



**Swim Ireland Meet Licencing Committee Terms of Reference  
Final:**

Approved at Swim Ireland Board Meeting 16 June 2015

## **Terms of Reference**

### **Swim Ireland Meet Licencing Committee**

This document describes how the Swim Ireland Meet Licencing 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.

Swim Ireland  
Irish Sport HQ  
National Sports Campus  
Blanchardstown  
Dublin 15  
Tel: +353 1 6251127  
Email: [hp@swimireland.ie](mailto:hp@swimireland.ie)



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### **Terms of Reference Swim Ireland Competitions 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**

There shall be a maximum of four persons on the Committee. Each Region shall elect one representative at their Annual Regional Conference. 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 appointed Committee members. Accordingly, for a Committee of four appointed persons the quorum is three.

#### **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. The 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 SI Secretary) and prior to the implementation of any decisions. If the Committee have not heard back from the CEO (or other SI 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 through the Company Secretary 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 is responsible for the roll out and implementation of the Swim Ireland Meet Licencing Programme. The Committee shall be supported by Swim Ireland Staff



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### **5. Specific Responsibilities**

In conjunction with the Swim Ireland Competitions Officer and National Meet Licence Coordinator the Committee shall;

- Consider applications for Club and Region Meet Licenses in accordance with agreed procedures
- Communicate with Clubs and Regions as appropriate in relation to license applications
- Review and evaluate post-event procedures and ensure follow up as appropriate
- Review and evaluate the operation of the Meet Licensing Programme and recommend changes as required

### **6. Operational Matters**

The Committee shall meet as often as required to fulfil its objectives. Meetings may be conducted by means of conference telephone or other electronic means whereby all persons participating in the meeting may hear each other speak.

### **7. Resources**

The Committee members including 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**