



Swim Ireland Munster Operating Procedure

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This document describes how the Munster region is governed and managed. It shall be reviewed annually. Any changes shall be advised to clubs at the Annual Regional Conference.

1. INTRODUCTION

The Munster Regional Management Committee is ratified at the AGM of Swim Ireland and is responsible for:

- i. The developing of swimming* at all levels within Munster
- ii. The running of events suitable to the widest range of its membership
- iii. Operating squad programmes which will assist swimmers in reaching their full potential
- iv. Raising monies to fund the programme
- v. Accounting to the Swim Ireland Board on a regular basis and the company AGM on an annual basis.

** Including the disciplines of swimming, diving, water polo, and Synchronised Swimming.*

2. MEETING SCHEDULE

The Munster Regional Management Committee shall organize a minimum of two meetings a year to which all Munster Region Clubs are invited

- a) ARC – to be held where possible, prior to the end of January, but should necessarily take place 8 weeks prior to the Swim Ireland AGM.
- b) A meeting of all the clubs in the region is to be held to determine the annual calendar.

Further meetings may be held as are deemed necessary or at the written request of ten clubs.

3. Procedures at Annual Regional Conference

The ARC shall elect the following

- 1) Regional Chairperson
- 2) Regional Secretary
- 3) Regional Treasurer
- 4) One Munster nominee to serve on the board of Swim Ireland for a two-year period who shall be entitled to attend meetings of the Regional Management Committee but shall not, for the avoidance of doubt, be a member of the committee

- 5) One Munster nominee to serve on the National Meet Licencing Committee
- 6) One Munster representative to serve on the National Performance Advisory Group who must have the qualifications specified in the Swim Ireland Constitution
- 7) Two Munster representatives to serve on the National Masters Committee
- 8) Two Munster representatives to serve on the National Complaints & Disciplinary Committee
- 9) Members of the Regional Pathway Development and Competitions sub committees
- 10) The Regional Management Committee shall appoint (not elect) a Regional Children's Officer who shall also sit on the Regional Management Committee
- 11) Appoint a panel for the purposes of dealing with complaints received at a regional level
- 12) The MRMC may also invite nominees for any other working groups as required

The Nominee to the National Board and standing committees shall commence their term of office at the conclusion of the company AGM following the Regional Annual meeting at which they were elected and shall hold office until the conclusion of the company AGM in which their terms of office expire.

4. MUNSTER REGIONAL MANAGEMENT COMMITTEE (MRMC)

The function of the Munster Regional Management Committee (MRMC) is to run the affairs of the region in accordance with the agreed national plan and the specific needs of Munster.

The Regional Management Committee shall consist of:

- 1) Regional Chairman
- 2) Regional Secretary or where appointed, the Munster Regional Administrator
- 3) Regional Treasurer
- 4) One Regional nominee who shall sit on the Board of Swim Ireland
- 5) Representative of the Regional Competitions sub-committee
- 6) Representative of the Regional Pathway Development Committee

- 7) Regional Children's Officer
- 8) Munster Club Support Officer may also attend meetings of the Executive but shall not be entitled to vote

The MRMC shall have to right to co-opt any members onto the committee, as it deems necessary.

The term of office for the Chairperson, Secretary and Treasurer shall be for two years from date of appointment. Nominees must be eligible to serve the full term of their appointment and must comply with the six-year rule.

The members of the MRMC shall hold office from the conclusion of the next company AGM after the Regional Annual Conference at which they are elected, until the conclusion of the next Company AGM.

The committee undertakes to circulate a report to all Munster Clubs prior to the Swim Ireland AGM and this report along with financial statements will be forwarded to Swim Ireland for inclusion in the national AGM report.

The MRMC may, subject to financial considerations employ staff and resources as deemed necessary to operate swimming within the region.

5. MEETINGS

Notice of general meetings and AGM shall be given to all clubs within the region at least 21 clear days prior to such a meeting. Clubs registered within the region shall be entitled to send as many representatives as they wish to the meeting, however voting shall be confined to two representatives from each club. Club secretaries should inform the Regional secretary of the nominated voters prior to the meeting if more than two representatives should be present.

No business shall be transacted at the ARC unless a quorum is present. 20 delegates, entitled to attend and cast votes that are present in person, shall constitute a quorum. Members of the management committee shall not be entitled to vote, save as one of the nominated representatives from their club. However, in the case of a tied vote, the chairman shall be entitled to a casting vote.

Nominations for elections to the Management committee and Swim Ireland sub-committees shall be sought from all clubs of good standing within the region. Request for nominations shall be issued to clubs at least 14 days prior to the meeting at which the voting will take place. Nominees must be fully paid up members of Swim Ireland and must be nominated by two clubs within the region, at least one of which must be their own club.

Anyone holding office in the region will be subject to Garda Vetting and must attend a relevant Safeguarding course. These procedures are outlined in the current Swim Ireland Safeguarding Children Policies and Procedures document.

Where a club has nominated an individual for a role, the club must have a voting delegate present in order for the nomination to be valid. Proxy voting shall not be allowed.

All meetings shall be run in accordance with Swim Ireland standing orders.

In cases where the number of nominees exceeds the number of vacancies, an election shall take place. Each club shall have a maximum of two votes.

6. SUB COMMITTEES

Regional Sub-committees shall be formed to assist the Regional Management Committee in the performance of its duties.

Nominations for places on these committees shall be sought in advance of ARC and shall require a nomination from the nominees own club and supported by at least one other club. All nominees must be fully paid-up members of Swim Ireland. Where there are more than the required number of nominations for a committee an election will be held at the AGM. It is recommended that nominees or their appointed proxy, attend the relevant meeting.

7. SUB COMMITTEE OPERATION

No more than one coach from any club may sit on the Regional Pathway Development Committee.

8. MUNSTER PRESIDENCY OF SWIMIRELAND

Each year a nominee of one of the Regions holds the Presidency of Swim Ireland by rotation. The President for the year 2017 and every fourth year thereafter falls to the Munster Region. Election of Swim Ireland President is nominated by the Munster Executive at the last meeting prior to Regional AGM. Once elected the presidential candidate shall sit ex officio on the Munster Board for the year of their office. Any potential candidate must be a fully paid-up member of Swim Ireland.

9. COMPLAINTS AND DISCIPLINARY PROCEDURES

All complaints shall be dealt with in accordance with the complaints procedure of Swim Ireland.

10. MUNSTER RECORDS

Munster Regional records recorded in Senior and Junior categories from 2022/23 season onwards.

11. AMENDMENTS

Any amendments to this document shall be by way of motions submitted to the ARC each year.

