

East Swimming Officials Leadership Group Terms of Reference

Name

The group shall be known as the 'East Swimming Officials Leadership Group' hereafter referred to as 'the Group'.

Purpose

The purpose of the Group is to plan and manage an effective structure of development of officials for competitive swimming (including disability and masters swimming within the region in accordance with the Swim England East Region Strategy and Development Plan and compatible with Swim England structures.

Membership

The membership of the Group should be appropriate to its purpose and function. The Group shall be managed by the Swimming Officials Manager, who will be appointed by the Members Forum after recommendation by the Nominations Committee following open recruitment.

Members shall be one representative from each or the relevant counties (plus up to two specialist members if necessary to address skills gaps).

The Group will include a member of the Regional Operations Committee (ROC). Membership of the Group shall be approved by the Board. The size of the Group shall be appropriate to its purpose but shall not be less than six.

Aims

1. To operate an annual programme of training, in line with Swim England agreements and approved plans and budgets
2. To ensure appropriate structures are in place to support the development of swimming officials within the region
3. To ensure that an appropriate workforce is in place to support the development of swimming officials
4. To ensure that talented officials are identified and supported to achieve their potential.

Objectives

1. To identify required developments to enable an effective officials development pathway to be in place throughout the region and its counties
2. To run an annual regional training programme supported by counties and sub regional bodies
3. To identify workforce requirements for swimming officials, in partnership with counties and appropriate managers
4. To develop officials to support the regional competition requirements
5. To ensure that the British Swimming and Swim England objectives for swimming officials are met.

Meetings

A minimum of three meetings should be held a year. There will be a presumption of on-line meetings and, wherever possible, meetings should take place on-line. A calendar of meeting dates should be agreed by the Group, shown in the minutes and notified to the regional staff at east@swimming.org for inclusion on the Regional Calendar.

All members of the Group will be sent an agenda and papers for the meeting at least 7 days before the meeting. Minutes of meetings shall be produced by either the Manager or a designated member of the Group, initially circulated to the Group as a draft for comments, and then sent to the Regional Administrator within 10 days. The standardised regional template should be used as the format for all agendas and minutes.

Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be agreed, the Chairperson must request a vote on a show of hands, determined by a simple majority, with the Chairman having a second and casting vote. The Group would be quorate if 50% of members were present. If the meeting is inquorate, providing appropriate notice has been given, the meeting should continue and decisions confirmed with absent members via email.

Responsibilities

The Group will be responsible for:

1. Producing an annual plan and budget to meet the objectives
2. Submitting the annual plan and budget to the ROC for approval and to the Board for final agreement
3. Implementing the agreed plan within the allocated budget, or agreeing any deviations with the Board

Reporting

The Manager will be responsible for ensuring the Group achieves its objectives, and will report on the work of the Group to the Board, ROC or Annual Meeting if requested.

The Group shall report to the ROC to seek approval for its annual plan and any alterations to the plan. The Group will report to the ROC on progress against the approved plan and other actions taken by the group. Minutes of the Group's meetings, in the standardised regional format, will be received by the ROC and any recommendations should be highlighted in the minutes. The minutes will be published on the region's website.

Working in Partnership with Swim England

The Manager will be the first point of contact for the Swim England Swimming Officials Group, will attend its meetings if invited, or arrange for a substitute, reporting back to the Group as appropriate. When attending national meetings, the Manager may not commit the Region to areas that have cost implications, without referral to the ROC.

The Group will engage with, and respond to, consultations from British Swimming and Swim England about plans for the development of swimming officials and to issues relating to the appointment of officials at swimming competitions.

Working in Partnership with East Region Counties

The Group will work in partnership with East Region counties to ensure that the regional and county plans for development are compatible. As the Group includes county representatives it is part of their role to report from, and to, their counties.

Conflicts of Interest

The Group must follow Swim England East Region's Conflict of Interest policy at all times. Declarations of Conflicts of Interest must be made at every committee meeting and, where appropriate, before any decision is taken by email.

Regional Policies

All Group members must adhere to Swim England and Regional policies. Swim England policies are published on the Swim England website at <https://www.swimming.org/swimengland/board-policy-documents/> and Regional Policies can be found on the Swim England East Region website. Regional Policies include:

Data and Privacy Policy, Retention Policy, Confidentiality Policy, Finance Policy, Social Media and Website Policy.

Group members may have access to confidential information. Confidential information must not be shared or discussed outside of the meeting. Group members may not make statements or comments to the media without the permission of the Chairman of the Board of Directors.

Expenses

Reasonable expenses will be reimbursed in accordance with the Expenses Policy, which can be found within the Regional Finance Policy. The Board reserve the right to review the expenses policy.

