

# Sport Operations Committee Skills Based Member Recruitment (Four positions - voluntary)

Are you passionate about our sport and want to contribute to its future direction?

Do you have knowledge and experience of the pathway from learn to swim to elite?

Do you have broad experience of the club environment?

Yes? Then we are currently in search of someone just like you to join the newly formed Sport Operations Committee.

In the new Swim England governance structure the Sport Operations Committee reports directly into the Swim England board. It has wide brief including overseeing the effective delivery of the pathway (all disciplines) from learn to swim through to the elite programmes, ensuring a seamless transition for all participations. It will also provide direction on the development of the sport from clubs through to Regions, as well as guidance and input into the annual implementation plans in place to deliver the Swim England strategy.

With Neil Booth as Chair, he is joined by two other Swim England Board members, four members of the Senior Leadership Team and a nominated Regional Chair. To complete our team we are looking for four committed individuals to join us as we embark on this exciting time for our organisation.

## About you:

You will be someone who brings knowledge of at least one of the disciplines, but are able to think objectively across all aspects of Swim England's activity, being able to act independently with impartiality.

You'll also:

- Be a member of Swim England and currently active within a club, County or Region.
- Have an open mind, willing to listen and consider the views and needs of others, whilst constructively challenging the status quo.
- Show a commitment to promoting equality and diversity.
- Be able to commit to attending meetings and being an active member of the committee, as well as being the representative on a Discipline Management Group.

Please see the full person specification and the draft Terms of Reference below for further details. Please note that the Terms of Reference is still subject to Swim England Board approval.

To apply please provide a written statement outlining how you meet the personal specification to Emma Griffin, Operations Director - [emma.griffin@swimming.org](mailto:emma.griffin@swimming.org).

**Closing date: Midnight 10<sup>th</sup> July**

**Interview date: Telephone/Skype interviews will take place during the second half of July.  
Applications after this time will not be considered.**



# Terms of Reference

## Sport Operations Committee – Draft subject to board approval.

### Membership

The Sport Operations Committee is made up of:

- Chair – Swim England member nominated board member
- Two further Swim England nominated board members.
- One Swim England Regional Chair who is not on the Swim England board
- Four Swim England members – skills based recruitment
- Sport Development Director
- Operations Director
- Insight and Partnerships Director
- Learn to Swim and Workforce Director

### Responsibilities

The Sport Operations Committee:

1. Oversees and provides input into annual implementation plans within remit, making recommendations for approval to the Senior Leadership Team and Swim England Board.
2. Within the parameters identified by the board, develops and recommends the allocation of resources, including financial resources, human resources and infrastructure.
3. In conjunction with the Senior Leadership Team, monitors performance in relevant areas against agreed plans, budgets and targets, making recommendations for improvement activity as appropriate.
4. Provides advice and direction on the operational development of clubs, Counties and Regions.
5. Oversees the effective delivery of the swimmer pathway (all disciplines) from learn to swim through to the elite programmes, with a seamless transition of participants.
6. Ensures the implementation and ongoing review of the plans for the recruitment, retention and development of volunteers.
7. Approval of the technical rules, membership rules and regulations.
8. Sets up, monitors and evaluates the activities of its sub-committees and working groups (including the approval of all Terms of Reference).
9. Identifies changes that are likely to impact Swim England clubs, membership and the sport, and helps to determine any steps needed to respond to these.
10. Seeks to promote diversity and inclusion in order to drive up participation across all groups.
11. Provides tactical advice and guidance as requested.

### Meetings

Meetings will be held as required. In addition to committee members, meetings will be attended by the following:

- Chief Executive Officer.
- Senior Administration Officer (minute taker)
- Head of Events (where required).

Other individuals may attend at the invitation of the Chair.

In order for a meeting to be quorate six or more voting members must be present.

## **Reporting**

The committee reports into the Swim England board.

## **Conflicts of Interest**

The committee should follow Swim England's Conflict of Interest policy at all times. They should also declare any direct or indirect interest that they or their spouse, partner or close family member has at the commencement of the meeting.

## **Resolutions and Voting**

Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be agreed, the Chair may request a vote on a show of hands, in which case each voting member shall have one vote.

Ordinarily the Chair will not have a vote, unless there is an even number of voting members in attendance and a majority vote does not occur. In these instances, the Chair shall have a casting vote.

## **Confidentiality**

The committee members should not disclose the detailed substance of board papers or discussions without the prior consent of the Chair (and author, in the case of papers). Members should not make any press or media statements or comments.

## **Papers**

Packs will be circulated by email no later than five working days ahead of each meeting. They will be sent to:

- Committee members
- The Swim England Senior Leadership Team.

Hard copies shall be available on request.

A draft copy of the minutes will be signed off by the Chair and then circulated to:

- Sport Operations Committee
- Regional Chairs
- Swim England Board
- Senior Leadership Team
- Discipline Committees

A copy of the draft minutes will be placed on swimming.org (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

## **Effectiveness and Review of Terms of Reference**

The Committee terms of reference and effectiveness will be reviewed at least annually, including a review of membership and relevant skills. Any changes considered necessary must be approved by the Board.

## Membership

Role	Maximum Term
Chair – Swim England member nominated Board member.	Whilst on the Swim England Board
Two further Swim England nominated Board members.	Whilst on Swim England Board
One Swim England Regional Chair – not on Swim England Board.	Whilst a Regional Chair with a maximum of two periods of three years
Four Swim England members – skill based recruitment.	Two periods of four years. Initially, when all posts are recruited at the same time, all individuals will be randomly selected to determine initial term
Sport Development Director	Whilst in SLT role
Operations Director	Whilst in SLT role
Insight and Partnerships Director	Whilst in SLT role
Learn to Swim and Workforce Director	Whilst in SLT role

## Sport Operations Committees

### Delivery Committees

- Swimming and Open Water
- Masters (Sub-Committee of Swimming and Open Water)
- Para/Disability Swimming (Sub-Committee of Swimming and Open Water)
- Water Polo
- Diving
- Artistic Swimming (Synchro)
- Club Development

### Corporate

- Sport Health and Safety Forum
- Rules/Regulations Working Group