

APPENDIX II TO LEINSTER OPERATING PROCEDURE

TERMS OF REFERENCE FOR LEINSTER COMPETITIONS COMMITTEE

The aim of this document is to guide the elected members of the Leinster Competitions committee in carrying out their duties effectively.

COMPOSITION

The Competitions committee shall comprise of the following members:- Chairman, Secretary and at least three others, and as per the Leinster Operating Procedure the Leinster members of the Swim Ireland Competitions Committee shall be ex-officio members of the Leinster Competitions Committee.

AIMS & OBJECTIVE

In consultation with the Leinster Technical Committee, decide on a competition programme and event calendar for each year for Leinster Swimmers of all ages. The Committee will also report to Leinster Council in January, May and October each year.

The Competitions Committee will then be responsible for

- Appointment of a Gala Organiser for each meet.
- Ensure that all venues have been booked in advance.
- Ensure that electronic timing and computers are booked for each event.
- Develop work plans for each gala or event and ensure SI Safety statements are actioned and implemented

The Gala Organiser appointed by the Competitions Committee for each meet shall ensure

- All officials are available for each meet.
- All clubs provide their quota of officials
- All venue requirements are met for days of events

COMMUNICATIONS

The Competitions committee must ensure that both Swim Ireland Competitions Committee and Leinster Secretary are kept informed on gala programme activity. The Committee is also responsible along with the Leinster Secretary for producing and distributing the Leinster Handbook in the early autumn each year.

In conjunction with the Leinster Technical Committee the Competitions committee must review activities on an ongoing basis to ensure any problems and complaints are dealt with rapidly.

TRAINING

The competitions committee should liaise with the Swim Ireland Competitions Committee and ensure regular training is available for gala officials. Liaise with Leinster Technical Committee to ensure regular training camps/trips for Leinster Squad.

BUDGET

Budgets and on going expenditure should be supplied to the Leinster Treasurer before each Leinster Council Meeting. (Three per year – January, May & October)