



Swim Ireland Disciplinary and Complaints Committee Terms of Reference

This document describes how the Swim Ireland Disciplinary & Complaints Committee is constituted within Swim Ireland and the roles and responsibilities of the Committee. It also details some operational procedures as to how the Committee should conduct its business.

<p>Review Dates: November 2017 December 2020 January 2022 Next review date: January 2023</p>
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Terms of Reference

Swim Ireland Disciplinary and Complaints Committee

The following terms of reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

1. Composition of the Committee

The Committee shall consist of nine (9) persons, eight of whom shall be elected from the Regions. Each Region shall elect two representatives at their Regional AGM. The Region shall make these nominations in accordance with general Swim Ireland principles with respect to nominations and in accordance with the Swim Ireland Rule book. The Board shall appoint a Chairperson to the Committee. Members of the Committee shall hold office from the Swim Ireland AGM until the conclusion of the following AGM.

Where the Committee does not ordinarily achieve a minimum gender balance of 70/30, the Committee shall co-opt additional members in order to achieve that balance.

2. Quorum

The quorum for the transaction of the business of the Committee shall be the number of members present in person and entitled to vote which equals 50% plus one of the total numbers of Committee members. Accordingly, for a Committee of nine appointed persons the quorum is five.

3. Communication & Authority Structure

The Committee is a sub-committee of Swim Ireland. The Committee reports directly to the Board of Swim Ireland through the Complaints and Disciplinary Officer (CDO) and/or the Chair of the Committee. Matters discussed at meetings will remain confidential unless otherwise agreed.

4. Role

The Committee shall review and adjudicate on matters referred to it by the Complaints & Disciplinary Officer in accordance with Swim Ireland Complaints & Disciplinary Rules and Procedures.

The Committee shall have jurisdiction to impose any sanctions as set out in the Swim Ireland Complaints and Disciplinary Rules and Procedures.

5. Specific Responsibilities

The Disciplinary & Complaints Committee shall:

- Act as the appellate body to decisions of the club or regional complaints and disciplinary Committee decisions.
- Act in the first instance for First Instance Matters
- Hear complaints and disciplinary actions in the First instance at club/region level where an application has been made to Swim Ireland by any party and consent is given by the Complaints & Disciplinary Officer of Swim Ireland to such an expedited hearing

6. Operational Matters



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The Committee shall convene as required in accordance with the Swim Ireland Complaints and Disciplinary Rules & Procedures document.

- The administration of the Committee shall be supported by a Swim Ireland Staff member who will be responsible for meeting arrangements, maintaining a written record of all meetings and decisions made and for corresponding on behalf of the Committee
- The Committee shall at all times adhere to the rules and procedures laid down in the Swim Ireland Complaints & Disciplinary Rules & Procedures document
- A summary report of all meetings which respects the confidential nature of the proceedings shall be furnished to the board of Swim Ireland through the offices of the CEO

7. Resources

The Committee members including ex officio members shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Board policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings.

End.

December 2020