



Newbury District Swimming Club

(Affiliated to South East Region, ASA)

NDSC – Sub-Committee Terms of Reference

The NDSC Committee may from time to time appoint from among their number such sub-committees as they may consider necessary (and to remove (in whole or in part) or vary the terms of reference of such sub-committees) and may delegate to them such of the powers and duties of the Committee as the Committee may determine. All sub-committees shall periodically report their proceedings to the Committee and shall conduct their business in accordance with the directions of the Committee. Terms of Reference for any sub-committee will be agreed by the Committee and renewed (or varied) at least annually. The Chair of the sub-committee will be responsible for reporting back to the main Committee.

Currently the following sub-committees are established and authorised.

1. Swim 21 Sub-Committee
2. Financial Sub-Committee

Terms of reference for these sub-committees follow.



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Swim 21 Sub-Committee Terms of Reference

Membership:

- Richard Payne ó Sub-Committee Chair
- Roger Croft ó Sub-Committee Secretary

Terms of Reference Renewal Date: By 1st November 2010.

Purpose: Swim 21 is the ASA Swimmer Development Programme for the 21st century. The purpose of the sub-committee is to co-ordinate the implementation / development, accreditation and subsequent management of the Swim 21 Programme within NDSC.

Main Responsibilities

- To organise and oversee the audit and action planning stages of the Swim 21 process within the club
- To liaise with the Regional Development Officers, Local Authority Sports Development Officer, Swim 21 Club Committee and Club Members
- To keep the club updated on their progress through the Swim 21 process
- To ensure that Club Members are informed of Swim 21 courses and seminars
- To liaise with the Treasurer and Management Committee with regard to funding the implementation of the Clubs Swim 21 Action Plan



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Financial Sub-Committee Terms of Reference

Membership:

- Neville Glanville ó Sub-Committee Chair
- Carol Warne ó Sub-Committee Secretary
- Martin Jezzard ó Club Membership Secretary
- Liz Herbert ó Club Pool Secretary
- Janet Hopkins ó Club Chairman

Terms of Reference Renewal Date: By 1st November 2010.

Terms of Reference: To assist the Club Committee in the Financial aspects of the Club.

Main Responsibilities:

- To develop an annual budget for the Club which supports the Club's strategic plan
- To present the recommended budget to the Club Committee for approval and adoption and to monitor and report to the Committee on progress against the budget
- To ensure there is an adequate internal control system within the Club to promote operational efficiency and to minimise financial risk
- To assist in the production and review of the annual audited financial statement and the auditor's report and assist with follow-up where appropriate.
- To monitor club membership fees in line with overall budget and make recommendation to Committee on any membership fee increases.
- To manage contracts with Club suppliers (pools etc) and self-employed contractors.
- To ensure that the Club has appropriate insurance cover and make recommendations to Committee.
- In co-ordination with the Club Custodians, to manage the Club's financial investments and other assets in the best interests of the Club and ensure that this policy is approved by Committee annually