



Swim  
England

Midlands

# Artistic Swimming Leadership Group Terms of Reference

V2 - 19/11/24

## 1. Purpose

The **Regional Artistic Swimming Leadership Group (RASLG)** is established to oversee the development, delivery, and strategic direction of artistic swimming activities within the East Midland and West Midland Regions, referred to as the 'Midlands'. The group may refer to the area as the 'Region', 'Regions', or 'Midlands'. The group will work collaboratively to ensure the growth, governance, and sustainability of the sport, providing leadership in key areas such as competition management, athlete pathways, workforce development, and financial oversight.

## 2. Objectives

The primary objectives of the Regional Artistic Swimming Leadership Group are to:

1. **Provide Strategic Leadership:** Set the vision, mission, and long-term strategic goals for the region's artistic swimming activities in the Region.
2. **Ensure Effective Governance:** Establish and monitor the implementation of policies, procedures, and regulations governing artistic swimming in the Region.
3. **Support Development Pathways:** Foster the growth and development of athletes, coaches, and officials through effective pathway management.
4. **Oversee Competition:** Plan, manage, and evaluate regional artistic swimming competitions and events to ensure they meet quality standards and provide fair opportunities for athletes.
5. **Manage Financial Resources:** Ensure the efficient and sustainable management of financial resources to support regional activities and initiatives.
6. **Develop Workforce:** Build and maintain a skilled workforce of coaches, officials, and volunteers to support artistic swimming in the Region.

## 3. Membership and Roles

The Regional Artistic Swimming Leadership Group shall consist of the following positions:

1. **Chairperson**
  - **Role:** Provide leadership to the committee, ensuring meetings are efficient, productive, and focused on strategic priorities.
  - **Responsibilities:**
    - Chair all meetings of the Leadership Group.
    - Ensure decisions align with the region's objectives and governance standards.
    - Represent the group at regional and national meetings.
    - Foster a positive and inclusive working environment.

## 2. Finance Lead

- **Role:** Oversee the financial management and sustainability of regional artistic swimming activities.
- **Responsibilities:**
  - Develop and monitor the annual budget.
  - Ensure financial resources are allocated effectively and efficiently.
  - Provide regular financial reports to the committee.

## 3. Administrator

- **Role:** Provide administrative support to the group, ensuring smooth communication and effective management of the group's activities.
- **Responsibilities:**
  - Organise meetings, including scheduling, agenda preparation, and minute-taking.
  - Manage documentation and communications on behalf of the Leadership Group.
  - Assist with event coordination and other logistical tasks.

## 4. Workforce Lead

- **Role:** Lead the development and management of the workforce within the region, focusing on coaches, officials, and volunteers.
- **Responsibilities:**
  - Develop and implement workforce development strategies.
  - Oversee the recruitment, training, and retention of coaches, officials, and volunteers.
  - Monitor and assess the performance of the workforce.

## 5. Workforce Officer

- **Role:** Support the Workforce Lead in the development of workforce in the Region, engaging with coaches, officials, and volunteers.
- **Responsibilities:**
  - Input into the development and planning of workforce strategies and projects.
  - Support the delivery of training and development opportunities for workforce.
  - Liaise with the committee to safely recruit and employ staff onto regional programmes.

## 6. Competition Lead

- **Role:** Oversee the planning and delivery of regional artistic swimming competitions.
- **Responsibilities:**
  - Ensure all competitions comply with national and regional policies and standards.
  - Coordinate with event organisers to ensure successful event delivery.
  - Review and evaluate competition outcomes and provide recommendations for improvement.

## 7. Competition Officer

- **Role:** Support the Competition Lead in the execution of competitions, focusing on the operational and technical aspects.
- **Responsibilities:**
  - Assist with competition registration and logistics.
  - Liaise with participants, coaches, and officials regarding event details.
  - Ensure the smooth running of competition day activities, including judging, timing, and scoring.

## 8. Pathway Lead

- **Role:** Oversee the development and management of athlete pathways, ensuring alignment with national standards and providing clear progression opportunities.
- **Responsibilities:**
  - Develop, implement, and review athlete development pathways within the region.
  - Ensure a clear pathway from entry-level to elite performance.

- Collaborate with coaches and clubs to support athlete growth and progression.

## 9. Pathway Officer

- **Role:** Support the Pathway Lead in managing athlete progression and talent identification programs.
- **Responsibilities:**
  - Coordinate regional camps, trials, and talent identification events.
  - Provide support to athletes and coaches in understanding and navigating the pathway.
  - Monitor athlete development and offer recommendations for progression.

There will also be 2 representative roles voted for by the elected members, assigned to members already on the committee:

1. Vice-Chair. Taking on the responsibilities of the Chairperson in their absence.
2. Equality, Diversity & Inclusion. Providing advice and support to members in the group.

There will be 1 position nominated by the Chairperson:

1. National Meeting Liaison.

## 4. Meetings

1. **Frequency:** The group will meet at least **quarterly** and more frequently if necessary (e.g., in the lead-up to competitions or events).
2. **Quorum:** A quorum will consist of at least **half** of the membership, including the Chairperson or their delegate.
3. **Decision-Making:** Decisions will be made by **consensus**. If consensus cannot be reached, decisions will be made by a **majority vote**. The Chairperson will have the casting vote in case of a tie.
4. **Minutes:** The Administrator will take minutes at each meeting, which will be circulated to all members within **seven days** following the meeting.

## 5. Decision-Making and Responsibilities

1. **Accountability:** All members of the Leadership Group are accountable for ensuring that the decisions and activities of the group align with regional and national policies and objectives.
2. **Collaboration:** Members are expected to collaborate effectively, share relevant information, and support the collective achievement of the group's goals.
3. **Reporting:** Each member will report on their specific area of responsibility at each meeting, providing updates, challenges, and recommendations for future actions.

## 6. Duration

The Regional Artistic Swimming Leadership Group will operate for an initial term of **two years**, with a review at the end of this period. Members may be reappointed or replaced as per the group's decision-making process.

## 7. Conflicts of Interest

All members must declare any potential conflicts of interest related to their role in the Leadership Group. In the event of a conflict, the individual may be required to recuse themselves from the decision-making process related to the conflict.

## 8. Amendments

These Terms of Reference may be amended at any time by the Leadership Group, provided that proposed amendments are agreed upon by a **majority vote**.