

Swim England London Diving Committee

Terms of Reference

Purpose and role of the Committee

The Committee will operate in line with Swim England London values, promoting inclusion, diversity, transparency, and respect in all its activities.

1. The Committee's remit is to manage the Diving discipline. Unless otherwise stated in these terms of reference the committee and any sub committees it establishes shall not be responsible for:

- the other disciplines (Water Polo, Disabled and Para-swimming, Masters Swimming, Open Water Swimming, Swimming and Artistic Swimming),
- cross-discipline club and volunteer development,
- Club Affiliation
- Meet licensing.

However, it shall collaborate with the Operations Committee on appropriate areas.

2. The Committee shall:

- work within the Swim England London strategy, governance structure and policies, and the committee's terms of reference, and delegated budget and authority.
- set, deliver, and drive an implementation plan which -
 - identifies identify and address the recruitment, development and retention needs of athletes and volunteers within the diving discipline.
 - and seeks to address the recruitment, development, and retention needs of the diving discipline's volunteers (officials and non-officials) in Swim England London, and
 - the championships and competition structure in line with the talent pathway; and
- advise the Swim England London Board on diving discipline matters.

3. It shall collaborate through effective information sharing, appropriate consultation, two-way communication, and joint planning with the Board and other committees established by the Board to:

- act as ambassadors for the sport and promote the teaching and practice of the diving discipline.
- raise awareness of the diving discipline within and outside the Swim England London Family and promote the value and benefits of diving.

- enable effective pathways between diving roles (e.g., athlete, coach, official, volunteer) and between disciplines.
4. The Committee shall be responsible for the discipline's pages on the Swim England London website which shall include but not be limited to information about the committee's plans and activities, championships and events, current and historic regional records, and recent and historic results from events promoted by the Region.

Ways of working

5. The Committee is accountable to and appointed by the Swim England London Operations Committee and provides advice to the Swim England London Board on diving matters.
6. The Committee may appoint sub-committees and working groups that shall:
 - work within the Swim England London strategy, governance structure, and policies. This includes managing conflicts of interest, IT, and financial delegation.
 - work within the Committee's terms of reference.
 - work within the remit, budget and authority delegated to it by the Committee.
 - agree their annual programme with the Committee and be overseen and accountable for the delivery of those programmes to the Committee.
 - advise the Committee on areas within its remit.
7. The Committee's sub-committees and working groups may include but not be limited to the following each of which shall develop and agree with the Committee plans and projects for their areas of responsibility:
 - Diving Events Team responsible for managing and promoting the diving skills championships and competitions promoted by the Region.
 - Diving Talent Development Group is responsible for athlete and coach development, identifying the competition structure that the Region needs to develop athletes; and
 - Diving Club and Volunteer Development Group responsible for the recruitment, development, retention and recognition of diving volunteers at working at regional level, identifying and delivering club and volunteer development needs that are specific to the diving discipline and which will support clubs, and advising and collaborating with the Operations Committee on cross discipline club and volunteer development.
8. The Committee's may appoint appropriate managers and officeholders, set out their roles. It may also collaborate with other committees to appoint joint roles.
9. The Committee will aim to use an efficient and effective way of working and utilise the most appropriate channel of communication according to the topic or issue. These will include (but not be limited to):
 - email.
 - Skype.

- conference calls; and
- formal meetings.

A minimum of 50% of voting members will constitute a quorum

10. In the absence of the appointed chairperson, the Committee will elect another voting member to chair the meeting.
11. The Regional Director and Regional Chairman shall ensure that the committee is given appropriate support (by staff or volunteers) with the committee's administration and governance including minutes, correspondence, communications and managing the budget.

Membership

12. Members of the committee, its sub-committees, and working groups, and the managers and officeholders appointed by the committee must be members of a club or other organisation affiliated to Swim England London.
13. The voting membership of the committee shall be:
 - **Chairman** who provides leadership to the Committee, holds the budget, and is accountable to the Board and Council
 - the other members of the committee, be the budget holder, and be accountable to the Board and Council for the delivery of the committee's plans and fiscal management.
 - **Diving Meet Director** who shall chair the Diving Competitions Group and be accountable to the Committee for the delivery of the Group's plans and fiscal management.
 - **Diving Talent Development Leader** who shall chair the Diving Talent Development Group and be accountable to the Committee for the delivery of the Group's plans and fiscal management; and
 - **Diving Club and Volunteer Development Leader** who shall chair the Diving Club and Volunteer Development Group and be accountable to the Committee for the delivery of the Group's plans and fiscal management.

In order to manage workloads and achieve "work-life-volunteering balance," no person shall hold more than one post on the committee; in exceptional circumstances the Operations Committee may agree to waive this limitation. The Diving Committee will decide whether the limitation will apply to its sub-committees and working groups (including whether a committee member may sit on more than one sub-committee or working group).

14. The Operations Committee and the Region's personnel providing administration and governance support shall have the right to attend the Committee's meetings and participate in its business in a non-voting capacity.
15. The committee chairperson may at their discretion invite other people and organisations to take part in discussions. These invited people shall not be permitted to vote.
16. Committee members will normally serve a term of three years (renewable)

17. All members must declare and manage conflicts of interest in line with Swim England London policy
18. "The Operations Committee retains the right to remove members where necessary in line with governance procedures.