



To all Club Secretaries Leinster Region

For distribution to Club Members

22 January 2019

Notice of Leinster Region Annual Conference

Dear Club Secretary,

The Leinster Swimming Regional Annual Conference will take place on Tuesday 12th February at 7.30pm in Irish Sport HQ, National Sports Campus, Dublin 15.

This is an important date in the Leinster calendar and all club members are welcome to attend but only two delegates per club are permitted to vote. Please advise me by email leinstersecretary@swimireland.ie of the names of your voting delegates me on or before Monday 11th February.

The Agenda and other relevant information for the Conference will issue 7 days in advance but in the interim you are invited to

1. Submit nominations for vacant regional and national positions
2. Submit any motions or agenda items to the Leinster Region Management Committee (LRMC) that a Club would like to see discussed for consideration

Nominations are invited in respect of the vacant positions outlined below and all nominees must be members of Swim Ireland and will be subject to Garda Vetting. It is essential for the continuity of the region that clubs and individuals step forward to fill the various positions and gain experience on the sub-committees. Nomination Forms are contained at Appendix A, Motion Form at Appendix B and more detailed information in respect of national positions at Appendix C. The vacant positions are as follows:

Region Vacancies:

Leinster Management Committee

Honorary Chairperson – this role is a two-year term. In the event of there being more than 1 nomination an election will take place at the Conference.

Leinster Competitions Committee

This Committee may have up to 9 members, in the event of there being more than 9 nominations an election will take place at the Conference

Leinster Performance Advisory Group (formerly Leinster Technical Committee)

4 Coaches from the Region who shall hold at least a Level 3 Coaching qualification and current Licence, in the event of there being more than 4 nominations an election will take place at the Conference

Leinster Education Committee

The Committee shall consist of a minimum of 3 members from the region.

Leinster Complaints & Disciplinary Panel



The Group shall be composed of a minimum of six members appointed annually at the Annual Regional Conference. No more than one member of a Club or Regional Committee may serve on the Panel

Vacancies National

Leinster Nominee to the Board of Swim Ireland x 1

Masters Committee x 2

Meet Licencing Committee x 1

Complaints & Disciplinary Committee x 2

The closing date for receipt of nominations, motions and agenda items is Monday 4th February 2019. The final Agenda will issue 7 days in advance of the meeting. Please note that nominations for all vacant positions must be submitted by the nominee's own club. In the case of the position of Honorary Chairperson of the LRMC and the National Committee Vacancies a nomination must also be submitted from one other club in the region. There must be a delegate from the nominee's own club present at the RAC for the nomination to be valid.

If you have any queries on any of the above, please feel free to contact me by email at leinstersecretary@swimireland.ie. The Leinster Region Management Committee looks forward to welcoming you to the Annual Conference.

Yours in Sport

Brenda Shannon

Secretary Leinster Region



Appendix A – LEINSTER ANNUAL CONFERENCE CLUB NOMINATION FORM

Return to leinstersecretary@swimireland.ie no later than 5.00pm on Monday 4th February 2019

Nominee information	
Nominees must sign to indicate that indicating that they are willing to allow their name to go forward for election and provide an email address at which the regional secretary can contact them to confirm their nomination.	
Nominee Name	
Nominee Club	
Nominee Phone Number	
Nominee Email Address	
Nominee Signature	
Position	
Please indicate which position nominee is being put forward for	
Leinster Management Committee Chairperson	
Leinster competitions committee	
Leinster performance advisory group	
Leinster education committee	
Leinster complaints & disciplinary panel	
Swim Ireland Board – Leinster nominee	
Swim Ireland Performance Advisory Group	
Swim Ireland Meet Licensing committee	
Swim Ireland Masters committee	
Swim Ireland complaints & disciplinary committee	
Nominating club information	
We the undersigned confirm that the motion proposed was agreed by club committee at a committee meeting on date stated below.	
This nomination form must be signed by two officers of your club i.e. Chairperson, Secretary, Treasurer	
Club name	
Committee meeting date	
Committee meeting venue	
Club secretary name	
Club secretary email address	
Signature 1	
Club role	
Signature 2	
Club role	

Incomplete forms will not be accepted – signatures are required



Appendix B – Notice of Motion Form

Return to leinstersecretary@swimireland.ie no later than 5.00pm on Monday 4th February 2019

Motion	
Motions will be accepted from Leinster Swimming clubs only. We the undersigned confirm that the motion proposed was agreed by club committee at a committee meeting on date stated below. Motion must be signed by two club officers (chairperson, secretary, treasurer)	
Club name	
Committee meeting date	
Committee meeting venue	
Club Officer 1	
Signature	
Club Officer 1	
Signature	

Incomplete forms will not be accepted – signatures are required



Appendix C - National Committees Information

General

All Nominees for elected positions must be members of Swim Ireland and must be nominated by their own Club and at least one other Club

All Board and Committee members will be reimbursed for out of pocket expenses in line with Swim Ireland Finance Policy

All Committees are sub-committees of the Swim Ireland Board and operate to Terms of Reference approved by the Board. These can all be viewed on the Swim Ireland Website 'About' section in the Policy Library or by contacting Swim Ireland Head Office

The Term of Office for committee members is 1 year and the Term of Office of a Board Director is 2 years. No Committee member or Board Director may serve more than 4 consecutive years in office

Regional Nominee to the Swim Ireland Board

The Regional Nominee to the Swim Ireland Board will become a Director of the Company and assume the legal responsibility of a Director. The Board operates at a strategic level and as member of the Board the Regional Nominee will be expected to act in the best interests of the organisation. The Board meets every six to eight weeks in Sports HQ, Dublin, generally after 6.00pm on a weekday. Board papers issue a week in advance and Directors are asked to come to meetings prepared to have read the documents in advance.

The Region is required to elect 1 x Nominee to the Board of Swim Ireland

[Current Nominee is Mary Aldridge who has served four years and is not eligible for re-election](#)

Performance Advisory Group

The Performance Advisory Group is a consultative body for the National Performance Director (NPD) and meets at least four times per year. Where possible meetings will be held around National Competitions. In addition to attendance at meetings Committee members will receive regular communication from the NPD for consideration.

The Region is required to elect 1 x Nominee at the Annual Conference – The nominee must hold a minimum of a Level 3 Coaching qualification and a current Swim Ireland Coaching Licence. It is recommended that the Regional Nominee will be a member of the Regional Technical/Performance Committee.

Note: The NPD may select up to 6 additional coaches where it is felt that such practitioners have the necessary skills to contribute positively to the group.

[Current member is Brian Sweeney who is eligible for re-election](#)

Meet Licencing Committee

The Committee is responsible for implementation of the Swim Ireland Meet Licensing Programme and the Regional Nominee will consider all applications for Club and Regional Meet Licenses and manage all the communication within the Region. There is at least one meeting per year in Dublin but most of the work of the Committee is done via the online application portal. There is some time commitment required for this role as members of the Committee would need to have the time to check applications on at least a weekly basis and would require some basic IT skills.



The Region should elect 1x nominee to this Committee at its Conference

Current member is Stacy Morris who is eligible for re-election

Disciplinary and Complaints Committee

The Disciplinary and Complaints Committee is responsible for reviewing and adjudicating on matters referred to it by the Complaints & Disciplinary Officer in accordance with Swim Ireland Complaints & Disciplinary Procedures and is convened as often as is necessary. In so far as it is possible a Regional Nominee will not be called to adjudicate in a matter involving a club from their own Region. The Committee has an independent Chairperson with a legal background.

Committee members may be required to attend a training day in Dublin upon appointment and thereafter will be called upon as and when cases are referred to them. Hearings generally take place in Sports HQ in Dublin.

Each Region should elect 2 nominees and current serving members Paul McMenamin and Fiona Burke are eligible to go forward for re-election.

Masters Committee

The Masters Committee is responsible for the promotion and development of Masters Swimming in Ireland. This includes the organisation of Masters activities including competition and training. The Committee meets approximately four times per year and meetings generally take place in Dublin on a Sunday.

The Region may put forward 2 Nominees, current members of the committee are Charlotte Reid and Ceall O'Dunlaing who are both eligible for re-election