



## MPS COMMITTEES

### 1. GENERAL

- 1.1 The Executive Committee has the mandate to establish committees and *ad hoc* committees, when deemed necessary, to meet the objectives of MPS and to cover all aspects or facets of the sport.
- 1.2 The functions of each Committee are specific and clearly outlined below. The Committees will be supported administratively by the MPS Executive Committee and Committees will report directly to the MPS Executive Committee
- 1.3 Deliberations within each Committee can be undertaken via scheduled meetings, electronically and, when necessary, telephonically. Minutes of each meeting will be circulated to the MPS Executive by the MPS Secretary
- 1.4 Except for the Disciplinary Committee, all other Committees must convene formal meetings on at least a quarterly basis (at least every 3 months)
- 1.5 A MPS Executive Member will be assigned to each Committee as a liaison officer to give guidance to the committee in their deliberations and report back to the MPS Executive Committee
- 1.6 MPS Committees will comprise of:
  - a. Technical Committees
  - b. Specialized Committees
  - c. Selection Committee
  - d. Disciplinary Committee

### 2. COMPOSITION OF COMMITTEES

- 2.1 The MPS Executive shall appoint the Chairpersons of all committees, who will function for four (4) years in accordance with the Olympic Cycle.
- 2.2 The composition of the committees shall vary depending on their function, and in most cases, will comprise of elected and appointed delegates. Only the MPS Executive has the mandate to appoint a delegate. Each committee shall comprise of at least three (3) members and not exceed seven (7) members.
- 2.3 Wherever possible, the MPS Executive Committee shall request from their members nominations of potential candidates to these committees.
- 2.4 The MPS Executive Committee must first satisfy them that nominated candidates are in good standing with MPS.
- 2.5 The MPS Executive Committee, at a meeting prior to the Annual General Meeting, will review the nominations received and will prepare a short list to be tabled at the Annual General Meeting for approval. The MPS Executive Committee reserves the right to assign any nominated member to a different committee, if in the opinion of the MPS Executive Committee such an assignment will add value to any specific committee.
- 2.6 Nominations, appointments and approval of committees will be subject to transformation considerations.



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## **3. MEETINGS**

- 3.1 The quorum for all committees shall be at least 50% of the members of that committee.
- 3.2 In all deliberations, each member shall have one (1) vote, with the Chairperson having the casting vote in the event of a tie.
- 3.3 Each committee shall have the power to co-opt additional members for specific tasks, provided such additional members will have no voting powers.
- 3.4 Each committee shall appoint one of its members to act as secretary during meetings.
- 3.5 The secretary will forward minutes of each meeting to the MPS General Secretary for circulation to the MPS Executive Committee. Minutes of meetings shall be forwarded to the MPS General Secretary within 72 hours after the meeting.
- 3.6 An annual report will be submitted by the Chairperson to the MPS Executive Committee prior to the Annual General Meeting.

## **4. DISCIPLINE TECHNICAL COMMITTEES**

- 4.1 A technical committee will be established for each active aquatic discipline in Mpumalanga, which may include Swimming, Open Water Swimming, Water Polo, Artistic Swimming and Diving.
- 4.2 The Swimming Technical Committee will include Disabled Swimming and Masters Swimming.
- 4.3 Each Technical Committee shall cater for the technical aspects and specific requirements of its discipline, and shall be responsible for the strategic guidance of the discipline in accordance with the objectives of MPS.
- 4.4 The Chairperson of each technical committee will need to appraise the Chairperson of that specific discipline selection committee of the criteria applicable to that discipline for competition selection purposes at the start of each season or at an appropriate time well in advance of any specific competition.
- 4.5 Each technical committee will be responsible for:
  - a. Educating and training, together with analysis of the performance of athletes, within that discipline.
  - b. Provide strategic guidance with respect to depth, growth and transformation;
  - c. Monitor provincial development programs and initiatives.
  - d. Ensure Long Term Participant Development (LTPD) planning that is aligned to, and integrated to, the strategic objectives of MPS and SSA.
  - e. Establish selection criteria for all provincial teams, including schools teams.
  - f. Identify trends and shortcomings in the specific discipline, which might require assistance or intervention from MPS.
  - g. Establish a working relationship with the High Performance Committee and ensure high performance objectives are communicated to all members/clubs.
  - h. Make recommendations to the High Performance Committee or request input from the High Performance Committee in any matter relating to athlete performance or LTPD.
  - i. Establish an open communication platform with clubs and coaches.



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- j. Deciding on all technical matter concerning the discipline. The general and special rules for the discipline, competitions and/or events (not those prescribed by World Aquatics), shall be determined at the technical committee level and ratified by the MPS Executive.
- k. Finalize annual event calendars for each discipline for ratification by the MPS Executive.
- l. Monitor the updating and safe keeping of all gala records, age group records, Championships records, etc.
- m. Liaise with the Education & Training MPS Executive Portfolio to make recommendations with regards to technical officials training, identification of candidates for further technical officials training, coaches training programs and needs, etc.
- n. Make recommendations to MPS Executive with regards to the selection/appointment of senior technical officials, team managers, chaperones and coaches for national, provincial and championships events for their discipline, as and when required.
- o. Liaise with the MPS Schools Swimming Committee to ensure the objectives of MPS and SSA are implemented at schools level for each discipline and to give advice or guidance to the MPS Schools Swimming Committee in any aquatic related matter.

## 5. SELECTION COMMITTEES

- 5.1 A Selection Committee will be established for each Aquatic Discipline in Mpumalanga, which may include Swimming, Open Water Swimming, Water Polo, Artistic Swimming and Diving.
- 5.2 The purpose of a Selection Committee is to administer and co-ordinate the selection of athletes to represent MPS in provincial, national and international events and make recommendations, including alternates, to the MPS Executive for final selection.
- 5.3 The Chairperson of the technical committee for the specific discipline will serve as a full member or co-opted member of the selection committee during team selection and will have a vote.
- 5.4 The selection committee must ensure they have up-to-date knowledge of all matters related to their specific discipline, shall be responsible to ensure effective communication with all relevant parties and advise of any criteria and/or rules which may be applicable to that discipline.
- 5.5 The selection committee may only select teams based on the selection criteria compiled by the specific technical committee; provided such selection criteria has been ratified by the MPS Executive.
- 5.6 Any athlete selection not in accordance with the approved selection criteria must be submitted to the MPS Executive for ratification with a clear motivation or reasons for deviating from the selection criteria.
- 5.7 No member of any selection committee may communicate team selections to third parties prior to the approval of the selected team by the MPS Executive.



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- 5.8 Keep record of provincial team selections, swimmer qualifying time standards achieved annually and swimmer participation at SSA Regional and National events for the annual MPS awards evening.
- 5.9 When a team to represent schools is to be selected, one of the members of the selection committee must be a Schools Committee committee member.

## 6. DISCIPLINARY COMMITTEE

- 6.1 The MPS Disciplinary Committee will be appointed by the MPS Executive Committee and will comprise of four (4) appointed members, which includes the General Secretary of MPS. The General Secretary will record all proceedings and provide administrative support, but will not participate in any disciplinary processes.
- 6.2 The Disciplinary Committee will act as an independent Committee and no MPS Executive member will serve on the Committee; provided that a MPS Executive member will be appointed as liaison officer to the Committee. The appointed liaison officer will be at the disposal of the Disciplinary Committee to assist in any matter arising, but will not participate in disciplinary proceedings. The liaison officer will report back to the MPS Executive Committee.
- 6.3 The three disciplinary committee members should at least include one (1) member from the legal fraternity and members don't have to be registered members of MPS
- 6.4 Any member with a direct or associated interest in a disciplinary matter must excuse himself/herself from proceedings and will not participate in any disciplinary activities related to such a matter.
- 6.5 The MPS Executive Committee may from time to time appoint additional members to the Disciplinary Committee should any member not be available.
- 6.6 The Disciplinary Committee will only convene on disciplinary matters referred to the Committee by the MPS Executive.
- 6.7 The MPS Executive Committee may conduct a preliminary inquiry or institute a dispute resolution process to remedy or resolve a complaint, failing which; such a matter will be referred to the Disciplinary Committee. All information pertaining to a preliminary inquiry or dispute resolution process will be made available to the Disciplinary Committee.
- 6.8 The decision of the Disciplinary Committee on any matter will be referred to the MPS Executive for ratification.
- 6.9 Once ratified, the decision of the Disciplinary Committee will be final.
- 6.10 Any aggrieved member may appeal the decision of the Disciplinary Committee to the MPS Executive. Only after an appeal has been upheld by the MPS Executive Committee, may the member elevate his/her appeal to SSA.
- 6.11 The district, club, member, official, coach or delegate named in the charge or report may not make use of a legal representation of any kind during a Disciplinary Hearing, preliminary inquiry or dispute resolution process.
- 6.12 The Disciplinary Committee will act in accordance with the regulations contained in the MPS Constitution.



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## **7. SPECIALIZED COMMITTEES**

- 7.1 Specialized Committees may be formed to cater for the specific needs of groups of interested parties who may not otherwise be sufficiently represented at the Executive Committee level and may also include committees established to perform specific tasks, which is deemed necessary by the MPS Executive Committee for the effective management of the sport. Such interested parties or committees may include, but are not limited to:
- a. Coaches Committee
  - b. Technical Officials Committee
  - c. High Performance Committee
  - d. Development & Transformation Committee
  - e. Events & Competitions Committee
  - f. Public Relations & Marketing Committee
  - g. Education & Training Committee
  - h. Facilities & Equipment Committee
  - i. Finance Committee
- 7.2 Specialized Committees are bound by the MPS Constitution and will report directly to the MPS Executive Committee.
- 7.3 Specialized Committees may at any time, depending on the need, co-opt temporary additional members to assist with any specific task or permanent additional members if the committee is of the opinion such an additional member can add value to the objectives of the committee. Temporary additional members shall not have a vote in the committee and does not require approval from the MPS Executive. Permanent additional members shall have a vote in the committee and requires ratification by the MPS Executive.
- 7.4 Despite the specialized or specific function of these committees, the MPS Executive Committee may from time to time refer specific tasks or projects to these committees.
- 7.5 The Specialized Committees shall at all time act in the best interest of the sport code, MPS and SSA.
- 7.6 All Specialized Committees shall report to the MPS Executive Committee on a monthly basis concerning on all activities or any specific activity undertaken by the committee. Reports can be verbal feedback via the designated Executive Portfolio Member or a written submission by the Chairperson.

## **8. DUTIES OF SPECILIZED COMMITTEES**

The objectives and duties of the respective Specialized Committees will include inter alia the following:

### **a) COACHES COMMITTEE**

- In the interest of the sport, a Coaches Committee covering all active disciplines is necessary.





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- The committee must ensure that the highest possible standard of coaching is in place throughout the affiliate.
- In order to achieve their objectives, the Committee must discuss and address common issues as they relate to coaches in general, and recommend to their disciplines and MPS, all aspects and concerns for MPS to bridge the gap between athletes and performance, such as training camps, talent identification, etc.
- The Committee must ensure that at discipline level, the following functions are in force:
  - ☐ Support programs to enhance the overall quality of coaching in Mpumalanga;
  - ☐ Ensure that the necessary input and direction is available to develop athletes at all levels;
  - ☐ Establish a development programs and talent identification process, provincially and at local or club level;
  - ☐ Advise on any resource requirements to support provincial teams;
  - ☐ Provide input into the provincial competition program, including review of event/gala programs with the aim of improving the structure of competitions to the best interest of the athletes and in then best interest of promoting the discipline at all levels. Input should be constructive at all times and direct liaison with the discipline technical committees will be required;
  - ☐ Ensure a direct and open communication channel with the various discipline technical committees;
  - ☐ Advise and assist with the identification of training needs and/or training camps;
  - ☐ Support, through providing technical assistance, at all Centres of Excellence, Training Centres, Academies, Development Programs/Clubs, High Performance programs, etc.
- Handle all disciplinary and dispute resolution matters relating to coaches. Only after failing to resolve a disciplinary matter or dispute relating to coaches, may such an issue be referred to the MPS Executive for further intervention.
- Ensure all coaches are fully aware of the Coaches Code of Conduct, General Code of Conduct and Code of Ethics and have signed the Coaches Code of Conduct.
- Ensure all coaches conduct themselves in a respectful and professional manner at all times.
- Facilitate easy and accessible communication channels with all coaches and encourage regular feedback from coaches regarding any swimming related matter or concern.

## b) TECHNICAL OFFICIALS COMMITTEE

- The objective of this committee is to ensure that the standard of officiating at all events, by all disciplines, is undertaken at the highest standard possible.
- Ensure that training of all officials is ongoing, followed by the grading of officials.
- Share and circulate any rule changes or clarification on specific rule interpretations to ensure correct and consistent application of discipline specific rules.
- Facilitate opportunities to assist coaches and clubs with rule application.



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- Establish an annual training schedule for training courses and refresher courses.
- Review competition or gala reports to establish any possible trend or need with regards to rule interpretations and issue regular feedback to the MPS Executive on the standard or classification of MPS technical officials.
- Ensure proper standards and dress codes are maintained at all competitions under the jurisdiction of MPS.
- Identify technical officials to be assigned to national competitions and provide opportunities for technical officials to advance their skills.

## c) HIGH PERFORMANCE COMMITTEE

- Monitor the development of new technologies and or any other high performance program or intervention to assist in the development of competitive swimmers, with specific reference to elite or advanced level swimmers;
- Maintain contact with SSA, national high performance centers, sport science centers, academies and universities in respect of research and training;
- Establish protocols for athlete assessment and evaluation;
- Monitor the implementation of protocols;
- Monitor the performance of provincial teams, squads and elite swimmers;
- Identify, select and update elite training squads annually;
- Arrange training and racing opportunities for elite squads, including training camps;
- Monitor and inform elite athletes of doping control protocols or regulations, including ad hoc doping evaluation or testing of elite swimmers;
- Align elite swimmer training with the national elite development program and facilitate the implementation of national mentorship programs for coaches;
- Establish a provincial high performance development program or strategy with the support of the Coaches Committee and Swimming Technical Committee;
- Align the provincial high performance program with the objectives of the Long Term Participant Development (LTPD) program;
- Ensure continuous communication and feedback between coaches, athletes and parents;
- Establish intervention programs to address specific needs and/or shortcomings in age group development, with specific reference to proper strength & conditioning assistance at junior and age group level;
- Create awareness programs or provide appropriate information sessions on the development cycles or development phases of an athlete in support the general long term development pathway to ensure athletes and parents are properly aware of the challenges;
- Provide input in the finalization of the annual competition program of the federation to ensure the needs of high performance athletes are catered for and to identify national and/or international competition opportunities for elite athletes.

## d) DEVELOPMENT & TRANSFORMATION COMMITTEE

- Monitor the progress of transformation at all levels of the sport, which includes administration, competition, schools, officials, coaches and recreational activities.



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- Formulate policies to advance transformation in the sport.
- Establish sustainable club development programs and training programs aimed at grass root development with the objective to fast track and integrate previously disadvantaged athletes into aquatics.
- Establish, manage and monitor a provincial development & transformation plan aimed at all levels of participation, with specific reference to schools swimming and the assistance MPS can provide to schools and clubs to advance its transformation objectives.
- Facilitate the training, management and certification of LTS Instructors and development coaches to compliment the development programs of MPS.
- Facilitate club development at schools and at public or municipal facilities to maximize accessibility to aquatics for the general community.
- Implement and manage *ad hoc* SSA development programs at provincial level.
- Provide regular reports or feedback to the MPS Executive on all development and transformation programs.

## e) EVENTS & COMPETITION COMMITTEE

- Organize, arrange and manage all events and competitions under the jurisdiction of MPS.
- Liaise with the Marketing and Public Relations Committee to identify event and competition sponsors for all main MPS events or competitions in advance.
- Oversee that all operational, technical and facility related requirements are in order for the hosting of specific events or competitions.
- Record and maintain an asset register of all MPS equipment and identify specific needs for upgrading of facilities or acquisition of equipment.
- Liaise with the Technical and Facilities Committee to address any improvements, upgrading, maintenance or repairs to facilities and equipment.
- Establish a check list to ensure each MPS event or competition complies with the minimum requirements as determined by World Aquatics or SSA.
- Arrange all supporting staff and services for each event, including medical support services & security.
- Ensure scheduled events or competitions are hosted in accordance with the rules and regulations of the Safety at Sports & Recreation Events Act, 2010, as well as the applicable municipal By-Laws.
- Responsible for the identification and establishment of designated areas at events or competitions, i.e. smoking area, camera zones, restricted areas, officials areas, data processing areas, athlete gathering areas, etc.

## f) MARKETING AND PUBLIC RELATIONS COMMITTEE

- Responsible for marketing the sport and or events through all media platforms i.e. printed media, website, radio, television, mobile platforms, etc.
- Identify and source sponsorships for the affiliate in general, its programs or events.
- Launch an advertising board campaign at the provincial swimming pool to secure annual sponsorship fees from public advertising.





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- Issue a press release on any provincial activities, programs, teams and events deemed of being in the public interest, including radio broadcasting.
- Identify, invite and support special guests at MPS events or competitions.
- Prepare a business plan and action plan to sourced small, medium and large sponsorships.
- Communicate the MPS media restrictions and policy to members to ensure compliance.
- Report on all provincial and team events directly after conclusion of such events to ensure media reporting remains relevant.
- Liaise with the local newspaper to establish a reporting format and protocol to improve media exposure.

## **g) EDUCATION & TRAINING COMMITTEE**

- The range of duties of this committee, in conjunction with SSA are as follows:
  - a) Organize workshops in the province aimed at continuous professional advancement of coaches, officials and administrators;
  - b) Facilitate and arrange training courses for LTS, coaches, officials and administrators;
  - c) Process and keeping record of all training courses conducted and documents related to training courses or students;
  - d) Facilitate the development of skills capacity within the province in respect of training facilitators, assessors and moderators with the assistance of SSA;
  - e) Create, update, maintain and develop training material for technical officials training courses;
  - f) Execute and moderate theory and practical examinations for technical officials;
  - g) Liaise with the Technical Officials Committee in respect of any matter relating to technical officials;
  - h) Provide support to and liaise with the High Performance Committee and the Swimming Technical Committee regarding any specific education & training needs;
  - i) Responsible for the certification of qualified technical officials and to assist the Technical Officials Committee with the establishment and maintenance of a technical officials register in the province.

## **h) FACILITIES & EQUIPMENT COMMITTEE**

- The Technical and Facilities Committee shall ensure the facilities and equipment required to host events are in good working order.
- Will attend to the upgrading, maintenance and repair of facilities or equipment if and when required.
- Provide MPS Executive with an updated report on the status of facilities or equipment used by MPS.
- Will arrange, organize and manage teams to assist with the set-up of events, as well as the packing away of all equipment after an event.



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- Will provide MPS Executive with an implementation plan to be adopted, which will ensure clubs provide sufficient assistance with the setting-up of an event and cleaning after an event.
- Liaise with municipal staff and officials to coordinate assistance with the timeous set-up of an event and the cleaning up afterwards.
- Ensure all MPS equipment is stored away safe and in good working order after each event hosted by MPS.
- Assist the Events & Competition Committee or its designated official with a pre-event check list to ensure facilities and equipment are declared in good working order, at least 30min before the start of an event.
- Liaise with the Events & Competition Committee to identify and address any improvements, upgrading, maintenance or repairs to facilities and equipment.

## i) **FINANCE COMMITTEE**

- The Finance Committee shall ensure that processes related to the above are managed and controlled;
  - a) Manage Tender applications, approvals and contract management;
  - b) Liaise with possible Service Providers related to applications, processes and approvals;
  - c) Procurement of goods & services and manage and control its useful life and allocations;
  - d) Management and control of fees related to gate entries, gala entries, registration, etc.;
  - e) Manage, monitor, and approve Gala expenses;
  - f) Reporting through the Treasurer to the Executive regarding out of parameters issues;
  - g) Ensure Timely receipting of gala entries & registrations before amendments are made;
  - h) Ensure management of receipting related to Scratchings, Late Entries and other fees received at galas;
  - i) Stock management of MPS clothing;
  - j) Annual Financial Statements;
  - k) Petty Cash Management;