

Swim England North East Region

Terms of Reference – SwimMark Panel

Membership

Membership of the panel shall be determined by the skills base of individuals within the Swim England North East Region. Each member, where possible, will have different skills to bring to the panel.

All members should ideally have knowledge of club accreditation as well as committee experience with specific responsibilities.

Ideally both Northumberland and Durham and Yorkshire Swimming Associations will have representatives on the panel.

Specific Responsibilities

1. To quality check and verify the approval of SwimMark accreditation, reaccreditation, annual health checks and Club Affiliation on behalf of the Region on a quarterly basis.
2. Check and challenge arbitration for the SwimMark programme and decide on any referrals which may need to be presented to the Swim England Club Leadership Group.
3. Support a collaborative approach to club standards between the Swim England, the Region and the counties.
4. To provide regional initiatives, raise any challenges and identify best practice.
5. Provide evidence of required changes to club governance to the Swim England Club Leadership Group.
6. Provide advice and direction on the development requirements of clubs and volunteers to Swim England North East Regional Board, County Associations, partners and the Swim England Development Team.

Any implementation of decisions must respect the need to maintain Swim England and Swim England North East values and protect/enhance reputation.

Meetings

Meetings will be held four times per year i.e. January, April, July and October and will be subject to the following requirements:

- All meetings will be held either face to face in person or via video conferencing.
- There is a requirement for panel members to attend a minimum of 50% of scheduled meetings.

Meeting dates shall be set by the Regional Development Team and will be communicated

prior to the start of each quarter. Group administration will be managed by the Regional Development Team who will support the group by arranging meetings, distributing papers and recording any actions.

Reporting

The group reports to the Swim England North East Regional Management Board and Swim England Club Leadership Group, via the Regional Development Team, who will highlight areas of progress and concern following each panel meeting.

Conflicts of Interest

The group must follow Swim England North East's Conflict of Interest policy at all times.

Confidentiality

Members must adhere to the Swim England / Swim England North East Region policy on confidentiality for volunteers. Members must also keep confidential:

- (i) information provided by Swim England that Swim England designates as confidential, and
- (ii) any information or discussions the Group designates as confidential.

Papers

The meeting documentation will be circulated by email, to all group members, by the development team no later than a week prior to each panel meeting.

Review of Terms of Reference

These Terms of Reference and their effectiveness will be reviewed by the Swim England North East Management Board and the SwimMark panel at least annually.

Terms of Office

Members will ideally serve up to a maximum of two four year fixed periods.

Members can be removed by the Regional Management Board if they are not fulfilling the role satisfactorily.

Recruitment

All members of the group will be appointed through a Swim England North East Region led process.

County representatives can be nominated by their respective counties and agreed by the region's Management Board.

Induction information will be provided to each member.