

# SWIMMING RECORDS COMMITTEE

## **Scope of Responsibility:**

Maintaining World, National and Age Group Records, and Time Standards

## **Committee Objectives:**

To ensure that all records recognized by the ASAJ are recorded and that relevant time standards are kept up-to-date.

## **Description of Duties:**

- 1.** To monitor meet results to ensure that all new records are recognized.
- 2.** Retain a log of all records and complete required documentation.
- 3.** Confirm that conditions required for establishing a record were met.
- 4.** To ensure that the time standards recognized by the ASAJ are updated based on the latest information available.
- 5.** Report to Council.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** The President and Vice President of Swimming are ex-officio members of the Committee and may attend.
- 11.** Report to each monthly Council meeting, the progress of the committee's duties.

# SWIMMING SELECTION COMMITTEE

## **Committee Objectives:**

- 1.** To ensure that the best team available is selected for National representation.
- 2.** To ensure that team selection is fair to all.

## **Description of Duties:**

The Committee shall:

- 1.** Meet as indicated in the National Squad Programme to select the Development, Junior and Senior National Squads. The selection criteria as stipulated in the programme documentation shall be followed.
- 2.** Meet as necessary to select National Teams.
- 3.** Shall ensure that all selection criteria have been satisfied.
- 4.** Make recommendations to Council regarding selection procedures.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.

# SWIMMING TECHNICAL COMMITTEE

## **Responsibility:**

Swimming Competitions, swimmers and swim coaches development and the National Squad/Team.

## **Committee Objectives:**

The Committee shall develop short, medium and long-range plans, provide technical advice, propose projects and programmes so as to:

- Promote the development of the swimming.
- Stimulate public interest in swimming activities.
- Encourage, promote, control and regulate competitions.

## **Description of Duties:**

The Committee shall:

- 1.** Develop a calendar of swimming events. The ASAJ calendar shall run from August 31 until December 31 the following year and shall be presented to Council for approval by April 1.
- 2.** Establish and maintain programmes designed to improve swimmers' and coaches' motivation and development. They will include, but not limited to, the following:
  - Swimmers/Coaches awards criteria
  - Performance incentives
  - Seminars, workshops, clinics
- 3.** Coordinate with the National Head Coach to administer technical aspects of the National Team/Squad.
- 4.** Develop an Island-wide Swimmers Development Program designed to increase the number of persons who can swim and increase the popularity of the sport.
- 5.** Make recommendations to the Council on any matter that concerns the carrying out of the Committee's duties.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.

# SYNCHRONIZED SWIMMING TECHNICAL COMMITTEE

## **Responsibility:**

Synchronized Swimming Competitions, swimmer and coaches' development.

## **Committee Objectives:**

The Committee shall develop short, medium and long-range plans, provide technical advice, propose projects and programmes so as to:

- Promote the development of the swimming.
- Stimulate public interest in swimming activities.
- Encourage, promote, control and regulate competitions.

## **Description of Duties:**

- 1.** Develop a calendar of synchronized swimming events. The ASAJ calendar shall run from August 31 until December 31 the following year and shall be presented to Council for approval by April 1.
- 2.** Establish and maintain programmes designed to improve swimmers' and coaches' motivation and development. They will include, but not limited to, the following:
  - a.** Swimmers/Coaches awards criteria
  - b.** Performance incentives
  - c.** Seminars, workshops, clinics
  - d.** Star programme
- 3.** Develop a program designed to increase the popularity of the sport.
- 4.** Make recommendations to the Council on any matter that concerns the carrying out of the Committee's duties.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.

# **SCHOOLS SWIMMING COMPETITION COMMITTEE**

## **Scope of Responsibility:**

Organizing Schools Swimming Competitions.

## **Committee Objectives:**

- 1.** To co-ordinate the organization of school swim meets as scheduled on the ASAJ Calendar or as otherwise directed by Council.
- 2.** To consult with school Principals, Physical Education Departments and Swim Coaches and make recommendations to the Swimming Technical Committee for the improvement of swimming and swimming competitions.

## **Description of Duties:**

- 1.** Develop, amend and distribute meet documentation e.g. meet summons. The Meet Summons must be approved by Council and shall be distributed at least 90 days before the meet start date.
- 2.** Use the ASAJ Meet Management Guide to ensure that all requirements for the smooth running of a competition are organized.
- 3.** Assign volunteers to act as Meet Judges, Officials and any other required position.
- 4.** Make suggestions to the Swimming Technical Committee on ways to develop swimming in schools and school swimming competitions.
- 5.** Make recommendations to Council on any matter that concerns the carrying out of the Committee's duties.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.

# CLUB SWIMMING COMPETITION COMMITTEE

## **Scope of Responsibility:**

Organizing Club Swimming Competitions.

## **Committee Objectives:**

- 1.** To co-ordinate the organization of club swim meets as scheduled on the ASAJ Calendar or as otherwise directed by Council.
- 2.** To consult with Club Presidents and Coaches and make recommendations to the Swimming Technical Committee for the improvement of swimming and swimming competitions.

## **Description of Duties:**

The Committee shall:

- 1.** Develop, amend and distribute meet documentation e.g. meet summons. The Meet Summons shall be distributed at least 90 days before the meet start date.
- 2.** Use the ASAJ Meet Management Guide to ensure that all requirements for the smooth running of a competition are organized.
- 3.** Assign volunteers to act as Meet Judges, Officials and any other required position.
- 4.** Make suggestions to the Swimming Technical Committee on ways to develop swimming and swimming competitions.
- 5.** Make recommendations to Council on any matter that concerns the carrying out of the Committee's duties.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.

# OPEN WATER COMPETITION COMMITTEE

## **Scope of Responsibility:**

Organizing Open Water Swimming Competitions.

## **Committee Objectives:**

- 1.** To co-ordinate the organization of open water swim meets as scheduled on the ASAJ Calendar or as otherwise directed by Council.
- 2.** To consult with Club Presidents and Coaches and make recommendations to the Swimming Technical Committee for the improvement of swimming and swimming competitions.

## **Description of Duties:**

The Committee shall:

- 1.** Develop, amend and distribute meet documentation e.g. meet summons. The Meet Summons shall be distributed at least 90 days before the meet start date.
- 2.** Use the ASAJ Meet Management Guide to ensure that all requirements for the smooth running of a competition are organized.
- 3.** Assign volunteers to act as Meet Judges, Officials and any other required position.
- 4.** Make suggestions to the Swimming Technical Committee on ways to develop open water swimming and competitions.
- 5.** Make recommendations to Council on any matter that concerns the carrying out of the Committee's duties.

## **Procedural Guidelines:**

- 1.** A member of Council shall sit on the committee and report to Council.
- 2.** The Chairperson shall communicate with committee members to keep them fully informed.
- 3.** The Committee shall adhere to the policy direction of Council.
- 4.** The Committee shall adhere to the rules of the ASAJ and FINA.
- 5.** Advise Council on matters referred to the committee for consideration.
- 6.** The Committee Chairperson shall submit to the ASAJ Secretary, for filing, a copy of all relevant documents and correspondence.
- 7.** Make recommendations to the Council on any matter that concerns the carrying out of the committee's duties.
- 8.** The quorum for Committee meetings shall be three persons.
- 9.** The Committee may, with the consent of Council, co-opt persons to assist in particular projects or programmes.
- 10.** Report to each monthly Council meeting, the progress of the committee's duties.