

**SWIM NATATION MANITOBA  
MANITOBA SWIM COACHES ASSOCIATION (MSCA)**



**Terms of Reference**

**1.0 Role**

The MSCA is an Advisory Group that provides technical input and recommendations to Swim Natation Manitoba. The Advisory Group shall strive to make decisions for the betterment of competitive swimming in a collaborative manner. The Advisory Group will actively communicate and seek feedback from the Manitoba coaching community. The Advisory Group will use its best efforts to make decisions by consensus, while working collaboratively with the Technical Representative, or their delegate, in making recommendations to Swim Natation Manitoba.

**2.0 Responsibilities**

The MSCA Advisory Group will advise Swim Natation Manitoba on the following, but not limited to, technical issues governing competitive swimming in Manitoba: Competitive Meet Schedule, Provincial Team Selection & Activities, Man/Sask Committee, and Coach Education.

**3.0 Membership**

The MSCA Advisory Group will be represented by six (6) coaches:

- Five (5) Head Coaches, or their designates, based on team rankings (combined team points) from the previous season's Summer Man/Sask Championships.
  - The Top Four (4) coaches will be selected based on team rankings (combined team points) from the previous season's Summer Man/Sask Championships.
  - The Fifth (5th) coach will be from the next highest ranked rural swim club as a rural representative coach.
  - In the event of a rural swim club finishing in the Top 5 Team Rankings, the Top Five (5) coaches will be selected in that order.
- The Head Coach, or their designate, from the Top Scoring Para Swim Club at the previous season's Summer Man/Sask Championship will also be selected
- A Swim Natation Manitoba Technical Representative, or designate. The Swim Natation Manitoba Representative is a non-voting member position. This representative is to serve in a secretary role & as a resource/representative of the Swim Natation Manitoba Office.

All members of the MSCA Advisory Group must be in good standing with Swim Natation Manitoba and the Canadian Swim Coaches Association (CSCA).

<b>2025 Summer Man/Sask Manitoba Top 5 Team Rankings</b>	
MANTA	2926
UMAN/UM	1582.5
ALPHA	946
MM	527
PSSC (Para)	399
BBSC (Rural)	300

The current MSCA Membership selection will be formally reviewed in September 2026.

#### **4.0 Meetings**

The MSCA Advisory Group will meet for a minimum of three (3) meetings per year. In-person meetings are preferred, but not required. Meetings are open to the Manitoba coaching community. Coaches attending must be registered and in good standing with Swim Natation Manitoba and the Canadian Swim Coaches Association (CSCA). Accommodations will be made for rural coaches with the option to meet virtually (ex. Zoom). Meetings are to be primarily scheduled for evenings and weekends to accommodate coaches who are not available during the day. Members who are unable to attend a meeting are to notify the Advisory Group Chair and are able to provide their input through written comments or documentation prior to the meeting. The Chair may present the member's perspective on their behalf during the meeting.

#### **5.0 Term**

MSCA Advisory Board members will be appointed for a two (2) year term. The Advisory Board will be re-selected biennially in September during the Terms of Reference Review. The selection will be made using the results from the previous season's Summer Man/Sask Championships. The current MSCA Membership selection will be formally reviewed in September 2026.

#### **6.0 Chair**

The MSCA Chair will be selected by the MSCA Advisory Group. The Chair must be a registered coach in good standing with Swim Natation Manitoba and the Canadian Swim Coaches Association (CSCA). Ideally, but not necessarily, the Chair will be a representative of a club in the Top 5 Rankings from the previous Summer Man/Sask Championships and a member of the Advisory Group. The Chair cannot also hold a position as an employee of Swim Natation Manitoba, including but not limited to the Technical Coordinator.

The Chair shall

- Call meetings of the Advisory Group.
- Chair meetings of the Advisory Group.
- Designate another member of the Advisory Group to Chair the Group in their absence.

Elected Chair: Josh Koldon (SEALS) to replace outgoing Vlastik Cerny (UM/UMAN) on January 24, 2026

## **7.0 Quorum**

Quorum shall consist of a simple majority, defined as 50% of the Advisory Group who are present either in-person or virtually at a scheduled meeting.

## **8.0 Decision-Making**

The MSCA Advisory Group will strive to make decisions by consensus when providing technical recommendations to Swim Natation Manitoba. Should a vote need to take place, the vote will be taken by all Six (6) coaches of the MSCA Advisory Group. The vote will be taken either in-person or virtually (Zoom/Email) and must be completed within a given timeframe. The Chair will oversee the vote to ensure that the majority of the Advisory Group has voted. The Chair will also provide the results of the vote to the coaching community. In the event of a tie, the tie will be broken by the Chair. The Chair will only vote to break ties.

## **9.0 Minutes**

Meeting minutes will be taken by the Swim Natation Manitoba Technical Representative or their Delegate. The minutes will be circulated to the Manitoba coaching community following the conclusion of the meeting via email by the Technical Representative or their Delegate. All meeting minutes and recommendations are to be published on the Swim Natation Manitoba website under the MSCA section by the Technical Representative or their Delegate.

## **10.0 Guests**

All registered coaches in Manitoba who are in good standing with Swim Natation Manitoba and the Canadian Swim Coaches Association (CSCA) are invited to attend meetings and provide feedback. Additional guests may be invited by the Chair as a resource or provide expertise or input if required (ex. MSOA Representative).

## **11.0 Accountability**

The MSCA Advisory Board is accountable primarily to the coaching community in Manitoba and secondly to Swim Natation Manitoba through the Chair of the Advisory Board. The MSCA Terms of Reference are to be reviewed annually in September.

Draft Reformatted for MSCA Meeting: January 16, 2026

Approved by MSCA Advisory Board: January 16, 2026

Annually Reviewed by MSCA: January 24, 2026

Reviewed and Approved by the SNM Board of Directors:

March 11, 2026