

TERMS OF REFERENCE FOR COMMITTEES AND COMMISSIONS OF THE AQUATICS SPORTS ASSOCIATION OF TRINIDAD AND TOBAGO

as adopted by the Executive Board on 25th January 2025.

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1.0 PURPOSE

1.1 Article 6, 13.1b and Article 21 of the Constitution of the Aquatics Sports Association of Trinidad and Tobago (ASATT) provides the Executive Board shall appoint commissions and committees as listed below:

- Swimming/Open Water/Masters Commission
- Learn to Swim Committee
- Water Polo Commission
- Artistic Swimming Committee.
- Diving and High Diving Committee.
- Marketing, Communication and Fundraising Committee.
- Constitution Reform Committee.
- Athlete Commission.
- Administrative/Operation Committee.
- Officials Committee
- Complaints and Disciplinary Committee

1.2 The ASATT Constitution provides the following guidelines for the formation of committees and commissions-

- Terms of reference must be established for each committee and commission.
- All recommendations and decisions made by any Committee and Commission require the approval of the Executive Board to become effective.
- The majority of members (50% plus one member) shall form a quorum at any meeting of a Committee and Commission.
- The Executive Board shall have the authority to fill any vacancy through the death, resignation or removal of any Committee and/or Commission member.
- Each Committee and/or Commission shall comprise not less than four (4) members.
- The Executive Board shall be entitled to propose any new committee, ad hoc committee, or Commission as deemed appropriate.

1.3 Committee and Commission Structure, and Meetings

1.3..1 The composition of Committees and Commissions shall consider diversity in gender, age and geography, succession planning, together with experience, qualifications, and background.

1.3..2 All committees and commissions shall be appointed for two years unless otherwise specified.

1.3..3 Each Committee must have a Chairperson and Secretary selected by the Executive Board. The Chairperson presides over meetings and ensures alignment with ASATT goals, while the Secretary manages committee documentation, communication, and coordination.

1.3..4 Chairpersons shall be involved in the selection of committee members. Sub-committees may be added at the discretion of the Chairperson in consultation with the Executive Board

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- 1.3..5 In the absence of the Chairperson, a temporary Chairperson from among the remaining members shall be elected by simple majority from among the committee members.
- 1.3..6 Meetings may be held in person or virtually as determined by the Chairperson of the Committee. Where a quorum is not present, the committee secretary shall round robin the decisions electronically for ratification by the committee.
- 1.3..7 Meeting minutes must be circulated to the committee and the ASATT General Secretary within 14 days.
- 1.3..8 Meetings should be held at least bi-monthly except in the case of the Complaints and Disciplinary Committee which should meet as the need arises.

2.0 SWIMMING/OPEN WATER/MASTERS COMMISSION

- 2.1 Article 6.1a of the ASATT Constitution establishes the **Swimming/Open Water/Masters Commission**. This has been established to unify efforts across different aquatic disciplines within the organization. Its primary goal is to enhance the development and success of swimming, open water, and masters programs through specialized subcommittees. By fostering collaboration among experts in each sport, the commission aims to set qualification standards for national teams, recommend national coaches, design comprehensive national training programs, and oversee all technical aspects that influence the growth and performance of each sport. The decisions of the subcommittee are implemented following the ratification by the Commission, and shall be forwarded to the Executive Board for final approval.
- 2.2 Terms of Reference for the Commission:
 - a) Strategic Oversight:
Guide and align the activities of the swimming, open water, and masters subcommittees with ASATT's strategic objectives and vision.
 - b) Policy Development:
Formulate and implement policies that support the technical and competitive development of all aquatic sports under ASATT.
 - c) Qualification Criteria:
Establish and maintain the criteria for athlete selection to national teams, ensuring transparency and fairness.
 - d) Coach Recommendations:
Evaluate and recommend qualified candidates for national coaching roles within each aquatic discipline.
 - e) Training Program Design:
Collaborate with subcommittees to create national training programs that address sport-specific needs and foster athlete improvement.
 - f) Financial Management:
Oversee the financial resources allocated to the commission and ensure effective budgetary control, in liaison with the representative from the finance subcommittee.

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- g) Stakeholder Engagement:
Facilitate communication and collaboration with key stakeholders, including athletes, coaches, clubs, and international organizations.
- h) Performance Evaluation:
Monitor and assess the progress of subcommittees against set objectives and make necessary adjustments to strategies and operations.
- i) Additional Duties:
Any additional duties as assigned by the Executive Board from time to time.

2.3 Sub-Committees

Each sub-committee are responsible for meeting the terms of reference for its individual sport.

- Swimming
- Open Water
- Masters

2.4 Subcommittee Structure:

- Each subcommittee must consist of:
 - o Chairperson
 - o Secretary
 - o Two nominees of the Coaches Committee
 - o Additional members may be co-opted by the Chairperson in consultation with the Commission Chair

2.5 Additional Committees:

- Coaches Sub-Committee: The committee consists of all registered coaches of members who practice competitive swimming. This committee will meet quarterly to receive updates from the commission, and receive feedback from coaches on technical matters. The coaches committee shall nominate two members to each sub-committee identified in 2.3. Voting rights would be limited to one vote per ordinary member involved in competitive swimming.

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3.0 LEARN TO SWIM COMMITTEE

- 3.1 Article 13.1 of the ASATT Constitution identifies a Learn to Swim Committee. This committee's primary goal is to bridge the gap between initial swim learning and competitive aquatic sports, emphasizing the importance of foundational skills in the aquatic journey. By coordinating efforts with competitive swimming programs, the committee will build an ecosystem that fosters growth, skill development, and an enduring passion for swimming. Recognizing the transformative role of these programs, the committee is tasked with increasing participation and registration of learn to swim schools within the association.

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3.2 Terms of Reference

- a) Promotion of Membership for Learn to Swim Schools:
Develop strategies to encourage independent learn to swim schools to register with the association. This involves outreach initiatives, highlighting the benefits of membership such as resource sharing, brand association, and access to competitive aquatic sport pathways.
- b) Integration and Collaboration with Competitive Aquatic Programmes Programs:
Establish a seamless coordination mechanism with competitive swimming programs to create clear progression pathways. The committee should organize joint events, competitions, and workshops that introduce learners to the competitive side of aquatic sports, fostering a cohesive development structure.
- c) Curriculum Development and Standardization:
Design and implement a standardized curriculum that all member schools can adopt, ensuring consistency in skill development and safety standards. This includes the creation of learning milestones and a framework for skill assessment that aligns with competitive swimming prerequisites.
- d) Instructor Training and Accreditation:
Facilitate training programs and accreditation for instructors. This serves to maintain a high standard of teaching quality across all member schools, providing instructors access to innovative methodologies and technical updates from the competitive swimming landscape.
- e) Public Engagement and Educational Campaigns:
Launch educational campaigns targeting communities and potential learners, emphasizing swimming as a fundamental life skill and a gateway to competitive sport. By promoting the broader benefits of swimming, from health to social interaction, the committee can widen the base of participation and strengthen community ties with the association.

4.0 WATERPOLO COMMISSION

- 4.1 Article 6.1b of the ASATT Constitution establishes the **Waterpolo Commission**. By fostering collaboration among experts in waterpolo, the commission aims to set qualification standards for national teams, recommend national coaches, design comprehensive national training programs, and oversee all technical aspects that influence the growth and performance of each sport. The decisions of the subcommittee are implemented following the ratification by the Commission, and shall be forwarded to the Executive Board for final approval.

4.2 Terms of Reference for the Commission:

- a) Strategic Oversight:
Guide and align the activities of the swimming, open water, and masters subcommittees with ASATT's strategic objectives and vision.

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- b) Policy Development:
Formulate and implement policies that support the technical and competitive development of all aquatic sports under ASATT.
- c) Qualification Criteria:
Establish and maintain the criteria for athlete selection to national teams, ensuring transparency and fairness.
- d) Coach Recommendations:
Evaluate and recommend qualified candidates for national coaching roles within each aquatic discipline.
- e) Training Program Design:
Collaborate with subcommittees to create national training programs that address sport-specific needs and foster athlete improvement.
- f) Financial Management:
Oversee the financial resources allocated to the commission and ensure effective budgetary control, in liaison with the representative from the finance subcommittee.
- g) Stakeholder Engagement:
Facilitate communication and collaboration with key stakeholders, including athletes, coaches, clubs, and international organizations.
- h) Performance Evaluation:
Monitor and assess the progress of subcommittees against set objectives and make necessary adjustments to strategies and operations.
- i) Additional Duties:
Any additional duties as assigned by the Executive Board from time to time.

5.0 ARTISTIC SWIMMING COMMITTEE

5.1 Article 6.1c of the ASATT Constitution establishes the **Artistic Swimming Committee**. The Artistic Swimming Committee of the Aquatics Sports Association of Trinidad and Tobago is dedicated to nurturing and advancing the discipline of artistic swimming within the nation. Recognizing the untapped potential and existing resources, the committee aims to bridge the gaps in coaching, athlete development, and competition organization. With the National Aquatic Centre serving as a pivotal venue, our mission is to foster a thriving artistic swimming community, achieve excellence, and elevate the sport's presence within Trinidad and Tobago.

5.2 Terms of Reference for the Artistic Swimming Committee:

- a) Partnership with Government and Key Stakeholders:
Forge strategic alliances with government agencies and stakeholders to secure ongoing access and support for the National Aquatic Centre, facilitating improvements in facilities and resources for artistic swimming.
- b) Implementation of Training and Certification Programs:
Develop specialized training modules for aspiring coaches and technical officials, incorporating international standards to ensure competence and consistency, thereby creating a sustainable coaching network.

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- c) Initiatives for Athlete Development and Recruitment:
Launch targeted campaigns and community programs to identify and cultivate new talent across Trinidad and Tobago. Implement talent identification programs in schools, colleges, and communities to encourage participation.
- d) Organization and Management of Competitive Events:
Establish a framework for hosting national and regional artistic swimming competitions. This includes logistical planning, securing sponsorship, and ensuring compliance with international competition standards to set the stage for future competitive events.
- e) Awareness and Engagement Strategies:
Execute comprehensive marketing and public relations strategies to enhance the visibility and appeal of artistic swimming. Engage with media, social platforms, and community initiatives to promote the sport's benefits and successes, motivating wider community involvement.

6.0 DIVING AND HIGH DIVING COMMITTEE

6.1 Article 6.1d of the ASATT Constitution establishes the **Diving and High Committee**. The Artistic Swimming Committee of the Aquatics Sports Association of Trinidad and Tobago is dedicated to nurturing and advancing the discipline of diving and high diving within the nation. Recognizing the untapped potential and existing resources, the committee aims to bridge the gaps in coaching, athlete development, and competition organization. With the National Aquatic Centre serving as a pivotal venue, our mission is to foster a thriving artistic swimming community, achieve excellence, and elevate the sport's presence within Trinidad and Tobago.

6.2 Terms of Reference for the Diving and High Committee:

- a) Partnership with Government and Key Stakeholders:
Forge strategic alliances with government agencies and stakeholders to secure ongoing access and support for the National Aquatic Centre, facilitating improvements in facilities and resources for diving and high diving.
- b) Implementation of Training and Certification Programs:
Develop specialized training modules for aspiring coaches and technical officials, incorporating international standards to ensure competence and consistency, thereby creating a sustainable coaching network.
- c) Initiatives for Athlete Development and Recruitment:
Launch targeted campaigns and community programs to identify and cultivate new talent across Trinidad and Tobago. Implement talent identification programs in schools, colleges, and communities to encourage participation.
- d) Organization and Management of Competitive Events:
Establish a framework for hosting national and regional diving and high diving competitions. This includes logistical planning, securing sponsorship, and ensuring compliance with international competition standards to set the stage for future competitive events.

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- e) Awareness and Engagement Strategies:
Execute comprehensive marketing and public relations strategies to enhance the visibility and appeal of artistic swimming. Engage with media, social platforms, and community initiatives to promote the sport's benefits and successes, motivating wider community involvement.

7.0 MARKETING, COMMUNICATION AND FUNDRAISING COMMITTEE

- 7.1 Article 6.1e of the ASATT Constitution establishes the **Marketing, Communication and Fundraising Committee** to transform its operational framework and strengthening its community engagement through the establishment of the Marketing, Communication, and Fundraising Committee. This initiative is essential for promoting ASATT's mission, enhancing its image, and securing the financial support necessary to achieve our strategic goals. The committee will play a pivotal role in boosting public confidence and ensuring sustainability and transparency across all ASATT activities. The objectives are to facilitate effective communication and media relations to reform ASATT's image, develop comprehensive strategies to secure sponsorships for swim meets and other events, and implement financial transparency measures to boost community confidence in ASATT.

- 7.2 Terms of Reference for the Marketing, Communication and Fundraising Committee:

- a) Fundraising Strategy Development:
 - Identify and pursue funding opportunities for national teams to ease financial burden on parents.
 - Innovate approaches for sponsorship and partnerships to ensure sustainable financial inflows.
- b) Financial Reporting:
 - Establish a detailed financial reporting system in collaboration with the Finance Committee to enhance accountability.
 - Ensure transparent communication of financial status and sponsorship benefits.
- c) Enhance Public Image:
 - Formulate communication policies to foster a positive relationship with stakeholders and the media.
 - Organize community outreach programs to garner public support and participation.
- d) Event Management:
 - Coordinate the revitalization of the ASATT Annual Award Ceremony to celebrate achievements and engage stakeholders.
 - Ensure high standards of professionalism and transparency in all event planning and execution.
- e) Documentation and Archiving:
 - Develop a comprehensive archive documenting the history and accomplishments of ASATT.
 - Create a communication plan to disseminate ASATT's historical and current successes to the community.

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- f) Communication and Media Relations:
 - Plan and implement media strategies that enhance ASATT's visibility and reputation.
 - Develop policies for consistent and coherent communication to all stakeholders.
- g) Monitoring and Evaluation:
 - Regularly assess the effectiveness of marketing, communication, and fundraising initiatives.
 - Ensure ongoing evaluation mechanisms are in place to report to the Executive Board about committee activities and outcomes.

8.0 CONSTITUTION REFORM COMMITTEE

8.1 Article 6.1f of the ASATT Constitution establishes the **Constitution Reform Committee**. The primary purpose of the Constitution Reform Committee (CRC) is to review, amend, and enhance the existing ASATT Constitution to eliminate errors and improve governance. This initiative is intended to ensure alignment with the Constitution and Bylaws of World Aquatics, particularly focusing on Section II (Membership) and Section 9 (Autonomy and Mandatory Requirements of World Aquatics Members). The CRC is also tasked with assisting in drafting policies, forms, and legal documents essential for the smooth operation of ASATT.

8.2 Terms of Reference for the Marketing, Communication and Fundraising Committee:

- a) Review Current Constitution: Conduct a critical analysis of the existing Constitution adopted by ASATT, identifying errors, inconsistencies, and areas needing improvement.
- b) Interim Report: Submit an interim report detailing findings and initial suggestions to the Executive Board within three months of appointment.
- c) Final Draft: Prepare and present a comprehensive final draft of the revised Constitution within six months of appointment, ensuring it integrates recommendations and is well-structured for the Association's needs.
- d) Legal Compliance: Ensure all revisions follow the World Aquatics Constitution and Bylaws, focusing on membership requirements and autonomy.
- e) Policy Drafting: Assist ASATT in drafting additional policies, forms, and legal documents that complement the revised Constitution.
- f) Stakeholder Consultation: Engage with relevant stakeholders, including legal experts and former ASATT officers, to gather diverse inputs and facilitate informed decision-making.

9.0 ATHLETE COMMISSION

9.1 Article 6.1g of the ASATT Constitution establishes the **Athlete Commission** to represent and advocate for the interests and well-being of athletes within the Aquatics Sports Association of Trinidad and Tobago (ASATT). The commission aims to provide a structured platform for athletes to voice their opinions, influence decision-making, and contribute to the development and improvement of aquatic sports within the country.

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9.2 Terms of Reference for the Athlete Commission:

- a) Representation and Advocacy: To serve as the representative body for all athletes, promoting their interests and ensuring their voices are heard in all relevant ASATT decisions.
- b) Advisory Role: To provide advice and recommendations to the ASATT Executive on matters impacting athletes, including training, competition, welfare, and professional development.
- c) Policy Development and Review: To participate in the development and evaluation of policies, programs, and initiatives that affect athletes, ensuring their alignment with the athletes' needs and goals.
- d) Communication: To facilitate effective communication between athletes and the ASATT, maintaining transparency and encouraging active engagement.
- e) Athlete Welfare: To advocate for the health, safety, and welfare of athletes, ensuring fairness and impartiality in all matters affecting them.
- f) Education and Development: To support educational initiatives aimed at equipping athletes with the necessary skills and knowledge for their personal and athletic advancement.

10.0 ADMINISTRATIVE/OPERATIONS COMMITTEE

10.1 Article 6.1h of the ASATT Constitution establishes the **Administrative/Operations Committee** to provide effective governance, operational management, and financial oversight to ensure the sustainable development and management of aquatic sports within Trinidad and Tobago. The committee shall work to develop essential systems and policies, offer support to other committees in financial decisions, and promote operational efficiency with adaptability in technology use where feasible.

10.2 Terms of Reference for the Administrative/Operations Committee:

- a) Financial Oversight
 - Manage and monitor all financial activities within ASATT.
 - Develop financial strategies to ensure sustainability and growth.
 - Support other committees in making informed financial decisions.
- b) Systems Development and Integration
 - Develop and implement administrative systems with a focus on technological solutions.
 - Evaluate and adapt to emerging technologies to improve operational efficiency.
- c) Support and Coordination
 - Assist other committees, offering financial insights and administrative support.
 - Foster collaboration between different facets of the association to ensure cohesive functioning.

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- d) Membership Engagement
 - Encourage involvement from varied sectors within ASATT to ensure diverse representation and expertise.
- e) Subcommittee Oversight
 - Oversee and guide subcommittees, ensuring alignment with the overall goals of ASATT.
- f) Team Management and Development
 - Develop criteria for the selection and training of team managers and chaperones.
 - Implement training programs for non-coaching team officials.

10.3 Subcommittee Structure

- i. Administrative Subcommittee
 - Tasked with developing administrative systems, emphasis on technological integration.
 - Members should possess experience in system development and administrative management.
- ii. Finance Subcommittee
 - Responsible for detailed financial planning and oversight.
 - Members should have professional qualifications and experience in finance or accounting.
- iii. Team Management Subcommittee
 - Focused on developing team managers and chaperones, selection criteria, and training programs.
 - Members should have experience in team management and training development.

11.0 OFFICIALS COMMITTEE

11.1 Article 6.1i of the ASATT Constitution establishes the **Officials Committee** to ensure the effective management, certification, and deployment of technical officials across various aquatic disciplines, including swimming, open water, artistic swimming, water polo, and diving. This committee is responsible for the oversight and development of officials for all aquatics events and ensuring they adhere to international standards set by World Aquatics.

11.2 Terms of Reference for the Administrative/Operations Committee:

- a) Certification & Training: Oversee certification programs, especially for disciplines with World Aquatics-certified officials like swimming and open water. Initiate training for artistic swimming, water polo, and diving.
- b) Event Management: Coordinate with regional and international bodies to manage event planning related to officiating, including staffing and equipment needs.
- c) Subcommittee Coordination: Ensure effective collaboration between subcommittees, promoting best practices and uniform standards across all aquatic disciplines.

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- d) Talent Development: Identify and nurture potential officials, providing them with opportunities to gain experience and advance in their roles.
- e) Evaluation: Regularly assess the performance of officials against global standards, recommending areas for improvement and further training.
- f) Representation: Ensure representation of diverse official roles such as referees, Chairperson starters, judges, announcers, and event/meet managers within the committee and its subcommittees.
- g) Reporting: Provide regular reports to the Executive Board on the activities, progress, and needs of the officials across disciplines.

11.3 Subcommittees for Each Discipline

- Swimming Subcommittee- Comprised of representatives including but not limited to referees, starters, judges, and World Aquatics certified officials.
- Open Water Subcommittee - Includes officials with open water certification and appropriate support roles.
- Artistic Swimming Subcommittee - Composed of judges and officials with expertise in synchronised swimming.
- Water Polo Subcommittee - Includes referees, match officials, and event managers specific to water polo.
- Diving Subcommittee - Features diving judges and officials knowledgeable about diving events.

Each subcommittee will have a chairperson responsible for coordinating their specific discipline, reporting to the Main Officials Committee. The Subcommittee Chairpersons will form an advisory group to the Main Committee for cohesive operation and guidance across all aquatic events.

12.0 COMPLAINTS AND DISCIPLINARY COMMITTEE

12.1 The Complaints and Disciplinary Committee is established to oversee the management and resolution of grievances and disciplinary matters within the framework provided by Articles 21 and 22 of the ASATT Constitution. Its purpose is to ensure fair, transparent, and consistent handling of complaints and disciplinary actions, upholding the integrity of aquatics sports in Trinidad and Tobago.

12.2 Terms of Reference for the Complaints and Disciplinary Committee:

a) Scope of Authority:

The Committee is empowered to investigate, deliberate, and make determinations on complaints and disciplinary matters pertaining to conduct and behaviour of athletes, coaches, officials, and other members associated with ASATT. The Committee will operate following the protocols and procedures set forth in Articles 21 and 22 of the ASATT Constitution.

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b) Responsibilities:

- Receive and review all formal complaints and accusations of misconduct or rule violations.
- Conduct investigations, including gathering evidence and interviewing relevant parties, to ascertain facts of each case.
- Determine appropriate disciplinary actions, which could range from warnings to suspensions or expulsions, depending on the severity of the violation.
- Maintain confidentiality of proceedings to protect the privacy of individuals involved.
- Report findings and disciplinary actions to the ASATT Executive Committee.
- Develop and recommend policy changes to prevent future complaints and improve the disciplinary process.

13.0 AMENDMENTS TO TERMS OF REFERENCE

The Executive Board shall amend the Terms of Reference of Committees as the need arises. This is based on their own recommendations, and/or on the recommendations of the Committee and/or the Ordinary Congress.