

EAST CAVAN SWIM CLUB HANDBOOK



East Cavan Swim Club
Bailieborough Leisure Centre
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Bailieborough, Co. Cavan
A82 DR68
Tel. 087 1097322 (club secretary)



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List of Terms and Abbreviations

The Club	East Cavan Swim Club (ECAV)
Discipline	Competitive and non-competitive affiliated with Swim Ireland swim club
ISC	Irish Sports Council
SI	Swim Ireland – previously Irish Sports Council (ISC)
DP	Designated Person
LSP	Local Sports Partnership
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
CCO	Club Children’s Officer
Officer	Officers of a club are the Chairperson, Secretary and Treasurer.

Management Committee – This is the body elected by the members for the management of the not swimming related business and general business affairs of East Cavan Swim Club.

Leader – this is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches and teachers.

Swim Ireland – is the national governing body for the aquatic disciplines in Ireland, recognised as such by the Irish government, the Irish sports council, Sport Northern Ireland, the Olympic Council of Ireland, FINA, EYOF, and LEN, as the world and European aquatic governing bodies.

National Governing Body (NGB) - The role of a NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.

Swim Ireland website – www.swimireland.ie

Club website – <http://eastcavanswimclub.ie/>

Swim Ulster website – www.swimulster.com

Childline website – www.childline.ie

Safer Internet Ireland Awareness Centre www.webwise.ie

Social Media:

Facebook: <https://www.facebook.com/EastCavanSwimClub/>

Twitter: @EastCavanSwim

Contact details:

Chairperson	Martin Redmond		info@eastcavanswimclub.ie
Secretary	Sinead Cooney	087 1097322	secretary@eastcavanswimclub.ie
Treasurers	Jennifer Williamson		eastcavantreasurer@gmail.com
	Grainne Mulvey		
CCO	Betty Kelly	087 272 9801	
CCO	David Kinnear	087 678 4196	
Child Line		1800 666 666	
Membership Secretary	Iris Behme	087 097 6989	membership@eastcavanswimclub.ie
Gala Secretary	Iris Behme	087 097 6989	gala@eastcavanswimclub.ie
Head Coach			

1. Name(s) and Colour(s)

- 1.1 The name of the club shall be East Cavan Swim Club
- 1.2 The colours of the club shall be yellow (R:236 G:179 B:26 HTML: #ecb31a) and blue (R:0 G:69 B:124 HTML: #00457c).
- 1.3 The headquarters of the club shall be Bailieborough Leisure Centre.
- 1.4 Training Schedule:

Day	Time	Group
Monday	6 - 7 pm	Swimmers, open session // land
	7 - 8 pm	New Competitive + Elite Competitive, pre-paid // pool
Wednesday	5.15 - 6.00 pm	Beginner (Level 9)
	6.00 - 7.00 pm	Development Squad
	7.00 - 8.00 pm	Advanced Squad + Elite Competitive
Thursday	6 - 8 pm	pre-paid Elite Competitive
Friday	5.30 - 7.15	pre-paid Elite Competitive
Saturday	8 - 9 am	Development Squad
	9 - 10 am	Advanced Squad + Elite Competitive
	10 - 11 am	Beginner (Level 9)

Payment is collected for session/s attended, apart from pre-paid groups. To gain most benefit swimmers should attend at least twice a week. If you have any questions please contact any of the persons below:

Secretary	Sinead Cooney	087 109 7322	secretary@eastcavanswimclub.ie
Membership Secretary	Iris Behme	087 097 6989	membership@eastcavanswimclub.ie
Gala Secretary	Iris Behme	087 097 6989	gala@eastcavanswimclub.ie
Head Coach			

2. Ethos and Objectives of East Cavan Swim Club

2.1 Ethos

East Cavan Swim Club is entirely run by a voluntary management committee of parents. As a swim club, our aim it is to develop young people's abilities to improve and increase their endurance, sensitize their feeling of achievement along with a love of swimming. We hope to build on the swimming experience the children bring with them when joining East Cavan Swim Club, focusing on technique, fitness and endurance in all 4 swimming strokes. We endeavour to provide a safe and supervised environment in which children can come together to participate and be successful in sport in general, and swimming in particular. Once a swimmer has passed level 9 lessons at Bailieborough Leisure Centre, and has been assessed by the coach, they can join East Cavan Swim Club at the "Minnows" sessions, i.e. Saturday mornings 10am to 11am. If other children want to be assessed, a time can be agreed for this to happen, ideally during the club sessions on a Saturday morning. Movement up through the different groups depends on the swimmer's ability and space available within the specific group.

Although we at East Cavan Swim Club are predominantly a non-competitive club, we do facilitate competitive swimmers up to and not limited to Swim Ulster TalentID swimming and

beyond, towards the Swim Ireland National squad. Throughout the year, some members take part in various competitions at development, regional Ulster and national level/s, some are non-competitive, and others are competitive, involving a different fees for the individual swimmers and more intensive training. The competition fee is collected by the meet or gala organisers, usually Swim Ulster or swim Ireland, and are payable to those organizations. East Cavan Swim Club merely collects the fees centrally and on behalf of those organizations to simplify the process for parents of swimmers interested to participate in such competitions. Swimmers will be informed throughout the year of different competitive events that suits their ability. The club's coaches will assist in recommending appropriate and rewarding for swimmers at different levels competitions. Parents must decide if their child wants or should attend those events. For queries, please contact the gala secretary under galas@eastcavanswimclub.ie.

2.1.1 South West Minor League

... is a non-competitive league and is run in a friendly *stress free* atmosphere focusing on the children improving their swimming, and generally having fun alongside their team mates. Teams from Sligo, Omagh, Ballyshannon, Enniskillen and East Cavan swim against each other in a series of meets from January through to April or May. If a swimmer is picked into the team by the coach and accept, they are expected to support East Cavan Swim Club by attending each meet. Those are 4 meets plus final. The league is run on a point's basis with each swim counting as points for East Cavan Swim Club as well as points for the individual.

2.2 Objectives

- Foster and develop competitive and non-competitive swimming and swimmers.
- Promote the teaching/ coaching and practice of swimming in line with current best practice for competitive and non-competitive swimmers.
- Promote the development of physical, moral and social qualities associated with sport in general, and swimming in particular within the participants.
- Promote the ideas and foundations of a healthy, fitness oriented lifestyle to children in general, and swimmers in particular.
- Accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to East Cavan Swim Club.
- Provide a positive and safe environment for all its members and staff.
- Ensure sport in general and swimming in particular for young people in the club is fun, and conducted in an encouraging atmosphere, in line with Swim Ireland guidelines and best practice.
- Provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

East Cavan Swim Club is fully committed to safeguarding the wellbeing of its members. Every individual in the club should, at all times, show respect and understanding for their rights, responsibilities, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of East Cavan Swim Club, and the guidelines contained in the code of ethics and good practice for children's sport and the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent.

2.3 Codes of Behaviour

The purpose of the Codes of Behaviour is to establish an atmosphere of peace and order to the benefit of all, within East Cavan Swim Club.

These Codes of Behaviour will, in conjunction with East Cavan Swim Club's constitution and rules of the club, be made available to, and acknowledged by, all club members. These Codes of Behaviour will apply to all club activities.

Inappropriate behaviour will be classified as isolated, continuous or serious, and is judged in

regards to age, temperament, range of ability and/or other relevant factors.

2.3.1 Code for young people:

Cf. Appendix #1 for details.

- Members must obey all directions from coaches and designated members of the management committee at all times. They must listen attentively and follow instructions given. Failure to adhere to rule and regulations may result in a swimmers dismissal.
- Coaching staff have a right to remove a swimmer from a session who is not following the rules. Parents will be notified if this happens.
- Any swimmer removed from the session will wait, supervised, and in the reception area until a parent, appointed guardian or designated person collects them.

2.3.2 Code for Parents and Guardians:

Cf. Appendix #2 for details.

2.3.3 Code for Coaches/ Teachers

Cf. Appendix #3 for details.

3. Affiliation

3.1 By virtue of the affiliation of East Cavan Swim Club to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:

- Swim Ireland, the governing body for the whole of the island of Ireland.
- Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
- Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

4. Membership

4.1 All members are subject to the rules and constitution of East Cavan Swim Club and rules and regulations of Swim Ulster, Swim Ireland, LEN and FINA.

4.2 Membership Categories

The following constitute as members of the club:

- 4.2.1 Competitive Swimmer: members of East Cavan Swim Club who decide to engage in competitive events.
- 4.2.2 Non-Competitive Swimmer: This category includes but is not limited to: participants who wish to train but not compete; coaches; administrators; leaders; and CCOs.

4.3. Application Procedures for Club Members

- 4.3.1 To join East Cavan Swim Club, swimmers have to be competent in all four strokes, and be assessed by coaching staff.
- 4.3.2 The eligibility of members for taking part in competitions is at the discretion of the coaches. For competition entries to be submitted to relevant meet organizers, the following applies: Parents will be given details of the event(s) by email. An entry has to be completed and returned along with any fees due and by a specified date or entries will not be submitted. It is the parent's responsibility to ensure that their child's entry is returned in sufficient time. Parents can contact the gala secretary at galas@eastcavanswimclub.ie to simplify the application and listing process.
- 4.3.3 Swimmers must have obtain and produce consent from parents or guardians if the wish to participate in any club outing/s. Consent forms with any relevant health details need to be signed by parent/s or guardians, and must be returned to the club's secretary before any "away" trips, along with any costs set out.
- 4.3.4 Parents will be notified of departure and return times, if transport is arranged for an away gala or trip. In case a child is late for departure, East Cavan Swim Club accepts no responsibility for them being left behind. Any child under 10 years of age must be accompanied by an adult, either a parent or guardian or another appointed before the event designated adult. On return, parents must be there to collect their children at the appointed time. If children are to be allowed to make their own way home, written consent from a parent must be given to a management committee member.

- 4.3.5 If group transport is not arranged, parents will be informed, and they shall then be responsible for the transportation of their children to and from events. Any parent/s with difficulties organising transport can contact East Cavan Swim Club's secretary or the event organizer for advice.
- 4.3.6 Two male and two female adults shall accompany members on all away trips where transport is provided.
- 4.4 Membership Caveats
- 4.4.1 All members will be given a copy of the club rules. Parents and members must sign a declaration that they understand and accept the rules before renewing / taking membership.
- 4.4.2 The club's management committee reserves the right to accept or reject applications for membership of the club. If applicants are refused, they must be notified by the management committee in writing as to the reasons for their refusal.
- 4.4.3 The management committee may only suspend or expel from membership in accordance with the 'Swim Ireland Complaints and Disciplinary Rules and Procedures'.
- 4.4.4 Lapsed members may not participate in any activities of the club until all subscriptions have been paid and all liabilities to the club cleared.
- 4.4.5 East Cavan Swim Club will publish all relevant club and Swim Ireland rules and regulations on the club's website or provide a link to Swim Ireland's website for a complete listing of abiding policies. Such documents will include but are not limited to; Swim Ireland code of ethics and good practice for children's sport, 'Swim Ireland Safeguarding Children Policies and Procedures 2010', 'Swim Ireland Complaints and Disciplinary Rules and Procedures' and East Cavan Swim Club constitution.
- 4.4.6 Members must attend training sessions regularly, be punctual and show commitment to the training regime. Members are expected to attend for their session 5 minutes before starting time, on the poolside, and ready to swim. As there is a great demand on East Cavan Swim Club membership, very irregular attendance to training sessions might result in swimmers losing their place in the club.
- 4.4.7 Members and their parents and or guardians shall frequently check East Cavan Swim Club's web site www.eastcavanswimclub.ie & the club notice board at all training sessions for any relevant notices, e.g. upcoming events, swimming times, ea.
- 4.5 Duration of Membership and Annual Subscriptions
- 4.5.1 Membership fees shall be due in October of any financial year, and should be paid within one calendar month. Any variation from this must be agreed by the management committee.
- 4.5.2 The membership year shall run from the 1st of October to the 30th of September of each respective financial year.
- 4.5.3 Club fees will be determined by the management committee.
- 4.5.4 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.
- 4.6 Application Procedures for Club Members
- 4.6.1 All members must complete the required application forms and attach the requisite fees as set down by Swim Ireland and East Cavan Swim Club.
- 4.6.2 All members must also be familiar with and comply with the Swim Ireland and East Cavan Swim Club rules and read and sign the relevant codes of conduct annually.
- 4.6.3 The forms must then be forwarded to the management committee for approval. Parents must sign the application form where the applying member is under 18.
- 4.6.4 On acceptance, the member will be provided with a copy of the constitution and rules of East Cavan Swim Club.
- 4.6.5 A member who wishes to resign as a member of East Cavan Swim Club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from East Cavan Swim Club, and if this persons wishes to renew membership at a later date they must re-apply.
- 4.6.6 Full membership status is only valid where a subscription has been paid in full or in a manner

agreed by the club management committee.

4.6.7 Members are required to renew their membership annually with East Cavan Swim Club and Swim Ireland.

4.7 Learn to Swim

4.7.1 East Cavan Swim Club wishes to run learn to swim classes under the Swim Ireland scheme.

4.7.2 Details of the participants must be recorded, but they are not required to be members of East Cavan Swim Club or Swim Ireland during their first year. Details must be forwarded to Swim Ireland to be insured under club activities.

4.7.3 Any one taking part for longer than one year are required to become East Cavan Swim Club and Swim Ireland members to be insured under club activities.

5. Club Management

5.1 The management committee is the body elected by the members for the management of the business and affairs of the club. It consists of 11 people who must be members of Swim Ireland in their own right. The Club Children's Officer is an appointed position who must also be a member of Swim Ireland in their own right and sits on the committee in addition to the 10 people elected.

5.2 Membership of the Management Committee

5.2.1 Membership of the management committee shall consist of the following: a chairperson, a secretary, a treasurer, a club children's officer, a membership secretary, a gala secretary, and four other adult members.

5.2.3 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the 'Swim Ireland Complaints and Disciplinary Rules and Procedures'.

5.2.4 The management committee and its members concentrate their efforts on non-swimming activities. They are the leadership group within East Cavan Swim Club, and need to support the vision and appointed coaches.

5.2.5 The management committee shall be allocated tasks in regards to East Cavan Swim Club promotion, uniform design and selling, member communications including newsletters or email services, fundraising activities, event planning and conduct, financial management of East Cavan Swim Club's, social activities.

5.2.6 An important role for the management committee also includes technical official development, committee member development, ordering and presentation of trophies and medals, continual updating of East Cavan Swim Club records and the club's website.

5.3 Roles and Responsibilities of Management Committee Members

5.3.1 Duties of the Chairperson

- Comply with Swim Ireland rules and regulations
- Support the efficient running of the club
- Chair regular committee and annual general meetings
- Help others understand their roles and responsibilities
- Communicate with various members within the club
- Be actively involved in developing an action plan for the club
- Represent the club at local and regional events
- Assist the club to fulfil its responsibilities to safeguard young people at club level
- Ensure an understanding of the legal responsibilities of the club to which the Club complies

5.3.2 Duties of Club Secretary

- Comply with Swim Ireland rules and regulations
- Be the first point of contact for club enquiries
- Organise and attend key meetings (including Annual General Meetings)
- Take and distribute minutes
- Delegate tasks to club members
- Deal with all correspondence
- Attend to club affiliations
- Ensure insurance is up to date and relevant
- Maintain up to date records and reference files
- Arrange handover or succession planning for the position

5.3.3 Duties of the Treasurer

- Comply with Swim Ireland rules and regulations
- Co-ordinate the club's financial planning
- Manage the club's income and expenditure in accordance with club rules
- Produce an end of year financial report
- Regularly report back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Propose amendments to annual and monthly subscriptions as appropriate
- Deposit cash and cheques that the club receives
- Keep up to date financial records
- Arrange handover or succession planning for the position

5.3.4 Duties of the Club Children's Officer (CCO)

- Comply with Swim Ireland rules and regulations
- Ensure completion of required training and awareness of the role within the club
- Act in the best interest of young people
- Ensure young people have opportunity to express opinions and views
- Ensure safeguarding policies and procedures are implemented and effective in all areas of the club
- Act as advisor for and report concerns of abuse to the appropriate authorities
(Further details are contained in the latest Swim Ireland Safeguarding Policy document)

5.3.5 Duties of the Team Manager

The team manager is available to assist the coach in regards to administrative and other team related matters. He/ she shall be in the vicinity of the pool for the duration of the gala session, i.e. "on the deck", including the full warm-up, and should make his/ her presence known to the coach at an early stage. In practice, this assistance might involve:

- Check attendance of swimmers before the gala starts,
- Assist coach in ensuring swimmers are registered for their appropriate events,
- Arrange scratches from the programmer on the coach's instruction,
- Liaise with Meet officials in relation to any issues that might occur,
- Liaise with parents to address other roles needed to be filled by the club e.g. timekeeping,
- Assist coach in timing splits and recording results,
- Check results sheets to establish if swimmers qualify for finals,
- Keep the area around the team tidy, be respectful to & enforce pool rules,
- Encourage additional parents to follow the gala from the spectator's area.

The team manager is responsible for the team of swimmers for the duration of the gala session. They should ensure that:

- Swimmers are attentive to the coach's instructions and report back for post race/ heat feedback,

- Swimmers drink fluids little and often in order to stay properly hydrated,
- Swimmers present themselves for their events,
- Swimmers keep their belongings in a tidy manner and tidy up any rubbish from the area.

The manager should be aware of any medical needs of the swimmers.

The team manager represents the club, in regards to non-swimming matters, for the duration of the gala session, to Swim Ireland / Swim Ulster officials, hosting club officials, parents, swimmers, representatives of other clubs, etc.

5.3.6 Duties of the Gala Secretary

- Notify coaches about upcoming galas
- Enter swimmers in galas using Hy-Tek
- Maintain and keep up to date squad databases using Hy-Tek
- Inform the coaches about Meet results.
- Inform parents of swimmers who participated in meet events about their swimmers' results
- Ensure Meet fees are paid to organizing clubs or Swim Ireland and / or Swim Ulster
- Delegate tasks to club members

5.3.7 Duties of the Membership Secretary

- Enter swimmers into Swim Ireland and Swim Ulster databases, where members are registered with Swim Ireland, and Swim Ulster organises insurance for members
- Ensure that members receive renewal letters when membership needs to be renewed.
- Ensure that Swim Ireland club database is up to date.
- Maintain Swim Ireland and Swim Ulster club databases.
- Ensure that club coaches', management committee members' and children's officers' qualifications and certifications are up to date.
- Ensure that the aforementioned non-swimming club members receive renewal notifications.
- Work with secretary to ensure the aforementioned non-swimming club members' Garda vetting, AccessNI and children safeguarding certifications are complete, and up to date.

5.4 Roles and responsibilities of the coaching and teaching staff

5.4.1 Duties of the Head Coach

- The head coach is the primary leader in every club and shall work with every swimmer in their squad/s and any assistant coaches. The head coach provides leadership to coaches, parents and swimmers and drives management committee direction. The head coach shall manage all swimming related activities including squad structure, coach management and the training and competition program.
- Planning for swimmer and East Cavan Swim Club improvement is an essential responsibility of the head coach. This includes the planning of daily, weekly, monthly and yearly training programmes for swimmers directly under their control. The head coach also provides assistant coaches with direction on the planning for junior programs and programme links, as well as determining staff usage.

5.4.2 Duties of coaching/teaching staff

- Comply with Swim Ireland rules and regulations,
- Operate within qualified level specifications and in accordance with Swim Ireland regulations,
- Ensure all coaches/teachers hold an up to date Swim Ireland licence
- Plan and deliver coaching sessions appropriate to the ability of the athletes
- Work with the club's coaching and teaching team to deliver the coaching programme as agreed by the Head Coach/Teacher.
- Make athletes aware of their progress.

- Have a clear understanding of any special needs of the athletes involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- Attend all appropriate competitions and gala's in accordance with agreed yearly coaching plan
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of Swim Ireland.
- Assist athletes to achieve their full potential.
- Coaches and teachers shall not hold an elected position on East Cavan Swim Club's management committee when working as a coach or teacher for more than four hours a week.
- All coaches shall be accountable to the management committee for reporting purposes, and are required to attend Coaches meeting(s).

5.5 Rights and Duties of the Management Committee

- 5.5.1 The management committee shall be empowered to introduce rules, as the need arises, for the general regulation of East Cavan Swim Club and non-swimming related activities. No rule shall be inconsistent with anything contained in this constitution. The Committee must ensure a club's rule book is located in a place which is accessible to all members.
- 5.5.2 The management committee have the power to appoint such sub-committees as they may consider necessary. These sub-committees will act on behalf of the management committee, and follow procedures and relay information as directed by the management committee. All sub-committees must be ratified annually at the club AGM.
- 5.5.3 The management committee shall be responsible for all assets of East Cavan Swim Club.
- 5.5.4 The management committee, in conjunction with relevant parties, e.g. the head coach and coaching staff, and/ or the CCO, shall be responsible for formulating East Cavan Swim Club's policy in accordance with the 'Swim Ireland Guidelines for Safeguarding Children 2010, or most recent edition, and on the direction East Cavan Swim Club takes in the future in all its activities.
- 5.5.5 The members of the management committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- 5.5.6 Management committee members must declare any personal or business interest, which may conflict with their duties as a member of the management committee. Such a declaration may be discussed with the other management committee members at a designated meeting, and they may be required to absent themselves from content, discussions and decisions.
- 5.5.7 The management committee will be expected to sign and follow codes of conduct in relation to their obligations to East Cavan Swim Club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness, and a constant awareness of their obligations to East Cavan Swim Club, and its members. The management committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or the most recent equivalent. The management committee shall also adhere to any updated versions of these policy documents which are issued in the future.

5.6 Meetings of the Management Committee

- 5.6.1 The management committee shall meet monthly, with a minimum quorum of 50% plus 1 of the members of the committee present.
- 5.6.2 The chairperson and the secretary shall have discretion to call further meetings of the management committee if they consider it to be in the interests of the club.
- 5.6.3 A minimum of (7 days) notice will be given to management committee members save with exceptional circumstances. The management committee shall agree how notice shall be provided.

- 5.6.4 The management committee should set out its agenda for a meeting no less than (4 days) prior to the meetings.
- 5.6.5 The chairperson has the casting vote on any motion arising during the meetings.
- 5.6.6 The chairperson's decision on a Point of Order is final.
- 5.6.7 The chairperson shall preside over all meetings; However, in the chairperson's absence, a member of the management committee may be nominated to act as chairperson for the duration of the meeting.
- 5.6.8 The secretary, or in her/ his absence a member of the management committee, shall take minutes.
- 5.6.9 The treasurer shall relay the financial position of the club at each meeting.
- 5.6.10 The CCO and other committee members must also relay details on the areas of East Cavan Swim Club they are designated to.
- 5.6.11 The head coach/ teacher shall be given the opportunity to report and voice their concerns of their designated areas within the club, as well as to advise the management committee on relevant swimming related issues.
- 5.6.12 The club secretary shall circulate points of note from the meetings of the management committee within (7 days) to all club members.
- 5.6.13 The management committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.

6. Annual General Meeting (AGM)

- 6.1 The AGM will be held annually, in February or March of any financial year.
- 6.2 Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be emailed to club members as well as posted on the club notice board and website.
- 6.3 The committee shall distribute to members its annual report and other relevant documents not less than 14 days prior to the AGM. Should that not be possible prior to the AGM, the annual report shall be distributed at the AGM.
- 6.4 At the AGM, the annual report shall be presented, which shall consist of a: chairperson's report; secretary's report; treasurer's report; head coach's report and the CCO report.
- 6.5 Any changes or updates to the club constitution or club rules will be notified to the members and Swim Ireland within 14 days following the AGM.
- 6.6 Any resolution to amend the club's constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.
- 6.7 Two delegates for East Cavan Swim Club shall be elected to represent East Cavan Swim Club at the Swim Ireland AGM.
- 6.8 The club AGM shall be run in accordance with Swim Ireland standing orders.

7. Extraordinary General Meeting (EGM)

- 7.1 An Extraordinary General Meeting may be called at any time in the following circumstances:
 - 7.1.1 If a resolution to convene a club EGM is passed at the preceding club AGM.
 - 7.1.2 If 20% of club members serve on the club secretary a written notice duly signed seeking the holding of such a club EGM.
 - 7.1.3 Where two-thirds of the club management committee resolve to convene a club EGM.
- 7.2 A club EGM must be held within 14 days of receiving such a request and must allow for 7 days' notice to all club members.

- 7.3 The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.
- 7.4 The total number of eligible voting club members will be made available by the management committee to club members.
- 7.5 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

8. Procedures at General Meetings (AGM & EGM)

- 8.1 No business shall be transacted at a general meeting unless a quorum is present. A quorum of 25% of the eligible voting members is the number required.
- 8.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week, at the same time and place or to such time and place as East Cavan Swim Club's management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 8.3 Members who are fully paid up and over 18 years of age are eligible to vote.
- 8.4 No voting by proxy is allowed.
- 8.5 Parents shall hold one vote on behalf of their child/children within the club. Only one parent may exercise this vote and this must be so agreed between the parents (i.e. that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children
- 8.6 Voting shall be conducted via a show of hands, which will be counted by the secretary. The management committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.
- 8.7 Nominations will be passed at AGM's by simple resolution of 25% plus one.
- 8.8 Motions for a change to the East Cavan Swim Club constitution must be passed by a special resolution of 75% of persons entitled to vote present at the meeting.
- 8.8 The chairperson will have a casting vote if there is an equality of votes

9. Nominations, Notice of Motions and Election of the Management Committee

- 9.1 Election of the management committee members takes place at the club AGM each year. At this time the executive officers of the club shall be elected - chairperson, treasurer and secretary, along with four other members of the management committee.
- 9.2 If an executive officer of the club must step down during their term the management committee may appoint an existing committee member to fill this vacancy to hold office from the date of such appointment until the expiry of the term of office that would have been served by that executive officer where he or she had completed a full term.
- 9.3 A committee member may stand for re-election for four consecutive years. After this time period is up, they will be ineligible for election for a period of two years.
- 9.4 Nominations for office and notice of motions must be received in writing by the club secretary no less than 14 days prior to the general meeting.

- 9.5 A proposer and seconder are required for all nominations and notice of motions.
- 9.6 Notices of motions and nominations for the management committee shall be displayed on the club notice board for not less than 7 days prior to the AGM. They will also be available on request from the club secretary. Motions and nominations without due notice will not be discussed.
- 9.7 In the event that no nominations are received by the Secretary by 5 days prior to the general meeting, only then may a nomination from the floor at the AGM can take place.
- 9.8 A Club Children's Officer must be appointed by the Management Committee and fulfil the criteria laid down by the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent equivalent.

10. Transfers

- 10.1 If a member wishes to leave East Cavan Swim Club, and join another swim club, they must follow the Swim Ireland transfer rule (6.9 – Swim Ireland Rule Book).

11. Finance

- 11.1 The financial affairs of the club shall be the responsibility of the management committee in general and in particular, the treasurer. Correct accounts and book keeping shall be done by treasurer or under his/her supervision.
- 11.2 Annual accounts of East Cavan Swim Club should be prepared for the Annual General Meeting by East Cavan Swim Club treasurer.
- 11.3 The management Committee shall be empowered to open bank accounts in the name of East Cavan Swim Club and all transactions in these accounts shall be authorized by the management committee. All cheques, drafts and so forth shall be signed by the treasurer and either the chairperson or secretary.
- 11.4 The treasurer will receive all money paid to East Cavan Swim Club and ensure all such sums are lodged to the East Cavan Swim Club bank account as soon as possible.
- 11.5 Any assets invested in by the management committee will be used for East Cavan Swim Club purposes only. The management committee will delegate the use of these assets under advisement from coaches, teachers, club children's officers and others within East Cavan Swim Club.
- 11.6 The management committee will have the power to negotiate sponsorships on East Cavan Swim Club's behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for East Cavan Swim Club development purposes only.

12. Complaints and Disciplinary Procedures

- 12.1 The club hereby adopts The 'Swim Ireland Complaints and Disciplinary Rules and Procedures' as amended by Swim Ireland from time to time. East Cavan Swim Club and its members recognize and accept that they are bound by, and must comply with the provisions of the disciplinary rules in resolving all complaints and disciplinary matters which fall within the scope of the disciplinary rules.
- 12.2 All members of East Cavan Swim Club must abide by the 'Swim Ireland Complaints and Disciplinary Rules and Procedures'.
- 12.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures.

- 12.4 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the 'Swim Ireland Complaints and Disciplinary Rules and Procedures'.
- 12.5 Any matter involving members under 18 must also be brought to the attention of the CCO.
13. **Cessation/Suspension/Expulsion of Membership**
- 13.1 East Cavan Swim Club have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the management committee in line with 'Swim Ireland Complaints and Disciplinary Rules and Procedures' policies.
- 13.2 All club terminations and suspensions will be reported to Swim Ireland.
- 13.3 All club terminations and suspensions can be appealed in line with the Swim Ireland complaints and disciplinary policy.
- 13.4 Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.
14. **Dissolution**
- 14.1 East Cavan Swim Club may be dissolved:
- By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
 - A Court Order where a dispute exists within its membership
- 14.2 Notice must be given to members and Swim Ireland for any Dissolution to come into effect, owing to a resolution at a general meeting
- 14.3 All aspects of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of East Cavan Swim Club or Swim Ireland.
- 14.4 The management committee shall be responsible for the winding up of assets and liabilities of East Cavan Swim Club.
15. **Equality**
- 15.1 In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, East Cavan Swim Club will not discriminate against any persons or visitors within East Cavan Swim Club. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.
16. **Criminal Allegations**
- 16.1 East Cavan Swim Club shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body.
17. **Data Protection**
- 17.1 East Cavan Swim Club hereby adopts The 'Swim Ireland Data Protection Policy' as amended by Swim Ireland from time to time.
Cf. Appendix #4.
18. **Policy Adoption**

18.1 East Cavan Swim Club shall adopt Swim Ireland's policies in relation to safety, anti-bullying and parental supervision as detailed in the appendices.

Appendices

1. Code of Conduct for Swimmers, Parents, Committee & Coaches	page 18 - 21
2. Swim Ireland Garda Vetting Procedures	page 22
3. Swim Ireland Complaints and Disciplinary Rules and Procedures	page 30
4. Swim Ireland Data Protection Policy, also contains Swim Ireland Privacy Policy	page 73
5. Swim Ireland Safeguarding Children Policies and Procedures	page 93
6. Swim Ireland Filming and Photography Policy	page 158
7. Swim Ireland Anti-Bullying Policy	page 166
8. Swim Ireland Codes of Conduct	page 178
9. Swim Ireland Safety Code of Practice	page 182
10. Swim Ireland Supervision Policy	page 223
11. Swim Ireland Communication Policy	page 225
12. Swim Ireland Physical Contact Policy	page 229

I had the pages “test”-attached for a page count.
The final PDF will include all pages.

Code of Conduct for Swimmers

Swimmers are entitled to be:

- Happy, have fun and enjoy their sport,
- Treated fairly,
- Safe and feel secure in their chosen sport,
- Listened to and allowed to respond,
- Treated with dignity, sensitivity and respect,
- Represented and have a voice in the decisions that affect them within East Cavan Swim Club and Swim Ireland,
- Able to say no to anything that makes them uncomfortable,
- Attend training and competition/s at a level appropriate to their age, development and ability,
- Given the same level of confidentiality afforded to adults.

Swimmers should always:

- Treat Leaders who may be teachers, coaches, club officials or parents/ guardians with respect,
- Take part fairly at all times and do their best to achieve their goals,
- Respect and support other team members, both when they do well, and when things go wrong,
- Respect fellow participants or opponents and be gracious where they do not succeed,
- Abide by the rules set down by Swim Ireland and East Cavan Swim Club,
- Respect decisions made by others and follow the proper procedure if they feel unjustly treated,
- Talk with their coach, team captain, club children's officer or other trusted adult if you have any problems,
- Be aware of their level of commitment and participation; At times, sport is demanding and disciplined; Talk through any worries or concerns with their parent/ guardian and/or their children's officer

Swimmers should not:

- Cheat,
- Use violence or bad language; They should understand physical contact that is allowed within the rules,
- Shout or argue with leaders, team mates or opposing participants,
- Harm team members, opponents or their property,
- Bully or use bullying tactics to isolate another person or to take or gain an advantage,
- Take banned substances to improve performance,
- Spread rumours or tell lies about other young people or adults,
- Behave in a manner that might bring Swim Ireland or East Cavan Swim Club into disrepute,
- Keep secrets about any person who may have caused them harm or have made them feel upset.

Code of Conduct for Parents/Guardians

Parents/ Guardians should assist in the implementation of best practice by:

- Ensuring that their child/children have read and understood the code of conduct for swimmers and that they abide by the rules of East Cavan Swim Club.
- Becoming members of East Cavan Swim Club and contributing their time and effort in the daily running of East Cavan Swim Club. No club can operate successfully without the help of volunteers.
- Being available for supervision duty and/or other specified duties if and when required; These requirements and duties should be set out under East Cavan Swim Club's rules and are subject to change.
- Having an awareness of and respect for the relevant Leaders and their roles within East Cavan Swim Club.
- Respecting the decisions made by the management committee and other Leaders and following the proper procedure if felt unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially.
- Ensuring knowledge of the training and/or competitive programmes, and accepting the responsibility for delivering and collecting their child/children. Parents should ensure they do not leave their child/children waiting unsupervised at any time.
- Ensuring the environment is safe and enjoyable for your child/children.
- Parents must ensure that all contact numbers and details are kept on file for use if required during training sessions
- Being a role model for their children and other young people by encouraging fair play, behaving responsibly whilst involved in any activity related to East Cavan Swim Club or Swim Ireland.
- Ensuring the focus for their children's sport is on their efforts and success in terms of their goals rather than winning.
- Encouraging participation that is fun, safe and in the spirit of fair play.
- Ensuring appropriate leaders are informed regarding any absenteeism, medical conditions, cessation of membership or other relevant matters concerning their child.
- Ensuring an appropriate time and place for communicating with Leaders and coaches is arranged; communication should not take place whilst Leaders and coaches are in a position of supervision or responsible for other young people.
- Being given the opportunity to put forward suggestions and comments, including acknowledgment of complaints
- Ensuring their child/children have knowledge of direct contact information in cases of emergency. This information should also be given to East Cavan Swim Club.
- Ensuring the guidelines covering the use of mobile phones, any type of camera and videoing equipment are respected and adhered to.
- Being aware and abiding by the Code of Ethics, Swim Ireland Guidelines for Safeguarding Children 2010, the rules and constitution of Swim Ireland and the rules and constitution of East Cavan Swim Club.

Code of Conduct for Club Committees

Committees should familiarise themselves with the Code of Ethics and with the Swim Ireland Guidelines and ensure that:

- They are familiar with the code of ethics, these guidelines, Swim Ireland rules, any club rules, and are aware of as well as follow the required procedures contained in such.
- A club Designated Person is appointed.
- At least one club children's officer is appointed, preferably two.
- Swim Ireland procedures are implemented and followed e.g. complaints and disciplinary including appointing a complaints committee where required, reporting, recruitment and selection, safety procedures.
- Complaints including rumours are not ignored and dealt with appropriately.
- Copies of all documentation with respect to meetings, correspondence and minutes of committee meetings together with general meeting, including the treasurers report are kept and stored securely.
- Club rules are set up, communicated to East Cavan Swim Club members and implemented.
- All incidents/injuries are recorded and maintained including incident-action-outcome; ensuring parents/guardians are informed.
- Safeguarding children: 'Safeguarding Children Policies and Procedures 2010' are followed and implemented for all activities, e.g. away trips, photography, communication, attendance at sessions including parent/ guardian responsibilities.
- Adequate supervision for activities including another parent/guardian or leader is on duty at all times during teaching/coaching sessions involving children.
- An attendance record is kept for all activities.
- Parents/ guardians are informed in advance, and give consent to activities outside the normal club training sessions.
- Parents/ guardians are informed where a problem or issue arises relating to their child.
- In conjunction with the club children's officer, changes in membership are monitored and any unusual dropout, absenteeism or club transfers by children or Leaders are followed up.
- Club children's officers and coaches should not be members of the management committee, however, must be afforded the opportunity to report on a regular basis to the management committee.

Code of Conduct for Coaches/Teachers

Coaches/Teachers should ensure they:

- Are familiar with the code of ethics, these guidelines, Swim Ireland rules and any club rules and are aware of and follow the required procedures contained in such.
- Are qualified for their position and are up to date with the knowledge and skill required.
- Create a safe environment for children, keeping attendance records, and remembering at all levels participation should be enjoyable and fun, skill development and personal satisfaction have priority over highly structured competition. Winning should not be the only objective, success is achieved by reaching goals
- Plan and prepare appropriately and are positive during sessions. Praise and encourage effort as well as results and never ridicule or shout unnecessarily at any child.
- Take care to avoid favouritism. Each child will require attention appropriate to their needs and stage of development.
- Take care not to expose a child to persistent criticism, sarcasm, or hostility.
- Set age-appropriate and realistic goals with the young person recognising their developmental needs and that certain procedures may affect a child physically or psychologically.
- Insist that young people respect the rules and play fairly ensuring awareness that cheating or bullying behaviour will not be tolerated.
- Encourage the development of respect for opponents, leaders, coaches and other participants and avoid criticism of fellow coaches or other leaders.
- Are aware of the boundaries of a working relationship that is based on openness, honesty, mutual trust and respect with young people.
- Work in an open environment and avoid unobserved areas, ensuring adequate supervision including another parent/guardian or leader on duty at all times while teaching/coaching children.
- Involve parents where possible and inform parents and/or children's officer /club management committee when problems arise.
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems.
Coaches/ teachers may request a certificate of medical fitness to ensure safe continued participation.
- Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent.
- Are aware that children may be sensitive to their height, weight etc and avoid anything that may heighten that sensitivity.
- Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- Never use physical punishment or physical force and never punish a mistake either by verbal or physical means or by exclusion.
- Never engage in rough physical games, sexually provocative games, never allow or engage in inappropriate touching of any kind or make sexually suggestive comments about or to a child.
- Never exert undue influence over a participant in order to obtain personal benefit or reward.
- Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. They should avoid the use of alcohol, before sessions, during events and on trips with young people.

