



To: All Clubs

18 February 2010

**Re: Swim Ireland Annual General Meeting and Congress:
Saturday 24 April and Sunday 25 April 2010 in the Auburn Lodge, Ennis, Co Clare**

Dear Secretary

The Swim Ireland Annual General Meeting (AGM) and Congress will be held on Saturday 24 April and Sunday 25 April 2010 respectively in the Auburn Lodge Hotel, Gort Road, Ennis, Co Clare.

AGM arrangements Saturday 24 April 2010: Registration **13:30** and AGM starts **14:00**.
Congress arrangements Sunday 25 April 2010: Congress starts at **10:00**.

A full AGM and Congress timetable will be sent nearer the date.

We would urge every Swim Ireland Club to send Delegate/s. It is an opportunity to be heard, to learn more about our organisation, to be part of the Swim Ireland decision-making process and to get to meet other Swim Ireland members. In particular, the Swim Ireland Congress specifically focuses on the aquatics rather than the business issues which are considered and reported on at the AGM.

As the current Swim Ireland Memorandum and Articles has been in force for four years, the Board established a Review Group to carry out a review of this document. The Board plans to put forward a revised document for discussion and adoption at this year's AGM (see further below regarding input channels). A copy of the current Memorandum and Articles is on the Swim Ireland website and copies may also be obtained by contacting Swim Ireland Head Office (Carmel Tooher ceopa@swimireland.ie).

Accommodation

A special rate for accommodation is available at the Auburn Lodge (www.auburnlodge.com) details attached. Please contact the hotel direct at 065 682 1247 if you require accommodation, quoting the Swim Ireland special rate.

Information/Documentation

In the interim, we are currently seeking certain information and documentation from Clubs. In particular:

- **Motions** to be put to the Swim Ireland AGM or Congress must be received in the office no later than **5pm on 12 March 2010** by post to: Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie. Please ensure that signatures are provided as appropriate. **Please mark envelopes "Confidential"**.
- **Nominations** from Clubs for various Swim Ireland posts (as detailed below) no later than **5pm on 26 March 2010** by post to: Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie. Please ensure that signatures are provided as appropriate. **Please mark envelopes "Confidential"**.

1. Nominations

Please note that the Swim Ireland Board comprises eleven members – eight of whom are elected at the relevant Regional AGM (two per Region). The Regional AGMs are scheduled to take place in advance of the Swim Ireland AGM (Connacht, Leinster and Munster are scheduled to take place during January-March 2010 and Ulster Regional AGM took place in November 2009).

Anyone wishing to stand for election (except for Associate Member candidates) **must** receive nominations from at least two Clubs in his/her Region, one of which **must** be his/her own Club (see forms attached). Nominee **must** ensure that his/her typed CV (keep to ten lines) and his/her signed Nominee Consent Form is attached to his/her **own Club's** Ballot Sheet.

The updated Swim Ireland Rule Book will issue shortly to all Clubs – please check this document regarding qualification requirements for membership of Swim Ireland Committees and ensure that person/s nominated meet the relevant requirements.

The Swim Ireland National Ballot Sheet is attached and gives details regarding the posts for which we are seeking nominations from you now which **must** be returned no later than **5pm on 26 March 2010** by post to: Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie. Please ensure that signatures are provided as appropriate. **Please mark envelopes "Confidential"**.

These posts are:

1.1 Swim Ireland Board Positions:

- Chairperson
- Treasurer
- Company Secretary

The positions of Swim Ireland Chairperson, Treasurer and Company Secretary will be voted on at the AGM. The successful candidates shall hold the position for one year only but can put themselves forward for re-election for a full term of office of four years (Swim Ireland Memorandum and Articles refer). Please note the 'four years' rule requirement (Article 65, Swim Ireland Memorandum and Articles).

1.2 Swim Ireland nationally elected Committee Positions:

- Five members for the Education and Training Committee
- Six members for the Diving Committee.

Swim Ireland Education and Training Committee:

The Education and Training Committee shall consist of five persons, no more than two of whom can be from any one Region and one of whom shall be an Associate Member and shall be elected by the Associate Members only.

Each nominee must be nominated by his/her own Club and one other Club in the Region.

All nominees to the Education and Training Committee shall have the requisite qualifications as determined by the Board from time to time and be actively involved in the sport of swimming. This Committee shall be elected each year at the Company AGM.

With regard to the Associate Member Election, all Associate Members will be contacted separately by email and by notice on Swim Ireland website. If election is required, this is held separately and not at the AGM/Congress.

Swim Ireland Diving Committee:

The Diving Committee shall consist of six persons, no more than three of whom can be from any one Region. All nominees to the Diving Committee shall have the requisite qualifications as determined by the Board from time to time and be actively involved in the sport of diving. This Committee shall be elected each year at the Company AGM.

Each nominee must be nominated by his/her own Club and one other Club in the Region.

As no more than three persons can be from any one Region, we would therefore request that the nominations go to each Regional AGM to ensure that a maximum of three from any one Region is put forward to the Swim Ireland AGM.

1.3 Office of the Presidency:

The office of the Presidency is rotated each year among the Regions and this year it is the turn of the Leinster Region. Accordingly, this year's nominee for 2010-2011 will be elected at the Leinster Regional AGM.

1.4 National Standing Committees

The following National Standing Committee positions are elected at Regional AGMs:

- Selection: one (and a substitute) from each Region
- High Performance: two from each Region
- Masters: two from each Region
- Complaints & Disciplinary two from each Region
- Competitions: two from each Region

The Regions are also responsible for appointing (not electing) one person to the Child Welfare Committee.

2. Motions/Recommendations

- Each Club is permitted to submit Motions/Recommendations on any topic for consideration by the AGM or Congress and these **must** be typed and with Swim Ireland Head Office no later than **5pm on 12 March 2010**. The Board may determine that certain motions shall not be put to the membership at the AGM but the Board will advise at the AGM of the motions and the reasons why they were not put forward to the Membership.
- Any Motions/Recommendations proposing changes or amendments to the Swim Ireland Memorandum and Articles **must** make specific reference to the particular Article/s in question and outline any impact on any other Article/s. Any Motions proposed should be received no later than **5pm on 12 March 2010** by post to: Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie). Please ensure that signatures are provided as appropriate and that envelopes are marked "**Confidential**". Please bear in mind that revisions to the Memorandum and Articles will be put to the membership this year and consultations on this are ongoing at the present time – any comments on these proposed changes should be sent to Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie) marked "**for the attention of M&A Review Group**".
- The Board will consider any submissions pursuant to Article 48 of the Swim Ireland Articles of Association.

IMPORTANT:

Please note that all documentation to be returned by the Club by the due date to:

Carmel Tooher, Personal Assistant to CEO, Swim Ireland, Sport HQ, 13 Joyce Way, Dublin 12 or by email to: ceopa@swimireland.ie). Please ensure that signatures are provided as appropriate.

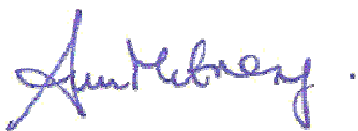
Please mark envelopes "Confidential". It is important that you look for confirmation that any emails/letters/nominations you send are received by Swim Ireland.

1. Proposed Motions/Recommendations (typed) no later than **5pm on 12 March 2010**.
2. Nominations with completed and signed supporting documentation no later than **5pm on 26 March 2010**:
 - a. National Ballot Sheet – nominations for Swim Ireland position/s
 - b. Club General Meeting Declaration Form (signed)
 - c. Club General Meeting – Supporting Nomination Form (signed)
 - d. Nominee Consent Form (signed) from his/her own Club for the candidate/s who have agreed to stand for position/s
 - e. Typed CV (ten lines only) for the candidates who have agreed to stand for position/s.

Following the closing date of **26 March 2010**, a full AGM Report will be compiled and will include final Ballot Sheets, Motions/Recommendations, and Reports etc. One copy of the AGM Report, Delegate Attendance Form and Mileage Claim Form will be sent to the Secretary of each Club. An additional copy of the AGM Report will be available for each Club in attendance at the AGM.

Please feel free to contact us with any queries.

Yours sincerely



Ann McEnery
Company Secretary

Swim Ireland National Ballot Sheet

(return to Swim Ireland Head Office
no later than 5pm on 26 March 2010)

Club: _____

Position	Nominations	Nominated by:
Chairperson		
Company Secretary		
Treasurer		
Education and Training Committee (4)		
(Region or Club)		
Education and Training Committee – Associate Member (1)		
Diving Committee (6)		

CLUB GENERAL MEETING NOMINATION FORM

(return to Swim Ireland Head Office
no later than 5pm on 26 March 2010)

We the undersigned, confirm that the General Meeting of:

Club: _____ Region: _____

was held on (date): _____ Venue: _____

and that (name of nominee) _____

was duly nominated at this meeting for the position/s of : _____

Signed: _____
Club Officer Club Officer

Date: _____ Date: _____

The above **MUST** be signed by **two** Club Officers

CLUB GENERAL MEETING – SUPPORTING NOMINATION FORM

(return to Swim Ireland Head Office
no later than 5pm on 26 March 2010)

We the undersigned, confirm that the General Meeting of:

Club: _____ Region: _____

was held on (date): _____ Venue: _____

and that (name of nominee) _____

was duly agreed to support his/her nomination at this meeting for the position/s of :

Signed: _____
Club Officer Club Officer

Date: _____ Date: _____

The above **MUST** be signed by **two** Club Officers

Swim Ireland Nominee Consent Form

(return to Swim Ireland Head Office
no later than 5pm on 26 March 2010)

Nominee: _____

Position/s nominated for: _____

I am aware that my Club: _____

has nominated me for the position/s stated and that I consent to this nomination.

Signed: _____
Nominee

Signed: _____
Club Secretary

This Nominee consent form should be copied for each nominee from your club

Accommodation: Swim Ireland AGM 24-25 April 2010

Auburn Lodge Hotel, Gort Road, Ennis, Co Clare

Tel: 065 682 1247

www.auburnlodge.com

Room Rates:

€49 room only

€35 per person sharing B&B

€45 single room

€55 single B&B