

TRAFFORD METROPOLITAN BOROUGH SWIMMING CLUB

Headquarters: SALE LEISURE CENTRE, Broad Road, Sale.
Affiliated to: C.C.W.P. & S.A., M. & D.S. & W.P.A., C.L.S. & W.P.A.

Masters Sub-Committee Terms of Reference V1 - February 2026

Authority

The Masters Sub-Committee is established to act as a sub-committee of the Trafford Metropolitan Borough Swimming Club (TMBSC) Committee.

The Chair of the Masters Sub-Committee reports items through representation on the TMBSC committee.

Purpose

Where the term Masters is used within this document, this term encompasses the membership in both the Masters and the Masters Fitness groups.

Swimmers aged 18 to 24 are classified a senior age group and are eligible to compete as such at Masters events that permit their participation. A swimmer is eligible to swim as a Master from the 1st of January in the year of their 25th birthday.

The purpose of the Masters Sub-Committee is to:

- **Consider the views and opinions of the Masters membership**
- **Promote the development and practice of Masters swimming**
- **Organise and promote social events between the Masters and Masters Fitness groups**
- **Promote competitions and championships for the Masters membership**
- **Organise Masters relay teams and entries**
- **Organise the annual Trafford Masters Open Meet**
- **Organise the Masters membership participation in 24-hour sponsored swims**

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Principle Duties

To achieve its purpose, the Masters Sub-Committee will:

- **Be transparent in its business to the Masters membership by sharing minutes of their meetings**
- **Gather views and opinions on relevant topics and issues through informal engagement and, where appropriate, through formal surveys of the Masters membership**
- **Advocate for the Masters membership by communicating their views, opinions, and concerns to the TMBSC Committee, while actively contributing ideas and suggestions to improve experience and address issues**
- **Organise and communicate social events for the Masters membership**
- **Promote competitions, championships and events to the Masters membership**
- **Coordinate Masters relay teams for competitions**
- **Create task and finish groups to organise the annual Trafford Masters Open Meet and 24-hour sponsored swims**

Reporting

The minutes of the Masters Sub-Committee meetings shall be formally recorded and submitted for approval to the TMBSC Committee prior to circulation to the membership.

The Chair of the Masters Sub-Committee shall report to the TMBSC Committee any issues that require disclosure or a final decision.

Membership

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The Masters Sub-Committee are volunteers who, through the process of nomination, will be appointed by the Chair of the Masters Sub-Committee. Tenure of office will be 12 months and appointment will be at the earliest convenience after the AGM.

The Masters Sub-Committee shall comprise members drawn from the Masters and Masters Fitness groups, with committee representation aiming, at a minimum, to be proportionally reflective of their respective membership numbers.

When a Masters Sub-Committee member steps down, a replacement shall be sought from the Masters or Masters Fitness group from which that member was drawn, to ensure that proportional representation is maintained.

Other key individuals may be co-opted to the Masters Sub-Committee as required, depending on the work streams to be initiated. Any co-opted members will have a term of office that terminates on the day of the AGM as per all other members of the Masters Sub-Committee.

The Masters Sub-Committee must be members of TMBSC and Swim England, and hence comply with Swim England's Wavepower Safeguarding policy and procedures. All members are required to undertake a DBS check and attend a safeguarding course.

Frequency of Meetings

The Masters Sub-Committee will meet bi-monthly at a minimum, with meetings held more frequently if the need arises.

Joint meetings with the TMBSC Committee may be arranged as additional meetings if there are issues arising that would benefit from a direct discussion between the two committees.

The group may establish task and finish groups to deliver specific actions.

Organisation



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The proposed agenda for the meeting shall be circulated in advance of the meeting to allow members to propose additional items.

A committee member will be tasked with taking minutes and these will be circulated within 3 working days of the meeting.

Review and Assessment of Performance

These Terms of Reference shall be reviewed annually or in light of changes in practice or legislation.

The Masters Sub-Committee shall undertake an annual review of its performance and effectiveness.

The TMBSC Committee may dissolve the Masters Sub-Committee if it is no longer required for the purposes set out in this document, or if there are concerns regarding its performance.