

Terms of Reference

Purpose/role of the Committee

The Committee's role is to:

1. work within the London Region Strategy and the committee's delegated budget;
2. set and drive a strategy for cross-discipline club development and support in London;
3. ensure effective collaboration between disciplines;
4. co-ordinate and deliver a comprehensive training programme to meet cross-discipline the needs of the clubs;
5. help to communicate information from the Region and the ASA;
6. appoint and supervise appropriate managers, office-holders and working groups (including London Swimming's representative on the ASA Club Development Group and, if thought necessary, a Swim21Panel);
7. consider London Region Swim 21 submissions; and
8. advise the ASA London Region on club development issues.

The discipline committees will retain responsibility for club development that is specific to their discipline.

Membership

The Committee will be appointed by the ASA London Region Board.

The membership of the committee will be:

1. chairman of the committee;
2. a representative of the London Region Board;
3. a representative of each of the discipline committees (usually the committee's club development lead); and
4. the regional club development officer (non-voting).

Accountability

The Committee is accountable to the ASA London Region Board.

The Committee Chairman with the support of the Regional Club Development Officer will produce minutes and reports to ASA London Board.

Review

The Club Development Group will review the relevance and value of its work on an annual basis.

Ways of working

The Committee will aim to use efficient and effective way of working and to utilise the most appropriate channel of communication according to the topic or issue. These will include (but not be limited to):

- email;
- conference calls; and
- formal meetings.

If the members of the forum are unable to attend, they should send apologies in advance. The meeting will go ahead with remaining attending members - 50% of the committee membership shall form a quorum.

Employees of either the ASA or the London Region shall not hold voting positions on the Committee.

The Committee may invite other people (including appropriate employees of the ASA and the London Region) and organisations to take part in discussions. These invited people shall not be permitted to vote.

In the absence of the elected chairperson, the Committee will appoint someone to chair the meeting. The London Board Representative and Regional Club Development Officer shall not chair the meeting.