**Runnymede Swimming Club**

**SwimAbility - Terms of Reference**

**Aims:**

To assist Runnymede SwimAbility in the matters relating to the development of its performance.

To assist and advise Runnymede Swimming Club’s Management Committee in matters relating to the SwimAbility.

Ensure Runnymede Swimming Club (RSC) delivers its Vision and Mission.

Take into account the RSC development plan and policies.

**Structure:**

Chaired by the Disability officer and made of up of no less than three non-paid members of the club (including the chair).

A ‘declaration of interest’ must be submitted where appropriate. In the interest of a quorum, an alternative non-paid member of the Club’s committee may be seconded temporarily.

External advisers may be invited to attend for all or part of any meeting, as and when appropriate and necessary

**Frequency:**

Meetings shall be held at least once a year or when required, or requested by the RSC Management Committee.

**Duties**:

Responsible for developing SwimAbility, which will include coaching, swimming sessions and gala’s.

Take into account all factors which it deems necessary including relevant legal and regulatory requirements.

**Minutes:**

Full minutes of meetings shall be circulated promptly to the Club’s Management Committee

**Reporting responsibilities:**

Make whatever recommendations to the RSC Management Committee it deems appropriate on any area within its remit where action or improvement is needed.

 Version October 2019