. Chair

Vice-Chair

Nominations shall be accepted in writing one (1) month prior to the meeting and provided to SMB

- Nominees must be MSCA voting members in good standing
- Nominees must be available for all sport committee meetings

b. Voting

-Each MSCA voting member in attendance, whether in person or by electronic means shall be entitled to one vote

Provision for secret ballot, as requested, needs to be developed.

-The nominee receiving the highest votes shall be elected to the MSCA Representative Chair position, the nominee receiving the second highest votes shall be elected to the MSCA Representative Vice-Chair position *

In the event of a tie, the tied nominees shall be subject to a second vote

-Voting numbers: Each Class 1 Swim Club shall be entitled to the number of votes based on the number of paid registered competitive swimmers being members of that club and replicating the Swim Manitoba AGM voting protocols and declaration.

# Registered Swimmers	# Votes
5 - 15	1
16 – 30	2
31 - 60	3
61 - 120	4
121 – 240	5
241 – 480	6

Terms of MSCA Chair and vice Chair Representatives

-The term of the MSCA Representative Chairperson shall be two (2) years The term of the Representative Vice-Chair shall be one (1) year There is no limit on the number of terms a Representative may serve



c. MSCA Representative Chair and Vice-Chair

a. Responsibilities:

- Key liaisons between the MSCA Members and the Sport Committee and ED/Technical Director
- MSCA Representative Delegate at Swim Manitoba AGM
- Represents or appoints: 2 coaches to the Sport Committee each season, 1 coach to the ManSask Technical Committee, 1 coach to the Para Swim Advisory Sub Committee, and coaches to any other committee as required
- Delegates the MSCA Representative Vice-Chair to act in his/her absence
- 1. - Attend / call in to all Swim Manitoba Sport Committee Meetings (approximately 6 per year plus 1 planning meeting face to face)

b. Non-Completion of Term

- If the position of MSCA Representative Chair becomes vacant before the term expires, the MSCA Representative Vice-Chair shall be appointed to complete the vacancy for the remainder of the term

d. Para Swim Advisory sub committee

- b. -Para Swimming in Manitoba is inclusive in all clubs. The MSCA shall call a meeting if an issue/concern arises surrounding Para Swimmers and or Para Swimming in Manitoba
- c. The MSCA shall work together for a resolution with the assistance of the Para Swim Advisory sub-Committee

7.

- The Para Swim Advisory Committee is a MSCA subcommittee. It advises the MSCA on all technical matters relating to Para Swimming. The subcommittee shall consist of two (2) Coaches that are currently coaching Para Swimmers, one of which must be coaching Para swimmers within the physically impaired classification system

9. Sub Committees

- Will be implemented and appointed as required

10. Review

- a. The Executive Director and MSCA Representative Chair and Vice-Chair shall review the activities of the MSCA and submit a written report to the Board of SMB after each of the MSCA meetings and a summary report before the Annual General Meeting. The Executive Director and MSCA Representative Chair and Vice-Chair will review these Terms of Reference every two years.

11. Approved

- a. July 2010 MSCA
- b. Ratified by the SNM board Sept 9, 2010
- c. Draft for initial review Jan 4, 2016
- d. Draft for review Jan 16, 2016
- e. Ratified by electronic vote 18 November, 2016 (reviewed by M Feuerstein, I Grunewald)