

Terms of Reference

Regional Pathway Development Committee (Formerly the Munster Performance Advisory Committee)

This document describes how the Munster Regional Pathway Development 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 and will be reviewed on an annual basis.

The following terms of reference may be subject an annual review and to alteration or amendment at any time by resolution of the Munster Region Executive.

Swim Ireland Munster Region
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Role

The Regional Pathway Development Committee are responsible for:

- Provide guidance and make recommendations to the Munster Regional Management Committee on the design and implementation of the Regional Competition Structure and Squad Programme, in line with the National Strategy and shall act as an Advisory Group for the Regional Pathway Development Coach.
- The Development of a clear pathway for all regional coaches, clubs and swimmers.

Status

The Regional Pathway Development 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 coaches from the Region who shall hold at least a Level 2 Coaching qualification and a current Swim Ireland Licence and who shall be elected in accordance with the procedures outlined for such elections at the Annual Regional Conference.
- Only one coach from any Regional club is permitted to sit on this subcommittee.
- The National Centre Limerick Head coach, Regional Pathway Development Coach and the Munster Support Officer will be ex-officio members of the committee.
- The Munster Regional Representative sitting on Swim Ireland's Technical Advisory Committee will be a member of the committee.
- Committee members shall hold office from the Annual Regional Conference until the conclusion of the following Annual Regional Conference.
- Other persons, who fulfil roles relevant to the delivery of the Regional Pathway Development programme, may also be requested to attend committee meetings. Such persons will not have a vote and should only be in attendance at a meeting for the relevant agenda item.
- Co-opt new members (when situation arises – with valid reason), subject to the approval of the MRMC.

Specific Responsibilities

- Advise the Regional Management Committee on all technical aspects of swimming within the Munster Region. This must be in consultation with the Regional Competitions Committee.
- The Munster Regional Pathway Development Committee must meet formally with the Munster Regional Competitions 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.
- Review and advise the Regional Executive and Regional Competitions Committee in relation to the Regional Competition Structure. This must be in consultation with the Regional Competitions Committee.
- Setting the number of Level 3 meets that are required for the region and where they are planned in the calendar.
- Establish the formats for all Development and Qualifying Meets to ensure the needs of the region and its members are met. This must be in consultation with the Regional Competitions Committee.
- Review, monitor and establish entry standards for all regional meets on an annual basis – this must be in consultation with the Competitions Committee (Joint Meeting in May) before finalizing standards.
- Create other opportunities for Regional swimmers and coaches to develop and achieve.
- Review expression of interests and make recommendations for team staff appointments on Regional Squad activities
- Advise the Regional Performance Pathway Manager on relevant matters at his/her request
- Advise and assist the RPDC in setting up initiatives within the regional club clusters. This will include Cluster clinics, facilitating interclub training or educational sessions and similar initiatives designed to promote interclub co-operation.
- Establish a subcommittee to advise and assist the RPDC and MSO with setting up an annual coaching conference.
- Make recommendations about CPD events, and coach training courses needs within the region.

Communication & Authority Structure

- The Group is a sub-committee of the Regional Executive.
- The Group must provide written reports and/or information to the Executive.
- The Chairperson, who will be elected by the 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 Chairperson of the Munster Competitions Committee shall be an ex officio member of the Munster Pathway Development Committee (entitled to attend and to speak but does not have a vote).
- If the Chairperson of the Regional Pathway Development Committee cannot attend a meeting of the Competitions Committee, he/ she may appoint another committee member as a representative.

Committee Meetings and Operations

- The Group shall meet as necessary throughout the year.
- Seasonal objectives should be agreed at the first meeting with a review of the progress of these objectives on an ongoing basis thereafter. Additional meetings may and should be held as needed.

- A quorum of three voting members is required at meetings.
- Voting: Where the committee puts a proposal to a vote, votes will be restricted to one vote per member. In the event of an equal (tie) vote, the Chairperson will have a casting vote.
- 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 Regional Pathway Coach will agree and provide an agenda for all meetings and any other relevant documents 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.
- 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.
- The committee may be tasked with other functions by the MRMC on an ad hoc basis.

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 Working Group Chairperson, who will handle all bookings.