

Swim England London - Masters Swimming Terms of reference

Purpose and role of the Chair

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

the other swimming disciplines (Diving, Disabled and Para-swimming, Open Water Swimming, Swimming, Artistic Swimming, and Water Polo),

cross-discipline club and volunteer development,

SwimMark, or

meet licensing.

However, it shall collaborate with the Swimming Committee and the Executive Sub 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 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 masters 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 club and volunteer team 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 Masters Swimming Committee's terms of reference;
 - work within the remit, membership, budget and authority delegated to it by the Masters Swimming Committee;
 - agree their annual programme with the Masters Swimming Committee and be overseen and accountable for the delivery of those programmes to the Swimming Committee;
 - advise the Masters Swimming Committee on areas within its remit.
7. The Masters 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:
 - **Masters Swimming Events Team** responsible for managing and promoting the racing championships and competitions promoted by the Region;
 - **Masters Talent Development Group** responsible for athlete and coach development, identifying the competition structure that the Region needs to develop swimmers;
 - **Masters Club and Volunteer Development Group** responsible for the recruitment, development, retention and recognition of masters swimming volunteers working at regional level, identifying and delivering club and volunteer development needs that are specific to the masters swimming discipline and which will support clubs, and advising and collaborating with the Executive Sub Committee on cross discipline club and volunteer development.
8. The Committee's may appoint appropriate managers and office-holders, 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;
 - Microsoft Teams;
 - Zoom;
 - conference calls; and
 - formal meetings.

50% of the voting membership shall be the quorum.

- I0. In the absence of the appointed chairperson, the Committee will elect another voting member to chair the meeting.
- I1. 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

- I2. 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.
- I3. The voting membership of the swimming committee shall be:
 - **Chairman** who shall line manage 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 financial management;
 - **Meet Director** who shall chair the Masters Swimming Events Team Group and be accountable to the Committee for 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 the delivery of the Group's plans and financial management;
 - **Swimming Officials Co-ordinator** who shall chair the Masters Officials Development Group and be accountable to the Committee for the delivery of the Group's plans and financial 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 Executive Sub Committee may agree to waive this limitation. The Masters 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).

- I4. The Executive Sub 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.
- I5. 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.