



Nominations are now open for MSA National Committees

The work of Masters Swimming Australia (MSA) is supported by the work of five National Committees. Service on a committee is voluntary and is an important contribution to the operation of MSA; committees assist the Board in delivering the [MSA Strategic Plan](#).

The five committees are:

- Coaching
- Technical
- Swim program
- Membership
- Diversity and inclusion

The rules governing the conduct of committees can be found in the [MSA By-Laws](#). Committees are required to meet at least quarterly; meetings take place virtually and at a time determined by the committee. There may be no fewer than six and no more than 10 members (including the chair) on any committee¹. The committee elects a chair. Any MSA member is eligible to be nominated to serve on a committee; no individual may serve on a committee for more than 10 continuous years.

Each of the committees is supported by a refreshed Terms of Reference, setting out their respective roles and responsibilities. The committees also have a 'Plan on a Page' which outlines how they will contribute to the delivery of MSA's strategic plan. The Terms of Reference for each committee are attached to this pack.

Process

A nomination form is attached, which is to be completed by the nominee. Some committees have additional eligibility criteria and all nominees are required to outline their reasons for wishing to join the relevant committee. A curriculum vitae (CV) and a photo is also required to be attached to the nomination form.

All nominations require the endorsement of the state/territory member branch; in the case of the Coaching and Technical committees, membership is to consist of at least one (but no more than two) member per state/territory member body, in addition to other eligibility requirements².

¹ Bylaws Clause 25

² Refer Bylaws Part 7



Timeline:

The bylaws outline the timeline on which nominations are declared open and closed, and how quickly thereafter the Board must consider nominations.

The 2025 timeline is outlined below:

Monday 4 August 2025	Call for nominations ³
Friday 29 August 2025	Nominations close ⁴
By 12 September 2025	Board to receive consolidated list of applications ⁵
Mid September	Board to meet to elect new committees

³ Bylaws Clause 29

⁴ Bylaws Clause 30(1)

⁵ Bylaws Clause 31(2)



Committee nomination form

Coaching	Technical	Swim Program	Membership	Diversity & Inclusion
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(Please circle – no member may concurrently serve on more than two committees)

Personal information:

Given name		Surname	
MSA number		Club	
Postal address			
Email		Phone	

Statement by nominee:

I nominate for the above position and confirm that I meet the mandatory criteria specified in the Constitution and/or bylaws.

Signature	
Date	

Endorsement by member:

This nomination is endorsed by:

Member body*	
Signature	
Position	
Date	

*A member body is one of Masters Swimming NSW (MSNSW), Masters Swimming NT (MSNT), Masters Swimming QLD (MSQ), Masters Swimming SA (MSSA), Masters Swimming TAS (MST), Masters Swimming VIC (MSV) or Masters Swimming WA (MSWA).



For nominees for the COACHING committee:

The MSA bylaws, which govern the operation of committees, outline the requirements and obligations of MSA Committees. Part 7.1 contains the Terms of Reference for the Coaching committee, which includes particular requirements of nominees.

Please answer the questions below:

	Yes	No
Do you hold a current club coach accreditation?		
Do you have five or more years' practical experience coaching adult swimmers in a Masters swimming club environment?		
Can you demonstrate practical experience coaching adult competitive swimmers in a Masters swimming club environment?		
Are you familiar with the MSA coach accreditation processes, coach education and training programs		

In accordance with the committee Terms of Reference, if you answer 'no' to any of these questions you are ineligible for consideration.

Please briefly outline your experience and in so doing provide additional detail in response to the questions above. Please also outline your reasons for wishing to serve on the committee and what you can bring to support the strategic direction of Masters Swimming Australia.



For nominees for the TECHNICAL committee:

The MSA bylaws, which govern the operation of committees, outline the requirements and obligations of MSA Committees. Part 7.2 contains the Terms of Reference for the Technical committee, which includes particular requirements of nominees.

Please answer the questions below:

	Yes	No
Are you an accredited Referee? <i>(At least three committee members must be Referees)</i>		
Do you have five or more years' practical experience officiating in an Masters swimming club environment?		
Can you demonstrate practical experience officiating at national or international Masters events?		
Are you familiar with national accreditation processes and the MSA official education programs?		
Are you familiar with Open Water Swimming (OWS)? <i>(At least one committee member must be familiar with OWS)</i>		

Please briefly outline your experience and in so doing provide additional detail in response to the questions above. Please also outline your reasons for wishing to serve on the committee and what you can bring to support the strategic direction of Masters Swimming Australia.



For nominees for the SWIM PROGRAM, MEMBERSHIP and DIVERSITY AND INCLUSION committees:

The MSA bylaws, which govern the operation of committees, outline the requirements and obligations of MSA Committees. Part 7 contains the Terms of Reference for the Swim Program (7.3), Membership (7.4) and Diversity and Inclusion (7.5) committees, which includes particular requirements of nominees.

Please briefly outline your experience. Please also outline your reasons for wishing to serve on the committee and what you can bring to support the strategic direction of Masters Swimming Australia.



Part 7.1 – National Coaching Committee

(Source: MSA Bylaws)

7.1.1 Purpose

The National Coaching Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. the provision of quality club coaching accreditation and support
2. advice regarding the recruitment, retention and professional development of club coaches

7.1.2 Composition

in addition to the requirements of Clause 22, the National Coaching Committee will consist of

1. at least one representative nominated by each of the voting member bodies and
2. members must hold a current club coach accreditation.

7.1.3 Skills and capabilities

In addition to the requirements of the Constitution and the by-laws, members will:

1. Have five or more years' practical experience coaching adult swimmers in a Masters swimming club environment
2. Practical experience coaching adult competitive swimmers in a Masters swimming club environment
3. Familiarity with the MSA coach accreditation processes, coach education and training programs

7.1.4 Terms of Reference

The National Coaching Committee will:

1. Achieve key objectives as set by the Board.
2. Develop, review and update:
 - a. coaching courses and materials for accreditation
 - b. procedures for coach candidates to gain Club Coach accreditation
 - c. procedures for the re-accreditation of Club Coaches
 - d. procedures for Coach Educator training to assess online Club Coach Course candidates
 - e. materials for selection of National Recognition of Coach Excellence Award
3. Assist MSA with the maintenance of a database of Club Coaches, and a list of registered Club Coach course Coach Educators.
4. Plan and promote courses/seminars/workshops on any topics relevant to adult swim coaching as Professional Development (PD) opportunities.
5. Provide networking opportunities between states and territories.
6. Provide information on coaching and teaching materials that are of assistance to coaches and swimmers.
7. Investigate areas for further research and development relevant to adult swim coaching.



8. Review the nominations for the National Recognition of Coach Excellence and make recommendations to the Board.
9. Liaise with other Australian swimming bodies including Swimming Australia Limited (SAL), Swim Coaches and Teachers Australia (SCTA) and AUSTSWIM on coaching-related matters.
10. Address objectives, methods, programs, and any coaching related problems.
11. Address any other matters referred to it by the Board.



Part 7.2 – National Technical Committee

(Source: MSA Bylaws)

7.2.1 Purpose

The National Technical Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. The administration and application of the rules for competitive swimming
2. Reviewing rules

7.2.2 Composition

in addition to the requirements of Clause 19, the National Coaching Committee will consist of at least one representative nominated by each of the voting member bodies.

7.2.3 Skills and capabilities

In addition to the requirements of the Constitution and Clause 19 of the by-laws:

1. at least three of the members must be accredited by the Association as a Referee and have:
 - a. five or more years' practical experience of officiating in an Australian Masters swimming club environment,
 - b. practical experience of officiating at national or international Masters events
 - c. familiarity with national accreditation processes and the Association's official education programs.
2. at least one member should be familiar with Open Water Swimming (OWS)

7.2.4 Terms of Reference

The National Technical Committee will:

1. Achieve key objectives as set by the Board.
2. In accordance with Clause 11 of the by-laws, review all proposed changes to the General, Swimming and OWS Rules, and provide advice to the Board which will include a full analysis for and against the proposed changes.
3. Develop, review and update technical and officiating accreditation courses.
4. Implement and monitor quality control processes for technical officials.
5. Investigate further technical and officiating accreditation levels and updates.
6. Plan and promote education seminars within the Association on a range of issues relevant to the membership as necessary.
7. Plan and promote technical and officiating seminars as necessary.
8. Provide technical and officiating coaching articles to assist the dissemination of information to members.
9. Update the National Officiating Manual as required.
10. Update the disqualification (DQ) Codes and the Reference cards for Referees, Inspectors of Turns (IoT) and Inspectors of Stroke (JoS).
11. Investigate areas of relevance for further research.



12. Develop, review and update materials for selection of a National Official of the Year.
13. Review the nominations for the National Official of the Year and provide a recommendation to the MSA Board.
14. Liaise with other Australian swimming bodies including Swimming Australia Limited (SAL), Swim Coaches and Teachers Australia (SCTA) and AUSTSWIM on technical-related matters.
15. Address any other matters referred to it by the Board.



Part 7.3 – National Swim Program Committee

(Source: MSA Bylaws)

7.3.1 Purpose

The National Swim Program Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. the administration and suitability of all competitive and non-competitive swimming initiatives offered by the Association, including the National Championships
2. safe conduct and practice

7.3.2 Composition

The Committee will consist of between six and 10 members

7.3.3 Skills and capabilities

In addition to the requirements of the Constitution and Clause 19 of the by-laws members must have:

1. practical experience of safety issues at swim meets and club training,
2. practical experience in organising or running Masters swim meets and events,
3. event management experience,
4. exposure to or involvement in swimming programs run by the Association.

7.3.4 Terms of Reference

The National Swim Program Committee will:

1. Achieve key objectives as set by the Board.
2. Review the following swim programs and make recommendations that will aid in the improvement of the operation or increased participation by members:
 - a. E1000,
 - b. Million Meters,
 - c. Swim series,
 - d. National championships,
 - e. Postal swims.
3. Receive all minutes of meetings of the National Championships organising committees and Australian and World Masters Games swim organising committees and advise the Board of any points for consideration by the Association,
4. Review and recommend updating of the Swim Meet Guide.
5. Oversee the delivery of Mental Health Month.
6. Establish and monitor quality control processes for swim meets.
7. Address any other matters referred to it by the Board.



Part 7.4 – National Membership Committee

(Source: MSA Bylaws)

7.4.1 Purpose

The National Membership Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. growing, retaining and supporting the membership of the Association, and
2. support the growth and development of clubs and their administration.

7.4.2 Composition

The Committee will consist of between six and 10 members.

7.4.3 Skills and capabilities

In addition to the requirements of the Constitution and Schedule 1 of the by-laws members must have:

1. demonstrated experience with the Association at a club, state/territory or national level.

7.4.4 Terms of Reference

The National Membership Committee will:

1. Achieve key objectives as set by the Board.
2. Encourage the growth of swimming in Australia and particularly the membership of the Association,
3. Support the volunteer administration of affiliated clubs,
4. Develop materials to aid the efficient administration of clubs, such as but not limited to:
5. Create and share materials to assist membership growth and development.
6. Develop club community outreach.
7. Develop guidance for fundraising, sponsorship and financial management.
8. Work with states and territories to provide support where necessary to clubs to collectively grow the sport of adult swimming in Australia.
9. Address any other matters referred to it by the Board.



Part 7.5 – National Diversity and Inclusion Committee

(Source: MSA Bylaws)

7.5.1 Purpose

The National Diversity and Inclusion Committee will assist the Board of Masters Swimming Australia with delivery of the Association's strategic plan and with specific reference to:

1. Identifying and recommending ways to address barriers, perceived or otherwise, to the participation of all people in swimming regardless of their gender identity, sexuality or physical ability

7.5.2 Composition

The Committee will consist of between six and 10 members, with a preference for members who identify as LGBTIQ+ and/or who have a disability.

7.5.3 Skills and capabilities

In addition to the requirements of the Constitution and Clause 19 of the by-laws members with a disability and/or who identify as gay, lesbian, bisexual, transgender or non-binary are encouraged to apply.

7.5.4 Terms of Reference

The National Diversity and Inclusion Committee will:

1. Achieve key objectives as set by the Board.
2. Review and recommend changes that may be required to remove barriers to participation in the sport of adult amateur swimming by:
 - a. transgender, sexually and/or gender diverse individuals, and/or
 - b. people with a disability, and/or
 - c. people from culturally and linguistically diverse backgrounds, and/or
 - d. other minority or marginalised groups as identified from time to time,
3. Consider best practice frameworks within and external to swimming at a national and international level relating to inclusion in sport.
4. Develop, review and recommend, as appropriate, guidelines for clubs and Branches to support the recruitment and retention of diverse swimmers.
5. Plan and promote courses/seminars/workshops on any topics relevant to diverse, equity and inclusion as it relates to swimming and sport in general.
6. Report regularly on matters of diversity, equity and inclusion to the Association.
7. Address any other matters referred to it by the Board.