

Terms of Reference

Regional Pathway Development Committee

This document describes how the Regional Pathway Development Committee 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 and will be reviewed on an annual basis.

Role

The Regional Pathway Development Committee shall provide guidance and make recommendations to the Regional Management Committee on the design and implementation of the Regional Competition Structure and Squad Programme, in line with the National Strategy and shall act as an Advisory Group for the Regional Pathway Development Coach.

Status

The Regional Pathway Development Committee is a sub-committee of the Regional Management Committee

Composition of the Group

- The Group shall be composed of 4 coaches from the Region who shall hold at least a Level 3 Coaching qualification and a current Swim Ireland Licence and who shall be elected in accordance with the procedures outlined for such elections at the Annual Regional Conference
- Where vacancies are not filled at the Annual Regional Conference the Regional Management Committee may appoint individuals to fill such vacancies
- Only one coach from any Regional club is permitted to sit on the Committee.
- Where the elected Regional Representative on the National Performance Advisory Group is not an elected member of the Committee s/he shall be sit on the Committee in an ex-Ufficio capacity
- Committee members shall hold office from the Annual Regional Conference until the conclusion of the following Annual Regional Conference.
- The Regional Pathway Development Coach (RPDC) and the Chairperson of the Regional Competitions Committee will be ex-officio members of the committee.

Specific Responsibilities:

- 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.

Communication & Authority Structure

- The Group is a sub-committee of the Regional Management Committee and must provide written reports and/or information as requested to the Management Committee

- The Committee shall, at its first meeting, elect a Chairperson, who will be a voting member of the Regional Management Committee and shall attend meetings of the Management Committee to deliver a report on behalf of the Committee. Where the Chairperson of the Committee is unable to attend, the RPDC may attend to deliver the report on behalf of the Committee but, for the avoidance of doubt, shall not be entitled to vote
- The Chairperson of the Regional Management Committee shall be entitled to attend meetings of the Committee
- The Chairperson of the Regional Competitions Committee shall be an ex officio member of the Regional Pathway Development Committee (entitled to attend and to speak but not having a vote).
- At least one joint meeting per annum must be held with the Regional Competitions Committee to discuss the delivery of events. Other such meetings should be held if deemed to be necessary.
- Liaise with the Regional Competitions Committee on the scheduling of an Annual Calendar Meeting to take place before the end of June each year to agree the scheduling of all Level 3 Meets in the Region for the following season

Committee Meetings and Operations:

- A quorum of three voting members is required at meetings
- The Committee shall meet a minimum of three times per season and the first such meeting should take place within 1 month of the Annual Regional Conference
- Seasonal objectives should be agreed at the first meeting with a review of the progress of these objectives on an ongoing basis thereafter. Additional meetings may and should be held as needed.
- The Committee will appoint a Secretary who will be responsible for all correspondence and the recording of Minutes of all meetings. S/he must record, maintain and circulate minutes within seven days of each meeting to all committee members and to the Secretary and Chairperson of the Regional Management Committee.
- The Committee Chairperson, in consultation with the RPDC will agree and circulate the Agenda for all meetings a minimum of 7 days in advance, copying the Regional Secretary and Chairperson.
- The Chairperson of the Regional Management Committee shall be entitled to attend meetings of the Committee
- Where an elected member of the Committee fails to attend three or more meetings his/her membership on the committee may be terminated and the Regional Management Committee will be entitled to co-opt another suitably qualified person as a replacement
- Other persons, who fulfil roles relevant to the delivery of the Regional Pathway Development programme, may also be requested to attend committee meetings from time to time.

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