



Swim Ireland Competitions Steering Group Terms of Reference

This document describes how the Swim Ireland Competitions Steering 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.

<p>Review Dates: September 2017 December 2020 January 2022 Next review date: January 2023</p>

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Terms of Reference

Swim Ireland Competitions Steering Group

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

1. Role

The role of the Group shall be to take decisions in relation the conduct of National Swimming And Diving Competitions taking into account the recommendations of the Performance Senior Leadership Team and the Performance Advisory Group

2. Composition/Appointment

The Group shall be appointed by the Board and shall be composed of up to eight people from the following:

- Swim Ireland National Performance Director (NPD)
- 1-2 Official/s who shall be active at senior level
- Performance Manager
- Head of Competitions
- Competitions Manager
- Relevant members of the Swim Ireland Events Team (as required from time to time).
- Relevant members of the Performance Team (as required from time to time).

The Committee shall maintain a minimum gender balance of 70/30, and, if necessary, shall co-opt additional members in order to achieve that balance.

3. Specific Responsibilities

- Establish regulations for the conduct of National swimming/diving events
- Consider and decide on all swimming/diving technical matters
- Collect and monitor feedback from competitions, respond to recommendations and make appropriate changes as necessary
- Liaise with the Officials Committee and approve appointments of Senior Officials for all National swimming/diving competitions. Such appointments will include Technical Director, Referees, Starter and Competition Manager
- Investigate standard equipment and specifications of venues and facilities for Swim Ireland events
- Liaise with Swim Ireland international delegates and representatives on LEN and FINA Committees to ensure up to date knowledge on all swimming/diving matters and exchange current expertise and opinions with Swim Ireland Clubs
- Appoint Sub-Committees consisting of Technical Swimming Committee members to carryout any of the Committee roles where appropriate and to investigate, study and make recommendations to the Committee on any matter referred to them



4. Procedures

The Group shall meet at least twice per annum and shall communicate with the Board through the Chairperson. The Board shall review the effectiveness of the Group on an annual basis.

5. Reporting

The Group shall produce a review of National Competitions for the Board when requested. Matters discussed at meetings will remain confidential unless otherwise agreed.

6. Resources

The Group 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.

January 2022