

Sport Operations Committee Terms of Reference

1. Membership

- 1.1. The Sport Operations Committee is made up of:
 - 1.1.1. Chair - Swim England member nominated board member.
 - 1.1.2. One further Swim England nominated board member.
 - 1.1.3. One Swim England Regional Chair - not on Swim England board.
 - 1.1.4. Six Swim England members - skill-based recruitment.
 - 1.1.5. Youth Advisory Panel Representative.
 - 1.1.6. Director of Sports .
 - 1.1.7. Director of Community Participation Health
- 1.2. All members of the Committee are voting members.
- 1.3. Swim England Operations Department will manage the administration of the Committee.
- 1.4. The Committee has the authority to establish a sub-committee either for a specific purpose or an ongoing period. Where this takes place, the committee is responsible for the monitoring and evaluation of the sub-committee's activity.

2. Responsibilities

- 2.1. The Sport Operations Committee:
 - 2.1.1. Oversees and provides input into annual implementation plans within remit, making recommendations for approval to the Senior Leadership Team/Swim England Board.
 - 2.1.2. Develops and agrees the allocation of resources, including financial resources (budget), human resources and infrastructure for these aspects within the parameters identified by the Board.
 - 2.1.3. 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.
 - 2.1.4. Provides advice and direction on the operational development of clubs, counties, and regions.
 - 2.1.5. Oversees the effective delivery of the athlete (all disciplines) pathway from learn to swim through to the elite programmes, with a seamless transition of participants.

- 2.1.6. Ensures the implementation and ongoing review of the plans for the recruitment, retention, and development of volunteers.
- 2.1.7. Recommends approval of the technical rules, membership rules and general regulations.
- 2.1.8. Sets up, monitors, and evaluates the activities of its sub-committees and working groups (including the approval of all Terms of Reference).
- 2.1.9. 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.
- 2.1.10. Seeks to promote diversity and inclusion in order to drive up participation across all groups.
- 2.1.11. Provides tactical advice and guidance as requested.

3. Meetings

- 3.1. In addition to committee members, meetings will be attended by the Head of Development, and an administrative officer, who will produce minutes. Both will be non-voting.
- 3.2. Other individuals may attend at the invitation of the Chair.
- 3.3. In order for a meeting to be quorate six or more voting members must be present.

4. Reporting

- 4.1. The committee reports into the Swim England Board.

5. Conflicts of Interest

- 5.1. 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.
- 5.2. The Declarations of Interest Form must be completed by each member annually. This process will be managed by SE Operations Department.

6. Resolutions and Voting

- 6.1. Decisions shall be taken by resolution and recorded in the minutes at which such a resolution is passed. Where a consensus cannot be reached, the Chair may request a vote on a show of hands, in which case each voting member shall have one vote.
- 6.2. 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.

7. Confidentiality

- 7.1. Members must adhere to the Swim England policy on confidentiality for either employees or volunteers as relates to their status. Members must also keep confidential:

- 7.1.1. information provided by Swim England that Swim England designates as confidential, and
- 7.1.2. any information or discussions the Committee designates as confidential.
- 7.2. Committee members must bear in mind that offensive or other inappropriate comments on social media could violate Swim England regulations or codes of conduct. Committee members must refrain from comment in the press or on social media on Committee work unless in accordance and permission of Swim England Communications team together with the Chair.
- 7.3. All members are required to complete the Swim England standard committee confidentiality agreement document and abide by its contents.

8. Papers

- 8.1. Packs will be circulated by email to attendees and the SE Senior Leadership Team (SLT) no later than five working days ahead of each meeting.
- 8.2. A draft copy of the minutes will be signed off by the Chair and then circulated to:
 - 8.2.1. Sport Operations Committee
 - 8.2.2. Regional Chairs
 - 8.2.3. Board (contained with Board meeting papers)
 - 8.2.4. SLT
 - 8.2.5. Leadership Group Chairs
- 8.3. An agreed set of Meeting Minutes (marked as final) must be published within 14 days of the meeting.

9. Effectiveness and Review of Terms of Reference

- 9.1. 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.

10. Membership

Role	Maximum Term
Chair – Swim England member nominated board member.	Whilst on Swim England board
One further Swim England nominated board member.	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 four years.

Six Swim England members – skill-based recruitment.	Two periods of four years.
Youth Advisory Panel representative	Panel Chair whilst in post
Director of Sports	Whilst in SLT role
Director of Community Participation Health	Whilst in SLT role

11. Reporting Groups

- 11.1 The following committees report to SOC:
 - 11.1.1 Swimming Leadership Group
 - 11.1.2 Water Polo Leadership Group
 - 11.1.3 Diving Leadership group
 - 11.1.4 Artistic Swimming Leadership group
 - 11.1.5 Club Leadership Group
 - 11.1.6 Masters Swimming Leadership group
 - 11.1.7 Health & Safety Forum

Person Specification

Skills:
Able to think objectively across all aspects of Swim England's activity
Act independently with impartiality
Proven ability to present views in a clear, constructive and concise manner
Proven ability to build and maintain excellent relationships
Knowledge:
Broad knowledge and experience of the sport (one or more of four disciplines)
knowledge of sport development
Knowledge of the aquatic sports landscape
Experience:
Experience at club level as a coach or in governance positions
Approach:
Collaborative, working with other committee members
Considers the bigger picture, able to bring together different strands to define a joined-up and clear approach
Have an open mind, willing to listen and consider the views and needs of others, but also be able to constructively challenge the status quo bringing innovative and well thought out contributions to a discussion.
Show a demonstrable commitment to promoting equality, diversity and inclusion at all levels
Commitment:
Able to attend one meeting in person
Able to attend meetings virtually
Other:
Is an active member of Swim England