



**SWIM ENGLAND**  
**SOUTH WEST LIMITED**  
**REGIONAL HANDBOOK**

**Including:**  
**Historical Data**  
**Regional Regulations**  
**Contact Information**

**2026**

**President**  
**Andy Smart**

**Affiliated Counties:**  
**Cornwall, Devon, Dorset,**  
**Gloucester, Somerset, Wiltshire**

09.02.2026  
Version 1

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## **Andy Smart Swim England South West President 2026**



Andrew joined Poole Swimming Club at the ripe old age of 12 years old, where he thoroughly enjoyed his swimming but was not overly competitive.

Instead, Andrew moved in to teaching and Coaching and is an Advanced Teacher and Club Coach. During this time he also started Officiating, after making the fatal error at a competition of saying 'I could do better than that'!!!

Andrew has now been a British swimming Referee for 20 years ago and in 2002 represented the West as a Technical Official at the Manchester Commonwealth Games.

When not officiating, Andy likes nothing better than spending time on the Golf course with his wife Sue.

**Swim England South West Limited**

**Election Timetable for Board Chairman / SE Board Member and County elected Directors**

	2026	2027	2028	2029	2030	2031	2032
Chair (4 years)	Mike Coles				#		
Vice Chair (4 years)	Roger Downing				#		
Treasurer (4 years)	Geoff Pearce				#		
County Elected Directors (3 years)	Wilts Cornwall	Dorset Gloucester	Devon Somerset	Wilts Cornwall	Dorset Gloucester	Devon Somerset	Wilts Cornwall
Independent Directors (3 years)	EDI Safeguarding and Welfare			# #			# #
President Elect	Somerset	Devon	Cornwall	Gloucester	Board	Wilts	Dorset
Swim England Vice President	Nomination at March Board for 2027 SE VP						

## HISTORICAL DATA

### PAST OFFICERS OF THE WESTERN COUNTIES ASA

**Presidents** \* Has a seat on the ACM

1901	Sir G Pragnell	1902	A J Tucker	1903	R B Veness
1904	G W Hern	1905	E W Jordan	1906	C W Bartlett
1907	J S Walker	1908	W M Bull	1909	W S Bambridge
1910	J C Richardson	1911	P Collis	1912	W Aston Lewis
1913	P O Daniell	1914-18	R Gray	1919	H J Evans
1920	G H Lavers	1921	G Bye	1922	E Bowley
1923	F W Wright	1924	T Punchard	1925	W J Lewis
1926	T Bentley	1927	H Collins	1928	F H Edwards
1929	G W Allan	1930	I Lewis		
1931	Bdr G deV Welchman CBE DSO				
1932	H E K Sawtell	1933	R G Jordan	1934	W C Bloye
1935	H D Morris	1936	J de Lancey	1937	W Birkwood
1938	O P Sampson	1939-41	F C Banwell	1942-44	F C Banwell
1945-46	R A Colwill	1947	C F Clark	1948	C R Tipper
1949	G H Meech	1950	G E Allan	1951	A L Sloggett
1952	W J B Hill	1953	W T Tiver	1954	Miss D Rice
1955	Lt Col A Jackson	1956	T J Coles	1957	Miss D Punchard
1958	R J Hodge	1959	G S Reid	1960	N C Carter JP
1961	John Allin	1962	F Bennett	1963	R H French
1964	G Harrison	1965	T A Thorndale	1966	Mrs W M Turtell
1967	Miss J M Bartlett	1968	T Elsom-Rhymes	1969	A T Pope
1970	E K Miller	1971	E H Buckley	1972	Mrs S W Margetts
1973	I Martin	1974	D J Morris DSM	1975	F C Bullard
1976	D T O'Brien	1977	E Dean	1978	C W Webb
1979	E J Tucker	1980*	P Jones	1981	Dr P T Penny
1982	J N Anderson	1983	D J Hoskins	1984	G A F Cutting
1985	F D Fursman	1986	J A Cooper	1987	D A Russell
1988	B L Sefton-Smith	1989	Mrs D Clark	1990	Mrs D Alner
1991	G Hoyland	1992	G J Ley	1993	J C Street
1994	D S G Massett	1995*	D V Toogood	1996*	Mrs S P Yeoman
1997	R K Burke	1998	J Hamblett	1999*	R G W Margetts
2000	E V Clemett	2001*	Mrs A Reynolds	2002	Mrs V Ross
2003	P H Dudley	2004	G L Smart	2005	J M Cooper

### Honorary Secretaries

1901-1903	G W Hearn	1904-1906	W M Bull
1907-1930	E W Jordan	1931-1936	R A Colwill
1937-1942	R G Jordan	1942-1955	J De Lancey A L Sloggett
1956-1972	W T Tiver	1973-1975	T A Thorndale
1976-1980	T Elsom-Rhymes	1981-1993	E Dean
1994-1999	G A Cutting QPM	1999-2001	J C Street
2002-2005	J L Bird	Post Discontinued	

### Honorary Treasurers

1901- 1906	C W J Bartlett	1907-1924	G Bye
1925	E W Jordan	1926-1930	F M Hart
1931-1951	E W Jordan	1952-1956	A L Sloggett
1956-1972	T A Thorndale	1973-1975	T Elsom-Rhymes
1976-2005	D V Toogood	Post Discontinued	

### Honorary Competitions Secretaries

1926-1936	S E Darby	1937	E W Jordan
1938-1946	W Birkwood	1947-1981	R A MacFarlane
1982-2005	R G W Margetts	Post Discontinued	

## Past Officers of ASA South West Region

### Presidents

2006/7	K Pring	2008*	H Richards	2009*	Mrs M Britton
2010*	J L Bird	2011	Mrs J Airlie	2012 2012*	C G Esmond *J Masters
2013*	S Veale	2014*	B Batley	2015*	C Elliott
2016	I Stuart				

### Life Presidents

Dennis Toogood: Christina Tremellen: Phillip Jones: Robert Margetts: John Bird

### Chairman

2006 - 2013	Mrs S Dors	2014 - 2017	D Flack		
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### Finance Officers

2006 - 2008	DV Toogood	2009 - 2017	Mrs C Robinson		
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### Administration Officer

2006 - 2017	J.L.Bird	Post Discontinued			
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## Past Officers of Swim England South West Region

### Presidents

2017*	Mrs Sue Dors	2018*	P Robbins	2019*	R Holman
2020*	M Coles	2021*	R Downing	2022	C Elliott

### Life Presidents

Dennis Toogood: Christina Tremellen: Phillip Jones: Robert Margetts: John Bird

### Chairman

2017 - 2020	D Flack	2020 - 2025	Mrs C Robinson		
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### Vice Chairman

2018	R Downing	2021	P Robbins		
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### Finance Officers

2017 - 2020	Mrs C Robinson	2020 - 2022	G Griffin	2022 -	G N Pearce
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## Past and Current Officers of Swim England South West Limited

### Presidents

2021	Mr R Downing	2022	C Elliott	2023	B Armstrong
2024	Mrs J Beard	2025	M Cleaver	2026	A Smart

### Life Presidents

Dennis Toogood: Christina Tremellen: Phillip Jones: Robert Margetts: John Bird

### Chairman

2021 - 2025	Mrs C Robinson	2025	Mr M Coles		
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### Vice Chairman

2021 - 2024	Mr P Robbins	2025	Mr R Downing		
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### Finance Officers

2021 - 2022	DR G Griffin	2022	G Pearce		
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## Past and Current Directors of Swim England South West Limited

Name	Role	Email
M Coles	Chair of Board	<a href="mailto:mike.coles1956@gmail.com">mike.coles1956@gmail.com</a>
R Downing	Vice Chair of Board	<a href="mailto:rogerandhelendowning@btinternet.com">rogerandhelendowning@btinternet.com</a>
G N Pearce	Finance Officer	<a href="mailto:gnpearce@aol.com">gnpearce@aol.com</a> 2022 -
D Corbett	Cornwall Elected Director	<a href="mailto:treasurer@swimcornwall.org">treasurer@swimcornwall.org</a> 2021 -
R Downing	Devon Elected Director	<a href="mailto:rogerandhelendowning@btinternet.com">rogerandhelendowning@btinternet.com</a> 2021 *
A Smart	Dorset Elected Director	<a href="mailto:tramsa@hotmail.co.uk">tramsa@hotmail.co.uk</a> 2021 -
B Armstrong	Gloucester Elected Director	<a href="mailto:Ba005a1104@blueyonder.co.uk">Ba005a1104@blueyonder.co.uk</a> 2021 -
Kelly Podbury	Somerset Elected Director	<a href="mailto:somersetasa@gmail.com">somersetasa@gmail.com</a>
A Ryczanowski	Wilts Elected Director Interim	<a href="mailto:WiltshireChair@Gmail.com">WiltshireChair@Gmail.com</a>
Emma Noel	Equality, Diversity & Inclusion Officer	<a href="mailto:emmanoel79@outlook.com">emmanoel79@outlook.com</a>
Alan Howe	Director & Lead for Safeguarding & Welfare Issues	

## REGIONAL KEY CONTACTS

### SWIM ENGLAND SOUTH WEST REGIONAL OFFICE

#### Regional Staff

Name	Role	Email
Steve Williams	Regional Manager	<a href="mailto:Steve.williams@swimming.org">Steve.williams@swimming.org</a>
Libby Bell	Welfare & Governance Officer	<a href="mailto:libby.bell@swimming.org">libby.bell@swimming.org</a>
Chris Vickery	Events & Office Coordinator South West	<a href="mailto:chris.vickery@swimming.org">chris.vickery@swimming.org</a>
Stacey Millett	SW Region Development Officer & GDPR Compliance Manager	<a href="mailto:stacey.millett@swimming.org">stacey.millett@swimming.org</a>
Jackie Hilleard	Regional Development Co-ordinator	<a href="mailto:jackiehilleard@gmail.com">jackiehilleard@gmail.com</a>

## Key County Officers

### Cornwall ASA

Name	Role	email
Glyn Belt	President	<a href="mailto:president@swimcornwall.org">president@swimcornwall.org</a>
Jenny Scott	Secretary	<a href="mailto:secretary@swimcornwall.org">secretary@swimcornwall.org</a>
Dan Corbett	Treasurer	<a href="mailto:treasurer@swimcornwall.org">treasurer@swimcornwall.org</a>

### Devon ASA

Name	Role	email
Esther Rookes	President	<a href="mailto:president@devonswimming.org.uk">president@devonswimming.org.uk</a>
Mark Procter	Secretary	<a href="mailto:secretary@devonswimming.org">secretary@devonswimming.org</a>
T Rookes	Treasurer	<a href="mailto:treasurer@devonswimming.org.uk">treasurer@devonswimming.org.uk</a>

### Dorset ASA

Name	Role	email
Stuart Dawson	President	
R Honeybun	Chairman	<a href="mailto:r.honeybun@btinternet.com">r.honeybun@btinternet.com</a>
D Gibbs	Secretary	<a href="mailto:dorsetasa@gmail.com">dorsetasa@gmail.com</a>
Steve Ray	Treasurer	

### Gloucester County ASA

Name	Role	email
Martyn Neale	President	<a href="mailto:martyn_neale@yahoo.co.uk">martyn_neale@yahoo.co.uk</a>
Lorna Farbowski	Secretary	<a href="mailto:gloscountyasa@gmail.com">gloscountyasa@gmail.com</a>
Jeremy Dudley	Treasurer	

**Somerset ASA**

<b>Name</b>	<b>Role</b>	<b>email</b>
Karen Bowen	President	
Kelly Podbury	Chair	<a href="mailto:somersetasa@gmail.com">somersetasa@gmail.com</a>
Daisy Clarke	Secretary	<a href="mailto:Daisyclarke35@gmail.com">Daisyclarke35@gmail.com</a>
M Riggall	Treasurer	<a href="mailto:mike.riggall@btinternet.com">mike.riggall@btinternet.com</a>

**Wilts ASA**

<b>Name</b>	<b>Role</b>	<b>email</b>
G N Pearce	President	<a href="mailto:gnpearce@aol.com">gnpearce@aol.com</a>
Andrew Ryczanowski	Chair	<a href="mailto:Wiltshirechair@gmail.com">Wiltshirechair@gmail.com</a>
Ms L Leffers	Secretary	<a href="mailto:glleffers@btinternet.com">glleffers@btinternet.com</a>
Mr K Mutton	Treasurer	<a href="mailto:wilts_treasurer@kmls.co.uk">wilts_treasurer@kmls.co.uk</a>

## Key Discipline Contacts

### Swimming

Name	Post	email address
<b>Vacant</b>	Manager	
<b>Vacant</b>	Event Secretary	
N Vause	Officials Secretary	<a href="mailto:swofficialssecretary@swimming.org">swofficialssecretary@swimming.org</a>
<b>Vacant</b>	Masters Secretary	
C Vickery	Admin & Events Co-ordinator	<a href="mailto:swentries@swimming.org">swentries@swimming.org</a>
J Beard	Regional Technical Officials Training & Development Co-ordinator	<a href="mailto:beardfamilyuk@yahoo.co.uk">beardfamilyuk@yahoo.co.uk</a>
L Leffers	Licenced Meet Co-ordinator	<a href="mailto:glleffers@btinternet.com">glleffers@btinternet.com</a>

### County Reps to Swimming Committee

Name	Post	email address
B Caslake	County Representative - Cornwall	<a href="mailto:competitions@swimcornwall.org">competitions@swimcornwall.org</a>
M Walters	County Representative - Devon	
A Smart	County Representative - Dorset	<a href="mailto:tramsa@hotmail.co.uk">tramsa@hotmail.co.uk</a>
Lily Lowe	County Representative - Gloucestershire	<a href="mailto:lilyglowe@protonmail.com">lilyglowe@protonmail.com</a>
K Podbury	County Representative - Somerset	<a href="mailto:Kellypods07@gmail.com">Kellypods07@gmail.com</a>
S Yeoman	County Representative - Wilts	

### County Swimming Masters Reps

Name	Post	email address
	County Representative - Cornwall	
S Haigh	County Representative – Devon & Secretary	<a href="mailto:Suehaigh11@gmail.com">Suehaigh11@gmail.com</a>
D Gibbs	County Representative - Dorset	<a href="mailto:dorsetasa@gmail.com">dorsetasa@gmail.com</a>
B Armstrong	County Representative - Gloucestershire	<a href="mailto:Ba005a1104@blueyonder.co.uk">Ba005a1104@blueyonder.co.uk</a>
Vacant	County Representative - Somerset	
Dr Konrad Adams	County Representative - Wilts	

### County Swimming Officials Reps

Name	Post	email address
N Jenkin	County Representative - Cornwall	
E Rookes	County Representative - Devon	<a href="mailto:officials-training@devonswimming.org.uk">officials-training@devonswimming.org.uk</a>
T Roberts	County Representative - Dorset	<a href="mailto:tjr1964.tr@gmail.com">tjr1964.tr@gmail.com</a>
N Harper	County Representative - Gloucestershire	<a href="mailto:Neil.harper9999@gmail.com">Neil.harper9999@gmail.com</a>
Vacant	County Representative - Somerset	
P Robbins	County Representative - Wilts	<a href="mailto:robbipa@aol.com">robbipa@aol.com</a>

### CLUB DEVELOPMENT

Name	Post	email address
	Chair	
J Hilleard	Swim England South West Development Coordinator	<a href="mailto:Jackie.hilleard@gmail.com">Jackie.hilleard@gmail.com</a>
S Millett	Regional Development Officer	<a href="mailto:Stacey.millett@swimming.com">Stacey.millett@swimming.com</a>
M Hooper	Volunteer Representative	<a href="mailto:Swartistic.manager@btinternet.com">Swartistic.manager@btinternet.com</a>
M Coles	Volunteer Representative	<a href="mailto:Mike.coles1956@gmail.com">Mike.coles1956@gmail.com</a>
F Bowen	Volunteer Representative	<a href="mailto:fiona@bowenfamily.me.uk">fiona@bowenfamily.me.uk</a>

**DIVING COMMITTEE**

<b>Name</b>	<b>Role</b>	<b>email</b>
Vacant	Manager	
Vacant	Chair	
	Board Liaison	

**ARTISTIC- SWIMMING**

<b>Name</b>	<b>Post</b>	<b>email address</b>
M Hooper	Manager	<a href="mailto:swartistic.manager@btinternet.com">swartistic.manager@btinternet.com</a>
M Coles	Board Liaison	<a href="mailto:Mike.coles1956@gmail.com">Mike.coles1956@gmail.com</a>
Martha Chillcott	Grades Coordinator	<a href="mailto:Swartistic.grades@gmail.com">Swartistic.grades@gmail.com</a>
Sarah Pullan	Licenced Meet Coordinator	<a href="mailto:swartistic.competitions@gmail.com">swartistic.competitions@gmail.com</a>
Paula Brand	Regional Squad Coach	<a href="mailto:paulabrandsynchro@hotmail.co.uk">paulabrandsynchro@hotmail.co.uk</a>
Paul Davis	Chief Recorder	<a href="mailto:swartistic.scorer@gmail.com">swartistic.scorer@gmail.com</a>
Christine Merrifield	County Rep for Cornwall	<a href="mailto:Christine.merrifield@btinternet.com">Christine.merrifield@btinternet.com</a>
Chris Seall	County Rep for Dorset	<a href="mailto:Thesealls@hotmail.com">Thesealls@hotmail.com</a>
Stacey Jones	County Rep for Gloucs	<a href="mailto:Staceyjones1703@gmail.com">Staceyjones1703@gmail.com</a>
Annabelle Toole	County Rep for Somerset	<a href="mailto:synchro.annabelle@gmail.com">synchro.annabelle@gmail.com</a>
Adelle Rahn	Events Coordinator	<a href="mailto:Swartistic.events@gmail.com">Swartistic.events@gmail.com</a>

**Open Water**

Name	Post	email address
B Armstrong	Manager	<a href="mailto:Ba005a1104@blueyonder.co.uk">Ba005a1104@blueyonder.co.uk</a>
<b>vacant</b>	Competition Manager	
John Ferguson	Coach	
<b>vacant</b>	Safety Officer	
J Quiterio	County Representative - Cornwall	<a href="mailto:jasonquiterio@gmail.com">jasonquiterio@gmail.com</a>
Neil Edwards	County Representative - Devon	<a href="mailto:edwardsn@mountkelly.com">edwardsn@mountkelly.com</a>
<b>vacant</b>	County Representative - Dorset	
B Armstrong	County Representative - Gloucestershire	<a href="mailto:Ba005a1104@blueyonder.co.uk">Ba005a1104@blueyonder.co.uk</a>
<b>vacant</b>	County Representative - Somerset	
Rebecca Smith	County Representative - Wilts	<a href="mailto:coach@boaswimming.org.uk">coach@boaswimming.org.uk</a>
D Corbett	RMB Liaison	<a href="mailto:Ccasa.treasurer@gmail.com">Ccasa.treasurer@gmail.com</a>

**WATER POLO COMMITTEE**

Name	Post	email address
S Tomlinson	Chairman	<a href="mailto:Tomlinsons1@sky.com">Tomlinsons1@sky.com</a>
Sarah & Nick Purslow	Manager	<a href="mailto:waterpolomanagersw@gmail.com">waterpolomanagersw@gmail.com</a>
T Hogg	Cornwall Rep	<a href="mailto:tobyhogg@gmx.co.uk">tobyhogg@gmx.co.uk</a>
Kit Greenslade	Devon Rep	
Glen Mitchell	Dorset Rep	
Brad Poole	Somerset Rep	<a href="mailto:bradjpoole@hotmail.com">bradjpoole@hotmail.com</a>
J Spicer	Chief Men's Coach	<a href="mailto:johnfspicer@btinternet.com">johnfspicer@btinternet.com</a>
S Tomlinson	Chief Women's Coach	<a href="mailto:Tomlinsons1@sky.com">Tomlinsons1@sky.com</a>
Laura Kania	Gloucester Rep	<a href="mailto:Laurakania@hotmail.com">Laurakania@hotmail.com</a>
C Selby	Wilts Rep	<a href="mailto:chris-selby23@hotmail.co.uk">chris-selby23@hotmail.co.uk</a>
A Smart	Board Liaison	<a href="mailto:tramsa@hotmail.co.uk">tramsa@hotmail.co.uk</a>

**Para Committee**

<b>Name</b>	<b>Post</b>	<b>Email Address</b>
Adam Clarkson	Manager	<a href="mailto:adambruceclarkson@yahoo.com">adambruceclarkson@yahoo.com</a>
C Ralph	County Representative - Cornwall	<a href="mailto:ralphcatherine@hotmail.com">ralphcatherine@hotmail.com</a>
Jan Daly	County Representative – Devon & Finance	<a href="mailto:Jan.daly@hotmail.co.uk">Jan.daly@hotmail.co.uk</a>
Deby Sturgess	County Representative - Dorset	<a href="mailto:Debysturgess@ntlworld.com">Debysturgess@ntlworld.com</a>
K O'Reilly	County Representative - Gloucestershire	
K Willcox	County Representative - Somerset	<a href="mailto:Terry.willcox@btinternet.com">Terry.willcox@btinternet.com</a>
Paula Rutherford	County Representative - Wilts	<a href="mailto:paularutherford1976@gmail.com">paularutherford1976@gmail.com</a>
	RMB Representative	
A Clarkson	Coach	<a href="mailto:adambruceclarkson@yahoo.com">adambruceclarkson@yahoo.com</a>

# Swim England South West Limited

*A Company Limited by Guarantee*  
Company No. 12563251  
Incorporated 01/05/2021

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## REGULATIONS

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### **Company Regulations:**

Numbers 1 - 52 may only be amended at the Annual General Meeting as they form the Regulations for Swim England South West Limited. Companies House would need to be advised of any such amendments

### **Company Regulations:**

#### PART 1: OBJECTS, POWERS & NOT-FOR-PROFIT STATUS

##### **1. Defined terms**

1.1. The interpretation of these Regulations is governed by the provisions set out in the Schedule at the end of the Regulations.

##### **2. Objects**

2.1. The objects of the Company are to encourage and assist people to learn how to swim, to take part in aquatic activities and sports, and to enjoy the water safely. In pursuing its objects, the Company shall:

- 2.1.1. Support and carry on the aims and objects of the charity The Amateur Swimming Association (Swim England) Limited, charity number 1175603 (referred to in this document as 'Swim England');
- 2.1.2. To the extent it is able to do so enforce the Rules, Regulations and Technical Rules of Swim England;
- 2.1.3. Ensure as far as practicable that affiliated clubs and their members treat everyone equally regardless of their gender, colour, creed, disability, nationality and sexuality;
- 2.1.4. Ensure as far as practicable that affiliated clubs and their members recognise that the welfare of children and vulnerable adults is the responsibility of everyone and that these children and vulnerable adults have a right to be safe and protected at all times;
- 2.1.5. Produce, maintain and implement such business development and other plans based on strategic criteria set by Swim England and in such a form as Swim England may from time to time require;
- 2.1.6. Administer the procedures for clubs as defined in Swim England Regulations, including any necessary fee collection;
- 2.1.7. Administer the procedures for associations, bodies and organisations to affiliate to the Company, including any necessary fee collection.
- 2.1.8. Administer such procedures as Swim England shall from time to time direct in order to enable individual club members to be members of Swim England; and
- 2.1.9. Administer such procedures as Swim England and the Company shall from time to time decide to establish and maintain County Associations to

participate in the governance, administration and delivery of aquatic sports within the area of benefit.

### **3. Areas of Affiliation**

The Company shall act as the South West Region of Swim England, its areas of affiliation (referred to as the Area of Benefit) comprising the Counties of Cornwall, Devon, Dorset, Gloucestershire, Somerset and Wiltshire and such other areas as may be agreed between the Company and Swim England from time to time.

### **4. Powers**

The Company has the power to do anything which is incidental or conducive to the furtherance of its Objects. In addition to any other powers it may have, the Company has the following powers, including —

- 4.1. To seek and apply for funds, and to receive donations, gifts, endowments, sponsorship fees, subscriptions and legacies from persons wishing to support the Company's objectives.
- 4.2. To borrow or raise or secure the payment of any money for the purposes of or in connection with the Company's objects, and to mortgage or charge any part of the Company's property as security for borrowed money
- 4.3. To enter into contracts to provide services.
- 4.4. To acquire or rent any property of any kind and any rights or privileges in and over property and construct, maintain, alter and equip buildings or facilities
- 4.5. To dispose or deal with all or any of its property with or without payment and subject to such conditions as the Board think fit
- 4.6. To set aside funds for special purposes or as reserves against future expenditure
- 4.7. To invest the Company's money not immediately required for its objects in or upon any investments, securities or property
- 4.8. To open and operate bank accounts and other facilities for banking and draw, accept, endorse, issue or execute promissory notes, bills of exchange, cheques and other instruments
- 4.9. To trade in the course of carrying out the objects of the Company and carry on any other trade which is not expected to give rise to taxable profits
- 4.10. To appoint and/or remove, or delegate the appointment of, paid or unpaid persons as staff or post holders
- 4.11. To contract for services and products other than those covered by staff employed directly or indirectly by Swim England
- 4.12. To provide indemnity insurance for the Directors or any other officer of the Company in accordance with Article 48; and
- 4.13. To appoint, each year, a President of the Region and a President Elect, who shall be elected at the Annual General Meeting (AGM), from nominations received in rotation by Somerset, Devon, Cornwall, Gloucestershire, SESW Ltd Board of Directors, Wiltshire, and Dorset. The President Elect shall, in the year following, be installed as the President of the Region.

### **5. Not-for-profit status: Application of income and property**

The income and property of the Company shall be applied solely towards the promotion of its objects, and no portion shall be transferred directly or indirectly by way of dividend, bonus, or otherwise by way of profit to any member or Director of the Company, provided that nothing shall prevent any payment in good faith by the Company —

- 5.1. As repayment of reasonable out-of-pocket expenses incurred by any Director whilst acting on behalf of the Company
- 5.2. Of interest on money lent by any member or Director of the Company at a rate per annum not exceeding 2 per cent above the base lending rate of the Company's bankers for the time being
- 5.3. Of reasonable and proper rent for premises demised or let by any member or Director of the Company
- 5.4. Of grants, loans, donations or any other kind of financial assistance to a member of the Company, or to any organisation or agency which is represented on the Board of Directors, provided that any such payment is in furtherance of the Company's objects.

#### **6. Not-for-profit status: Dissolution**

If the Company is dissolved, any assets remaining after the satisfaction of its debts and liabilities shall not be distributed amongst the members but instead must be transferred:

-

- 6.1. To one or more not-profit-distributing institutions with objects similar to or compatible with those of the Company, including affiliated County Associations/Clubs and Swim England if they qualify, or
- 6.2. As a donation for charitable purposes, as may be decided by the members at or before the time of dissolution.

### PART 2: LIMITATION OF LIABILITY

#### **7. Limit of members' liability**

- 7.1. The liability of the members is limited.
- 7.2. Every member guarantees, if the Company is dissolved while he or she is a member or within one year after ceasing to be a member, to pay up to one-pound sterling (£1) towards the costs of dissolution and the liabilities incurred by the Company while the guarantor was a member.

### PART 3: AFFILIATION & MEMBERSHIP

#### **8. Affiliation**

Eligible clubs, organisations and associations (referred to generally as 'clubs') may apply for affiliation to the Company. Any club applying for affiliation must submit its application, including a copy of its constitution, to the Company. The club's constitution shall conform to any requirements of Swim England with regard to affiliated club constitutions. In deciding whether to grant affiliation the Directors will consider the application and the club's constitution against such criteria as may have been approved by Swim England and the following regulations shall apply –

- 8.1. A club applying to the Company for affiliation must submit its application, together with a copy of its constitution to the Regional Office, who must follow Swim England process as defined in Swim England Regulations and the set procedures including consultation with the respective County Association and within the set time period.
- 8.2. A grant of affiliation to the Company for a club as defined in Swim England Regulations must include compulsory affiliation to a County Association operating within the Region. A fee for this may be included as part of the regional affiliation fee.
- 8.3. In order to be affiliated to the Company a club must comprise a group of people who join together for the common purpose of taking part in aquatic related activities and must be organised and managed on a democratic basis.

- 8.4. A school which affiliates as a club shall be exempt from the requirement to be organised and managed on a democratic basis provided its membership is confined to its pupils
- 8.5. A club shall affiliate only to the Region in which its headquarters are situated which shall be defined as the principal location where the club's aquatic related activities take place
- 8.6. If an application for affiliation is rejected by the Company, the proposed club's officer will be informed and the reason given. The Company's decision is final and there is no right of appeal
- 8.7. A club wishing to resign from the Company must give notice, in writing to that effect before January 1st, to the Chairman of the Board, or it may be held liable for its affiliation fee for the following year.
- 8.8. In order to remain affiliated, a club's constitution must continue to conform to the provisions of the recommended Swim England Club Constitution and its guidelines and any change in criteria recommended by Swim England from time to time.
- 8.9. All constitutions must be reviewed by the club at a minimum of every three years and continue to contain all mandatory elements as highlighted by Swim England in their recommended Club Constitutions.
- 8.10. All amendments to a club's constitution should be presented to the Company's Office for ratification and a certificate of compliance will be issued.

#### **9. Admission of members (The Council)**

The membership of the Company shall be known as "the Council" and shall comprise —

- 9.3. One person nominated by each club annually from amongst the clubs which are affiliated to the Company
- 9.4. One representative from each of the recognised Regional committees as listed in these Regulations (see 21.1.4)
- 9.3. President and President Elect
- 9.4. Directors of the Company
- 9.5. Life Presidents (including Life Presidents of the former Western Counties ASA and the ASA South West)
- 9.6. Past Chairmen of the Regional Management Board and Past Presidents who have attended or tendered their apologies at the immediate past two Annual Council Meetings of Swim England South West (Including Past Presidents of the former Western Counties ASA and the ASA South West)
- 9.7. Two persons appointed by each County Association that is recognised by the Company
- 9.8. Local Associations and Schools' Swimming Associations shall not have the right to nominate a member of the Council.
- 9.9. Every Member of the Council must be a Swim England member and a member of a club within the Company's County Associations unless otherwise determined by the Directors.

#### **10. Nominees of affiliated clubs**

A member who is a nominee of an affiliated club must be a member of the club that he or she represents. Affiliated clubs shall advise the Company in writing of the identity of their nominee, and of any change in appointment.

## **11. Register of Council Members**

The Company shall keep an up-to-date Register of Members containing the name and contact details of every member, the date on which they became a member and the date on which they ceased to be a member, and – where a member is a nominee of an affiliated club/association – a note of the club/association that nominated him or her.

## **12. Termination of membership of Council**

A member shall cease to be a member if that person—

- 12.1. Resigns in writing to the Company
- 12.2. If the member being an individual dies
- 12.3. Is the nominee of a club which ceases to be affiliated to the Company
- 12.4. Is the nominee of a club which replaces him or her as their nominee
- 12.5. Was appointed by a County Association which replaces him or her as their appointee, or which ceases to be recognised by the Company
- 12.5. Ceases to hold the position of President or President-elect
- 12.6. Is expelled by the Directors for conduct prejudicial to the Company, provided that any member whose expulsion is proposed shall have the right to make representation to the meeting at which the decision is to be made
- 12.7. Has their membership removed in accordance with Company regulations.

## **PART 4: DIRECTORS**

### **13. Board of Directors**

The Company shall have a Board of Directors each of whom must be a Swim England member and a member of a club within the Region. The Board shall be made up as follows —

- 13.1. A Chairman, a Vice-Chairman and a Finance Director who shall be known collectively as the Officers.
  - 13.1.1. The Officers are appointed by the existing directors by open recruitment for an agreed period of (usually) four years. At the end of the of this time the roles are re advertised. The post holder is eligible to reapply. For the avoidance of doubt the Officers shall not be required to retire by rotation.
- 13.2. One County Board Member appointed by each of the Counties, as defined in Area of Affiliation above, against criteria set by the Board from time to time.
- 13.3. In addition, a maximum of three Independent members may be appointed by the other members of the Board having regard to their skills and experience, and such other criteria as may be set by the Board from time to time. Independent directors shall serve for a three-year term. Retiring Independent members shall be eligible for re-election.
- 13.4. The Board shall not exceed 12 members.

### **14. Nomination and election of Directors**

- 14.1. The Directors shall from time to time determine procedures for the nomination of Directors under article 13 above.
- 14.2. Directors representing the Counties shall be reconfirmed annually at their respective County AGM and shall serve for a 3-year term Retiring members shall be eligible for re-election. If a Director representing a County shall not be reconfirmed at their respective County's AGM, that County may select another person who shall be entitled to be a Director of this Company for the remainder of the term which has been vacated, and thereafter shall be eligible for re-election.

14.3. The election of Directors under article 13 above, which may include elections held at the Annual General Meeting (“AGM”), or a postal ballot of the members conducted prior to the AGM, or any other method considered to be effective and democratic. Nominations under this category to be reviewed against criteria set by the Board of Directors.

**15. Retirement cycle**

At every Annual General Meeting the Directors who have completed their term shall retire from office in accordance with the provisions of Regulations 13 and 14 above.

A retiring Director is eligible for re-election or re-appointment,

**16 Excluded persons**

Under no circumstances shall any of the following serve as a Director —

- 16.1. A person who is under 18 years of age;
- 16.2. A person who is an undischarged bankrupt or who has made a composition with his or her creditors generally in satisfaction of his or her debts; or
- 16.3. A person who is otherwise disqualified by law from serving as a company director.

**17. Termination of a Director’s appointment**

The office of a Director shall be immediately vacated if he or she —

- 17.1. Resigns his or her office in writing to the Company; or
- 17.2. Retires at any general meeting of the company
- 17.3. Ceases to be a member of the Company; or
- 17.4. The Director dies
- 17.5. Becomes bankrupt, or makes a composition with his or her creditors generally, or is otherwise disqualified by law from serving as a director of a company; or
- 17.6. Is removed from office by resolution of the Company at a General Meeting in accordance with sections 168 and 169 of the Act
- 17.7. In the written opinion, given to the company, of a registered medical practitioner treating that person, has become physically or mentally incapable of acting as a Director and may remain so for more than three months
- 17.8. Is absent without the permission of the Directors from all their meetings held within a period of six consecutive months and the Directors resolve that his or her office be vacated.

**18. Casual vacancies**

Any vacancy that occurs, other than a County nominated board member, may be filled by a majority decision of the remaining Directors. The appointment will be for the remainder of the term that would have been served by the Director who is being replaced. Vacancies for County Board members shall be filled by the County

**19. Directors’ general authority**

- 19.1. Subject to the Articles, the Directors are responsible for the management of the Company’s business, for which purpose they may exercise all the powers of the Company.
- 19.2. The Directors are responsible for ensuring that the Accounts of the Company for each financial year be examined by an independent examiner to be appointed by the members in the Annual General Meeting.
- 19.3. Without prejudice to their general powers, the Directors may exercise all the powers of the Company to borrow money and to mortgage or charge its undertaking and property, or any part of them, and to issue debentures and other securities whether outright or as security for any debt, liability or obligation of the Company.

## **20. Directors' general authority to delegate functions**

The Directors may delegate any of their functions to any person or committee they think fit.

## **21. Committees**

21.1. The Directors shall establish:

21.1.1. A Regional Operations Committee

21.1.2. A Finance Committee

21.1.3. A Club Development Committee

21.1.4. Individual Discipline Committees including, but not limited to – Swimming, Artistic Swimming, Open Water Swimming, Para Swimming, Diving, Water Polo,

21.2. The Directors may establish such other committees as they think fit.

21.3. In the case of delegation to committees:

21.3.1. The resolution making the delegation must specify those who shall serve or be asked to serve on the committee (although the resolution may allow the committee to make co-options up to a specified number);

21.3.2. The composition of any committee shall be entirely in the discretion of the Board and may include such of their number (if any) as the resolution may specify;

21.3.3. The deliberations of any committee must be reported regularly to the Board and any resolution passed or decision taken by any committee must be reported promptly to the Board and every committee must appoint a secretary for that purpose;

21.3.4. The Board may make such regulations and impose such terms and conditions and give such mandates to any committee as it may from time to time think fit; and

21.3.5. No committee shall knowingly incur expenditure or liability on behalf of the Company except where authorized by the Board or in accordance with a budget which has been approved by the Board.

21.4. The meetings and proceedings of any committee shall be governed by the Regulations regulating the meetings and proceedings of the Board so far as they apply and are not superseded by any regulations made by the Board.

21.5. The officers shall be ex-officio members of all committees;

21.6. All committees must produce an annual development plan and budget which has to be agreed by the Board before action is taken on the plan.

## **22. Directors to take decisions collectively**

Any decision of the Directors must be either a majority decision taken at a meeting or a unanimous decision taken in accordance with the following Article.

## **23. Unanimous decisions**

A decision of the Directors may be taken without a meeting if all the Directors indicate to each other, by any means, that they share a common view on a matter.

## **24. Calling a Directors' meeting**

Any Director may call a Directors' meeting by giving reasonable notice of the meeting to the Directors, subject to the following —

24.1. Notice of Any Directors' meeting must indicate:

24.1.1. Its proposed date and time

24.1.2. Where it is to take place;

24.1.3. The general nature of the business to be considered at the meeting

24.1.4. If it is anticipated that Directors participating in the meeting will not be in the same place, how it is proposed that they should communicate with each other during the meeting.

24.2. Notice of a Directors' meeting must be given to each Director but need not be in writing.

24.3. Directors' meetings shall be held not less than quarterly

## **25. Participation in Directors' meetings**

25.1. Subject to the Articles, Directors participate in a Directors' meeting, or part of a Directors' meeting, when —

25.1.1. The meeting has been called and takes place in accordance with the Articles, and

25.1.2. They can each communicate to the others any information or opinions they have on any particular item of the business of the meeting.

25.2. In determining whether Directors are participating in a Directors' meeting, it is irrelevant where any Director is or how they communicate with each other.

25.3. If all the Directors participating in a meeting are not in the same place, they may decide that the meeting is to be treated as taking place wherever any of them is.

## **26. Quorum for Directors' meetings**

26.1. At a Directors' meeting, unless a quorum is participating, no proposal is to be voted on except a proposal to call another meeting.

26.2. Unless otherwise agreed by the Directors, the quorum for Directors' meetings shall be one-half of the Directors and include at least one officer of the Company.

26.3. If the total number of Directors for the time being is less than the quorum required, the Directors must not take any decision other than a decision to:

26.3.1. Appoint further Directors; or

26.3.2. Call a General Meeting so as to enable the appointment of further Directors.

## **27. Chairing of Directors' meetings**

The Chair of the Directors shall preside at all meetings of the Directors, but if he or she is not present 15 minutes after the time set for the commencement of the meeting, or if there is no Chair, the Directors present shall choose one of their number to chair the meeting before any other business is transacted.

## **28. Voting at Directors' meetings**

Questions arising at any meetings shall be decided by a majority of votes, each Director having one vote on each question to be decided. In the case of an equality of votes, the person chairing the meeting shall have a casting vote.

## **29. Conflicts of interest**

29.1. Directors must avoid situations in which they have, or could have, a direct or indirect interest that conflicts, or possibly may conflict, with the interests of the Company. This applies, in particular, to the exploitation of any property, information or opportunity (and it is immaterial whether the Company could take advantage of the property, information or opportunity).

29.2. Where a Director is in any way, directly or indirectly, interested in a transaction or arrangement that has been entered into by the Company, she or he must declare the nature and extent of the interest to the other Directors in writing or at a Directors' meeting.

29.3. Where a Director is interested in a transaction or arrangement with the Company, the other Directors may require him or her to be absent from any part of a meeting where the matter is being discussed or voted on.

## **30. Validity of decisions and acts**

All acts done by any meeting of the Directors or by any person acting as a Director shall, even if it is afterwards discovered that there was some defect in the appointment of any

person acting as such, or that they or any of them were disqualified, be as valid as if every person had been duly appointed and was qualified to be a Director.

## PART 5: DECISION-MAKING BY MEMBERS

### 31. Annual General Meeting

31.1. The Company must hold an annual general meeting within 18 months of incorporation and afterwards once in every calendar year and not more than 15 months shall pass between one annual general meeting and the next. It shall be held at such time and place as the Board think fit and may take place on a virtual basis with attendance at such meeting being by such electronic means as the board may determine. The type and/or address of the meeting will be advertised when the agenda is sent to members.

31.2. The business of an AGM shall comprise —

31.2.1. The consideration of the Chairman's Report of the activities of the Company during the previous year

31.2.2. To receive and consider the accounts of the Company for the previous year and the report on the accounts of the independent examiner and the Finance Director's report as to the financial position of the Company

31.2.3. The election or re-election of Directors, or the announcement of the results of elections if these have already been conducted;

31.2.4. The appointment or re-appointment of the Company's Independent Examiner for the accounts

31.2.5. Such other business, as may have been specified in the notices calling the meeting.

### 31. OTHER GENERAL MEETINGS

The Directors may whenever they think fit convene a General Meeting in addition to the AGM, and a General Meeting shall be convened if demanded by five per cent of the Members of the Company.

### 32. NOTICES OF GENERAL MEETINGS

Delivery of notices:

33.1. The minimum periods of notice required to hold a General Meeting of the Company are:

33.1.1. Twenty-one Clear Days for an AGM or a General Meeting called for the passing of a special resolution;

33.1.2. Fourteen Clear Days for all other General Meetings

33.2. A General Meeting may be called by shorter notice if it is so agreed by a majority in number of Members having a right to attend and vote at the meeting, being a majority who together hold not less than 90 per cent of the total voting rights

33.2.1. Notice of every General Meeting shall be given in writing to every member and Director of the Company, and to such other persons who are entitled to receive notice, and may be given in any way provided for by the Act.

33.2.2. Notice shall be deemed to have been served 48 hours after being sent (excluding Saturdays, Sundays, and Public Holidays) by electronic means or by post or delivered by hand to the member's address.

33.2.3.

#### **34. CONTENT OF NOTICES**

- 34.1. Notice of all meetings shall specify the exact time and place of the meeting.
- 34.2. In the case of a General Meeting which is to consider a Special Resolution or a resolution to remove a Director or the independent examiner, such resolution shall be specified in the notices calling that meeting; and in the case of all other General Meetings the general nature of the business to be raised shall be specified.
- 34.3. The notice of every General Meeting must advise members and members' representatives of their right to appoint a proxy under section 324 of the Act, and of the proxy's right to attend, speak and vote at the meeting.

#### **35. Errors**

The accidental omission to give notice of a meeting to or non-receipt of notice of a meeting by any person entitled to receive notice shall not invalidate proceedings at that meeting.

#### **PROCEEDINGS AT GENERAL MEETINGS**

##### **36. Quorum**

- 36.1. No business shall be transacted at a General Meeting unless a quorum is present in person or by proxy. Unless otherwise decided by the Company, a quorum shall be twenty members entitled to attend and vote at the meeting and include at least one officer of the Company.
- 36.2. If 15 minutes after the time appointed for the meeting to start a quorum is not present, it shall stand adjourned until such time and place as the Directors may decide (within 14 days of the original meeting), and all members shall be given such notice as is practicable of the time, date and place of such an adjourned meeting.
- 36.3. If no quorum is present at the reconvened meeting within 15 minutes of the time specified for the start of the meeting the Members present in person or by proxy at that time shall constitute the quorum for that meeting only.

##### **37. Chairing of General Meetings**

- 37.1. The Chair of the Board shall preside at all general meetings of the Company, but if he or she is not present 15 minutes after the scheduled start time of the meeting, or if no one holds the position of Chair, the Directors present shall choose one of their number to chair the meeting.
- 37.2. If no Director is present and willing to chair the meeting within 15 minutes after the time appointed for holding it, the Members present in person or by proxy and entitled to vote must choose one of their number to chair the meeting.

##### **38. Adjournment**

- 38.1. The person chairing the meeting may (and shall if so directed by the meeting) adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 38.2. When a meeting is adjourned for 21 days or more, notice of the adjourned meeting shall be given as in the case of the original meeting. Otherwise, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

#### **VOTING AT GENERAL MEETINGS**

##### **39. Voting: general**

- 39.1. Decisions at General Meetings shall be made by passing resolutions —

- 39.1.1. Decisions shall be made by Ordinary Resolution requiring a simple majority of votes cast.
- 39.1.2. Decisions involving an alteration to the Articles of the Company, or to wind up the Company, and other decisions so required from time to time by statute shall be made by a Special Resolution. A Special Resolution is one passed by a majority of not less than 75 per cent of votes cast.
- 39.2. One vote may be cast by or on behalf of every member on each question to be decided at a General Meeting.
- 39.3. In the case of an equality of votes, whether on a show of hands or on a ballot, the Chairman of the meeting shall have a casting vote.

#### **40. Show of hands / ballot votes**

- 40.1. At any General Meeting a resolution put to the vote shall be decided on a show of hands unless a written ballot (or "poll") is, before or on the declaration of the result of the show of hands, demanded by the chair or by at least two persons present and entitled to vote.
- 40.2. If a ballot is duly demanded it shall be taken at such time and in such a manner as the chair directs, and the result of the ballot shall be deemed to be the resolution of the meeting at which the ballot was demanded. The demand for a ballot may be withdrawn.
- 40.3. On a show of hands someone acting as a proxy shall have one vote. On a written ballot a proxy is entitled to cast all the votes he or she holds.

#### **41. Proxy voting**

- 41.1. Any member entitled to vote at a General Meeting but who cannot attend a meeting in person may appoint any other person to act as proxy for him or her by sending the Company a notice in writing (a "proxy notice") which —
  - 41.1.1. States the name, Swim England membership number and address of the member appointing the proxy;
  - 41.1.2. Identifies the person, or the chairman, appointed to be that member's proxy and the general meeting in relation to which that person is appointed;
  - 41.1.3. Is signed by the member who is appointing the proxy; and
  - 41.1.4. Is delivered to the company in accordance with any instructions contained in the notice of the general meeting to which they relate.

#### **42. The proxy notice may —**

Proxy Notices may specify how the proxy appointed under them is to vote (or that the proxy is to abstain from voting) on one or more resolutions, or authorise the proxy to vote in accordance with his or her own judgement.

#### **43. Delivery of Proxy Notices**

- 43.1. The Proxy Notification Address in relation to any General Meeting is:
  - 43.1.1. The registered office of the Company; or
  - 43.1.2. Any other Address or Addresses specified by the Company as an Address at which the Company or its agents will receive Proxy Notices relating to that meeting, or any adjournment of it, delivered in Hard Copy Form or Electronic Form; or
  - 43.1.3. Any electronic Address falling within the scope of Article 48.2.
- 43.2. If the Company gives an electronic Address:
  - 43.2.1. In a notice calling a meeting; or
  - 43.2.2. In an instrument of proxy sent out by it in relation to the meeting; or
  - 43.2.3. In an invitation to appoint a proxy issued by it in relation to the meeting, it will be deemed to have agreed that any Document or information relating to proxies for that meeting may be sent by Electronic Means to that Address (subject to any conditions or limitations specified in the notice). In this Article 48.2, Documents relating to proxies include the appointment of a proxy in relation to a meeting, any Document necessary to show the validity of, or

otherwise relating to, the appointment of a proxy, and notice of the termination of the authority of a proxy.

#### 43.3. Attendance of Member

43.3.1. A person who is entitled to attend, speak or vote (either on a show of hands or on a poll) at a General Meeting remains so entitled in respect of that meeting or any adjournment of it, even though a valid Proxy Notice has been delivered to the Company by or on behalf of that person. If the person casts a vote in such circumstances, any vote cast by the proxy appointed under the Proxy Notice is not valid.

#### 43.4. Timing

43.4.1. Subject to Regulations 48.5 and 48.6, a Proxy Notice must be received at a Proxy Notification Address not less than 48 hours before the General Meeting or adjourned meeting to which it relates.

43.5. In the case of a poll taken more than 48 hours after it is demanded, the Proxy Notice must be received at a Proxy Notification Address not less than 24 hours before the time appointed for the taking of the poll.

43.6. In the case of a poll not taken during the meeting but taken not more than 48 hours after it was demanded, the Proxy Notice must be:

43.6.1. Received in accordance with Article 48.4; or

43.6.2. Given to the chairman, Secretary (if any) or any Director at the meeting at which the poll was demanded.

#### 43.7. Interpretation

43.7.1. Saturdays, Sundays, and Public Holidays are not counted when calculating the 48-hour and 24-hour periods referred to in this Article 48.

#### 43.8. Revocation

43.8.1. An appointment under a Proxy Notice may be revoked by delivering a notice in Writing given by or on behalf of the person by whom or on whose behalf the Proxy Notice was given to a Proxy Notification Address.

43.9. A notice revoking the appointment of a proxy only takes effect if it is received before:

43.9.1. The start of the meeting or adjourned meeting to which it relates; or

43.9.2. In the case of a poll not taken on the same day as the meeting or adjourned meeting the time appointed for taking the poll to which it relates.

#### 43.10. Execution

43.10.1 If a Proxy Notice is not executed by the person appointing the proxy, it must be accompanied by written evidence of the authority of the person who executed it to execute it on the appointor's behalf.

### 44. Amendments to resolutions

44.1. An ordinary resolution to be proposed at a General Meeting may be amended by ordinary resolution if:

44.1.1. notice of the proposed amendment is given to the Company in Writing by a person entitled to vote at the General Meeting at which it is to be

proposed not less than 48 hours (excluding Saturdays, Sundays and Public Holidays) before the meeting is to take place (or such later time as the chairman of the meeting may decide); and

44.1.2. the proposed amendment does not, in the reasonable opinion of the chairman of the meeting, materially alter the scope of the resolution.

44.2. A special resolution to be proposed at a General Meeting may be amended by ordinary resolution, if:

44.2.1. The chairman of the meeting proposes the amendment at the General Meeting at which the resolution is to be proposed; and

44.2.2. The amendment does not go beyond what is necessary to correct a grammatical or other non-substantive error in the resolution.

44.3. If the chairman of the meeting, acting in good faith, wrongly decides that an amendment to a resolution is out of order, the chairman's error does not invalidate the vote on that resolution.

#### **45. Written resolutions**

45.1. Any decision that may be made at a General Meeting of the Company may be made by written resolution, other than a decision to remove a Director or auditor before the expiry of their term of office.

45.2. A proposed written resolution shall be circulated to members at least 14 days before the meeting, and to the independent examiner in the same manner as notices for General Meetings. Members signify their approval of the resolution if they wish to vote for it, and need take no action if they wish to vote against.

45.3. The majorities required to pass a written resolution are as follow —

45.3.1. For an ordinary resolution, approval is required from a simple majority of the members

45.3.2. For a special resolution, approval is required from not less than two-thirds of the members.

45.4. The document indicating a member's approval of a written resolution may be sent to the Company as hard copy or in electronic form. A member's agreement to a written resolution, once signified, may not be revoked.

45.5. A written resolution lapses if the necessary number of approvals has not been received 28 days after the first day on which copies of the resolution were circulated to members.

45.6. A written resolution is passed as soon as the required majority of members have signified their agreement to it.

### PART 6: ADMINISTRATIVE ARRANGEMENTS

#### **46. Appointment of Secretary**

The Directors may appoint a Secretary of the Company upon such terms and conditions as they think fit; and any Secretary so appointed may be removed by them.

#### **47. Methods of communication**

47.1. Subject to the Articles and the Act, any Document or information (including any notice, report or accounts) sent or supplied by the Company under the Articles or the Companies Acts may be sent or supplied in any way in which the Companies Act 2006 provides for Documents or information which are authorized or required by any provision of that Act to be sent or supplied by the Company, including without limitation:

47.1.1. In Hard Copy Form; or

47.1.2. In Electronic Form; and

- 47.1.3. By making it prominently available on Swim England South West Ltd website.
- 47.2. Where a Document or information which is required or authorized to be sent or supplied by The Company under the Companies Acts is sent or supplied in Electronic Form or by making it available on a website, the recipient must have agreed that it may be sent or supplied in that form or manner or be deemed to have so agreed under the Companies Acts (and not revoked that agreement). Where any other Document or information is sent or supplied in Electronic Form or made available on a website the Board may decide what agreement (if any) is required from the recipient.
- 47.3. Subject to the Articles, any notice or Document to be sent or supplied to a Director in connection with the taking of decisions by the Board may also be sent or supplied by the means by which that Director has asked to be sent or supplied with such notices or Documents for the time being.
- 47.4 Deemed delivery
- 47.4.1. A Member of the Council present in person or by proxy at a meeting of the Company shall be deemed to have received notice of the meeting and the purposes for which it was called.
- 47.5. Where any Document or information is sent or supplied by the Company to the Members of the Council:
- 47.5.1. Where it is sent by post, it is deemed to have been received 48 hours (excluding Saturdays, Sundays, and Public Holidays) after it was posted;
- 47.5.2. Where it is sent or supplied by Electronic Means, it is deemed to have been received on the same day that it was sent;
- 47.5.3. Where it is sent or supplied by means of a website, it is deemed to have been received:
- 47.5.3.1. When the material was first made available on the website; or
- 47.5.3.2. If later when the recipient received (or is deemed to have received) notice of the fact that the material was available on the website.
- 47.6. Subject to the Act, a Director may agree with the Company that notices or Documents sent to that person in a particular way are deemed to have been received within a specified time, and for the specified time not to be less than 48 hours.
- 47.7. Failed delivery
- 47.7.1. Where any document or information has been sent or supplied by the Company by Electronic Means and the Company receives notice that the message is undeliverable:
- 47.7.1.1. If the document or information has been sent to a Member of the Council or Director and is notice of a General Meeting of the Company, the Company is under no obligation to send a Hard Copy of the document or information to the Member's or Director's postal address as shown in the Company's register of Members or Directors, but may in its discretion choose to do so;
- 47.7.1.2. In cases other than those in 47.7.1.1 the Company shall send a hard copy of the document or information to the Member of the Council's postal address as shown in the Company's register of Members (if any), or in the case of a recipient who is not a Member, to the last known postal address for that person (if any); and

47.7.1.3. The date of service or delivery of the documents or information shall be the date on which the original electronic communication was sent, notwithstanding the subsequent sending of Hard Copies.

#### 47.8. Exceptions

47.8.1 The Company does not have a current Address.

47.9. Notices of General Meetings need not be sent to a Member of the Council who does not register an Address with the Company, or who registers only a postal address outside the United Kingdom, or to a Member of the Council for whom the Company does not have a current Address.

#### 47.10. Communications to the Company

47.10.1. Subject to the Articles, anything which is to be sent by or to the Company under the Regulations may be sent in any way provided for by the Act.

### 48. Minutes

48.1. The Directors must keep minutes of all —

48.2. Proceedings at general meetings of the Company;

48.3. Written resolutions passed by the Company;

48.4. Meetings of the Directors and committees of Directors including —

48.4.1. The names of the Directors present at the meeting;

48.4.2. The decisions made at the meetings; and

48.4.3. Where appropriate, the reasons for the decisions.

48.5. Minutes of meetings shall be kept for a minimum of 10 years.

### 49. Accounts and reports

49.1. The Directors shall comply with the requirements of the Act and any other applicable law as to keeping financial records and preparing annual reports and accounts and sending them to the Registrar of Companies.

49.2. The Company must send a copy of its annual accounts and reports (no later than the date these are submitted to Companies House) to —

49.2.1. Every member of the Company,

49.2.2. Every holder of the Company's debentures, and

49.2.3. Every Director and other person who is entitled to receive notice of general meetings.

49.3. Copies need not be sent to a person for whom the Company does not have a current address, nor to anyone who is not entitled to receive notices of general meetings of the Company.

### 50. Indemnity

The Company may indemnify any Director, auditor, or other officer of the Company against any liability incurred by him or her in that capacity to the extent permitted by the Companies Act.

### 51. Insurance

51.1. The Directors may decide to purchase and maintain insurance, at the expense of the Company, for the benefit of any relevant Director in respect of any relevant loss.

51.2. In this Article —

51.2.1. A "relevant Director" means any Director or former Director of the Company or an associated company,

51.2.2. A "relevant loss" means any loss or liability which has been or may be incurred by a relevant Director in connection with that Director's duties or powers in relation to the Company, any associated company or any pension fund or employees' share scheme of the Company or associated company, and

51.2.3. Companies are associated if one is a subsidiary of the other or both are subsidiaries of the same body corporate.

**52. Directors' power to make regulations**

The Directors may make, adopt and amend such regulations in the form of bylaws, company regulations, standing orders, secondary rules or otherwise as they may think fit for the management, conduct and regulation of the affairs of the Company and the proceedings and powers of the Directors and committees, provided that such regulations are not inconsistent with the Articles, and do not amount to an addition or alteration such as could only legally be made by an alteration to the Articles.

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Regulations 53 through to 100 are not used.

**General Regulations:**

Numbers 101 onwards may only be amended by the Board of Directors.

**General Regulations:****101. Responsibilities of County Associations**

101.1. The responsibilities of the County Associations must include, but not be limited to, the following:

**101.1.1. General**

- 101.1.1.1. Be responsible for managing the sport of aquatics disciplines within its boundaries, subject to the strategic direction of the Company;
- 101.1.1.2. Observe the Articles and Regulations of the Company, and Swim England Regulations and Technical Rules, ensuring that they are observed within its jurisdiction;
- 101.1.1.3. Follow the resolutions and rulings of the Swim England Board and/or the Swim England Annual General Meeting and/or the Company Annual General Meeting and/or the Board, and ensure that they are followed within its jurisdiction;
- 101.1.1.4. Be accountable to the Company for the proper discharge of its functions.

101.2. Administration and finance:

- 101.2.1.1. Determine the uses to which its funds are allocated, within the strategic criteria set by the Company;
- 101.2.1.2. Set up and implement a business plan, including a budget indicating the source of the required funding and how it will be spent, based on the strategic criteria set by the Company;
- 101.2.1.3. Set up and implement a development plan, based on the strategic criteria set by the Company;
- 101.2.1.4. Have the authority to set a County Association's element of the affiliation and membership fees due from each of the clubs affiliated to it.

**101.2.2. Accountability**

- 101.2.2.1. From time to time submit its business and development plans to the Board, or to its nominated agent(s), for approval;
- 101.2.2.2. Keep accounts showing its income and expenditure against the budget set in its business plan, and produce a balance sheet;
- 101.2.2.3. Report annually to the Board, in such a form as it may from time to time require, on its:
  - 101.2.2.3.1. Activities and any issues arising there from
  - 101.2.2.3.2. Financial statements, and
  - 101.2.2.3.3. Performance against its development plan.

**102. Relationships with County Associations**

102.1. The Region shall devolve such responsibilities to the County Associations as shall be decided by the Board and specify the responsibility and accountability of those associations.

**103. Expulsion or other Disciplinary Action**

- 103.1. The Company shall comply with Swim England's relevant Judicial Regulations for handling internal disputes (the "Guidelines").
- 103.2. A member of a club which has not paid its liabilities to the Company and/or Swim England by the appointed date shall not be allowed to compete during the period of suspension in any competition in the name of that club;
- 103.3. A club, an association, body or league not having made its Return of Club Membership and paid its liabilities to Swim England, the Company or County by the appointed date will be suspended by the Company with immediate effect until such time as those liabilities are discharged or until a date set by Swim England, whichever is the earlier, and shall not be allowed to run its own competitions during the period of suspension. (Any club not having paid its liabilities by the date set by Swim England must be deemed to have resigned)
- 103.4. Any insurance arranged by Swim England or the Company will not provide cover for any person, club, association, body or organisation for any incident occurring during the period of suspension
- 103.5. The Company may expel a club, for inappropriate behaviour, by a two-thirds majority of those present and entitled to vote at a General Meeting, provided the club has been furnished with due notice of the proposals.

**104. Fees**

- 104.1.1. An affiliated club must pay to the Company or to Swim England, an annual fee made up of the following components:
- 104.1.2. Swim England membership fees, set by Swim England for each individual club member;
- 104.1.3. Regional affiliation fee for each member and Club, to be set by the Board before 1<sup>st</sup> September for the following calendar year;
- 104.1.4. County affiliation fee, which must be set by the County Associations by mid-August for the following year.
- 104.2. The Board shall have the power to remit the whole or part of such fees on application. Any such concessions shall be for one year only, but further applications may be made.
- 104.3. A club, an association, body or league not having made its Return of Club Membership and paid its liabilities to Swim England, the Company or County by the appointed date (currently 28<sup>th</sup> February) will be suspended by the Company with immediate effect until such time as those liabilities are discharged or until a date set by Swim England (currently 31<sup>st</sup> March), whichever is the earlier. They shall not be allowed to run competitions during the period of suspension. Any club not having paid its liabilities by the date set by Swim England must be deemed to have resigned, the club will be informed in writing, by post, to the last known address of the last known secretary.
- 104.4. The Board shall have the power to amend, if required, clause 104.3 to ensure that there is no conflict between Swim England and Swim England South West Ltd with regard to their respective Regulations.
- 104.5. Where the regional affiliation fee is set on a per capita basis, members who pay no membership fee to their club must be included in the total membership for whom a fee must be paid to the Company.

## 105. Governance

105.1. There shall be three levels of governance of the Company:

- 105.1.1. The Council - as detailed in Company Regulation (CR) 9
- 105.1.2. The Board of Directors – as detailed in CR 13
- 105.1.3. The Committees - as detailed in CR 21

105.2. Meeting attendance

- 105.2.1. All meetings may take place on a virtual basis with attendance at such meeting being by such electronic means as each committee may determine. The type and/or address of the meeting will be advertised when the agenda is sent to members.

105.3. The Board

- 105.3.1. The following will apply in addition to CR 13:
- 105.3.2. The Officers of the Region are appointed by open recruitment by the County appointed Directors for a four year term of office. Ideally for a maximum of two terms of office consecutively.
- 105.3.3. The County Associations may elect and nominate a Director for a three year term of office. Ideally this person will serve a maximum of two terms of office consecutively. New appointments will be ratified at the next AGM.
- 105.3.4. The County Director order of rotation will be:
  - 105.3.4.1 Year 1 – Dorset and Gloucester
  - 105.3.4.2 Year 2 – Devon and Somerset
  - 105.3.4.3 Year 3 – Wiltshire and Cornwall
- 105.3.5. The Board will appoint for a three-year period on a rolling programme the following volunteers. Nominations may be received from the Counties and disciplines and open recruitment:
  - 105.3.5.1. Welfare Officer
  - 105.3.5.2. Swimming Manager
  - 105.3.5.3. Artistic Swimming Manager
  - 105.3.5.4. Diving Manager
  - 105.3.5.5. Water Polo Manager
  - 105.3.5.6. Open Water Swimming Manager
  - 105.3.5.7. Para Swimming Manager
  - 105.3.5.8. Swimming Officials' Technical Co-ordinator
  - 105.3.5.9. Swimming Licensing Officer
- 105.3.6. The order of recruitment will be:
  - 105.3.6.1. Year 1 – 105.3.5.1, 105.3.5.2 and 105.3.5.3
  - 105.3.6.2. Year 2 - 105.3.5.4, 105.3.5.5 and 105.3.5.6
  - 105.3.6.3. Year 3 – 105.3.5.7, 105.3.5.8 and 105.3.5.9

105.4. Committees:

- 105.4.1. The following will apply in addition to CR 21
- 105.4.2. At the first meeting of any of the Committees a Chair will be appointed from the attendees.

- 105.4.3. Those Committees, whose responsibilities include expenditure, shall have delegated authority to manage and control the budgets allocated to them by the Board.
- 105.4.4. The Manager of each Committee shall submit minutes of meetings to the Operations Committee within the stipulated timeframe set out in their Terms of Reference (ToR's).
- 105.4.5. Each Committee will have a ToR's attached to these regulations as Appendices

105.5. Annual General Meeting:

- 105.5.1. The following will be appointed for a one-year period:
  - 105.5.1.1. A President and President Elect, whose duties will be purely ceremonial.

**106. Finance**

106.1. Money

- 106.1.1. The Region's funds shall be held by bankers or fund holders selected by the Board. The Board shall also have the power to loan money to Swim England, or any wholly owned subsidiary company of Swim England.
- 106.1.2. The financial transactions of the Company shall be recorded by the Finance Officer in such manner as the Board of Directors thinks fit.
- 106.1.3. The Officers of the Region will be the authorised signatories of the Region's accounts.
- 106.1.4. The Region's financial year-end shall be 31 December annually. Any change to the financial year shall require the approval of the members in a General Meeting
- 106.1.5. The Company shall retain all financial records relating to the Company and copies of Minutes of all meetings for a minimum period of 10 years or as directed by HMRC
- 106.1.6. **R A Clash Memorial Fund:** The fund shall be applied for the purpose of providing financial assistance, grants or loans to Divers, Swimmers, Artistic swimmers, Open water swimmers and Water polo players, but not officials of the Sport, whose Swim England Membership Fees are collected / paid by a club affiliated to the Region for the purpose of enabling those athletes to attend courses or development activities promoted or organised by the Region or by Swim England or British Swimming or by such other body that has been approved by their Officers. Applications should be sent to the Finance Officer.

106.2. Expenses

- 106.2.1. Members of duly appointed Regional committees or panels, or any person duly appointed by the Board to act with its authority, may claim their expenses, necessarily incurred through that membership or appointment by the Board, in accordance with the Expenses Policy set by the Board.

## **107. Ceremonial Positions, Past Presidents and Life Members**

- 107.1 A President and President-Elect for the Region will be installed at the AGM. They must be a member of Swim England.
- 107.2 Presidential attendance at events outside of the Region will be agreed by the Board prior to acceptance.
- 107.3 Nominations for President-Elect will be made on a County Association and Board rotation – Cornwall, Gloucester, Board, Wiltshire, Dorset, Somerset and Devon.
- 107.4 Any person may be nominated to the Board as a Life Member and shall be entitled to all of the privileges of membership except they shall not be entitled to vote at meetings and serve as a Director or a Committee member unless they have retained their ordinary fee paying membership of an affiliated Club.
- 107.5 Life Members may only be removed at an Annual General Meeting.
- 107.6 A minimum of 14 days in advance of the Annual General Meeting , the Region shall write to all holders of Life Membership effected by 107.4 drawing the proposal to their attention and inviting them to attend the Annual General Meeting. The Reason for the proposal will be circulated with the meeting agenda.
- 107.7 Where the effected holder of Life Membership does not attend or is unable to attend the Annual General Meeting, The Chair may allow the matter (in so far as it relates to the absent person) to proceed directly to vote, which shall be by a show of hand

## **108. Swimmer of the Year**

- 108.1. The swimming year is from January 1 to December 31.
- 108.2. Awards may be made to each of the following:
  - 108.2.1. Disability / Para Swimmer of the year; Diver of the year; Open Water Swimmer of the year; Swimmer of the year; Artistic Swimmer of the year and Water Polo Player of the year.
  - 108.2.2. Disability / Para swimming may nominate an individual or a team
  - 108.2.3. Diving may nominate an individual or an Artistic diving pair;
  - 108.2.4. Open Water swimming may nominate an individual or a team
  - 108.2.5. Swimming may nominate an individual or a team
  - 108.2.6. Artistic swimming committee may nominate an individual, duet or a team;
  - 108.2.7. Water Polo committee may nominate an individual or a team.
- 108.3. A nomination may be made to the appropriate Standing Committee Manager by any county, club, association affiliated to the Region or member of the appropriate Standing Committee.
- 108.4. Nominations received shall be considered and decided upon by the appropriate Standing Committee at their first meeting of the following year or following their last competition of the year. In circumstances where an appropriate Standing Committee is not constituted then the Board shall carry out these duties.
- 108.5. Each Standing Committee shall make suitable arrangements for their recipient to receive the award.

108.6. CF Clark Cup (Swimmer of the Year):

108.6.1. The award shall be made to the recipient of any of the awards made in 107.2 above;

108.6.2. The award shall be considered and decided upon by the Directors;

108.6.3. The President shall make suitable arrangements for the recipient to receive their award.

**109. General Information Notice of Disclaimer**

109.1. Swim England and Regional employees, Directors, Committees members, disclaim responsibility for loss, damage or injury to any member of the Region or to any member of the public that may occur whilst in attendance at or participating in, or in any circumstances related to an event or promotion of Swim England and / or the Region.

109.2. Insurance: Swim England insurance is outlined in the Swim England handbook.

109.3. General – Swim England offers guidelines to clubs in a general notice to all clubs.

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SCHEDULE: INTERPRETATIONS

Interpretations

Defined terms: Unless the context otherwise requires, other words or electronic form or otherwise expressions contained in these Regulations bear the same meaning as in the Companies Act 2006 as in force on the date when these Articles become binding on the Company. In these Articles, unless the context otherwise requires

- **Act:** means the Companies Act 2006;
- **Address:** Includes a postal or physical address and a number or address used for the purposes of sending or receiving Documents or information by Electronic Means
- **Affiliated Body:** Means all corporate or unincorporated bodies, clubs or associations (including the individual members thereof) that have an arrangement with the Company
- **Articles:** Means the Company's Regulations for the time being in force
- **Bankruptcy:** Includes individual insolvency proceedings in a jurisdiction other than England and Wales or Northern Ireland which have an effect similar to that of bankruptcy
- **Board:** Means the Board of Directors
- **Company:** Means the company intended to be regulated by these Regulations and defined above
- **Clear days:** Means in relation to the period of a notice, a period excluding the day when notice is given or deemed to be given and the day for which notice is given or on which it is to take effect
- **Connected person:** means any of the following:
  - Any parent, child (including stepchild or illegitimate child), brother, sister, grandparent or grandchild of a Director;

- The spouse or civil partner of a Director or of any person in (a), including anyone living as the spouse or civil partner of any of the above;
- Any person carrying on business in partnership with a Director or any person in a) to b) above
- Any institution which is controlled either by a Director alone or in combination with any one or more of the persons in a) to c) above
- Any body corporate in which a Director, either alone or in combination with any one or more of the persons in a) to c) above, holds more than 20% of the share capital or more than 20% of the voting rights in the body corporate.
- Any person who is a connected person in relation to any Director is referred to in these Articles as 'connected' to that Director;
- **Director/s:** Means the board of Directors (or members of the board of Directors) from time to time appointed in accordance with Article 11
- **Document:** includes, unless otherwise specified, any document sent or supplied in electronic form
- **Electronic form:** Has the meaning given in section 1168 of the Companies Act
- **Eligible Proxy:** Has the meaning given in Article 39
- **Independent:** Means in respect of a proposed director that they are not connected with anyone employed or engaged by the Company or a member of the board of directors, coaching team or administration team of the Company
- **Member:** Has the meaning given in section 112 of the Companies Act 2006
- **Members' Forum:** Means the members of the Company for the purposes of the Companies Act
- **Objects:** Has meaning given in Article 2
- **Ordinary resolution:** Has the meaning given in section 282 of the Companies Act;
- **Participate** in relation to a Directors' meeting, has the meaning given in Article 23
- **Proxy Notice:** Has the meaning given in Article 39
- **Region** shall mean Swim England South West Ltd (The Company)
- **Special resolution:** Has the meaning given in section 283 of the Companies Act
- **Subsidiary** has the meaning given in section 1159 of the Companies Act 2006
- **Swim England:** means the Amateur Swimming Association (Swim England) Limited, the national governing body for swimming in England
- **Swim England Regulations:** means the regulations and technical rules of Swim England

- **Swim England Membership Fees:** means the membership fees of Swim England for the time being in force
- **Swimming:** has the meaning given by Swim England from time to time
- **Writing:** means the representation or reproduction of words, symbols or other information in a visible form by any method or combination of methods, whether sent or supplied in electronic form or otherwise.

Headings in these Regulations are used for convenience only and shall not affect the construction or interpretation of these Articles.

A reference in these Articles to an **“Article”** is a reference to the relevant article of these Articles unless expressly provided otherwise.

Unless the context otherwise requires words or expressions contained in the Articles have the same meaning as in the Companies Act but excluding any statutory modification not in force when this constitution becomes binding on the Company.

Unless expressly provided otherwise, a reference to a statute, statutory provision or subordinate legislation is a reference to it as it is in force from time to time, taking account of any subordinate legislation from time to time made under it and any amendment or re-enactment and includes any statute, statutory provision or subordinate legislation which it amends or re-enacts.

Unless expressly provided otherwise, a reference to any Swim England Regulations, Swim England policies or Swim England procedures is a reference to it as it is in force from time to time.

Any phrase introduced by the terms “including”, “include”, “in particular” or any similar expression shall be construed as illustrative and shall not limit the sense of the words preceding those terms.

A reference to a junior member’s “parent” shall include a junior member’s legal guardian.



### **REGIONAL OPERATION COMMITTEE**

The Operation Committee plays a key role within the Region and is responsible for the Day -to - day business of the Region. It ensures that overall policies and plans are carried out through overseeing the work of committees and any other persons appointed to specific tasks within the Region to implement the Regional Development Plan and Regional Agreement on behalf of the Directors.

#### **Regional Operation Committee Membership:**

- 1.1 The Regional Chair;
  - 1.2 The Regional Vice Chair;
  - 1.3 The Finance Officer;
  - 1.4 All Regional members of staff
2. The Chair shall be the liaison officer between the Board and the Regional staff for those areas of their performance in support of the Region's activities.

#### **Specific Responsibilities**

- o Be responsible for the day to day running and administration of the Region
- o Be accountable to the Regional Directors and report to them at such times and in such a form as they may require;
- o Make arrangements for the affiliation of clubs and organisations to the Region;
- o Ensure all forums are facilitated
- o Ensure all volunteer training is administered and facilitated as required.
- o Be the first point of contact for any Club issues needing assistance and report to the Directors as necessary
- o Have knowledge and details of all competitions, meetings, conferences, training, training camps and social media that is taking place in the Company name or carrying the Company logo.
- o Have general superintendence of the work of all standing committees and sub committees including swimming, para swimming, diving, artistic swimming, waterpolo and open water swimming, ensuring the production of full and accurate minutes of committee meetings and activities for presentation to the Board and general publication in a timely manner.
- o Have general superintendence of the work of other persons appointed to specific tasks with in the Region.

#### **Budget:**

Produce a costed plan which meet the needs of the South West Region to support the delivery of the actions within the plan.

Present this to the Finance Committee in September annually for consideration for the following financial year.

Implement the agreed plan within the allocated budget.

#### **Meetings:**

- Committee Meetings will be held monthly on the first working Monday of the month

- Sub group meeting will be held as necessary
- Meetings will be held where ever possible via an electronic platform
- A minimum of four committee members, of which at least one must be a Director, is needed to form a quorum
- All members are voting members

**Reporting:**

- The Committee reports to the Regional Board through the meeting minutes
- .
- The Committee may make whatever recommendations to the Board it deems appropriate on any area within its remit that requires action, development or improvement.
- The Committee will produce reports for the annual report about its activities.
- The sub-groups will report to the Committee by producing meeting notes following each meeting.
- Where the Operations Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

**Minutes:**

A draft copy of all minutes will be approved by the members of the committee and when agreed circulated within ten days of a meeting to:

- Committee members
- Regional Office.

A copy of this and all other relevant information should also be uploaded and stored in the appropriate section of the Regional BOX.

The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-groups including role, requirements, membership recruitment process and terms of office. All sub-groups must be annually reviewed.

**Confidentiality:**

Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair

All members are required to complete the Regional confidentiality agreement and abide by its content.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **FINANCE COMMITTEE**

Swim England SW Region Finance Committee will support Swim England SW Board in the development of Aquatics across the Region.

Membership of the Finance Committee shall be determined by the skills base of individuals within Swim England SW Region. Sound financial knowledge are essential as well as a general understanding of aquatics within the Region

All members should have knowledge and experience of club and county committee structure

### **Finance Committee Membership:**

- 1.1 The Regional Chair
- 1.2 The Regional Vice Chair
- 1.3 The Regional Finance Officer
- 1.4 An Independent member with sound skills and experience by invitation
- 1.6 An additional skill-based member may be co-opted for a short-term specific project if required
- 1.7 Three delegates needed to form a quorum.

### **Specific Responsibilities**

- **Annual Budgets**
  - Receive budget requests from disciplines annually which cover competition, development and administration.
  - Examine budget requests and make recommendations to the Board for final approval
  - Report back to disciplines on the Board decision.
- **Affiliation Fees**
  - Consider the annual affiliation fees for the Region.
  - Make recommendations to the Board on affiliation fees so that a decision for the following year is confirmed prior to mid-August.
  - Advise Swim England by 1<sup>st</sup> September annually of the Regional affiliation fee for each category and club for the next financial year and whether there is a variation in charge for Oct - Dec.
  - Advise clubs via the newsletter on the Regional Affiliation fees as soon as confirmed.
- **Expenses**
  - Consider annually if any amendments are needed to the rates of expenses for mileage etc paid to volunteers and advise the Board.
- **Regional Rates of Pay**
  - Maintain a table of rates of pay for casual Regional staff attending Talent days and training programmes as recommended by Swim England
- **Investments**
  - Advise the Board on the best investment programme for Regional assets.
- **Grants**
  - Consider all applications for development grants and applications to the Ray Clash Fund and any other funds.
  - Follow the regional criteria in making a decision and actioning. Either authorise payment or reply to applicant with the reason for refusal. If an alternative fund or agency is known of it can be suggested.

- Keep a record of applications both successful and refused and monitor other funds held by the Region to make sure people are not applying twice.

**Meetings:**

- Committee Meetings will be held quarterly
- Sub group meeting will not exceed two meetings annually
- Meetings will be held where ever possible via an electronic platform with the exception of the annual budget meeting which may be held in person if necessary.
- 3 members needed to form a quorum
- All members are voting members

**Reporting:**

- The Committee reports to the Regional Board by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes following each meeting.
- Where the Finance Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

**Minutes:**

A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within ten days of a meeting to:

- Committee members
- Regional Office.

A copy of this and all other relevant information should also be uploaded and stored in the Finance section of the Regional BOX.

The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-committees including role, requirements, membership recruitment process and terms of office. All sub-committees must be annually reviewed.

**Confidentiality:**

Committee members must not disclose any papers circulated and discussed without prior consent of the Finance Officer

All members are required to complete the Regional confidentiality agreement and abide by its content.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **SWIMMING COMMITTEE**

The Region's swimming will be administered through the Swimming Committee which will formulate swimming policy.

### **Swimming Committee Membership:**

- 1.1 The Chair
- 1.2 Swimming Manager
- 1.3 One representative from each County
- 1.4 A Representative from each of the sub groups
- 1.5 Licensed Meet Coordinator
- 1.6 Finance Controller
- 1.7 Admin and Events Officer
- 1.6 A South West Region Board member appointed by the Board;

### **Specific Responsibilities**

- Shall administer the Region's swimming discipline.
- Advise and make recommendations to the Board on all matters relating to its own discipline:
- Promote the development of their discipline through the work of their committee, sub groups and Counties as deemed most appropriate;
- Promote authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline;
- Select swimming teams and appoint team staff to represent the Region as required;
- Oversee the organisation of an overseas training camp / competition when required

### **Budget:**

- Produce a costed development, competition and administration plan which meets the needs of the South West Region and links to the Swim England Swimming Leadership Group plans and to support the delivery of the actions within the plans.
- Present this to the Finance Committee in September annually for consideration for the following financial year.
- Implement the agreed plan within the allocated budget.

### **Meetings:**

- Committee Meetings will be held quarterly
- Sub group meeting will be held as required or stated
- Meetings will be held where ever possible via an electronic platform
- Five members attendance is needed to form a quorum
- All members are voting members

### **Reporting:**

- The Committee reports to the Regional Board via the designated Representative and by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes following each meeting.
- Liaise with the Swim England Swimming Leadership Group as required
- Work with the Regional Club Development Committee regarding requirements for coach and club development/training to enable the successful implementation of the development plan
- Where the Swimming Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

#### **Minutes:**

A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within ten days of a meeting to:

- Committee members
- Regional Office.

A copy of this and all other relevant information should also be uploaded and stored in the Swimming section of the Regional BOX.

The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

#### **Sub-groups:**

##### **COACHES**

To formulate policy on development and provide recommendations to the Swimming Committee.

#### **Membership:**

- .1 The Head Coach from each of the networks. In the event that a person is unable to attend another coach from within that network to be appointed by that network. If there is no network within a county, a representative can be appointed by that county from a club that has swimmers who compete in Regional Championships.
- .2 The Head Coach of stand-alone clubs with a minimum of 10 individual swimmers who have competed in a British Swimming or Swim England Championships in the current year;
- .3 Swim England Talent Officer;
- .4 The Swimming Committee manager;
- .5 SW Region Administration and Events Officer
- .7 SW Region Development Officer;
- .8 The committee has the authority to co-opt a specialist, without power to vote, to advise on a specific task.

#### **Responsibilities:**

- To receive a report on the Talent Pathway;
- Provide and encourage a chain of information throughout the region via their networks;
- Provide direction in the field of coaching;
- Actively encourage the development of and create greater opportunities for coaches;
- Conduct authorised seminars and conferences;

#### **Meetings:**

- Convene meetings not exceeding four per annum.

- Five are needed to form a quorum.

### **EVENT MANAGEMENT**

To deliver the competition programme.

#### **Membership:**

- .1 EMC Secretary,
- .2 Swimming Manager,
- .3 Admin and Events Officer,
- .4 Swimming Finance Controller and
- .5 Three persons appointed by the Swimming Committee.

#### **Responsibilities:**

- Oversee the promotion and presentation of Regional swimming championships and competitions;

#### **Meetings:**

- Convene meetings not exceeding two per annum unless approved by the Swimming Committee.
- Three are needed to form a quorum.

### **MASTERS**

The development of opportunities and the delivery of Masters swimming across the region.

#### **Membership:**

- .1 One specialist member appointed by each County
- .2 MC Secretary
- .3 Admin and Event Officer
- .4 Swimming Manage

#### **Responsibilities:**

- Advise the Swimming Committee on all matters relating to Masters swimming and submit recommendations for improving the standard of Masters swimming;

#### **Meetings:**

- Convene meetings not exceeding two per annum unless approved by the Swimming Committee.
- Four are needed to form a quorum.

### **SWIMMING OFFICIALS**

#### **Membership:**

1. One specialist member appointed by each County who should be a practising British Swimming qualified swimming technical official.
2. The Regional Technical Officials Training and Development Co-ordinator,
3. The Swimming Officials Secretary,

**Responsibilities:**

- Advise all concerned on matters relating to technical officials;
- Encourage the development and increase opportunities for technical officials;
- Make recommendations to improve the standard and qualifications of technical officials;
- Maintain the Regional list of British Swimming Registered technical officials;
- Conduct courses and seminars for swimming technical officials;
- Organise the British Swimming Officials examinations in the Region;
- Appoint technical officials to Regional events;
- Appoint, from nominations received, the Swim England Regional Technical Officials Training and Development Co-ordinator, whose duties shall be to:
  - represent the Region on the Swim England Swimming Officials Sub-Committee;
  - prepare and deal with the examination of candidates wishing to sit the British Swimming Officials examinations.

**Meetings:**

- Convene meetings not exceeding four per annum.
- Five are needed to form a quorum.

**For any additional Sub Groups**

Set out specific terms of reference for any sub-committees including role, requirements, membership recruitment process and terms of office. All sub-committees must be annually reviewed.

**Confidentiality:**

Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair

All members are required to complete the Regional confidentiality agreement and abide by its content.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **WATER POLO COMMITTEE**

The Water Polo Committee is responsible for administration and co-ordination of water polo development across the region

### **Water Polo Committee Membership:**

- 1.1 The Chair,
- 1.2 Regional Water Polo Manager,
- 1.3 One representative from each County
- 1.4 A Chief Coach one Boy and one Girl
- 1.5 A representative from the Bristol and West Water Polo League (appointed by the League),
- 1.6 Financial Controller
- 1.7 A Specialist appointed by the committee against criteria set from time to time
- 1.8 A South West Region Board member appointed by the Board;

### **Specific Responsibilities**

- Advise and make recommendations to the Board on all matters relating to its own discipline;
- Drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate;
- Conduct authorised courses and other items of business identified within their Development Plan relating to its own discipline;
- Select teams to represent the Region;
- Recommend officials for the Regional & National List;
- Appoint officials for Regional events;
- Conduct and give advice on Regional Championships & Competitions as detailed in Conditions;
- Submit to the Board nominations for the Swim England Technical Committee relating to its own discipline;
- Assist Swim England staff in the arrangements for carrying out Swim England Championships and other similar events when allocated to the Region.

### **Budget:**

- Produce a costed development, competition and administration plan which meets the needs of the South West Region and links to the Swim England Water Polo Leadership Group plans and to support the delivery of the actions within the plans.
- Present this to the Finance Committee in September annually for consideration for the following financial year.
- Implement the agreed plan within the allocated budget.

### **Meetings:**

- Committee Meetings will be held quarterly

- Sub group meeting will not exceed two meetings annually
- Meetings will be held where ever possible via an electronic platform
- 50% attendance of committee or sub-group membership is needed to form a quorum
- All members are voting members

**Reporting:**

- The Committee reports to the Regional Board via the designated Representative and by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes following each meeting.
- Liaise with the Swim England Water Polo Leadership Group as required
- Work with the Regional Club Development Committee of requirements for coach and club development/training to enable the successful implementation of the development plan
- Where the Water Polo Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

**Minutes:**

A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within ten days of a meeting to:

- Committee members
- Regional Office.

A copy of this and all other relevant information should also be uploaded and stored in the Water polo section of the Regional BOX.

The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-committees including role, requirements, membership recruitment process and terms of office. All sub-committees must be annually reviewed.

**Confidentiality:**

- Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair
- All members are required to complete the Regional confidentiality agreement and abide by its content.
- Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **OPEN WATER COMMITTEE**

The Open Water Committee is responsible for administration and co-ordination of open water development across the region and for the organisation of Regional Open Water Competitions

### **Open Water Committee Membership:**

- 1.1 The Chair
- 1.2 Open Water Swimming Manager,
- 1.3 one person from each County
- 1.4 up to two specialists appointed by the Committee against criteria set from time to time
- 1.5 Competition Manager,
- 1.6 Open Water Coach,
- 1.7 Safety Officer,
- 1.8 Financial Controller
- 1.9 A South West Region Board member appointed by the Board;

### **Specific Responsibilities**

- Advise and make recommendations to the Board on all matters relating to its own discipline
- Drive forward the development of their discipline through the work of their committee, working groups and Counties as deemed most appropriate
- Conduct authorised courses and other items of business identified within the Regional Development Plan relating to its own discipline
- Appoint officials for Regional events
- Conduct and give advice on Regional Championships & Competitions

### **Budget:**

- Produce a costed development, competition and administration plan which meets the needs of the South West Region and links to the Swim England Open Water Leadership Group plans and to support the delivery of the actions within the plans.
- Present this to the Finance Committee in September annually for consideration for the following financial year.
- Implement the agreed plan within the allocated budget.

### **Meetings:**

- Committee Meetings will be held quarterly
- Sub group meeting will not exceed two meetings annually
- Meetings will be held where ever possible via an electronic platform
- 50% attendance of committee or sub-group membership is needed to form a quorum
- All members are voting members

### **Reporting:**

- The Committee reports to the Regional Board via the designated Representative and by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes following each meeting.

- Liaise with the Swim England Open Water Leadership Group as required
- Work with the Regional Club Development Committee on requirements for club, volunteer and coach development/training to enable the successful implementation of the development plan
- Where the Open Water Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

**Minutes:**

- A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within ten days of a meeting to:
  - Committee members
  - Regional Office.
- A copy of this and all other relevant information should also be uploaded and stored in the Open Water section of the Regional BOX.
- The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-committees including role, requirements, membership recruitment process and terms of office.  
All sub-committees must be annually reviewed.

**Confidentiality:**

Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair

All members are required to complete the Regional confidentiality agreement and abide by its content.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **DISABILITY / PARA SWIMMING COMMITTEE**

The Para/Disability swimming Committee has the task of dealing with all matters relevant to Para and disability swimming.

A regional member of staff will attend meetings as and when required. Representatives from specialist organisations will be invited to help informed decision making.

### **Disability / Para Swimming Committee Membership:**

1.1	The Para/Disability Swimming Chair
1.2	The Para/Disability Swimming Manager
1.3	The Para/Disability Financial Controller
1.4	The Para/Disability Swimming Talent Coach
1.5	A Board representative
1.6	Representative from each County
1.7	A Swimmers representative

### **Specific Responsibilities**

- To advise and make recommendations to the Board of Directors on matters relating to para/disability swimming
- To decide on the parameters for Regional competitions in line with National guidance
- To co-ordinate regional training and ID taster sessions.  
To organise and deliver CPD sessions for coaches and officials
- To make recommendations to the Board of Directors for Para/Disability Swimmer of the year
- To coordinate activity identified in the regional Para/Disability Swimming plan.
- To arrange classification days for Regional swimmers

### **Budget:**

- Produce a costed development, competition and administration plan which meets the needs of the South West Region and links to the Swim England Para Swimming Leadership Group plans and to support the delivery of the actions within the plans.
- Present this to the Finance Committee in September annually for consideration for the following financial year.
- Implement the agreed plan within the allocated budget.

### **Meetings:**

- Committee Meetings will be held quarterly
- Sub group meeting will not exceed two meetings annually
- Meetings will be held where ever possible via an electronic platform
- 50% attendance of committee or sub-group membership is needed to form a quorum
- All members are voting members

### **Reporting:**

- The Committee reports to the Regional Board via the designated Representative and by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes following each meeting.

- Liaise with the Swim England Para Swimming Leadership Group as required
- Work with the Regional Club Development Committee of requirements for coach and club development/training to enable the successful implementation of the development plan
- Where the Disability / Para Swimming Committee establishes a new sub group it is responsible for the ongoing monitoring and evaluation of the sub-group activity

**Minutes:**

- A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within ten days of a meeting to:
  - Committee members
  - Regional Office.
- A copy of this and all other relevant information should also be uploaded and stored in the Artistic Swimming section of the Regional BOX.
- The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-committees including role, requirements, membership recruitment process and terms of office. All sub-committees must be annually reviewed.

**Confidentiality:**

Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair

All members are required to complete the Regional confidentiality agreement and abide by its content.

Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.



## **ARTISTIC SWIMMING COMMITTEE**

The Artistic Swimming Committee is responsible for administration and co-ordination of Artistic Swimming across the region. Membership of the Artistic Swimming Committee shall be determined, where possible, by the skills base of individuals within Swim England SW Region. Each member, where possible, will have different skills to bring to the Committee.

### **Artistic Swimming Management Committee Membership:**

**1 The officers of this committee are the Chair and the Manager who are confirmed each year by this committee. All new recruitment to this committee must follow the regional safe recruitment process as shown in Wavepower.**

- 1.1 Chair
- 1.2 Regional Artistic Swimming Manager and Finance Controller
- 1.3 Minutes Secretary\*
- 1.4 Competition Coordinator\*
- 1.5 Grades Coordinator\*
- 1.6 Workforce Coordinator\*
- 1.7 Chief Recorder\*
- 1.8 Representative from each county where Artistic Swimming takes place.
- 1.9 Regional Board Representative.

*\* Invitation to these posts are issued by the Officers of this committee annually*

### **Specific Responsibilities:**

1. To operate an annual programme of regional competitions in Artistic swimming, in line with the Swim England Artistic Swimming competition pathway
2. To ensure that appropriate structures and workforce are in place to support the development of Artistic swimming within the region
3. To ensure that all athletes are supported to achieve their individual potential
4. To develop officials, as required, to support the regional competition requirements
5. To run an annual conference for representatives of all Artistic swimming clubs in the SE SW Region
6. To provide a representative to the Swim England Artistic Swimming Regional Managers Group.

### **Budget:**

Produce a costed development, competition and administration plan which meets the needs of the South West Region and links to the Swim England Artistic Swimming Leadership Group plans and to support the delivery of the actions within the plans. Present this to the Finance Committee each September for consideration and implement the agreed plan within the allocated budget.

### **Meetings:**

- Management Committee Meetings will be held by zoom plus 1 face to face meeting if necessary. Minimum of 2 meetings per year.
- Sub group meetings will not exceed two meetings annually.
- Meetings will be held where ever possible via an electronic platform
- 50% attendance of committee or sub-group membership is needed to form a quorum
- All members are voting members
- County committee members are only eligible for nomination and possible re-election to their posts if they have attended 50% of all regional AS committee meetings during the previous twelve (12) months. County committee members who fall into this category may be re-elected to the committee by the members present at the County Annual General Meeting.

**Reporting:**

- The Committee reports to the Regional Board via the designated Representative and by forwarding minutes to the Operations Committee.
- The sub-groups will report to the Committee by producing minutes and recommendations following each meeting.
- Liaise with the Swim England Artistic Swimming Leadership Group as required
- Liaise with the Regional Club Development Committee for coach and club development/training to enable the successful implementation of the annual plan

**Minutes:**

A draft copy of all minutes will be approved by the members of the relevant committee and when agreed circulated within fourteen days of a meeting to all committee members and the regional office for agreement at the next Operations Committee meeting.

A copy of this and all other relevant information should also be uploaded and stored in the Artistic Swimming section of the Regional BOX.

The draft minutes will be placed on the Regional Website (noted as a draft). Once approved at the next meeting, they will be replaced on the website with a final version.

**Sub-groups:**

Set out specific terms of reference for any sub-groups including roles and responsibilities, recruitment process and terms of office, including an annual review.

**Confidentiality:**

- Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair
- All members are required to complete the regional confidentiality agreement and abide by its content.
- Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.
- All committee members must complete the conflict-of-interest declaration on an annual basis



## **CLUB DEVELOPMENT COMMITTEE**

"Swim England SW Region Club Development Committee will support Swim England SW Board in the development of Aquatics across the Region".

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

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

All new recruitment to this committee must follow the regional safe recruitment process as shown in Wavepower.

### **1. Club Development Committee shall consist of:**

- 1.1 A Chair- appointed by the Committee
- 1.2 The Regional Development Co-ordinator.
- 1.3 The Regional Finance Officer
- 1.4 A South West Region Board member appointed by the Board.
- 1.5 A maximum of four additional members appointed based on skills for a period of three years and may seek re-election
- 1.6 A skills-based member may be co-opted for a short-term specific project if required
- 1.7 Four delegates needed to form a quorum of which at least one needs to be from 1.1 or 1.2

Responsibilities:

- 2 Club Affiliation
- 2.1 To approve Club Affiliation evidence on behalf of the Region.
  - 2.2 To promote Club Affiliation and Good Governance across the South West Region.
  - 2.3 To support clubs through the affiliation process
3. To provide feedback to clubs on their submission via the regional coordinator .
  4. To liaise with the Swim England Club Leadership Group and the Swim England development team
  5. Provide advice and direction on the development requirements of clubs and volunteers to Swim England SW Regional Board, associated Committees, County Associations, Partners and the Swim England development officers
  6. Advise clubs on funding streams available from National, Region and County sources.
  7. To produce the SESW club and volunteer development plans which meet the needs of the South West Region and links to the Swim England Club Leadership Group plans and to support the delivery of the actions within the plans.
  8. To support and promote Swim England SW Region Volunteer and Club development programme and work with County Associations and clubs to support the programmes and to provide development opportunities for volunteers.
  9. To promote and support all development programmes as and when required by the Regional Board.
  - 10 To provide updates to Swim England SW Regional Board and the Swim England Club Leadership Group.

**Commented [JH1]:** Remove all reference to SwimMark

11. To provide a representative to the Swim England Club Leadership Group who can discuss Club Affiliation and Club & Volunteer Development.

**Sub Committees**

Set out specific terms of reference for any subcommittees formed to include roles and responsibilities membership recruitment process and terms of officer. Each subcommittee to be reviewed annually.

Sub- Committees must report back to the Club Development Committee

**Reporting**

The Committee reports to the Board via the designated representative and via the Operations committee.

**Confidentiality:**

- Committee members must not disclose any papers circulated and discussed without prior consent of the Committee Chair
- All members are required to complete the regional confidentiality agreement and abide by its content.
- Members should not initiate media statements. If invited to comment the invitation should be referred to the Regional Office and the staff member responsible.

**Conflict of Interest**

All Committee members must complete the conflict-of-interest declaration on an annual basis