

## SECTION 3: STANDING COMMITTEES



### 3.13 Swimming Committee

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#### 1 AUTHORITY

- 1.1 The Swimming Committee is accountable to the Governing Board.
- 1.2 The Committee shall have no authority that does not come from the Governing Board and the Governing Board has the sole power to grant authority to the Committee.

#### 2 AIMS AND RESPONSIBILITIES

- 2.1 The Swimming Committee is responsible for planning and managing all aspects of the swimming programme including:
  - a) Planning the events calendar
  - b) Managing and overseeing the bid process
  - c) Liaising with LOC's to ensure a successful and high-quality event
  - d) Updating and implementing the Swimming Rules (sport specification)
  - e) Developing a sports development plan, and implementing activities in pursuit of its delivery
  - f) Appointing technical delegates to major championships
  - g) Liaising with the relevant International Federations
  - h) Receiving and approving competition sanction applications
  - i) Maintaining records and rankings
  - j) To liaise with, coordinate and provide leadership to Regions

#### 3 STAFFING

- 3.1 The Swimming Committee will be supported by the Sport Manager.

#### 4 COMPOSITION

- 4.1 The Swimming Committee will normally consist of the Sport Director (Swimming) who will chair the committee, together with 1 representative per region. The Sport Manager is a non-voting member of the committee.
- 4.2 In addition, the Executive Director shall be an ex-officio member with speaking rights only.

#### 5 MEMBERSHIP

- 5.1 The Sport Director (Swimming) will be appointed by the Governing Board in accordance with the relevant standing order.
- 5.2 Members of the Swimming Committee will be appointed by the Sport Director (Swimming) in consultation and agreement with the Sport Manager.

#### 6 TENURE

- 6.1 Members of the Swimming Committee will (normally) serve for 4 years.
- 6.2 There is no limit to the number of terms an individual may serve on the Committee.

#### 7 REPORTING

- 7.1 Written reports/minutes of the decisions and meetings shall be produced and submitted to the Governing Board. The Sport Director (Swimming) shall approve the reports/minutes prior to distribution.
- 7.2 The Sport Director (Swimming) shall ensure that recommendations to the Governing Board resulting from the committee decisions and meetings are brought to the attention of the

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Governing Board through the Technical Officer and that the subsequent decisions from the Governing Board are communicated to the members of the committee.

#### 8 MEETINGS

- 8.1 The Swimming Committee will meet as required, but at least four times per year.
- 8.2 All meetings of the Swimming Committee must be conducted in compliance with the rules outlined in the Standing Order 'The Conduct of Committee Meetings'.

#### 9 MOTIONS

- 9.1 The Swimming Committee may submit motions to the General Assembly through the Governing Board.

#### 10 TERMINATION OF MEMBERSHIP

- 10.1 Members may be removed from their position by the Governing Board or by a two-thirds majority of the committee, should they fail to perform satisfactorily the duties of the posts or for breaches of rules

#### 11 FINANCES

- 11.1 The budget for the Swimming Committee will be part of the respective annual operating budget and will be included in the overall budget and submitted for approval to the Governing Board and the General Assembly in accordance with the financial policies.
- 11.2 Any expenditure by the Swimming Committee must first be approved with the Executive Director.

#### 12 OTHER FINANCIAL REGULATIONS

- 12.1 Any financial regulation for the Swimming Committee shall be in compliance with the financial procedures issued by Headquarters from time to time.

#### 13 DISSOLUTION

- 13.1 The Swimming Committee can only be dissolved by a decision of the Governing Board

#### 14 AMENDMENTS OF BYLAWS

- 14.1 Any amendment proposed to the bylaws of the Swimming Committee shall be subject to approval by the Governing Board.