



Swim Ireland Masters Committee Terms of Reference Final:
Approved at Swim Ireland Board Meeting 23 July 2015

Terms of Reference

Swim Ireland Masters Committee

This document describes how the Swim Ireland Masters 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.

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Terms of Reference

Swim Ireland Masters Committee

Masters Swimming is generally defined as swimming for adults who are over 25 years of age. In Ireland this also includes Junior Masters 19 to 24 years of age.

The focus of Masters swimming is

- (a) to encourage swimmers to foster better health, fitness and friendship among Masters Swimmers; and
- (b) to create a competitive forum for swimmers to compete against swimmers of similar age both at National and International galas and swimming events.

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

There shall be a maximum of eight persons on the Committee. 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. Members of the Committee shall hold office from the Swim Ireland AGM until the conclusion of the following AGM.

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 number of committee members. Accordingly for a committee of eight 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 CEO/Office. Board shall approve the Committee's yearly objectives (which shall be agreed and set out by the Committee at its first meeting) and that the Committee will then be authorised to proceed to implement same without further approval save where such objectives are altered significantly.

The Committee must provide reports and/or information to the CEO within ten days of meetings (copying the Swim Ireland Representative) and prior to the implementation of any decisions. If the Committee has not heard back from the CEO (or other Swim Ireland staff member) within ten days of the sending of the Minutes with any concerns, the Committee may proceed to implement the decisions. The CEO will review all reports received from Committees and will contact the Officers if she/he has any concerns arising from any report. The Officers shall decide how to proceed in the event of concerns being raised.

The Committee shall provide any additional report/information requested by the Board and/or CEO. The Committee must also submit quarterly reports including primarily an update on goals and objectives set and on the level of progress that has been made with respect to same.

4. Role

The Committee shall be responsible for the promotion and development of Masters Swimming in Ireland.

5. Specific Responsibilities

The Committee shall:

- Develop a Masters Swimming Development Plan which is reviewed, updated and amended as required on an annual basis as a minimum.
- Communicate with all Irish Masters Swimmers through Swimming Clubs and website. This communication should be undertaken using the most appropriate means possible at the time.
- Support the organisation on an annual basis of Swim Ireland's Open National Long Course Masters Championship and Open National Short Course Masters Championships.
- Co-ordinate the funding requirements for members to be captured in the annual grant and submit these to Swim Ireland for approval. The budget should contain funding required to promote Masters Swimming in Ireland.
- Maintain and review any grant allocation process with respect to the allocation of grants to Masters Swimmers by Swim Ireland.
- Ensure that Open National Long Course and Open National Short Course Irish Masters Records are maintained and updated on a regular basis and communicated with to the Masters Swimming community (through the Swim Ireland website for example).
- Promote the transition to Masters Swimming with ongoing support and encouragement to swimmers.

6. Operational Matters

The Committee shall:

- Meet at least four times per year to initially set yearly objectives and then to review progress of these objectives on an ongoing basis.
- Elect a Chairperson.
- Elect an Honorary Secretary who will be responsible for maintaining a written record of all meetings and decisions made and for corresponding on behalf of the Committee.
- Elect an Honorary Masters Recorder who may or may not be a member of the Committee but must be a member of Swim Ireland and who shall be responsible for maintaining and administering Swim Ireland Masters' Records (Open National Long Course and Open National Short Course).
- Agree a specific set of annual objectives for the upcoming year at its first meeting that will support and progress the overall roles and objectives of the Committee.

An annual budget to support the objectives will be approved by the Board.

The agenda for all Committee meetings shall include as a primary agenda item a progress review of the agreed annual objectives.

A summary report of all meetings will be made available to the Swim Ireland office for including on the website/updating members.



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A summary report shall be maintained and if requested presented by the Chairperson to the Swim Ireland Congress on the level of progress that has been made with respect to annual goals and objectives of the Committee.

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 Swim Ireland Finance and Administration Policy (Board approved). Accommodation expenses must be approved in advance through the Swim Ireland Office who will handle all bookings.

23 July 2015