

OPERATING PROCEDURE

for the

LEINSTER REGION, SWIM IRELAND

1. The Leinster Regional Management Committee is elected 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.

Leinster Regional Management Committee LRMC

2. 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.
3. 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.
4. The LRMC may, subject to financial considerations employ staff and resources as deemed necessary to operate swimming within the region.

Meeting Schedule

5. The Leinster Regional Management Committee shall hold a minimum of three meetings a year to which all Leinster Region Clubs are invited: a) AGM in January; b) General meetings in May and October. Further meetings may be held as are deemed necessary or at the written request of five clubs. i) The AGM in January shall elect the Leinster Representatives to the National Board. Further meetings may be held as are deemed necessary or at the written request of Five Clubs.

Sub Committees

6. The May meeting of the LRMC will elect a **Leinster Technical Committee** and a **Swimming/Competitions Committee** and the October meeting will elect an **Open Sea Committee**.
7. Nominations for places on these committees will be taken at or before the relevant meeting. 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 LRMC meeting. It is recommended that potential nominees or their appointed proxy, attend the relevant meeting.

* Including the disciplines of swimming diving, water polo, and Synchronised Swimming.

Sub Committee Operation

8. Leinster Technical Committee nominees may only include one coach from any one club.
9. The Leinster members of the Swim Ireland High 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
10. Open Sea Committee. To properly control sponsorship and equipment funds the Open Sea Committee shall hold a bank account. At the end of each season (October of each year) the Treasurer of the Open Sea Committee shall present full accounts for the season and return any surplus over £500 to the Leinster Regional Treasurer. The newly elected committee may then

present a budget for the coming season and where necessary request a subvention from the Leinster Region.

Leinster Presidency of Swim Ireland

11. Each year a nominee of one of the Regions holds the Presidency of Swim Ireland by rotation. The President for the year 2002/2003 and every fourth year thereafter falls to the Leinster Region. An election for the Presidential Candidate shall be held at the LRMC meeting in May 2001 and every fourth year thereafter. Once elected the presidential candidate shall sit ex officio on the Leinster Board for the period of the year prior to and the year of their office. Any potential candidate must be a fully paid up member of Swim Ireland.

Nominations

12. Leinster Clubs may nominate a Presidential Candidate prior to the May General meeting. 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.

13. A full list of nominees will be available in advance of the May meeting. If there is only one nominee their election must be by a majority of at least 2/3rds of eligible voters present.

14. Any fully paid up Leinster member of Swim Ireland is entitled to vote, upon production of their current Swim Ireland membership card.

15. The Leinster Regional Management Committee has no disciplinary powers over clubs or members and such disciplinary powers are vested in the board of Swim Ireland. All complaints shall be dealt with in accordance with the complaints procedure of Swim Ireland.

16. Any amendments to this document shall be by way of motions submitted to the Leinster AGM in January of each year. Amended by unanimous vote of the **Leinster Region Council Meeting 31st January 2005**