

## Events Sub-Committee Terms of Reference

Version 1.0  
Created – Sept, 2020  
Reviewed - Annually by Swimming Counties Manukau Board

**NB: These Terms of Reference must be read in conjunction with the SCM Sub-Committee Policy found [here](#).**

The Sub-Committee shall –

1. Create and submit for approval, a Club and Regional annual calendar of swimming events that caters for all ages and levels of ability.
2. Create Regional swimming events that have a point of difference.
3. Evaluate and sanction all swimming event posters/flyers and, meet programs within the Region.
4. Evaluate, on a regular basis, all events organised and managed by Swimming Counties Manukau (SCM).
5. Manage all forms required to run a successful event eg, withdrawal, protest, relay forms.
6. Manage all poolside equipment required to run a successful Regional event eg, gazebo, lane numbers, barriers, chairs, clip boards, stop watches, radios, PA system, stationery.
7. Manage the AOD equipment for all Regional events eg, start unit, console, pads, cables, laptops and printer.
8. Manage all administrative aspects of running a successful event from entry form to event program.
9. Recruit and train personnel to ensure a succession of key people to operate and manage all aspects of event management eg, recorder and AOD.
10. Provide advice and support to all Clubs regarding poolside and AOD equipment.
11. Develop and manage a Health and Safety Plan for every Club and Regional event that identifies and mitigates all risk factors.
12. Manage events/activities, other than swimming events, that will benefit swimmers within the SCM Region.
13. Liaise with the Region's Administrator concerning other administrative duties eg, venue bookings, catering, communications.
14. Communicate and cooperate with other SCM Sub-Committee's when and where necessary.
15. Report to the SCM Board after each meeting and, annually to the SCM Annual General Meeting.
16. Present recommendations as thought necessary in a timely manner to the SCM Board.