



BREIFNE SWIM CLUB

HANDBOOK



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SECTION 1

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CONSTITUTION OF BREIFNE SWIM CLUB

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Constitution of Breifne Swim Club

1. Name

The name of the Club shall be “Breifne Amateur Swim Club” hereinafter referred to as “the Club”.

2. Objectives

The objectives of “the Club” shall be:-

- 2.1 To teach/coach swimming.
- 2.2 To promote and encourage excellence in competitive swimming to the highest levels.
- 2.3 To promote swimming as a community wide sport.
- 2.4 To promote the enjoyment and self fulfilment of the swimmer in a safe healthy environment for the sport.
- 2.5 Recognising the special needs of children, the club will have a child centre focus, which will at all times consider and give particular attention to the health, welfare, development, safety and well being of the child.
- 2.6 “The Club” will ensure that all members on payment of the appropriate fee are issued with a copy of the Constitution, Code of Behaviour and Club Rules when joining “the Club” or renewing membership.

3. Colours, Logo and Status

“The Club” colours, Logo and Status shall be determined by the Management Committee. The Club is mixed and caters for both children, senior members and master swimmers.

4. Affiliation

“The Club” shall be affiliated to Swim Ireland. In so doing “the Club” will abide by the rules of Swim Ireland and accepts the Swim Ireland Code of Ethics and Good Practice in Children’s Sport in Ireland and supports the Child Protection Policies adopted by The National Governing Body, the Irish Amateur Swimming Limited (Swim Ireland). When abroad “the Club” will abide by the rules of FINA as directed by

Swim Ireland. Only properly affiliated and paid up members may swim competitively paying membership/registration/insurance fees.

5. **Membership**

General Membership

5.1 Definition of a Member

A member of “the Club” shall be any person accepted as a member who has paid the current requisite membership fee. Members will also be registered to become members of Swim Ireland. Those aged under 16 years shall be known as Junior Members and have no voting rights. The voting rights in respect of these members are held by a parent/guardian of such members. Those members aged 16 years and older will be known as Senior Members and have full voting rights.

5.2 Obtaining Membership

All applicants for membership must complete the standard application form. Upon acceptance of application of Membership after enquiry, applicants for membership must pay the appropriate subscription.

5.3.1 The maximum number of members in “the Club” at any given time shall be determined by the Management Committee. The Management Committee in consultation with “the Club” coaches shall determine this taking into account inter alia Club objectives. Qualifying times and criteria otherwise for admission to membership as laid down from time to time by the Management Committee must be met.

5.4 New Members

Applicants must be proficient in all four strokes. Applications for membership must be approved by the three member Committee comprised of the Coaching Staff/members of the Management Committee designated for this purpose from time to time by the Management Committee.

5.4.1 Newly accepted members shall be on probation for one year or for such longer period as the Management Committee determines. At the end of the probation period the Management Committee shall decide if membership is to be confirmed.

5.5 Admission and restriction of Membership

The Management Committee has the right to approve membership and the right to restrict membership.

5.6. Transfers

“A transfer” from or to “the Club” will be dealt with according to the procedures laid down by Swim Ireland.

5.7. Associated Honorary Members

Associated Honorary Members of “the Club” may be elected at the discretion of the Management Committee.

5.8. Suspension/Termination of Membership

The Management Committee shall have the authority to suspend or terminate membership from “the Club” with Swim Ireland being informed. Such action shall be considered in particular if in the opinion of the Management Committee the conduct of a member brings or is likely to bring “the Club” into disrepute and/or if a member fails to comply with the Constitution Code of Behaviour Rules of the club or for any substantial reason otherwise. Subject to paragraph 5.8.1. hereunder, except in cases of gross misconduct where immediate termination of membership is deemed appropriate, members will be given an opportunity to put forward their own case before a decision on termination is made. Swim Ireland may impose suspension or termination of membership for violation of it’s rules.

5.8.1. Whilst any allegation in the context of Child Protection is outstanding, any Member, Parent, Committee Member, Coach or other relevant person will stand down until the matter is resolved.

5.9 Membership of other Clubs

The member may be a member of other clubs but should only represent “the Club” in open competition in accordance with Rules set down by Swim Ireland under First Claim Law.

5.10. Appointment of Coaching Staff

The Management Committee shall employ coaching staff for specialised training sessions for “the Club”. Regular coaching is undertaken by the Coaching Manager i.e. Manager of Cavan Regional Health Sport and Leisure Complex Limited and all staff involved in coaching will hold a minimum qualification of Assistant

Teachers Certificate and will be assisted by any other helpers, the Coaching Manager may deem suitable.

6. Management Committee

6.1 The club shall be managed by a Management Committee consisting of:-

- (a) Chairperson (Officer)
- (b) Vice-Chairperson
- (c) Honorary Secretary (Officer)
- (d) Competition Secretary
- (e) Honorary Treasurer (Officer)
- (f) Assistant Treasurer
- (g) PRO
- (h) Assistant PRO
- (i) Four Committee Members

Coaches will be invited to report or address the Management Committee but have no voting rights. Members of the Management Committee must be in good standing with Swim Ireland. The position of Chairperson will normally rotate at least once every three years. All members of the Management Committee are eligible for re-election.

6.2 The Management Committee shall have the power to co-opt extra committee members as desired.

6.3. The Management Committee may delegate agreed responsibilities to certain sub-committees e.g. Finance, Gala Committee. These committees should report back to the Management Committee. Ad hoc committees will be convened by the Management Committee as and when required. The terms of reference will be agreed by the Management Committee. The Management Committee may co-opt any member of "the Club" to serve on such a committee. One member of each such committee should be a member of the Management Committee.

6.4 Election of Management Committee

The Management Committee shall be elected at the Annual General Meeting. If a vacancy occurs in the Management Committee by resignation or otherwise during year, such vacancy(ies) may be filled by the Management Committee until the next Annual General Meeting. Any member of the Management Committee who fails to attend meetings with the Committee on a regular basis may be asked to stand down by the Management Committee. The officers of the

Management Committee shall be elected by the members of the Management Committee.

6.5. Selection of Club Children's Officers

Following review of persons deemed suitable, the Management Committee shall select two Club Children's Officers, one male and one female, neither of whom will be members of the Management Committee. The selection of these Officers shall be announced at the Annual General Meeting. The Club Children's Officers will be volunteers. They may not be members of the coaching staff or the Management Committee. Child Liaison Officers should be child centred in focus and have as their primary aim the establishment of a child centred ethos within "the Club". They will have a number of functions within "the Club" including the following:-

(1) To promote awareness of the Code of Ethics and good practice for children's sport in Ireland within "the Club", particularly among the children and young people within "the Club". This would best be done by the production of information leaflets etc. and by the facilitation of regular information meetings.

(2) To influence policy and practice within "the Club", to ensure that all policy and decisions take account of the child's needs, as a matter of priority.

(3) To facilitate communication with children through the creation of forums by which children can express their views about "the Club" and can influence decisions within "the Club".

(4) To provide an accessible resource to children when they need to express their concerns, views or worries regarding their involvement in "the Club".

(5) To act as an advisory resource sports leaders on child protection issues, ensuring the statutory guidelines and procedures are followed.

(6) To conduct research into why children drop out of club activities.

The names of the Club Children's Officers will be made known to the children in "the Club" and their parents by publication on "the Club" Notice Board.

Club Children's Officers will maintain contact with "the Club" Management Committee and advise them of any matter requiring their attention.

6.6. Duties of Officers

The Chairperson or in his or her absence the Vice-Chairperson shall preside at all meetings. In the absence of both of these officers, the Management Committee shall nominate one of its members to preside. In the case of a tied vote at a meeting, the Chairperson will have the deciding vote.

6.7. The Treasurer

The Treasurer shall be responsible for keeping proper accounts of the income and expenditure of "the Club". He/she shall collect any monies due to "the Club" and prepare a Statement of accounts for the information of the AGM. Copy of the Statements shall be forwarded to the Honorary Secretary of the Club. The Accounts of "the Club" shall be audited at least once in every year prior to the AGM by an Auditor appointed at the AGM of "the Club". All records and accounts will be passed to the incoming committee.

6.8. Access to Bank Account(s)

Access to Bank Account(s) maintained by "the Club" shall require signatures by any two of the following:-

- (1) Chairperson
- (2) Treasurer
- (3) Any nominated Management Committee Member.

6.9 The financial year for "the Club" shall run from 1st September to 31st August in each year and the Accounts shall be closed on 31st August and balanced and presented to the AGM for acceptance following an independent audit with the Auditor(s) who shall be appointed at the AGM.

6.10 The Committee may from time to time, set aside funds for a specific purpose.

6.11 No expenditure which will incur liability for the club may be incurred without the prior approval of the Management Committee.

6.12 The Secretary

The Secretary will be responsible for all the correspondence of "the Club" except as decided by the Management Committee. The Secretary will be responsible for keeping minutes of all business at all Management Committee meetings and annual general meetings. The Secretary will be responsible for the normal secretarial duties of "the Club". He/she shall prepare a Report of the AGM and assist the Chairperson on an ongoing basis in the administration of "the Club", ensuring adherence to the rules of both "the Club" and Swim Ireland.

- 6.13 The Secretary will archive all Club Records and make these available as necessary to facilitate incoming personnel and/or research.
- 6.14 The Management Committee will ensure that the records of all matters relating to the running of the club during their tenure are passed to the incoming committee.

7. Subscriptions

7.1 Annual Subscription

There shall be an annual membership subscription renewable on 1st December of each year payable in advance of this date. Membership shall cease if a subscription is not paid on or before 21st December in each year.

7.2 Review of Annual Subscription Amounts

The amount of the annual subscription shall be reviewed at least annually by the Management Committee.

7.3 Refund or Part Payment of Annual Subscriptions

A member who leaves or is expelled from “the Club” during a year will not be entitled to a refund of subscriptions.

A Person/s who joins “the Club” during a year, may pay a fee pro-rata to the annual subscription.

7.4 Method of Payment of Annual Subscription

The Method of payment will be agreed with “the Club” Treasurer as delegated by the Management Committee.

8. Meetings

- 8.1 Management Committee Meetings will be convened by the Secretary at least once every two months. The time and date of such meeting shall be communicated by the Secretary to the committee members. Special meetings may be called as and when required. A quorum will be deemed to be 6 members entitled to attend. Decision making will be resolved by a simple majority. The Chairperson will have the casting vote. Minutes will be kept of all meetings.

8.2 General Meetings

The Management Committee may call a general meeting at any time, giving at least 21 days notice and publishing the business of the meeting. A quorum shall be 12 fully paid up members and/or parents /guardians of fully paid up members entitled to vote.

- 8.3. On a written request by 12 fully paid up members and/or parents/guardians of fully paid up members entitled to vote, the Secretary shall call an Extraordinary General Meeting giving 21 days notice at which no business, other than that for which the meeting is called, shall be transacted.

8.4 Annual General Meeting

An Annual General Meeting will be held no later than during the month of November in the relevant year. At least 14 days advance notice of the AGM will be given to fully paid up members/parents/guardians of fully paid up members entitled to vote. Only fully paid up members are eligible to vote. A quorum shall be 12 fully paid up members and/or parents /guardians of fully paid up members entitled to vote. The Secretary shall call an Annual General Meeting by publication of an Agenda on "the Club" Notice Board at least 14 days beforehand. Notices of Motion must also be published with the Agenda. These may be submitted (proposed and seconded) by the Senior Members. All such motions must be received by the Honorary Secretary at least 21 days before the date of the AGM. They should be in writing and signed by at least two members eligible to vote. Any proposed changes to the constitution shall require 2/3rd majority of those present and entitled to vote. Any other proposals require a simple majority of those present and entitled to vote.

The AGM of "the Club" shall elect by majority vote the Management Committee. Nominations for positions on the Committee must be made in writing with the nominees consent and be proposed and seconded by two fully paid up members. Nominees proposed and seconded must be in good standing with "the Club". Nominations must be received by the Honorary Club Secretary not less than 14 days before the AGM.

- 8.5 Voting entitlement is as follows. Each fully paid up member over the age of 16 years is entitled to vote. In addition a parent/guardian of one or more fully paid members aged under 16 years shall have one vote – irrespective of the number of such members under 16.

9. Fund Raising/Finance

- 9.1 Fund raising by or on behalf of “the Club can only be carried out with prior approval of the Management Committee.

10. Complaints Procedure

- 10.1 “The Club” will ensure that each member is issued with a copy of “The Child Protection Guidelines Booklet” and will be required to sign a Statement agreeing to abide by the regulations contained therein.
- 10.2. Any complaint or allegation of child abuse should be made immediately to one of the Club Children’s Officers by parents or children. All complaints of this nature will be dealt with in accordance with the procedures outlined in “The Code of Ethics and Good Practice for Children’s Sport in Ireland” including reporting to the relevant Authorities. The Club Children’s Officer will maintain a confidential record of all such complaints. This record of complaints, and the action taken to deal with them, will be passed on to succeeding Club Children’s Officers with the guarantee that confidentiality will be maintained.
- 10.3 “The Club will ensure that when a complaint has been made in relation to allegations of child sexual abuse by a committee member, club official, member, coach, parent, Leisure Complex Employee or other person that the said committee member, club official, member, coach, parent, Leisure Complex Employee or other person shall stand down whilst the complaint is being examined – no guilt or otherwise being implied. No investigation of the complaint will be undertaken by “the Club”. Such report shall be forwarded immediately to the Swim Ireland Child Protection Officer, the Health Board and the Gardai. The procedure in relation to child protection and complaints will be reviewed annually.
- 10.4. A General Complaints Book will be held by the Honorary Secretary to record written complaints concerning non-child abuse or breaches of guidelines and will form part of the record passing on to an incoming committee.

General complaints will be dealt with by the Management Committee at the next planned Management Committee Meeting. If there is no meeting planned for sometime, a special Management Committee meeting will be called to hear the complaint within two weeks of the complaint being made. Both sides shall be given adequate opportunity to state their case. If the complainant is not satisfied with the decision of the Management Committee, an independent Arbitrator shall be appointed with the agreement of the complainant and the Management Committee and in default of the agreement by the President for the time being of Swim Ireland.

11. Club Insurance Policy

- 11.1 “The Club” shall provide insurance cover for all members whilst involved in Club activities or Club business in accordance with the regulations laid down by the Ulster Region of Irish Amateur Swimming Association Limited or Swim Ireland.
- 11.2. “The Club” shall not be responsible for any private property, lost, stolen or damaged and/or injury sustained at any function/activity of “the Club”.
- 11.3. The Officers and Management Committee Members of “the Club” shall not be liable at any time, either jointly or severally for any damage to or injury sustained by individuals or property on or at Club premises, vehicles utilised by “the Club” and/or Club events/training sessions or otherwise howsoever.
- 11.4. All equipment and trophies should be adequately documented, valued and insured by UR-IASA or Swim Ireland or other body.

12. Galas, Trips etc.

Members of “the Club” can only compete in Galas and/or participate in trips with the express approval of the Management Committee. Regulations will be applied as outlined in the Club Rule Book.

13. Change of Constitution/Swim Ireland Rules

The Constitution of “the Club” may only be altered by a Notice of Motion proposed and seconded by a 2/3rd majority of those present and voting at a general meeting of “the Club”. The Notice of Motion must appear in full in a Notice convening the meeting.

All changes to the Constitution and “the Club” Handbook and Rule Book will be notified to Swim Ireland without delay. The Management Committee will inform members of and will implement as soon as practicable any changes in Rules which Swim Ireland may introduce from time to time.

14. Omissions from Rules

Anything not covered in this constitution may be decided by the Management Committee by majority decision.

15. Club Coaching Staff

The teaching/coaching staff of “the Club” are employees of Cavan Regional Health Sports and Leisure Complex Limited. All must sign

the Officials Code of Ethics and agree to the requirements of the Code of Ethics and Good Practice for Children's Sport in Ireland. The duties and responsibilities of their employment, by the management of Cavan Regional Health Sport and Leisure Complex Limited and their level of training and qualification will be as determined by the Management of Cavan Regional Health Sport and Leisure Complex Limited.

16. Dissolution

"The club" shall not be dissolved except by the consent of 2/3rd of members present at an Extraordinary or Annual General Meeting.

SECTION 2

CODE OF BEHAVIOUR

The purpose of the Code of Behaviour is to establish an atmosphere of peace and order to the benefit of all, within "the Club".

This Code of Behaviour will be, in conjunction with "the Club" Constitution and Rules of the Club, be made available to, and acknowledged by, all club members.

This Code of Behaviour will apply to all club activities.

Inappropriate behaviour will be classified as isolated, continuous or serious and is judged having regard to age, temperament, range of ability and/or other relevant factors.

General Guidelines for Behaviour

1. Courtesy and respect for others is the basis for club behaviour.
2. Swimmers will respect the right of others to train in a secure safe atmosphere.
3. Swimmers will co-operate with instructions given by coaches.
4. Swimmers will come fully equipped and on time for each training session as specified by "the Club".
5. There must be no noisy, over-aggressive or dangerous behaviour in dressing rooms, on pool deck or any where else in or around Cavan Leisure Complex, on buses or at any club activities at home or away.
6. Respect must be shown for property of the individual and "the Club" at all times.

Examples of Isolated Breaches of Behaviour

1. Talking in a manner disruptive to the session.
2. Use of abusive language or temper tantrums.
3. Insolence to coaching/supervisory persons.
4. Minor pilfering.
5. Running on pool side.
6. Shouting/talking thereby disrupting others.
7. Smoking.
8. Bullying or harassment of other swimmers.
9. Arriving late or ill-equipped for training sessions.
10. Not wearing Club gear (hat, T-shirt,swim suits/track suits) at Galas.

Examples of Continuous Misbehaviour

1. Any of the above on a continuous basis.

Examples of Serious Misbehaviour

1. Serious assault on the person or serious damage to the property of one swimmer or club property by another.
2. Malicious damage to property.
3. Possession or use of drugs prohibited by law.
4. Assault on, threat to, or damage to property of, or abuse of a coach by a swimmer.
5. Use of abusive language to coaching staff or Sports Complex Staff.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF MISBEHAVIOUR

In all matters of discipline and behaviour, the Management Committee will be guided by the code of Ethics and Good Practice for Children's sport in Ireland.

It will be the responsibility of the Management Committee to see that the sanctions and procedures are applied consistently but fairly. Above all justice must be tempered by compassion and understanding of human frailty.

In imposing a sanction it is the misbehaviour which is unacceptable and not the individual.

The sanctions will, as far as possible, reflect the degree of misbehaviour. A whole training group is not punished because of one child's or small group's misbehaviour, except in exceptional circumstances.

When misbehaviour does occur, a list of possible procedures or strategies that may be used is given below. Any one or more of these strategies may be used at any given time in relation to any given incident.

If a serious breach of discipline takes place at training sessions and/or an incident breaking Tour Guidelines occurs whilst on a tour/trip and/or an incident of discipline occurs out of the pool and within the swimming pool area/changing rooms/Leisure Complex observed by a member of the Management Committee/Coach/Parent the matter will be referred to the Management Committee. The Management Committee will review the circumstances of the breach and interview those concerned. The member will be informed of the time and place of the meeting at which disciplinary action against him/her will be discussed. The member may state his/her case to the Management Committee verbally or in writing and must be accompanied by a parent/guardian if aged under 16. Following deliberation, the Management Committee will issue its findings and proposed disciplinary action. Members affected by this ruling will have the right to appeal, and may have their case reviewed by an independent arbitrator if they remain dissatisfied with the manner in which it has been dealt. Any such Appeal must be received in writing by the Management Committee within 7 days of issue of its findings. Upon receipt of such Appeal, an independent Arbitrator will be appointed by agreement between the parties or in default of agreement by the President for the time being of Swim Ireland. A further Appeal can be made against the decision of the independent Arbitrator to Swim Ireland within 14 days of issue of the decision of the Independent Arbitrator.

For isolated breaches of discipline:-

1. The swimmer will be made aware of the fact that his/her behaviour is unacceptable.
2. The swimmer will receive a verbal reprimand from the coach.
3. The coach will discuss misbehaviour with swimmer.
4. The swimmer will be moved to a different lane.
5. The swimmer will be temporarily removed from the pool.
6. A note will be sent to parents/guardians.

For Serious breaches of discipline:-

1. If a swimmer's behaviour is a source of danger to himself/herself, he/she will be removed from the pool.
2. Suspension for a period of time determined by the Management Committee plus coaches or expulsion.
3. Recompense will be expected to be made by swimmer/parent/guardian for damage, loss of or theft of another swimmer's property.
4. The coach may exclude a swimmer for part of a session or a number of sessions not exceeding two if the swimmers code of conduct is abused/broken.

SECTION 3

General Background

Breifne Swim Club is a non profit making organisation administered by a Management Committee elected at an Annual General Meeting and financed by members' subscriptions plus various fund raising activities. "The Club" was formed in 1997 to promote the sport of swimming in the area and is based at Cavan Leisure Complex. Breifne SC is fully affiliated to Swim Ireland. "The Club" prepares swimmers for all levels of competition from Internal Galas up to open Competition at International level. "The Club's coaching programme is implemented by qualified coaches under the direction of the Coaching Manager who in turn is the Manager of Cavan Leisure Complex. Swimmers move from one group to the next as they progress. The Club's primary aim is to produce skilled and accomplished competitive swimmers. Swimmers qualify for a more advanced lane by reaching appropriate standards involving times and stroke technique. As swimmers move up through the lanes an increasing amount of endurance and speed training is incorporated into the schedules. Swimmers are encouraged to enter competitions appropriate to their age and ability. "The Club" is primarily a competitive swimming club but it does also cater for the less serious swimmer, offering training facilities at certain sessions open to such swimmers.

WHETHER YOU THINK YOU CAN OR YOU CAN'T YOU'RE PROBABLY RIGHT!

*If you think you are beaten, you are.
If you think that you dare not, you don't
If you'd like to win, but you think you can't,
It is almost certain you won't.*

*If you think you'll lose, you've lost;
For out in the world you'll find
Success begins with the fellows will,
It's all in the state of mind.*

*If you think you're outclassed, you are.
You've to think high to rise;
You've got to be sure of yourself,
Before you can ever win a prize.*

*Life's battles don't always go
To the stronger or faster man;
But sooner or later the man who wins,
Is the one who thinks he can.*

RULES OF THE CLUB

The Management Committee shall be empowered to publish, enforce and amend such rules supplementary to the constitution as it feels may be beneficial to the affairs of “the Club” provided that they are not contrary to the rules and constitution of the URSI.

1. Keeping up with what is going on

We have a prominently displayed Notice Board for posting information in the foyer of Cavan Sports and Leisure Complex. A wide variety of Notices are displayed and kept up to date providing information in particular on Gala Entry. Members are expected to consult the Notice Board to keep themselves up to date. The names and contact numbers of the Child Liaison Officers are displayed on the Notice Board.

2. Competition/Galas/Fees

During the year “the Club” hosts a number of Internal Swimming Galas designed to bring on our younger and developing swimmers in helping to increase their proficiency in all four strokes and their times. Members who are eligible to participate in these Galas are encouraged to do so. “The Club” will also participate in Leagues and Galas, Open, Novice and otherwise. Club Members if selected to swim in a particular event are expected to do so. Selection of swimmers for League Training/Galas and/or Relay Teams shall be in the sole discretion of the Coaching Manager and her team. Parents are requested to appreciate that swimmers will be chosen for Galas appropriate to their age and ability. Gala entry fees and Transport costs (where relevant) shall be paid on demand and are non-refundable. Parents/Guardians are encouraged to lodge with the Treasurer from time to time a sum (e.g. €40.00) to the credit of each member to be used towards payment of Gala Entry fees etc.

3. Fund Raising

In an attempt to minimise subscriptions the Finance Sub-Committee of the Management Committee organise events each year to raise funds. Members are encouraged to support fund raising events. New ideas are always welcome. Do pass them on to any member of the Management Committee. Please also offer your time and talent to “the Club”.

4. **Club Captains**

Two of the Club's senior swimmers aged 16 years or older shall be elected annually by the members as Club Captains. The function of Club Captains is to represent the swimmers' points of view and interests and they may accordingly report to the Management Committee at least once annually.

5. **Coaches Forum**

The current Coaching Manager is Ann Coyle, assisted by others. The Coaches Forum is the process by which the Coaches review and discuss all aspects of swimming from pool time to squads, training teaching methods, recommendations to the Management Committee, regarding equipment and type of assistance needed from parents. The Coaching Manager also makes proposals about which open Galas "the Club" should target – a very important element in developing our swimmers.

6. **Volunteering Policy**

Like all Swim Clubs, we survive on the enthusiasm of our Volunteers. Swimming is a dedicated sport requiring much commitment from swimmer, parent and coach. To run a Gala takes about 25 volunteers, so there are many jobs you could learn to do in respect of which training will be provided e.g. time keeping, finish judging/stroke judge, starter, marshals, recording, catering etc. Being involved helps parents enjoy the sport. This involvement encourages the coaches. We try not to over commit anyone. No other sport requires so many helpers to run a competition, so please get involved. It is worth it for your child's sake. Being part of the team creates interest and shows your child that you too are interested in his/her sport. Join in and become an official. It is not too difficult but it is rewarding to know that you have helped create the conditions where swimmers can demonstrate their water skills with pride.

7. **Transfers**

Where a member wishes to leave one club and join another:-

- (a) The member (or their parent or guardian – if the member is under 18 years of age) writes to their existing club requesting a *Letter of Release*.
- (b) If the member owes no fees, holds no club property and has no complaint against them then the club must issue a *Letter of Release* within 14 days.
- (c) The member presents the *Letter of Release* to the new club.

- (d) The new club forwards a *Letter of Acceptance* (quoting the members *Swim Ireland* membership number) along with the *Letter of Release* and a *Transfer Fee* of €6.35 to *Swim Ireland*.
- (e) Transfers are automatically in force within 7 clear days of their receipt by the *Swim Ireland* Office.
- (f) Where the members original club did not affiliate in the previous 24 months and the member is not in debt to that club, a *Letter of Release* is not required and there will be no transfer fee. In this case, the member is free to take part in relay events immediately.
- (g) For the purpose of team events, a swimmer may not compete for the Club to which they have transferred within three calendar months of the completion of the transfer in accordance with the procedure set out above.

8. **Club Sessions**

The days and times of Club Sessions are fixed by the Management Committee in consultation with the Coaching Manager and subject to availability of pool time, which is limited due to public demand for access to the pool and the 4 lane/non-diving limitations of the pool otherwise. The Coaching Manager's decision as to what children swim in what lanes shall be final. At present we have 5 groups of swimmers viz:-

1. Group 1.
2. Competition Swimmers
3. National Schools Group
4. Secondary Schools Group
5. Novice Group

with Group 1 being the swimmers with the greatest proficiency in all four strokes and with the fastest qualifying times in 100m Individual Medley. Swimmers are expected to train at all the training sessions stipulated for their group for the full training season and attendance records will be kept. The re-organisation of the Club's Groups/Squads is an on-going evolving process. Selection of swimmers for the different Groups/Squads is carried out with the aim of enabling each swimmer fulfil his/her maximum potential.

9. There are four lanes in the pool. Swimmers start in Lane 4 (closest to the Restaurant) and move up to Lane 3, Lane 2 and ultimately hopefully to Lane 1.

10. **Training Sessions - Home and Away**

- (a) The importance of warm-up cannot be over emphasised. A proper warm up is essential if injury is to be avoided.
- (b) Swimmers must arrive poolside on time (5 minutes before the start of the session). No warm-up – no training! Persistent lateness will be noted and reported to the Management Committee.
- (c) No swimmer shall enter or leave the water before being told to do so by his/her coach. Entry to the water should be in a safe and sensible manner e.g. no somersaults, no dives, no throwing floats or other object etc.
- (d) If swimmers are removed from the pool during a session, they must shower, dress promptly and sit quietly in the Spectators Area until the end of the session.
- (e) Coach's instructions should be listened to carefully and carried out without question. Coach's time is too valuable to be taken up with disciplinary matters.
- (f) Pool Staff who are there to assist should be treated with respect. Their requests in relation to safety and training should be acted upon without question.
- (g) Swimmers should swim in the sessions provided for their group.
- (h) Swimmers should remain in the water for the complete session.
- (i) Swimmers arriving late or leaving early will not receive maximum benefit.
- (j) Any swimmer who leaves the pool building without permission may be disciplined.
- (k) Swimmers should behave in acceptable manner in changing rooms, shower area, pool side and in the Leisure Complex generally. Any swimmers found running about, tampering with lockers, bullying younger Club Members, hiding clothes etc. will be disciplined. In the event of a Club Member caught stealing, he/she will automatically will be reported to the Secretary.
- (l) Swimmers should always have money to telephone home should a coach be delayed or cannot turn up for the session.

- (m) If the Leisure Complex is open, a child whose parents/guardian is late in collecting them, should wait in the public area in front of reception and should inform Leisure Centre Duty Staff of their presence.
- (n) No swimmer should enter the water without the presence of a coach.
- (o) Arrive at the required number of training sessions each week in plenty of time to get changed and do a warm up stretching exercises.
- (p) Arrive fully equipped e.g. goggles, floats, etc.
- (q) Do not arrive late, arrive unprepared, cause disruption on the bank, cause disruption in the water, cause disruption in the changing rooms/pool side/shower area.
- (r) Prior written consent for attendance at all training/diving sessions in pools other than Cavan Leisure Complex must be furnished on each separate occasion by the parent/guardian of members under 16.

11. **Parental Support**

- (a) It is the responsibility of parents to see the swimmers attend training sessions regularly and arrive on deck on time.
- (b) Parents should notify coach if they require their son/daughter out early on certain occasions.
- (c) Parents must ensure that the coach and Secretary have at least one emergency contact number to suit time of day or day of week.
- (d) Swimmers should be collected promptly after session finishes and not be left un-supervised in Sports Complex.
- (e) No session may be undertaken unless there is a coach and at least one other responsible adult present. It is the responsibility of the adults dropping children to training sessions to ensure that the pool is open and properly staffed before leaving swimmers.
- (f) The parents should have confidence in the coach and coaching policies. If this does not exist then consultation should take place between parent and coach or parent, coach and swimmer. Parental backing for the coach is very important and their co-operation is always appreciated.
- (g) Parents will also be expected not to interfere in the coaching or to try and have additional attention/time spent on their child. If parents feel their child is being treated or disciplined unfairly, they should discuss this with the coach at a time after the training session - **but not on the bank or during a training session**. If they are still not satisfied then the matter should be referred to the Management Committee. If parents otherwise have a complaint about the manner in which “the

Club” is being managed such complaint can only be considered when submitted in writing to the Management Committee. Any such complaint must contain the name and address of the Complainant.

- (h) Where parents “drop off” their children at the Leisure Complex for a training session, they must understand that “the Club” will only be responsible for their children until the session is over. In the changing rooms, children become the responsibility of parents/guardians. Parents must ensure prompt collection of the child at the end of the session and leave clear instructions to how they can be contacted in an emergency.
- (i) Whilst the above applies in circumstances where “the Club” coach is in charge, parents should not take it for granted that the coach is present. Parents must wait at the pool until they are satisfied that the coach or team manager (if there is an away Gala) is present and that there is no problem with the pool resulting in the session being cancelled.
- (j) Parents must take care not to project personal ambitions through a swimmer. This can lead to unnecessary pressure on the child, which could in turn lead to a steady decline in performance.

12. **Competition/Galas**

Prior to being involved in open Galas, children should be competent in all four strokes, turns, times and finishes and also competition rules. Competition should be rewarding and an enjoyable experience. Personal improvements such as a personal best is just as important as winning a medal or coming first – the ability to be a good winner and a good loser is important. Initially competition will be an internal club or inter club Gala leading on to open competition. Correct preparation is essential. Swimmers taking part in any Gala, whether a team or individual event are representing Breifne SC. Breifne SC full gear i.e. presently Tracksuits, T-Shirts, Swim Hats, Swim Suits should be worn travelling to, from and during competition. It is vital that swimmers are fully prepared for Galas - knowing the travel arrangements, being aware of warm up times and at all times wearing the Club Gear. Swimmers must register “competitive” with Swim Ireland to be eligible to enter Open Competition. It is the responsibility of the Parent/Guardian of the Member to ensure that this is done at the appropriate time – usually annually with renewal of membership and payment of the appropriate fee.

13. **Club Representation**

When swimming on behalf of “the Club” the swimmers must:

- (a) try at all times to be available when selected;

- (b) give proper notice if unavailable;
- (c) report to coach/accompanying adults in the correct place at the correct time;
- (d) swim as per selection;
- (e) give maximum efforts at all times;
- (f) when required, to be correctly kitted out with club gear;

- (g) vocally support fellow swimmers and show all swimmers courtesy;
- (h) obey without question and instructions from Gala Officials at all times;

- (i) ensure when representing “the Club” that your behaviour is beyond reproach;
- (j) on the day of the Gala do some light stretching an hour or so before the event;
- (k) make good use of the warm up as per Coach’s instructions;
- (l) get used to the feel of the wall in the water;
- (m) all pools are not the same, Backstroke swimmers should check the distance from flags to the wall;
- (n) after the warm up, dry off and wear tracksuit or T-Shirt and keep warm;
- (o) all swimmers should report to the Gala Stewards and ensure to be on time at the Marshalling Area before swimmer(s) event;
- (p) no swimmer may leave the designated swim area in which the Gala is taking place without the permission of the coach/team manager;
- (q) swimmers should not challenge or show any form of dissent of any decision by the Race Referee or any other Official, as such a challenge may result in disciplinary measures being applied;
- (r) in the event of a fine being levied due to the swimmer failing to turn up, this must be paid by the swimmer or his parents/guardians;
- (s) **VERY IMPORTANT** – at all competitions/galas/away trips/tours each child under 12 must be accompanied by a parent/guardian/designated adult. Such designated adult must on each occasion be requested in advance and have consented to act as such. The adult/child over 12 ratio will be as specified from time to time by the Management Committee. It is not the Coach’s duty to look after children at Galas.

14. **Club Tours/Trips**

Written permission must be obtained for un-accompanied swimmers.

On all away trips, at least one male and one female team manager/coach, depending on the ages and numbers travelling, must accompany swimmers. The team managers are responsible for ensuring the swimmers behave correctly at all times.

The Tour Leader must submit club trip reports to the Club Secretary within 14 days, including any discipline misdemeanours.

Swimmers should behave in a fitting manner, as laid down by guidelines in Code of Behaviour.

Any child protection concerns must be reported to the Club Children's Officer immediately.

All swimmers must behave responsibly at all times.

The Tour Leader will be responsible for all organisation, safety and swimmer discipline and will spell out what is acceptable to him/her in advance of departure e.g. reasonable times for going to bed.

All swimmers must follow the Tour Leaders Guidelines.

No swimmer will be taken on any tour unless his/her parent/guardian have completed and returned a Permission Slip and any Medical Forms as required.

Any swimmer who is disciplined for any unacceptable behaviour on a tour may be excluded from any further tours.

For "away Galas", parents must remain with children until they have checked with the Team/Tour Manager and established travel arrangements, time of return and passed on contact telephone numbers and any information that Club Personnel should know. On return parents must ensure that they arrive on time.

In the event of Cavan Leisure Complex being closed and the parent is late (more than 10 minutes) in collecting the child, another parent who has several children already in their car may invite the child to wait in their company. At all times the child shall stay in a well lit zone. The child's parents should be contacted if possible.

Parents disregarding the safety of their child will be given notice that repetition of this will result in membership of "the Club" being cancelled.

15. **Matters arising from the Murphy Report**

- 15.1. Children and their parents need to be made aware that while swimming is a most natural and healthy sport it has inherent risks. Children should be reminded on entry to the Club of the application of the Stay Safe Programme of the existence of rules and regulations to prevent problems and of a complaints procedure. The risk involved in swimming should be incorporated in the school Stay Safe Programme.

- 15.2. Children and their parents should be reminded of standards and appropriate behaviour both in the pool, at the poolside, in the dressing rooms and at events organised outside the club premises. Standards of behaviour should be as important as standards of swimming. "Personal bests" should extend to personal conduct.
- 15.3. Parents have the primary responsibility for the health, safety and welfare of their children. They should not leave their children in the club after their sessions are over.
- 15.4. Children should be introduced to the Club Children's Officer and functions of the Officer should be explained.
- 15.5. Safety should be reinforced by reference to I.S.P.C.C. posters. They should understand, in an age appropriate way, not to keep inappropriate secrets and to yell and tell.
- 15.6. Children and their parents should be reminded that they have a responsibility to protect others from the risk of abuse. If children have been abused or if they know or suspect that others have been abused they should be encouraged to tell.
- 15.7. The Childline telephone number 1800 666 666 should be prominently displayed near appropriate telephones with the Club Children's Officer's number.
- 15.7. Children and their parents should be encouraged to participate in training to criticise in a constructive manner and to complain in an appropriate way.
16. **Conclusions:**
 - 16.1. Swimming is a healthy and natural sport. It teaches safety. It instils confidence. It enables participants to set achievable goals for themselves.
 - 16.2. Above all, it is an enjoyable sport.

SECTION 4

CLUB COACHING/ STAFF DUTIES AND RESPONSIBILITIES

The teaching/coaching staff of “the Club” are employees of Cavan Regional Health Sport and Leisure Complex Limited. Staff agree to the requirements of the Code of Ethics and Good Practice for Children’s Sport in Ireland. The Management of Cavan Regional Health Sports and Leisure Complex Limited will determine the level of training, duties and responsibilities of the coaching team. The team will work towards fulfilling the objectives and goals set out in “the Club” constitution.

Duties and Resposibilites

All teaching/coaching staff must sign the official Code of Ethics and agree to the requirements of the Code of ethics and Good Practice for Children’s Sport in Ireland. All teaching/coaching staff will comply with the duties and responsibilities listed below.

- To ensure there is another responsible adult present while sessions are in progress.
- To read the Child Protection booklet set out by Swim Ireland Ltd.
- To assist in developing skills and abilities of young swimmers in a progressive manner.
- To encourage swimmers to improve their skills and give them an opportunity to achieve personal goals and standards.
- To ensure that the sessions will promote fulfilment and fun for swimmers.
- Swimming sessions will be organised in a safe environment and prepare children for competitive swimming.
- To identify and respect the development of individuals.
- To review “the Club” structure annually according to the improved development of swimmers. Time trials will be organised to grade children into lanes.

Club Coaching Staff

The Pool Manager and Coaching Manager are one and the same and is hereinafter referred to as the Coaching Manager.

The Coaching Manager is responsible for:

- Coach/Teacher selection
- Planning and Implementation of Training
- Pool times made available for Club use
- Training fees which are payable to Cavan Leisure Complex

Under the present arrangement of the Pool being responsible for the training of our swimmers “the Club” has no role to play in the coaching process other than to provide support and assist in specific matters as requested by the Coaching Manager. Coaches have no role to play in the day to day administration of “the Club” but will be consulted regularly on matters pertaining to Swimming. They may at times be invited to attend Committee meetings when specific matters are to be discussed.

Communication between Coaching Staff and Club

“The Club” is at all times in communication with the Coaching Manager.

Matters of discussion between Coaches and “the Club” should come via Coaching Manager to Club Secretary and visa versa. Matters may have to be dealt with at a meeting of the Committee.

Parents who have a query regarding coaching/training will bring it to the attention of “the Club” Secretary who in turn will bring it to the attention of the Coaching Manager.

Parents are asked not to approach coaches on poolside during training sessions.

Calendar of events for “the Club” will be drawn up by the Committee in consultation with the Coaching Manager.

SECTION 5

Child Protection & Officials Code of Ethics

This Club supports the Swim Ireland Child Protection Policy. Accordingly “the Club” has adopted the following policy:

1. An Officials Code of Ethics
2. A swimmers’ Code of Behaviour.

Child Protection Complaints Procedure

This shall be used to record written complaints within the realm of Child Protection Policy. It will be maintained in strict confidence.

Officials Code of Ethics

The word “official” is taken to mean all adults with either supervisory, coaching or management responsibility for swimmers. The purpose of this policy is to provide guidelines for the behaviour of adults who are responsible in club capacity. A copy of this code should be signed by all adults who act as an official.

1. All officials must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, officials must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.
2. The official will be primarily concerned with the well-being, health and future of the individual performer and only secondarily with the optimisation of performance.
3. A key element in the teaching/coaching relationship is the development of independence. Swimmers must be encouraged to accept age-appropriate responsibility for their own behaviour and performance in training, in competition and in their social life.
4. The relationship between coach and swimmer relies heavily on mutual trust and respect. In detail, this means that the swimmer should be made aware of the coach’s qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance. The expectation of the outcome of coaching, should be explored with the swimmer.

5. Officials are required to attend Child Protection Seminars as decided by the Swim Ireland.
6. You have a responsibility to declare to your performers any other current coaching commitments. You should also find out if any prospective client is currently receiving guidance from another coach. If so, that coach should be contacted to discuss the situation. If you become aware of a conflict between their obligation to their swimmers and their obligation to Swim Ireland Ltd. or other organisation employing them, you must make explicit the nature of the conflict and the loyalties and responsibilities involved to all parties concerned.
7. You are privileged to work with swimmers and are given a position of trust by parents and swimmers and are expected to show the highest standards of behaviour whilst in the company of your charges. You must never exert undue influence over the swimmer for personal benefit or reward.
8. No swimmer should be given preferential treatment at the expense of other swimmers. Whilst certain swimmers may need specific coaching, this must be undertaken in an open environment where favouritism is not a factor.
9. Where the Team is composed of both genders, there must be a male and a female official.
10. You should never be alone with a swimmer, either at or away from the Pool.
11. Besides necessary manipulation of limbs in teaching stroke or gym technique, physical contact is not appropriate. If such contact is necessary, the reason for it must be explained to the pupil and their consent obtained before proceeding. Testing or para-medical activities which involve contact must be carried out by a suitably qualified medical person.
12. Meet performance can lead to emotional behaviour, such behaviour is only acceptable in public during the Meet and care should be taken to minimise contact.
13. Whilst swimmers are present, consumption of alcohol should be avoided. As persons responsible for the well-being of young people it is inappropriate to smoke in their presence or behave in any fashion inconsistent with your position of responsibility.
14. Physical relationships with swimmers under 18 years of age are illegal and such relationships with swimmers over 18 years, are inappropriate when the swimmer is in your charge.

15. If an official encounters suspected child abuse, they should, immediately contact their Health Board. The matter should also be reported to the Club Children's Officer. Discretion and confidentiality is expected whilst these persons follow procedure. Please refer to Child Protection Complaints as to how to proceed.
16. It is important to remember that when one is reporting suspected Child Abuse in good faith, it is not the same as making an accusation of abuse i.e. reporting does not mean accusing. However, a member of Swim Ireland knowingly making or repeating, false allegations against a fellow member, may be liable to disciplinary action.

This Code should be signed by all adults ever likely to act as officials.



Permission for taking Photographs/Video at Swim Ireland/Swim Ulster events

Parent/Guardian of Participant (if under18) Permission

I confirm that I give permission for my child to be filmed and/or photographed during or as part of Swim Ireland/Swim Ulster/Regional/Club events and/or training sessions.

Childs Name: _____

Parent/Guardian Signature: _____

Parent/Guardian Name: _____

Date: _____