



# Leinster Swimming Operating Procedure



Adopted by unanimous vote at Leinster Regional Annual Conference 2017, which took place in the Maldron Hotel, Newlands Cross, Dublin on March 21, 2017.

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## 1. INTRODUCTION

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.*

## 2. MEETING SCHEDULE

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

- a) RAC – to be held where possible, prior to the end of January, but should necessarily take place 8 weeks prior to the Swim Ireland AGM
- b) General meeting to be held, where possible in October.

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

## 3. ELECTIONS

The RAC shall elect the following

- 1) Regional chairperson
- 2) Regional Secretary
- 3) Regional Treasurer
- 4) One Leinster representative to serve on the board of Swim Ireland for a two-year period
- 5) One Leinster nominee to serve on the National meet licencing committee
- 6) One Leinster representatives to serve on the National Performance Committee. The second position on the National performance committee will be held by the chair of the Technical 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) Members of the Technical and Competitions sub committees.

Representatives to the national board and standing committees shall commence their term of office at the conclusion of the company AGM following the Regional Annual Conference at which they were elected and shall hold office until the conclusion of the company AGM in which their terms of office expire. The national board shall determine terms of office.

#### **4. 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 or where appointed, the Leinster Regional Administrator
- 3) Regional Treasurer
- 4) One Regional representative who shall sit on the Board of Swim Ireland
- 5) The Regional Gala Secretary shall be appointed at the RAC and if, having served 4 years on the LRMC, shall be required to take a 2-year break. During this 2-year period, they shall be invited to attend the LRMC meetings as required, in a non-voting capacity
- 6) Representative of the Regional Competitions sub-committee (appointed at the RAC)
- 7) Representative of the Regional Technical sub-committee (appointed at the RAC)
- 8) Leinster Club Support Officer.

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

From 2015, the term of office for the Chairperson shall be for a two year terms and two years thereafter. For the purpose of doubt any prior years served shall be considered in line with the four-year rule for serving on the LRMC.

From 2016, the term of office for the Secretary and Treasurer shall be for two years and two years thereafter. For the purpose of doubt any prior years served shall be considered in line with the four-

year rule for serving on the LRMC.

The members of the LRMC shall hold office from the conclusion of the next company AGM after the Regional Annual Conference 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.

## **5. MEETINGS**

Notice of general meetings and RAC 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 should be present.

No business shall be transacted at the RAC unless a quorum is present. 20 delegates, entitled to attend and cast votes that 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 election shall take place. Each club shall have a maximum of two votes.

## **6. SUB COMMITTEES**

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

Nominations for places on these committees shall be taken before the RAC and require a nomination from their own club only. 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 RAC. It is recommended that potential nominees or their appointed proxy, attend the relevant meeting.

## **7. SUB COMMITTEE OPERATION**

Leinster Technical Committee nominees may only include a maximum number of two coaches from

any one club.

The Leinster members of the Swim Ireland 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

The Chairperson of the Leinster Technical Committee shall be an ex officio – entitled to attend, speak but not vote – member of the Leinster Competitions Committee.

The Chairperson of the Leinster Competitions Committee shall be an ex officio – entitled to attend, speak but not vote – member of the Leinster Technical Committee.

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

## **8. 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 RAC 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.

## **9. NOMINATIONS**

Leinster Clubs may nominate a Presidential Candidate prior to the RAC. 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 RAC. 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.

## **10. COMPLAINTS AND DISCIPLINACY PROCEDURES**

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

## 11. AMENDMENTS

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