

# Masters Swimming Leadership Group Terms of Reference

## 1. Membership

- 1.1. The Group Membership will consist of:
  - 1.1.1. Chair
  - 1.1.2. Regular Members x 5, one of which will be elected Vice-Chair by the group.
  - 1.1.3. Sport Operations Committee Leadership Group Liaison (SOC LGL) Representative
  - 1.1.4. Development Team (DT) Representative – Swim England employee
  
- 1.2. The role descriptions for each of the above are centrally defined by Swim England.
  
- 1.3. All volunteer Members must hold Swim England membership. All members of the Masters Swimming Leadership Group (“Group”) are voting members.
  
- 1.4. Other roles can be proposed by the Group Chair, for consideration and approval by the Sport Operations Committee (“SOC”). Such roles will need to be defined and have role descriptions and will be subject to the same terms of service as set out in this document.
  
- 1.5. Swim England Sport Development Directorate (“SDD”) team will manage the administration of the Group.
  
- 1.6. A representative of the Swim England Events Team and other Swim England staff members will be invited to the meeting where agenda items are relevant to their areas of work.

## 2. Specific Responsibilities

- 2.1. Providing knowledge and technical input into the Development Plan covering an agreed period set by SOC. The plan will be written by the SDD in conjunction with

the Group Chair. This plan will be linked to the Swim England Strategy and will include operational details relevant to the Group and Swim England

- 2.2. Retaining the overarching responsibility to ensure the plan is delivered and progress regularly evaluated by the most appropriate means.
- 2.3. As needed, setting out specific terms of reference for any sub-groups including role, requirements, membership recruitment process and terms of office (reflective of these Terms of Reference). This must be agreed by the SOC. Sub-groups that are not time bound must be annually reviewed.
- 2.4. Engaging actively with the Regions to support the development of Masters swimming, the delivery of the Development Plan and to inform future activity.
- 2.5. Proposing and developing policies which support the delivery of the sport in line with the Development Plan.
- 2.6. Making recommendations to the SOC and responding to consultations with the SOC in relation to rules and regulations connected to any aspects of the sport.
- 2.7. Where Swim England provide a representative for another body, relating to the Group's work, making an appointment recommendation to the SOC.
- 2.8. Agreeing the Sport technical roles for every Masters Swimming national event including Jury of Appeal appointments and Delegate appointments where appropriate.
- 2.9. Working with the National Events Team to ensure that every Sport technical role has a designated pool of volunteers from which to appoint.
- 2.10. In conjunction with the National Events Team, agreeing the annual calendar of events inclusive of dates and venues which shall be published by 31st January each year.
- 2.11. In the implementation of decisions respecting the need to maintain the Swim England values and protect / enhance Swim England's reputation.

- 2.12. Liaising with the Swimming Leadership Group over common issues, including those relating to regulations, technical rules and officials.

### 3. Budget

- 3.1. The Development Plan must consider the cost of implementation. There will be one budget covering all aspects of delivery including Group costs. The budget responsibility sits with the Head of Development who must agree and account for the expenditure.
- 3.2. The budget remains centrally controlled and is dependent on completion of activity. Any activity variation, which has budgetary implications, must be authorised by the Head of Development, the Sports Development Director and Chair of the SOC.

### 4. Meetings

- 4.1. Four meeting dates shall be set by the MSLG Chair (with assistance from the Development team), and communicated to Swim England and to members, prior to the start of each calendar year.
- 4.2. At least one meeting must be held face to face.
- 4.3. In September a dedicated implementation plan meeting must take place to fall in line with the Swim England planning calendar (and budgetary planning cycle).
- 4.4. One annual meeting must be held with all regional discipline managers or other relevant regional representative.
- 4.5. Meeting dates shall be set by the Group and will be communicated prior to the start of each calendar year. The Chair may add further dates or, in exceptional justified cases, adjust dates, giving as much as notice as is feasible considering the circumstances giving rise to the need for the extra meeting or date change.
- 4.6. Group administration will be managed by a member of SE staff who will support the group by arranging meetings, recording minutes, distributing papers and any other

duties as agreed with the Head of Development. The attending administrator is not a member of the Group

## 5. Reporting

- 5.1. The Group reports to the SOC via the Sport Operations Committee Leadership Group Liaison (SOC LGL) Representative who will highlight areas of progress and concern following each Leadership Group meeting.
- 5.2. Minutes of Group meetings will be circulated to SOC Members as part of the SOC meeting pack.
- 5.3. The introduction of a new policy, or a significant update to an existing policy or practice must be referred to SOC for agreement or amendment.
- 5.4. Where a Leadership Group establishes a sub-group, it is responsible for ongoing monitoring and evaluation of the activity of that sub-group and must receive a written report on their progress.

## 7. Conflicts of Interest

- 7.1. The Group must always follow Swim England's Conflict of Interest policy. Declarations of Conflicts of interest will be requested at the beginning of each meeting and recorded in the minutes.
- 7.2. Completion of the Declarations of Interest Form must be completed by each member annually. This process will be administered by the Group Administrator.

## 8. Resolutions and Voting

- 8.1. Meeting quorum is four members.
- 8.2. Decisions shall be recorded in the minutes. Where a consensus cannot be reached, the Chair must request a vote on a show of hands, determined by a simple majority. Each voting member shall have one vote.

8.3. Where there is an even number of votes cast and a majority vote does not occur, the Chair shall have an additional casting vote.

8.4. At the discretion of the Chair, a decision can be made via email correspondence. The proposal must be circulated to all members of the group with a specified timeline for response. Any such decision must be formally ratified and recorded at the next meeting even when the decision takes immediate effect.

## 9. Confidentiality

9.1. Group members must be mindful that offensive or other inappropriate comments on social media could violate Swim England regulations or codes of conduct. Group members must refrain from comment in the press or on social media on Group work unless with the permission of Swim England Communications team and the Group Chair.

9.2. All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents. Members must adhere to the Swim England policy on confidentiality for volunteers. Members must also keep confidential:

- information provided by Swim England that Swim England designates as confidential, and
- any information or discussions the Group designates as confidential.

## 10. Papers

10.1. No less than 15 working days prior to the meeting the appointed chair, working with the Group Administrator, will draft the agenda for the meeting.

10.2. The Group Administrator will circulate the meeting pack to attendees by email not less than five working days ahead of each meeting.

10.3. Any item on the agenda requiring a Group decision should be outlined in a supporting document with clarity on the decision/ recommendations being presented to the Group.

10.4. Following the meeting, and within 7 working days, the Group Administrator will prepare a draft set of minutes for review by the Group's chair.

- 10.5. The Group chair will have 7 working days to review the minutes and amend as necessary.
- 10.6. The final copy of the minutes approved by the Chair will be circulated within twenty-one working days of the meeting to:
- Leadership Group Members
  - Regional emailing list
  - SOC Administrator
- 10.7. A copy the papers will also be:
- Uploaded to the website (<https://www.swimming.org/swimengland/swim-england-discipline-minutes/>)
  - Circulated to SOC as part of the papers for the next meeting.

## 11. Review of Terms of Reference

- 11.1. The Group’s terms of reference will be reviewed by SOC and the Group annually. This process should normally be undertaken between October and December each year with any changes taking effect in January of the following year.

## 12. Terms of Office

Role	Maximum Term
Chair	2 x four years
Regular Members	2 x four years
SOC LGL	Whilst serving on the SOC
Development team Representative	Whilst in role

- 12.1. The MSLG shall be considered to have commenced operation on the 1 March 2022.
- 12.2. Where existing members have already served the maximum of eight years, a transition will be discussed and agreed with the chair of SOC.
- 12.3. Members can be removed by the Group with SOC agreement if they are not fulfilling their role satisfactorily.

- 12.4. The chair of the Group can be removed by SOC if they are not fulfilling their role satisfactorily.
- 12.5. Appointments can be renewed for a further term or, in the case of a second term having been served, come to an end, at the end of each year of operation in accordance with the following repeated system of rotation: year 2, year 6 etc - two regular members; year 3, year 7 etc - - one regular member and the Chair; year 4, year 8 etc - two regular members.
- 12.6. Those whose term of office were set at less than four years (under the transitional measures that applied under these Terms of Reference prior to amendment) will have their appointment come up for renewal for a second term at the end of the period which was set for their original term of office.
- 12.7. Those whose initial term was for less than 4 years must retire after two terms of office in accordance with 4.3 (that is, can only serve for the initial term plus a further four years).

## 13. Recruitment

- 13.1. All members of the Group will be appointed through a Swim England led process which is open and transparent.
- 13.2. The SOC will appoint the Chair. Appointment of all other members will be the responsibility of the Chair alongside the Head of Development and a representative of the regional Masters representatives (chosen by a method determined by them)
- 13.3. An induction pack will be provided to each new member. Signed receipt of this pack will be required, as will additional documentation listed below:
- Declarations of Interest
  - Confidentiality agreement.
  - Code of Conduct.