



SWIMMING COMMITTEE

To receive minutes and reports from swimming sub-committees and accept and confirm recommendations to the Regional Board

Duties of the Swimming Manager

Appointment by open recruitment by the Board

1. To be the main lead and focus for all Swimming activities within the Region
2. To administer the Regional Swimming Committee, prepare agenda and circulate to all members of the committee together with any relevant papers.
3. To keep a record of all minutes and circulate.
4. To deal with correspondence and reports.
5. To advise the Operations Committee and Directors on all matters relating to swimming.
6. Advise on all matters relating to competition in the Region and Nationally
7. Produce an annual development and competition calendar and maintain it in a rolling programme.
8. To attend Sub-committee meetings as required.
9. To assist with the production of an annual Swimming Development Plan and Budget in conjunction with the Finance Controller and other members of the Swimming Committee.
10. To provide reports for the Annual Report at regular intervals as applicable.
11. Attend Swim England Swimming Leadership Group meetings when invited.
12. To liaise with the Regional Staff for the following:
 - Pool bookings
 - Talent programme planning
 - Competition planning
 - where major recommendations are required