



Swim Ireland Participation Strategy Development Working Group Terms of Reference Approved by the Swim Ireland Board on 21 May 2021



## **Terms of Reference Swim Ireland Participation Strategy Development Working Group**

This document describes how the Swim Ireland Participation Strategy Development Working Group is constituted within Swim Ireland and the roles and responsibilities of the Group. It also details some operational procedures as to how the Group should conduct its business and will be reviewed on an annual basis.

Approved May 2021 Next Review Date: May 2022
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## **Terms of Reference Swim Ireland Participation Strategy Development Working Group**

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 Working Group**

The Working Group shall consist of a maximum of eight people including:

The Swim Ireland Chairperson,

The Swim Ireland Director of Operations

The Swim Ireland Head of Participation

Experienced professionals with relevant backgrounds

The Swim Ireland CEO and the Swim Ireland Head of Education shall contribute to the Group as necessary.

### **2. Communication and authority structure**

The Committee is a temporary sub-committee of the Swim Ireland Board and reports to the Board through the Swim Ireland Chairperson supported by the offices of the CEO.

### **3. Role**

The role of the Working Group is to support the development of a Participation Vision and Strategy for Swim Ireland. This will include developing a commercial vision and strategy to drive increased participation levels of all indoor and outdoor aquatic programmes (existing and new) and ensuring there is a diversity of aquatic programmes offered in line with Swim Ireland Diversity and Inclusion Policy.

### **4. Specific Responsibilities**

- To support and oversee the development of the Swim Ireland Participation Vision and Strategy to 'Get Ireland Swimming' with a focus on the financial sustainability of this Strategy.
- To review programme outcomes and provide an objective view on evaluation methods.
- To contribute to the development of a National Swimming Strategy within the Republic of Ireland and endeavour to align this work in Northern Ireland.
- To support the development and roll out a commercial offering in aquatics with a specific focus on Open Water.
- To evaluate tourism in Ireland and identify opportunities for optimising participation levels.

### **5. Operational Matters**

- The Working Group shall meet at least four times and as required to fulfil its objectives.
- The Working Group may meet in person or via audio or video conferencing.
- The Working Group shall be chaired by the Chairperson of Swim Ireland
- The Swim Ireland Head of Participation will coordinate the meetings and act as the secretary maintaining a written record of all meetings and decisions made.
- Matters discussed at meetings will remain confidential unless otherwise agreed.



**6.** Term of the working group

The working group will meet for the development of the Participation Strategy and when complete the group will cease its operation.



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- Working Group members including (ex officio members) shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Financial and Administration Policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings.

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