

Swim England South East

Development Group: Terms of Reference

Role:

To promote the development of aquatics within the Swim England South East Region (SESER)

Scope:

The Development Group covers all disciplines of the sport with regard to clubs, networks, teachers and coaches, volunteers and technical officials training.

It is specifically responsible for delivering the Swim England Regional Agreement in collaboration with the Strategy Group

Activities:

1. Regional Agreement
 - a. To inform and implement the Regional Agreement through co-ordination with the Discipline Groups
 - i. Agree regional priorities based on available resources and progress from previous year.
 - ii. Translate the Regional Agreement into specific annual objectives and quarterly delivery programme (incl. Objective owners).
 - iii. Monitor progress and prepare quarterly update for SE review..
2. SwimMark
 - a. Support the development of clubs with affiliation and accreditation to SwimMark through the work of the Regional Club Development Officers and the affiliation group.
 - b. Promote the development of coaches within SwimMark clubs through the provision of bursaries for training courses.
3. Workforce Development
 - a. Enable the development of volunteers through the facilitation of CPD courses.
 - b. Support the licensing of officials through payment of fees.
 - c. Support young volunteers through training programmes.
4. Talent Development
 - a. Support regional talented athletes through provision of regional competitions
 - b. Develop and implement policies for provision, funding and athlete contribution for on-shore and off-shore training camps to apply across disciplines.
 - c. Enable Channel Island athletes to participate in regional Talent Camps and coaching workshops organised by the SESER through the provision of travel funding.
5. Communication

- a. To promote the availability and benefit of initiatives for clubs and members through regular and effective use of relevant media and platform including the SESER newsletter and website.

Processes:-

The Development Group uses the following processes:

1. Meetings: with formal Agenda, Notes and Action Points.
2. Hosts regular reviews with Discipline groups to discuss annual plans and budget requirements.
3. Preparation of an annual budget and monitoring of spend.
4. Receive reports from Staff and other groups.
5. Receive requests for funding and consider how these can be funded.
6. Ensure information on bursaries and other funding is available on the SESER website.
7. Liaise with other groups through the members of the Development Group.

Roles:

1. Chairman: sets the agenda and runs meetings.
2. Regional Manager.
3. Regional Club Development officers.
4. A minimum of 3 Board Members, including a representative of the Finance Group.