

# Swim England London Swimming Committee

## Terms of reference

### Purpose and role of the Committee

1. The Committee's remit is to manage the swimming discipline. Unless otherwise stated in these terms of reference the committee and any sub committees it establishes shall not be responsible for:
  - open water swimming or disabled and para swimming;
  - cross-discipline club and volunteer development; and
  - SwimMark and Club Affiliation.However, it shall collaborate with the other Discipline Committees 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 and seeks to address the recruitment, development, and retention needs of the swimming discipline's athletes (categories 1 and 2) in Swim England Region,
    - identifies and seeks to address the recruitment, development, and retention needs of the swimming 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 Swim England London Board on swimming 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 swimming disciplines;
  - raise awareness of the swimming disciplines within and outside the Swim England London Family and stimulate public opinion in favour of swimming; and
  - assist the Swim England London Regional Aquatics Development Officer (non-voting member of the London staff) to enable effective pathways between swimming 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 Board.
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 Swimming Committee's terms of reference;
  - work within the remit, membership, budget, and authority delegated to it by the Swimming Committee;
  - agree their annual programme with the Swimming Committee and be overseen and accountable for the delivery of those programmes to the Swimming Committee;
  - advise the Swimming Committee on areas within its remit.
7. The Swimming Committee's sub-committees and working groups shall 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:
- Swimming Events Team responsible for managing and promoting the racing championships and competitions promoted by the Region;
  - Talent Development Group responsible for athlete and coach development, identifying the competition structure that the Region needs to develop swimmers;
  - Swimming Officials Co-ordination Group responsible in collaboration with the county swimming associations for the recruitment, development, retention, and recognition of swimming officials;
  - Meet Licensing Panel responsible for licensing events within Swim England's criteria and guidance and collaborating with Open Water and Disabled and Para Swimming committees.
8. 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;
  - conference calls;
  - Face to face meetings.
  - Online platform meetings (e.g., Zoom, Teams)
- 50% of the voting membership shall be the quorum.
9. In the absence of the appointed chairperson, the Committee will elect another voting member to chair the meeting.
10. The Regional Director (Operations) and Regional Chair 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

11. Members of the committee, its sub-committees, and working groups, and the managers and office-holders appointed by the committee must be members of a club or other organisation affiliated to Swim England London.
12. **The Masters Chair**, who is a non-voting member of the swimming committee, shall chair the Masters Swimming Committee and be accountable to the Board for the delivery of the Group's plans and financial management;
13. The voting membership of the swimming committee shall be:

- **Chair** who shall line manage the other members of the committee, be the budget holder, and be accountable to the Board for the delivery of the committee's plans and financial management;
- **Board Director** who shall represent the committee at Board Meetings;
- **Meet Director** who shall chair the Swimming Events Team Group and be accountable to the Committee for organising and promoting the discipline's regional championships, and other competitions promoted by the Region, and the delivery of the Team's plans and financial management;
- **Talent Development Leader** who shall chair the Talent Development Group and be accountable to the Committee for implementing the discipline's regional talent pathway, identifying and organizing relevant athlete and coach development opportunities, identifying the competition structure that the Region needs to develop swimmers, and the delivery of the Group's plans and financial management;
- **Swimming Officials Co-ordinator** who shall chair the Officials Development Group and be accountable to the Committee for the recruitment, development, retention and recognition of officials and the delivery of the Group's plans and financial management;
- **Volunteer Development Leader** who shall chair the Volunteer Development Group and be accountable to the Committee for recruitment, development, retention, and recognition of non-technical volunteers within discipline clubs and events and the delivery of the Group's plans and financial management; and
- **Licensing Officer** who shall chair the Licensing Panel and be accountable for licensing swimming meets in London.

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 Swimming 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 Committee may request additional roles to be appointed to the Committee by setting out the case for this to the Operations Committee who shall make a recommendation to the Board.
15. The Operations Committee members and the 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.
16. 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.