



Guidance on the Role of County Representatives on Swim England East Region Committees

Swim England East Region is committed to working in partnership with its six counties, in order to achieve common goals in developing all aquatic disciplines across the region. Pivotal to this partnership working, is involving counties in the decisions made by its Management Board, and Discipline Committees, through the County Representatives.

Chairmen and Discipline Managers feel that it is important that, whoever represents counties, is able to speak for the county executive (or county management board) and in return, that they are able to feed information back and report on decisions.

1. Each county is asked to appoint representatives to serve on:

- the Management Board
- Diving Committee
- Disability Swimming Committee
- Masters Swimming Committee
- Open Water Committee
- Synchronised Swimming Committee
- Swimming Committee
- Swimming Officials Group
- Water Polo Committee

Where the discipline does not exist within a county, there is no requirement for that county to be represented on the relevant committee.

2. It is suggested that appointments be made by the county executive (or county management board) appointments to the Management Board are for a term of three years, although county representatives may be reappointed, or replaced, at any time. There are no terms of office for county representatives to committees, although continuity is advisable.
3. Appointments should be notified by the County Secretary to the Regional Office to east@swimming.org annually, in August, and any mid-year changes notified immediately. The Regional Office will advise the relevant Chairman or Discipline Manager.
4. Where it is not possible for the county representative to attend a particular meeting, they are requested to arrange a suitable substitute, from their own County, in discussion with their County Secretary. The relevant committee chairman, or discipline manager, should then be advised of the apology for absence, and substitution.
5. The County Representative is a full member of the committee, and is expected to represent the views of their county, rather than their individual club.

6. All committee members, including county representatives, are required to comply with Swim England East Region policies, including Finance Policy, Media Policy, Data Protection Policy, Confidentiality Policy, Retention Policy and Privacy Policy.
7. Regional events cannot be run without the support of counties. It is the role of the county representative, where requested, to assist in arranging help and support for events from within their counties.
8. County executives (or county management boards) should consider how their representatives will report to them. They may wish to have a standing item on county executive (or county management board) agendas 'Swim England East Region matters', or similar.
9. Chairmen and Discipline Managers will ensure that County Secretaries are advised, via the Regional Office, where there is a pattern of representatives being absent from meetings.