



Awards Committee

Terms of Reference

Mandate

The Awards Committee oversees the Swim PEI Awards including defining award categories and criteria for annual recognition of swimmers, coaches, officials, administrators and volunteers. The Awards Committee is responsible for calling for nominations for Swim PEI Awards and selection of recipients. The Committee will also recommend nominations for Swimming Canada Awards and Sport PEI award when appropriate and will provide advice to Swim PEI Board regarding awards.

Composition

The committee is comprised of:

- Chair – Member of the Board of Swim PEI, appointed by the Swim PEI Board of Directors
- 2- 4 Volunteer Members at Large
- Swim PEI Executive Director (ex-officio)

The Members at Large should have knowledge of the sport of swimming and where possible, each of the swimming regions will be represented on the Committee.

Members of the Awards committee shall serve a two-year term which may be renewed for a maximum of three terms, with not more than one half of the committee being new members in any one year.

Voting

Each Volunteer Member at Large will cast one vote. The Chair will only vote in the event of a tie.

Roles & Responsibilities

- Annually review the award categories and criteria and make recommendations for changes to the Board of Directors by August 31.
- Annually publish a Call for Nominations to include the award categories, award criteria, required documentation, manner of submission and deadline.
- Review nominations for award categories and select the winners.
- Submit the slate of Award Winners to the Board of Directors for approval within two weeks of the close of nominations.
- Make recommendation to Swim PEI for the purchase and/or update of awards for presentation.
- Advise Swim PEI when to co-ordinate public relations and award presentations with Sport PEI, award sponsors and media.
- Review calls for award nominations from Sport PEI, Swimming Canada and other organizations. Make recommendations to the Swim PEI Board regarding potential nomination submissions.

Reporting

The Awards Committee will report to Swim PEI.

Review and Approval

The Swim PEI Board of Directors will evaluate the performance of the committee annually against the stated purpose. The Swim PEI Board of Directors will review these Terms of Reference from time to time.