



Terms of Reference

Swim Ireland Officials Committee

This document describes how the Swim Ireland Officials 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 Officials 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 Board of Swim Ireland shall determine the number of Committee members and appoint such persons from time to time and may remove any such person from this Committee at any time.

The Committee shall contain a minimum of two volunteer members who shall be members of the Company.

All Committee members shall hold a valid licence from the Company to act as a Company Official and be actively involved in the sport of swimming.

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 eight appointed persons the quorum is five.

3. Communication and 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 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 Secretary) and prior to the implementation of any decisions. If the Committee have 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 the Committee 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 role of the Officials Committee is to ensure the delivery of the targets outlined in the Swim Ireland Officials Development Plan 2010-2015.

4.1 Specific Responsibilities

Ensure that Swim Ireland develops an Official's network of qualified, experienced, professional and passionate Officials to represent Swim Ireland at International, National, Regional and Club level competitions and who contribute to Swim Ireland Education and Training Programmes.

To ensure that FINA appoint the maximum number of Swim Ireland Officials to current FINA Officials Lists.

To deliver a full complement of qualified Officials at all National Competitions and to assist the regions to organise annual Regional Championships with fully qualified Officials in the roles of Referee, Starter and Stroke Judge.

Work with the Swim Ireland Education Department to ensure the provision of Officials' Education and Training programmes at all levels in each of the four Regions.

To appoint and supervise a Regional Officials Co-ordinator in each of the four Regions within an agreed job description.

5. 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.

The Committee shall elect a Chairperson.

The Committee shall 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.

The Committee shall 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. 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.

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.

6. 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.

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