

OPERATING PROCEDURE – LEINSTER REGION – SWIM IRELAND

The Leinster Regional Management Committee is ratified at the AGM of Swim Ireland and is responsible for :-

- (i) the developing of swimming* at all levels within Leinster
- (ii) the running of events suitable to the widest range of its membership;
- (iii) operating squad programmes which will assist swimmers in reaching their full potential;
- (iv) raising monies to fund the programme
- (v) accounting to the Swim Ireland Board on a regular basis and the companies AGM on an annual basis.

. * Including the disciplines of swimming diving, water polo, and Synchronised Swimming.

Meeting Schedule

The Leinster Regional Management Committee shall hold a minimum of three meetings a year to which all Leinster Region Clubs are invited

- a) AGM – to be held where possible, prior to the end of January, but should necessarily take place prior to the Swim Ireland AGM.
- b) General meetings to be held, where possible in May and October.

Further meetings may be held as are deemed necessary or at the written request of ten clubs.

Elections

The AGM shall elect the following

- 1) Regional chairperson
- 2) Regional Secretary
- 3) Regional Treasurer
- 4) Two Leinster representatives to serve on the board of Swim Ireland
- 5) Two Leinster representatives to serve on the National Competitions committee
- 6) Two Leinster representatives to serve on the National High Performance Committee
- 7) One Leinster Selector to serve on the National Selection Committee
- 8) One substitute selector
- 9) Two Leinster representatives to serve on the National Masters Committee
- 10) Two Leinster representatives to serve on the National Diving Committee (in the absence of diving representatives from any of the other regions a 3rd representative may be elected

Representatives to the national board and standing committees shall commence their term of office at the conclusion of the company AGM following the regional AGM at which they were elected and shall hold office until the conclusion of the company AGM in which their terms of office expires. Terms of office shall be determined by the national board.

Leinster Regional Management Committee LRMC

The function of the Leinster Regional Management Committee (LRMC) is to run the affairs of the region in accordance with the agreed national plan and the specific needs of Leinster.

The Regional Management Committee shall consist of

- (1) Regional chairman
- (2) Regional secretary
- (3) Regional treasurer
- (4) Two Regional representatives who shall sit on the board of Swim Ireland
- (5) Regional Gala Secretary (appointed at the May meeting of the LRMC)

(6) Representative of the Regional Competitions sub-committee (appointed at the May meeting of the LRMC)

(7) Representative of the Regional Technical sub-committee (appointed at the May meeting of the LRMC)

The LRMC shall have to right to co-opt any members onto the committee as it deems necessary.

The members of the LRMC shall hold office from the conclusion of the next company AGM after the Regional AGM at which they are elected until the conclusion of the next Company AGM

The committee undertakes to circulate a report to all Leinster Clubs prior to the Swim Ireland AGM and this report along with financial statements will be forwarded to Swim Ireland for inclusion in the national AGM report.

The LRMC may, subject to financial considerations employ staff and resources as deemed necessary to operate swimming within the region.

Meetings

Notice of general meetings and AGM shall be given to all clubs within the region at least 21 clear days prior to such a meeting. Clubs registered within the region shall be entitled to send as many representatives as they wish to the meeting, however voting shall be confined to two representatives from each club. Club secretaries should inform the Regional secretary of the nominated voters prior to the meeting if more than two representatives shall be present.

No business shall be transacted at the AGM unless a quorum is present of 20 delegates, entitled to attend and cast votes who are present in person shall constitute a quorum. Members of the management committee shall not be entitled to vote, save as one of the nominated representatives from their club. However, in the case of a tied vote, the chairman shall be entitled to a casting vote.

Nominations for elections to the Management committee and Swim Ireland sub-committees shall be sought from all clubs of good standing within the region. Request for nominations shall be issued to clubs at least 14 days prior to the meeting at which the voting will take place. Nominees must be fully paid up members of Swim Ireland and must be nominated by two clubs within the region, at least one of which must be their own club.

In cases where the number of nominees exceeds the number of vacancies an elections shall take place. Each club shall have a maximum of two votes.

Sub Committees

Regional Sub-committees shall be formed to assist the Regional management committee in the performance of its duties.

The May meeting of the LRMC will elect a **Leinster Technical Committee** and a **Competitions Committee** and the October meeting will elect an **Open Sea Committee**.

Nominations for places on these committees will be taken at or before the relevant meeting. All nominees must be fully paid up members of Swim Ireland. Where there are more than 9 nominations for any committee an election will be held at the LRMC meeting. It is recommended that potential nominees or their appointed proxy, attend the relevant meeting.

Sub Committee Operation

Leinster Technical Committee nominees may only include one coach from any one club.

The Leinster members of the Swim Ireland High Performance Committee shall, ex officio, be members of the Leinster Technical committee. Similarly the Leinster members of the Swim Ireland Competitions Committee shall be ex officio members of the Leinster Competitions Committee

Open Sea Committee. To properly control sponsorship and equipment funds the Open Sea Committee shall hold a bank account. At the end of each season (October of each year) the Treasurer of the Open Sea Committee shall present full accounts for the season and return any surplus over €500 to the Leinster Regional Treasurer. The newly elected committee may then present a budget for the coming season and where necessary request a subvention from the Leinster Region.

A representative of the Leinster Technical Committee and the Leinster Competitions Committee shall present regular reports to the LRMC

Leinster Presidency of Swim Ireland

Each year a nominee of one of the Regions holds the Presidency of Swim Ireland by rotation. The President for the year 2010/2011 and every fourth year thereafter falls to the Leinster Region. An election for the Presidential Candidate shall be held at the AGM in 2014 and every fourth year thereafter. Once elected the presidential candidate shall sit ex officio on the Leinster Board for the year of their office. Any potential candidate must be a fully paid up member of Swim Ireland.

Nominations

Leinster Clubs may nominate a Presidential Candidate prior to the AGM. Potential candidates must sign a nomination form to signal their agreement to stand and commitment to the job. It is recommended that nominations be approved at a club general meeting where club members have an opportunity to vote. It is also recommended that candidates should have relevant experience on appropriate committees for example:-

- a) The board of Swim Ireland
- b) The Leinster Regional Board
- c) any operating committee at national or regional level
- d) or should have practical experience commensurate with membership of such committees.

A full list of nominees will be available in advance of the AGM. If there is only one nominee their election must be by a majority of at least 2/3rds of eligible voters present.

Any fully paid up Leinster member of Swim Ireland is entitled to vote, upon production of their current Swim Ireland membership card.

Complaints and Disciplinary Procedures

All complaints shall be dealt with in accordance with the complaints procedure of Swim Ireland.

Any amendments to this document shall be by way of motions submitted to the Leinster AGM each year

Adopted by unanimous vote at Leinster Regional AGM 2011 which took place in Sports HQ on 23rd February 2011