



Munster

Terms of Reference

Regional Competitions Committee

This document describes how the Munster Regional Competitions Committee 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.

The following terms of reference will be reviewed annually and may be subject to alteration or amendment at any time by resolution of the Munster Region Management Committee.

Swim Ireland Munster Region
Email: munstersecretary@swimireland.ie

Role

To advise the MRMC on all matters relating to the Munster Competition program.

Status

The Competitions Committee is a sub-committee of the MRMC and reports to the Board and will consist of 7 elected members.

Composition of the Group

- The Group shall be composed of 7 members from the Region who shall be elected in accordance with Swim Ireland procedures at the Annual Regional Conference.
- Members are elected to the Committee at the AGM. The committee may, with Board approval, co-opt expert persons as required.
- Munster Operating Procedures state the Chairperson of the Munster Competitions Committee shall be an ex officio member of the Munster Pathway Development Committee (rf Section 7, Sub Committee Operation, pg 6). They will be entitled to attend and to speak but will not have a vote.
- If the Chairperson of the Competitions Committee cannot attend a meeting of the Regional Pathway Development Committee, he/ she may appoint another committee member as a representative.
- Committee members shall hold office from the Annual Regional Conference until the conclusion of the following Annual Regional Conference.
- Other persons, who fulfill roles relevant to the delivery of the Regional Competitions programme, may also be requested to attend committee meetings. Such persons will not have a vote and should only attend for the relevant agenda item.

Specific Responsibilities

- Organise and run an Annual Clubs' Calendar Conference in conjunction with the MRMC.
- The Competition Chairperson shall be responsible for the Regional Competitions Handbook. They will update as required and this must be published on the Swim Munster website.
- The Competitions Committee must meet formally with the Munster Regional Pathway Development Committee on a minimum of three occasions during the swimming season to review events and to finalise planning for the following season. These meetings will be organized by the Hon Regional Secretary and will have the following timelines:
 - 1st meeting after the Regional short course championships.
 - 2nd meeting in March
 - 3rd meeting in May, where planning for the following season will be agreed and finalised.
- Meetings with the Regional Pathway Development Committee will include agreements about competition design and entry times.

- Liaise with Swim Ireland Competitions personnel.
- Delegate meet manager duties to appropriate clubs.
- Delegate gala secretary duties if necessary.
- Assess gala official availability for the season.
- Appoint key staff to gala duties.
- Give advice to the Administrator on pool bookings, programme preparation and the purchase of medals.
- Meet annually, or as deemed to be necessary, with all bodies that run competitions, to agree an events calendar for the following season eg. Schools.
- Deal with any other swimming related matters identified by the MRMC.
- Liaise with corresponding committees in other Regions to agree the sharing of events and facilities.
- Ensure best practice and value with regard to expenditure. Ongoing liaison with the MRMC Treasurer will be required to this effect.
- Appoint a Gala Organiser for each meet and ensure that the required officials are available for each meet, that all clubs provide their quota of officials and that all venue requirements are met for each day of the event.
- Ensure that all venues have been booked in advance.
- Ensure that electronic timing and computers are booked for each event.
- Develop work plans for each gala or event and ensure SI Safety statements are implemented
- Maintain a list of all Regional trophy holders and ensure availability at the relevant annual event.
- Distribute all competition details to the Regional Clubs.

Communication and Authority Structure

- The Group is a sub-committee of the Regional Executive (MRMC).
- The Group must provide written reports and / or information to the Executive.
- The Chairman, who will be elected by members at the first meeting, will be a full member of the MRMC.
- The MRMC Chairman is an ex officio member of all Regional sub-committees.
- The Chairman of the Munster Regional Pathway Development Committee shall be an ex officio member of the Regional Competitions Committee (entitled to attend and to speak but does not have a vote).

Committee Meetings and Operations

- The Competitions Committee will normally be chaired by the MRMC member ie the elected Chairman (in absence of the Board member, another member may be nominated to chair a meeting).
- The committee will formally meet at least 3 times per year. Other meetings may and should be held as required. These meetings are in addition to formal meetings with the Regional Pathway Development Committee.
- One member of the group will act as secretary. He / She must record, maintain and circulate minutes within seven days of each meeting to all

committee members and to the MRMC Honorary Secretary. Only items recorded and circulated as required will be discussed at MRMC meetings.

- Members will be notified of upcoming meetings 14 days in advance. The Chairman, in consultation with the appointed Secretary will agree and provide an agenda for all meetings a minimum of 7 days in advance. In the event of extraordinary circumstances, the Chairman may call an emergency meeting with 24 hours notification to all members to discuss that one issue only.
- Notification of Competition Committee meetings must also be forwarded in advance to the Regional Secretary, who will inform all others who may be entitled to attend eg ex officio members.
- Voting: Where the Committee puts a proposal to a vote, votes will be restricted to one vote per committee member. When the vote is equal the Chairperson (normally the Board member) will have a casting vote.
- The MRMC may declare membership on the committee to be terminated should a member be absent for three or more successive meetings without adequate reason.
- Quorum: 4 voting members will form a quorum.
- The MRMC may declare membership of the Committee to be terminated if a Member is absent for three successive meetings without giving adequate reason. This position can be filled by the Regional Executive appointing a replacement in the role until the next Annual Regional Conference.
- Staff attendance. Swim Ireland Competitions staff and / or the Munster Region Club Support Officer may attend as ex-officio members.
- Other persons, who fulfill roles relevant to the delivery of the Regional Swimming Calendar, may also be requested to attend. Such persons will not have a vote and should only be in attendance at a meeting for the relevant part.
- Meeting notes for all meetings must be recorded and forwarded to the MRMC secretary at least one week in advance of all Executive meetings.
- The committee may be tasked with other functions by the MRMC on an ad hoc basis (eg. providing support in the development of organizational plans, funding applications etc).

Resources

The Group members shall be entitled to claim mileage expenses in accordance with Swim Ireland Board Finance Policy on expenses. Accommodation expenses must be approved in advance through the Regional Treasurer.

Reference: SWIM/RCC/001

Drafted by Munster Support Officer
Damien Fitzpatrick

Approved by Munster Chairman
Alan Feenan

Signed:



Date: 10-02-24

Approved by Munster Secretary
Liz Allan

Signed:



Date: 10-02-24

Next Review Date: January 2025

