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To: State/Territory Administrators/Secretaries, Board of Directors, State/Territory Presidents, National Recorder and Committee Chairs

From: Rob Abernethy, General Manager

Date: Monday 3 August 2026

Subject: Call for Nominations for the Masters Swimming Australia National Committees

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## **Nominations Now Open**

Masters Swimming Australia (MSA) is pleased to invite nominations for appointment to its National Committees for the upcoming two-year term.

The success of MSA is built on the dedication and expertise of volunteers drawn from across the country. Our National Committees play a vital role in supporting the Board by providing specialist advice, developing initiatives, giving recommendations and helping deliver the objectives of the MSA Strategic Plan. Committee members can shape the future of Masters Swimming and make a meaningful contribution to our sport at a national level.

## **National Committee Vacancies**

Nominations are now being sought for the following National Committees:

- Coaching Committee
- Diversity and Inclusion Committee
- Membership and Participation Committee
- Technical Committee

Committee appointments are voluntary and provide an excellent opportunity for members to contribute their knowledge, experience and passion while working collaboratively with fellow volunteer peers' country wide.

## **Current Committee Members**

Current committee members are warmly encouraged to nominate for a further term. Please note that, in accordance with MSA By-Law 32(4):

*A member of a National Committee may be re-appointed but must not serve in the same role for more than five (5) successive two-year terms (10 years).*

## **Nomination Process**

Applicants should complete the attached Nomination Form and review the accompanying Application Pack before submitting their nomination.

All nominations must be endorsed by the applicant's State/Territory Member Organisation prior to submission.

## **Closing Date**

**Nominations close at 5:00 pm (AEST) on Friday, 28 August 2026.**

Completed nomination forms and supporting documentation should be emailed to:  
**[admin@mastersswimming.org.au](mailto:admin@mastersswimming.org.au)**

We encourage members with the skills, experience, and enthusiasm to help shape the future of MSA to consider nominating. Whether you are bringing fresh ideas or continuing your contribution as an existing committee member, your involvement helps strengthen our organisation and supports the delivery of programs and initiatives that benefit members nationally.

We look forward to receiving your nomination and thank you in advance for your service.



## **Nominations are now open for MSA National Committees**

The work of Masters Swimming Australia (MSA) is supported by the work of four 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 four committees are:

- Coaching Committee
- Diversity and Inclusion Committee
- Membership and Participation Committee
- Technical Committee

The full detail of 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 committee<sup>1</sup>. 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 body; 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 requirements<sup>2</sup>.

## **Timeline:**

The bylaws outline the timeline on which nominations are declared open and closed, and how quickly thereafter the Board must consider nominations. The 2026 timeline is outlined below:

|                       |                                                                 |
|-----------------------|-----------------------------------------------------------------|
| Monday 3 August 2026  | Call for nominations <sup>3</sup>                               |
| Friday 28 August 2026 | Nominations close <sup>4</sup>                                  |
| By 11 September 2026  | Board to receive consolidated list of applications <sup>5</sup> |
| Mid-September         | Board to meet to elect new committees                           |

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<sup>1</sup> Bylaws Clause 25

<sup>2</sup> Refer Bylaws Part 7

<sup>3</sup> Bylaws Clause 29

<sup>4</sup> Bylaws Clause 30(1)

<sup>5</sup> Bylaws Clause 31(2)



### MSA Committee Nomination Form

|          |                         |                               |           |
|----------|-------------------------|-------------------------------|-----------|
| Coaching | Diversity and inclusion | Membership and Participations | Technical |
|----------|-------------------------|-------------------------------|-----------|

(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 MSA Constitution and/or bylaws.

|           |  |
|-----------|--|
| Signature |  |
| Date      |  |

#### Endorsement by State/Territory member body:

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).*

*Please attach:*

- CV and photograph of nominee
- Answers to questions (see following)



**For nominees for the MSA 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 MSA 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?<br><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)?<br><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 MSA DIVERSITY AND INCLUSION and MEMBERSHIP AND PARTICIPATION 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 Membership and Participation (7.3) Diversity and Inclusion (7.4) 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 Membership and Participation Committee

(Source: MSA Bylaws)

### 7.3.1 Purpose

The National Membership and Participation 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,
2. support the growth and development of clubs and their administration,
3. the administration and suitability of all competitive and non-competitive swimming initiatives offered by the Association, including the National Championships, and
4. safe conduct and practice of national swimming events.

### 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 Schedule 1 of the by-laws members should preferably have:

1. demonstrated experience with the Association at a club, state/territory or national level,
2. practical experience of safety issues at swim meets and club training,
3. practical experience in organising or running Masters swim meets and events,
4. event management experience,
5. exposure to or involvement in swimming programs run by the Association.

### 7.3.4 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:
  - a. Create and share materials to assist membership growth and development.
  - b. Develop club community outreach.
  - c. Develop guidance for fundraising, sponsorship and financial management.
5. Work with states and territories to provide support where necessary to clubs to collectively grow the sport of adult swimming in Australia.
6. Review the swim programs, such as but not limited to those listed, 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.
- 7. 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,
- 8. From time to time review and recommend updating of the Swim Meet Guide.
- 9. Oversee the delivery of Mental Health Month.
- 10. Establish and monitor quality control processes for swim meets.
- 11. Address any other matters referred to it by the Board.

## Part 7.4 – 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 LBGTIQA+ 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.