**Swim Ireland Competitions Steering Group**

**Terms of Reference**

This document describes how the Swim Ireland Competitions Steering 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.

**Review Dates:** September 2017

December 2020

January 2022

March 2023

**Next Review Date:**

January 2024

Swim Ireland

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**Terms of Reference**

**Swim Ireland Competitions Steering 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 Group shall be to take decisions in relation to the strategic construct and organisation of National & Regional Swimming and Diving Competitions, taking into account the recommendations of the Performance Senior Leadership Team and the Performance Advisory Group

1. **Composition/Appointment**

The Group shall be appointed by the Swim Ireland National Performance Director in concert with the Swim Ireland Head of Clubs, Community & Competitions, and shall be approved by the Swim Ireland Board. The Group shall be composed of the following personnel:

* Swim Ireland National Performance Director (NPD)
* 1-2 Swim Ireland Official/s who shall be active at senior level and on the World Aquatics Officials List/s extant at that time
* Swim Ireland Head of Clubs, Community & Competitions
* Swim Ireland Competitions Manager
* Swim Ireland Competitions Officer
* Swim Ireland National Performance Pathway Manager
* Swim Ireland Performance Manager
* Relevant members of the Swim Ireland Events Team (as required from time to time).
* Relevant members of the Swim Ireland Performance Team (as required from time to time).

The Committee shall maintain a minimum gender balance of 70/30, and, if necessary, shall co-opt additional members in order to achieve that balance.

# Specific Responsibilities

* Establish regulations for the conduct of National and Regional swimming/diving events
* Consider and decide on all swimming/diving technical matters
* Collect and monitor feedback from competitions, respond to recommendations and make appropriate changes as necessary
* Liaise with the Officials Committee and approve appointments of Senior Officials for all National swimming/diving competitions. Such appointments will include Technical Director, Referees, Starter and Competition Manager
* Investigate standard equipment and specifications of venues and facilities for Swim Ireland events
* Liaise with Swim Ireland international delegates and representatives on LEN and World Aquatics Committees to ensure up to date knowledge on all swimming/diving matters and exchange current expertise and opinions with Swim Ireland Clubs
* Where required, appoint sub-groups to carry out any of the Group roles where appropriate and to investigate, study and make recommendations to the Group on any matter referred to them

1. **Procedures**

The Group shall meet at least twice per annum and shall communicate with the Board through the Swim Ireland Head of Clubs, Community & Competitions. The Board shall review the effectiveness of the Group on an annual basis.

1. **Reporting**

The Group shall produce a review of National Competitions for the Board when requested. Matters discussed at meetings will remain confidential unless otherwise agreed.

1. **Resources**

The Group members shall be entitled to claim mileage and subsistence expenses during their time in office pursuant to standard Swim Ireland Board policy on expenses. Accommodation expenses must be approved in advance through the Swim Ireland office who will handle all bookings.

**END.**

**March 2023**