

**Swim Ireland Athletes’ Commission**

**Terms of Reference**

This document describes how the Swim Ireland Athletes’ Commission is constituted within Swim Ireland and the roles and responsibilities of the Commission. It also details some operational procedures as to how the Commission should conduct its business.

November 2022

Review Dates:

December 2024

**Terms of Reference**

**Swim Ireland Athletes’ Commission**

The following Terms of Reference may be subject to alteration or amendment at any time by resolution of the Swim Ireland Board.

The Swim Ireland Athletes’ Commission represents all Athlete Members of Swim Ireland (other than Masters’ Athletes or Water Polo Athletes).

1. **Role**

The role of the Athletes’ Commission will be:

* To act as a consultative body of Swim Ireland and as a voice for Irish Athletes.
* To prepare the Strategic Goals of the Commission for approval by the Swim Ireland Board for the Paris Olympic Cycle.
* To prepare an Annual Plan each year within the allocated budget to be submitted to the CEO, Swim Ireland.
* To ensure that strong channels of communication for Athlete specific issues at the appropriate level.
* To ensure that the Athletes’ point of view is heard and considered in Swim Ireland decisions.
* To ensure respect for the rights of the Athletes and to draw up recommendations to that effect as required.
1. **Composition/Appointment**

The Board shall appoint such persons from time-to-time and may remove any such person from the Athletes’ Commission

* The Athletes’ Commission shall be made up of between 5-9 appointed members.
* All members must be representatives of Swimming and Diving and have competed at National Level within the last 2 years save for the appointed Chairpersons
* Both genders should be represented in line with the Swim Ireland’s Gender Balance Policy of 40%, and reflective of a diversity of sports.
* There must be at least one representative from each Region. There must be one member from each National Centre. There must be at least one representative training/most recently training within an Irish Club. There must be one representative training/most recently training within an Overseas Club/Programme. There must one representative from Diving. There must one representative from Para Swimming.
* Members of the Committee who retire following their appointment may remain on the Committee for the full term to which they were appointed.
1. **Terms of Office**
* Membership of this Athletes’ Commission will be for the Paris Olympic Cycle, through to Quarter 4/2024.
* All members may be re-appointed for a further Summer Olympic Cycle Term, up to a maximum of two terms.
* In the event of a vacancy arising before the end of a term of office, a replacement may be co-opted onto the Athletes’ Commission by the current members of the Commission.
1. **Eligibility to be a Member of the Commission**

An eligible Athlete must meet the following criteria:

* Be an active Athlete or recently retired (2 years), save for the appointed Chairpersons
* Be at least 18 (eighteen) years old
* Never have been found guilty of a Doping Offence during his/her sports career
* Not be the subject of disciplinary action by their National Federation – which includes Club/Region.
1. **Appointing Chairpersons**
* There shall be joint Chairpersons who shall be appointed to the Commission, one female and one male. These shall be appointed by the CEO, Swim Ireland and ratified by the Swim Ireland Board.
* To be eligible to be a Chairperson of the Commission, an Athlete must have competed in an Olympic Games in the previous 12 years.
* The position of Chairperson will be for one term, with an option of extending to a second term, subject to CEO, Swim Ireland appointment.
* In the event of either Chairperson standing down, he/she shall be replaced for the duration of his/her remaining Term of Office by the members of the Athletes’ Commission from one if its members.
1. **Responsibilities of the Chairpersons**
* Appoint the remaining members of the Athletes’ Commission
* Act as the link between the Athletes’ Commission and Swim Ireland for all correspondence.
* Act as the Athlete’s representative to the Swim Ireland Board, CEO, National Performance Director and the Head of Safeguarding, Ethics and Youth Development.
* Convening and chairing of meetings and setting the agenda.
* Agreeing the draft minutes with the Secretary.
* Liaise with Swim Ireland Committee Liaison for support in preparation of meetings.
* Prepare a report for the Swim Ireland Board, twice yearly in co-operation and conjunction with the Committee Liaison.
1. **Appointing the Secretary**
* The Secretary to the Commission shall be the Commission Liaison unless otherwise decided by the Athletes’ Commission. The Commission Liaison shall be appointed by the CEO, Swim Ireland.
* The Secretary shall be responsible for arranging and recording the minutes of all Athletes’ Commission meetings.
1. **Meetings & Events**
* The Athletes’ Commission shall hold at least four formal meetings per year – either in person or virtually. The quorum for Athletes’ Commission meetings will be 50% plus one.
* The dates and timings of these meetings should be established at the first meeting for the following year.
* The Programme of Activities and Athletes’ Commission Objectives for each year should be established by the end of the Q4 of the previous year.
* The Athletes’ Commission Chairpersons shall nominate at least one member of the Athletes’ Commission to attend a Swim Ireland National Competition.
* A member of the Athletes’ Commission must attend the EGMs and AGMs of the Swim Ireland.
1. **Budget**
* The CEO, Swim Ireland will decide on an Annual Programme and Event Budget to be allocated to the Athletes’ Commission which will be included in the overall budget to be approved by the Board each year.
* Mileage within the island of Ireland and overnight expenses, if applicable, will be applied as will reasonable flight and travel expenses (to be approved in advance by the Commission Liaison).
1. **Support**
* A Swim Ireland Commission Liaison will be appointed to support the Athletes’ Commission.
* The Chairpersons shall have access to meet with the CEO, Swim Ireland, National Performance Director and the Head of Safeguarding, Ethics and Youth Development or others on the Management Team at least twice per annum.
* The Chairpersons shall attend a Swim Ireland Board Meeting at least once per year
1. **Interpretation of Terms of Reference**
* The sole authority for the interpretation or clarification of these Terms of Reference shall be vested in the Swim Ireland Board.
* Any amendment of or addition to these Terms of Reference shall be vested in the Swim Ireland Board.
* The Athletes’ Commission may submit proposals to amend this text.

**May 2022**