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**List of Terms and Abbreviations**

Region Leinster Swimming

Discipline Swimming (also including diving, water polo and synchronised swimming)

RAC Regional Annual Conference

EGM Extraordinary General Meeting

RCO Regional Children’s Officer

RCSO Regional Club Support Officer

RDPC Regional Development Pathway Coach

RPAG Regional Performance Advisory Group

Officer Officers of a Region are the Chairperson, Secretary and Treasurer.

Management Committee - This is the body elected by the Members for the management of the business and affairs of the Region.

Leader - this is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches, and teachers.

Swim Ireland - is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, the Irish Sports Council, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies.

National Governing Body (NGB) - The role of an NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.

**Website links**

Leinster Swimming website – [www.swimleinster.com](http://www.swimleinster.com)

Swim Ireland website – [www.swimireland.ie](http://www.swimireland.ie)

**Leinster Swimming contact details:**

Chairperson – [leinsterchair@swimireland.ie](mailto:leinsterchair@swimireland.ie)

Secretary – [leinstersecretary@swimireland.ie](mailto:leinstersecretary@swimireland.ie)

Treasurer – [leinstertreasurer@swimireland.ie](mailto:leinstertreasurer@swimireland.ie)

CCO – [RCOLeinster@swimireland.ie](mailto:RCOLeinster@swimireland.ie)

Leinster Administrator – [leinsteradmin@swimireland.ie](mailto:leinsteradmin@swimireland.ie)

**1. Name(s) and Colour(s)**

1.1 The name of the Region shall be Leinster Swimming

1.2 The colours of the Region shall be blue, green, white, yellow & gold.

1.3 The headquarters of the Region shall be c/o Swim Ireland offices, Irish Sports HQ.

**2. Objectives**

2.1 The objectives of Leinster Swimming are:

* To foster and develop swimming and its participants
* To promote the teaching/coaching and practice of swimming in line with current best practice.
* To promote the development of physical, moral, and social qualities associated with sport, within the participants.
* To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to the Region.
* To provide a positive and safe environment for all its members and staff
* To ensure sport for young people in the Region is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
* To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.
* The running of events suitable to the widest range of its membership
* Operating squad programmes which will assist swimmers in reaching their full potential.
* Raising monies to fund the programmes.

2.2 Leinster Swimming is fully committed to safeguarding the wellbeing of its members. Every individual in Leinster Swimming should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of the Region and the guidelines contained in the Code of Ethics and Good Practice for Children’s Sport and the ‘Swim Ireland Safeguarding Policies 2019’ or most up to date equivalent.

**3. Affiliation**

3.1 By virtue of the affiliation of Leinster Swimming to Swim Ireland, its members acknowledge that they are subject to the laws, rules, and constitutions of:

* Swim Ireland, the governing body for the whole of the island of Ireland.
* Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
* Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

3.2 Clubs based in the Leinster region who are affiliated to Swim Ireland in the current season shall be eligible to participate in the activities of Leinster Swimming

**4. Region Management**

The Management Committee is the body elected by the voting delegates from Leinster Swimming clubs for the management of the business and affairs of the Region. It consists of a minimum of 6 members who must be members of Swim Ireland in their own right.

4.1 Membership of the Management Committee

4.1.1 Membership of the Management Committee shall consist of the following:

* Chairperson
* Secretary
* Treasurer
* Regional Children’s Officer
* Representative of the Regional Competitions Sub-Committee
* Representative of the RPAG

4.1.2 The Leinster Regional Management Committee shall have the right to co-opt any members on to the committee as it deems necessary.

4.1.3 The Regional nominee to the Swim Ireland board and the Regional Administrator shall be entitled to attend meetings but shall not be entitled to vote.

4.1.4 The Regional nominee to the Swim Ireland President position shall be entitled to attend meetings but shall not be entitled to vote.

4.1.5 The Regional Gala Secretary shall be invited to attend meetings but shall not be entitled to vote.

4.1.6 The RPDC and RSO should also be invited to attend meetings where appropriate but shall not be entitled to vote.

4.1.7 The Management Committee will appoint a Complaints and Disciplinary Committee (CDC) in accordance with the SI Complaints and Disciplinary Rules and Procedures

4.2 Roles and Responsibilities of Management Committee Members

4.2.1 Duties of the Chairperson

* Comply with Swim Ireland rules and regulations.
* Provide strategic oversight and direction within the Region and the Management Committee, ensuring that there is a strategy for development.
* Support the efficient running of the Region
* In conjunction with the secretary, set the Agenda for the Management meetings.
* Chair committee meetings and the Regional Annual Conference and hold the committee to account.
* Ensure that Committee members understand their roles and responsibilities and are operating within their roles.
* Communicate with various members within the Region
* Be actively involved in developing an action plan for the Region
* Represent the Region at local and regional events
* Assist the Region to fulfil its responsibilities to safeguard young people at Regional level
* Ensure an understanding of the legal responsibilities of the Region to which the Region complies
* Liaise with Swim Ireland on behalf of the Region.
* Monitor the finances of the Region and sign off the Treasurer’s Expenses or general expenses in the absence of the Treasurer.
* Liaise with the Chairpersons of the Regional Sub-Committees, ensuring that sub-committees are operating according to the terms of reference.

4.2.2 Duties of the Secretary

* Comply with Swim Ireland rules and regulations
* In conjunction with the Chairperson, agreeing the Agenda for meetings of the Management Committee.
* Organise and attend key meetings (including RAC)
* Take and distribute minutes of the Management Committee meetings.
* Act as the key contact for communications on behalf of the Management Committee to include: Issuing of all communication to clubs on behalf of the committee including approved points of note from management meetings.
* Receiving and responding to all correspondence on behalf of the Committee.
* Receiving the minutes of meetings of the sub-committees of the region.
* Issuing minutes of Management Committee meetings to Swim Ireland.
* Work with Swim Ireland on the development of policies and procedures for the operation of the Region.
* Delegate tasks to Region members
* Attend to Region affiliations
* Ensure insurance is up to date and relevant
* Arrange handover or succession planning for the position

4.2.3 Duties of the Treasurer

* Comply with Swim Ireland rules and regulations
* Co-ordinate the Regions financial planning
* Manage the Region’s income and expenditure in accordance with Region rules
* Produce an end of year financial report
* Regularly report back to the Region committee on all financial matters
* Monitor budget, income, and expenditure, and present a report on actual vs. planned cash flow at management committee meetings.
* Liaise with the Regional Pathway Coach in respect of budget spend, ensuring that expenditure remains within approved budget for the squad.
* Liaise with the Regional Administrator in respect of issuing invoices, coding and payment of supplier invoices and general expenses and be the final approval on all outgoing payments.
* Liaise with the Swim Ireland Director of Finance in respect of the finance of the region, providing information as requested by the finance director.
* Prepare and monitor a risk register for the region.
* Efficient payment of invoices and bills
* Propose amendments to annual and monthly subscriptions as appropriate
* Deposit cash and cheques that the Region receives
* Keep up to date financial records
* Arrange handover or succession planning for the position

4.2.4 Duties of the Children’s Officer

* Comply with Swim Ireland rules and regulations
* Ensure completion of required training and awareness of the role within the Region
* Act in the best interest of young people
* Ensure young people have opportunity to express opinions and views
* Ensure safeguarding policies and procedures are implemented and effective in all areas of the Region
* Act as advisor for and report concerns of abuse to the appropriate authorities
* (Further details are contained in the latest Swim Ireland Safeguarding Policy document)

4.2.5 Duties of the Leinster Administrator

* Comply with Swim Ireland rules and regulations
* Be the first point of contact for Region enquiries
* Maintain up to date records and reference files
* Attend meetings of the Management Committee, liaising with the secretary in relation to room bookings, catering, printing etc.
* Attend meetings of the Regional Sub-Committees, recording the minutes and send these to the regional secretary.
* Receive, authorise, and code all supplier and general expense invoices for the final approval of the Regional Treasurer.
* Code the regional bank statements
* Provide operational support as required to the Leinster Competitions Sub-committee and the Leinster Regional Pathway Development Coach to include ordering of kit and medals, booking accommodation for away trips and liaising with Timing Ireland.
* Process entries and deal with queries in respect of the Leinster Schools Gala.

4.2.6 Duties of the Competitions Sub-Committee

* In consultation with the RPAG, produce a regional competition programme and event calendar annually
* Appoint of a Meet Organiser for each competition
* Ensure that all venues have been booked in advance
* Ensure that electronic timing and computers are booked for each competition
* Develop work plans for each competition and ensure Swim Ireland Safety statements are actioned and implemented
* Licensed officials are available for each competition
* Produce duty roster for clubs in advance of competition
* Liaise with facility to ensure minimum health and safety standards are upheld throughout competition

4.2.7 Duties of the Regional Performance Advisory Group

* Advise the Regional Management Committee on all technical aspects of swimming within the Region.
* Review and advise the Regional Management Committee and Regional Competitions Committee in relation to the Regional Competition Structure.
* Establish the formats for all Development and Qualifying Meets to ensure the needs of the region and its members are met.
* Approve the issuing of Level 3 Licenses within the Region
* Review, monitor and establish entry standards for all regional meets on an annual basis.
* 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.
* Liaise with the Regional Education Committee or other relevant body in order to deliver CPD, Conferences and training events within the region.

4.3 Rights and Duties of the Management Committee

4.3.1 The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the Region. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The Management Committee must ensure the Region’s rule book is in place, which is made available to all members.

4.3.2 The committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee. All sub-committees must be ratified annually at the Region AGM.

4.3.3 The Management Committee shall be responsible for all assets of the Region.

4.3.4 The Management Committee, in conjunction with relevant parties, will be responsible for formulating Regional policy in accordance with the ‘Swim Ireland Safeguarding Policies 2019’, or most recent edition, and on the direction the Region takes in the future in all its activities.

4.3.5 The members of the Management Committee shall be indemnified by the members of the Region against all liabilities properly incurred by them in the management affairs of the Region.

4.3.6 Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Management Committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves content, discussions, and decisions.

4.3.7 The Management Committee will be expected to sign and follow codes of conduct in relation to their obligations to the Region. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness, and a constant awareness of their obligations to the Region and its members. The committee will familiarise itself with the ‘Code of Ethics and Good Practice for Children’s Sport’ and fulfil the duties required in the Code of Conduct for Region Committees section of the ‘Swim Ireland Safeguarding Policies 2019’, or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future

4.4 Meetings of the Management Committee

4.4.1 The Management Committee shall hold a minimum of 4 meetings per year. The Chairperson and the Secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the Region.

4.4.2 A minimum of 7 days’ notice will be given to Management Committee members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided.

4.4.3 The Management Committee should set out its agenda for a meeting no less than 4 days prior to the meetings.

4.4.4 The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of Region

4.4.5 The Chairperson has the casting vote on any motion arising during the meetings.

4.4.6 The Chairperson’s decision on a Point of Order is final

4.4.7 The Chairperson shall preside at all meetings; however, in the Chairperson’s absence a member of the Management Committee may be nominated.

4.4.8 The Secretary, or in her/his absence a member of the committee, shall take minutes.

4.4.9 The RCO, and other committee members must also relay details on the areas of the Region they are designated to.

4.4.10 The Treasurer shall relay the financial position of the Region at each meeting.

4.4.11 The Management Committee shall hold a minimum of two meetings a year to which all Leinster Regional Clubs are invited: RAC and Leinster Calendar meeting.

**5. Regional Annual Conference (RAC)**

5.1 The RAC will be held annually, a minimum of 8 weeks prior to the Swim Ireland AGM

5.2 All affiliated clubs within the Leinster region shall be informed of the date, time, place, and order of business of the AGM at least 21 days prior to the meeting. This information shall be emailed to club secretaries and posted on the Leinster Swimming website.

5.3 The committee shall distribute to clubs its annual report and other relevant documents not less than 14 days prior to the AGM.

5.4 At the RAC, the annual report shall be presented, which shall consist of a: Chairperson’s report; Secretary’s report; Treasurer’s report; RDPC report and the RCO report.

5.5 Any changes or updates to the Region constitution or Region rules will be notified to the clubs and Swim Ireland within 14 days following the RAC.

5.6 Any resolution to amend the Region’s constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.

5.7 The RAC shall be run in accordance with Swim Ireland standing orders

**6. Extraordinary General Meeting (EGM)**

6.1 An Extraordinary General Meeting may be called at any time in the following circumstances:

* + If a resolution to convene a Region EGM is passed at the preceding Region RAC
  + If 20% of Region members serve on the Region Secretary a written notice duly signed seeking the holding of such a Region EGM
  + Where two-thirds of the Region Management Committee resolve to convene a Region EGM

6.2 A Region EGM must be held within 14 days of receiving such a request and must allow for 7 days’ notice to all clubs.

6.3 The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.

6.4 The total number of eligible voting delegates will be made available by the Management Committee to clubs.

6.5 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

**7. Procedures at General Meetings (RAC & EGM)**

7.1 No business shall be transacted at a general meeting unless a quorum is present. A quorum of 20 eligible voting delegates is the number required.

7.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Region committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.

7.3 Each club shall be entitled to send two (2) voting delegates to general meetings. All voting delegates must be members of a Leinster Swimming club (in their own right). Voting delegates must be over 18 years of age.

7.4 In the event that a club has not nominated two voting delegates in advance and where a member of the club is present, he/ she shall be entitled to vote on behalf of the club, unless the club had advised that no persons present shall be entitled to vote on its behalf.

7.5 No voting by proxy is allowed.

7.6 Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Management Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.

7.7 Nominations will be passed at RAC’s by simple resolution of 50% plus one.

7.8 Motions for a change to the Region’s constitution must be passed by a special resolution of 75% of persons entitled to vote present at the meeting.

7.9 The Chairperson will have a casting vote if there is an equality of votes

**8. Nominations, Notice of Motions and Election of the Management Committee**

8.1 The executive officers of the Management Committee (Chairperson, Secretary and Treasurer) shall each be elected at every second RAC for a term of two (2) Years.

In addition, the following elections will also take place:

* Regional Competitions sub-committee (1 year term)
* Regional Performance Advisory Group (1 year term)
* Regional Complaints & disciplinary panel (1 year term)
* Swim Ireland Board – Leinster nominee (2 year term)
* Swim Ireland Meet Licensing committee (1 year term)
* Swim Ireland Masters committee (1 year term)
* Swim Ireland complaints & disciplinary committee (1 year term)

8.2 If an executive officer of the Region must step down during their term the Management Committee may appoint an existing committee member to fill this vacancy to hold office from the date of such appointment until the expiry of the term of office that would have been served by that executive officer where he or she had completed a full term. The committee may co-opt a member of the Region to fill any committee vacancy that may arise when filling an executive vacancy.

8.3 Where any Management Committee member has served on the Management Committee (in any role) for four years (whether consecutive or not) at any time he/ she may not serve on the Management Committee again until at least two (2) consecutive years have elapsed since he/ she last served.

8.4 Nominations for office and notice of motions must be received in writing by the Region Secretary no less than 14 days prior to the general meeting.

8.5 A proposer and seconder are required for all nominations and notice of motions.

8.6 Notices of motions and nominations for the Management Committee shall be displayed on the Leinster Swimming website for not less than 7 days prior to the RAC. They will also be available on request from the Region Secretary or Administrator. Motions and nominations without due notice will not be discussed.

8.7 In the event that no nominations are received by the Secretary by 14 days prior to the general meeting, only then may a nomination from the floor at the RAC can take place.

8.8 A Regional Children’s Officer must be appointed by the Management Committee and fulfil the criteria laid down by the most recent ‘Swim Ireland Safeguarding Policies’.

**9. Regional Election of Swim Ireland President**

9.1 Each year a nominee of one of the Regions holds the Presidency of Swim Ireland by rotation. The President for the year 2018/2019 and every fourth year thereafter falls to the Leinster Region.

9.2 An election for the Presidential candidate shall be held at the RAC in 2022 and every fourth (4th) year thereafter.

9.3 Nominees must be affiliated to a club in the Leinster region.

**10. Finance**

10.1 The financial affairs of the Region shall be the responsibility of the Management Committee in general and, the Treasurer. Correct accounts and bookkeeping shall be done by Treasurer or under his/her supervision.

10.2 Annual accounts of the Region should be prepared for the RAC by the Treasurer.

10.3 The Management Committee shall be empowered to open bank accounts in the name of Region and all transactions in these accounts shall be authorized by the Management Committee. All cheques, drafts and so forth shall be signed by the Treasurer and either the Chairperson or Secretary.

10.4 The Treasurer will receive all money paid to the Region and ensure all such sums are lodged to the regional bank account as soon as possible.

10.5 Any assets invested in by the Management Committee will be used for Regional purposes only. The Management Committee will delegate the use of these assets under advisement from coaches, teachers, Region children’s officers and others within the Region

10.6 The committee will have the power to negotiate sponsorships behalf of the Region and engage from time to time in fundraising activities. Any financial returns from these activities will be used for Regional development purposes only.

**11. Complaints and Disciplinary Procedures**

11.1 The Region hereby adopts The Swim Ireland Complaints & Disciplinary Rules and Procedures as amended by Swim Ireland from time to time.

11.2 All members of the Region must abide by the Swim Ireland complaints and disciplinary procedures

11.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures

11.4 The Management Committee will appoint a complaints and disciplinary committee (CDC) in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures

11.5 Any matter involving members under 18 must also be brought to the attention of the RCO

**12. Equality**

In accordance with the Equal Status Act 2000-2004 and the Equality Act 1996 in Northern Ireland, the Region will not discriminate against any persons or visitors within the Region. No discrimination of any kind against employed and voluntary staff, membership applications, members, and individuals within the general public, will be tolerated.

**13. Criminal Allegations**

The Region shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body.

**14. General Data Protection Regulations (GDPR)**

The Region hereby adopts The Swim Ireland General Data Protection Policy as amended by Swim Ireland from time to time.