**Swim Ireland Retention Working Group**

**Terms of Reference**

This document describes how the Swim Ireland Retention Working Group 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.

Approved by the Swim Ireland Board on

 28 June 2022

**Terms of Reference**

**Swim Ireland Retention Working Group**

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

1. **Role**

The role of the Retention Working Group will be to develop an understanding of why members are leaving the aquatics, to identify opportunities for retention across all of the aquatic disciplines and to develop and oversee the implementation of a strategy for retention.

1. **Composition/Appointment**

The Working Group is appointed by the Board of Swim Ireland and shall be composed of eight (8) persons including:

* Swim Ireland Directors Gillian Markey and Colin Morrissey who shall act as Co-Chairpersons for the Working Group
* A member of the National Masters Committee
* A member of the National Water Polo Committee
* A member of the Coaching Community
* The Swim Ireland Head of Clubs and Communities
* The Swim Ireland Head of Education
* The Swim Ireland Governance, Inclusion and Research Officer, who shall provide administrative and operational support to the Working Group

In the event of a vacancy arising on the Working Group before the end of term of office, a replacement may be co-opted by the remaining members of the Working Group.

The Working Group shall, at its discretion, invite other individuals to contribute from time to time to facilitate its work and may appoint sub-committees to undertake specific pieces of work

1. **Term of Office**

The Term of Office shall initially be for a period of 12 months from date of appointment and after such time will be reviewed and may be extended subject to the approval of the Board of Swim Ireland.

1. **Specific Responsibilities**

The Working Group’s responsibilities:

**Phase 1: Data Collection**

* Undertake an analysis of all available data to determine the demographics of young people leaving the sport and to determine if there are any trends emerging.
* Undertake an analysis of any available comparative data outside the island.
* Undertake a survey of clubs to determine the reasons why they are losing members, what type of capacity exists to take in new members and what non-competitive opportunities they offer for members who no longer wish to train to compete.
* Review the educational opportunities available to club members who are exiting the sport and determine if there are additional opportunities to retain them through a coaching, teaching, or officiating pathway

**Phase 2: Develop Linkages**

* Consult across the disciplines of Water Polo, Masters Swimming and Open Water on a national and regional level to identify linkage opportunities across disciplines to create viable options for retention.
* Review opportunities to engage in the aquatics in 3rd level institutions and determine a means of creating a pathway from club to 3rd level.
* Consult with relevant sporting organisations to explore cross sectoral retention opportunities

**Phase 3: Develop a 3-year Strategy to include:**

* Measurable targets and outcomes for each year of the plan.
* Identification of funding streams/budget to support retention.
* Strong communications element to the plan that highlights the multiple alternative options available to our members.
1. **Operational Matters**

The Working Group shall meet as often as it considers necessary to conduct its business.

Minutes of all meetings, including Action Points to be completed before the next meeting, shall be kept, and circulated to the offices of the CEO, through the Director of Operations, within 10 days of meetings.

1. **Reporting Responsibilities**

The Working Group shall report to the Board regularly through the Chairpersons and shall produce a formal written report including recommendations at the end of Phases 1 and 2 and shall produce a Draft Strategy for the approval of the Board at the end of Phase 3.

1. **Resources**

 Members of the Working Group shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to Swim Ireland Finance and Administration Policy (Board Approved). Accommodation expenses must be approved in advance through the Swim Ireland Office who will handle all bookings.

**28 June 2022**