

# Terms of Reference

## East Midlands Regional Water Polo Working Group (working on behalf of the East Midlands Management Board)

### Membership

East Midlands Water Polo Working Group consists of the following roles – all roles will be appointed by application to the Regional Management Board:

- **Working Group Chair** – to manage and lead the committee, chair meetings, support committee members and report directly to the East Midlands Board.
- **Finance Lead** – to oversee and manage regional water polo funding allocation and expenditure in line with regional policies and inform the committee via updates at committee meetings
- **Workforce Lead** – to work with the regional club development officer to ensure that training provision is available to meet the needs of clubs and regional programmes
- **Competition Structure Lead** – to oversee the development and implementation of competitions within the region to increase local competition for clubs and players
- **Performance Squads Lead** – to oversee the introduction of performance squads within the East Midlands to ensure that elite players can train more effectively and are prepared for the elite level competition
- **Boys Inter Regional Team Lead** – to appoint and manage boys programme staff at the Inter Regional competitions
- **Girls Inter Regional Team Lead** – to appoint and manage girls programme staff at the Inter Regional competitions
- **Participation Lead** – to encourage and help clubs increase and sustain participation of players within the East Midlands through the development of an effective club network
- **Regional Administrator** – to ensure the effective operation of the working group ensuring regular communication with the Regional Management Board and the club network
- **Regional Management Board representative** – to ensure effective communication between the working group and the RMB, aligning support for Water Polo as required
- **Swim England Club Development Officer**

### Responsibilities

The East Midlands Regional Water Polo Working Group will:

1. Develop and monitor annual plans for Water Polo across the East Midlands, with aligned financial plans and reporting mechanisms – reporting regularly to the Regional Management Board
2. Support development programmes to ensure players and volunteers of all ages and abilities are able to access coaching and competition; and clubs numbers continue to grow sustainably.
3. Support performance programmes to ensure talented players, coaches and officials are able to develop their skills and perform at the highest possible level.

4. Engage frequently with the clubs in the region to ensure transparency and connectivity, including the co-ordination of regular club network meetings

### **Meetings**

The Working Group will meet at least 4 times a year.

The Club Network will meet at least 3 times a year.

### **Reporting**

The group is accountable to the Regional Management Board and the Regional Club Network – regularly reporting to both groups.

### **Resolutions and Voting**

Decisions should be taken by resolution and recorded. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each voting member shall have one vote. In case of a majority vote not being achieved, the Chair shall have a casting vote.

### **Effectiveness and Review of Terms of Reference**

The Working Group terms of reference and effectiveness will be reviewed at least annually, including a review of membership and relevant skills. Any changes considered necessary must be approved by the Board.

HP 06/02/20

To be ratified by the Regional Management Board and at the first meeting of the Working Group in 2020