

East Cavan Swim Club

Constitution

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The Ethos of East Cavan Swim Club is participation and enjoyment for all. We are predominantly a non-competitive club. We aim to facilitate all levels of ability including competitive swimmers to reach their full potential.

The Club is run by a voluntary committee of parents. We aim to give young people ability, a sense of achievement along with a love of swimming. We hope to build on the swimming experience the children have when entering the club, focussing on technique, fitness and endurance in all swimming strokes. We endeavour to provide a safe and supervised environment in which children can come together to participate and be successful in sport.

All members must be notified of any proposed major change to the club ethos. Each family will be entitled to 1 vote and the proposal must be ratified by a two thirds majority of club members to be passed.

POLICY STATEMENT

We at **EAST CAVAN SWIM CLUB** are committed to good practice which protects children from harm. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. To achieve this we will:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a 'Designated person' to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt Safeguarding guidelines through Codes of Conduct for members and all adults working at the club. Adult workers include coaches, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These
- Procedures will include regular support and supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices.
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep Safeguarding policies under regular review (every three years minimum).
- Have procedures relating specifically to bullying, away trips, transport and use of photography.
- Have an induction document available for parents, coaches and children clearly outlining their rights and responsibilities.

Coaches should challenge bullying in any form i.e. physical or emotional. Physical bullying can take the form of attacks, such as hitting, kicking, taking or damaging belongings. Emotional bullying may be a verbal assault, including name calling, insults, repeat teasing, sectarian/racist assaults, or it may take more indirect forms, such as spreading malicious gossip, rumours or excluding someone from a social group. Bullying is not an accepted behaviour towards anyone in our Club, be they child, coach, volunteer or parent. Anyone found to be bullying others will

be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour.

Chairperson, *East Cavan Swim Club*

Date

EQUALITY STATEMENT

This club is committed to ensuring that equity is incorporated across all aspects of its development. In doing so it acknowledges and adopts the following definition of sports equity:

“Sports equity is about fairness in sport, equality of access, recognising inequalities and taking steps to address them. It is about changing the culture and structure of sport to ensure it becomes equally accessible to everyone in society.”

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 the club. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

The club respects the rights, dignity and worth of every person and will treat everyone equally within the context of their sport, regardless of age, ability, gender, race, ethnicity, religious belief, sexuality or social/economic status.

The club is committed to everyone having the right to enjoy their sport in an environment free from threat of intimidation, harassment and abuse.

All club members have a responsibility to oppose discriminatory behaviour and promote equality of opportunity.

The club will deal with any incidence of discriminatory behaviour seriously, according to club disciplinary procedures.

To address the vulnerability of children with a disability coaches will seek guidance on working with children with a disability from external agencies, parents/guardian and the children themselves.

CONFIDENTIALITY STATEMENT

We at *East Cavan Swim Club* will never promise to keep secrets. However, information of a confidential nature will only be communicated on a "need to know" basis, with the welfare of the child paramount.

Considerations of confidentiality will not be allowed to override the rights of children or young members to be protected from harm.

COMMUNICATIONS POLICY

East Cavan Swim Club has a communication policy that includes sending general information via text messaging and/or email. Any information sent by e-mail to members under 18 will be copied to a parent/guardian. Any text message will be sent to the general list. Adults should not reply to individual members under 18, save to acknowledge the receipt of a message. Children are encouraged to say if any communication is upsetting. Any use of inappropriate language or incidents will be investigated through the disciplinary process.

Social Media Policy

East Cavan Swim Club will follow the recommendations from Swim Ireland with regards to Social Media. East Cavan Swim Club Facebook page and web site allows the club the opportunity to better engage with our members and their parents. It is our intention that both social media platforms would be positive and safe resource for all to use. The primary purpose of these platforms is to share news and information and to allow the organisation to connect directly with its members – it is not a means for conducting everyday East Cavan Swim Club business. It is policy of East Cavan Swim Club to only post text information with regards to galas, events and other newsfeeds. No photographs or information on individual swimmers will be posted on these pages apart from gala results, without the permission of members involved and the agreement of the Club management committee. Therefore, this policy will be strictly applied to all users of the Facebook and Web page. East Cavan Swim Club will be monitoring this closely to ensure that this policy is adhered to.

Code of Conduct (Social Media)

Please be respectful at all times, and understand that comments may be removed in the event that such material is inappropriate or offensive.

Please understand that unofficial images, videos and other photographic material posted on our social media pages will be removed automatically under this policy. East Cavan Swim Club's social media pages are operated in line with the Swim Ireland Safeguarding Children Policies & Procedures 2010, which can be found on www.swimireland.ie.

Please note: East Cavan Swim Club will not tolerate any of the following on its social media pages and comments will be removed if found to be in breach:

1. Defamatory material
2. Material infringing copyright or intellectual property rights
3. Material in breach of privacy or confidentiality obligation
4. Offensive, obscene or sexually violative material
5. Threatening, abusive or insulting statements likely to stir up hatred

If you experience an issue or problem while using the East Cavan Swim Club Facebook page or web site, please contact the club. Your feedback and ideas are welcomed.

Policy on use of Photography

It is the policy of East Cavan Swim Club that members will not be photographed without their parents' permission. Any publication of club member's photographs in the press or on a social media site has to be agreed by the management committee.

Any photograph will be of an appropriate nature. Group photographs involving children are preferable to individual photographs. For presentation ceremonies swimmers should be dressed in shorts/track bottoms and a top or similar in Club kit. Parents/adults taking photographs of their own children should respect other young people's privacy.

Images will only be used where children are appropriately dressed in shorts/track bottoms and a top when out of the pool; any action shots should only be used where the emphasis is on showing the sport. In line with Swim Ireland rules no person may video, film or take photographs at any club event without having received permission and registered their details with the Club management or organising committee.

OBJECTIVES OF EAST CAVAN SWIM CLUB

To promote a love of swimming in a safe environment and assist members to reach their full potential.

We will affiliate and pay insurance to Swim Ireland, Dublin & Swim Ulster, Belfast each year and follow their rules, procedures and policies.

SAFETY GUIDELINES

East Cavan Swim Club is fully committed to safeguarding the wellbeing of its members. We endeavour to provide a safe environment for our members to train in. Every individual in the club should at all times show respect and understanding for their rights, safety and welfare, and that of all other members. They should conduct themselves in a way that reflects the principles of the club, the guidelines contained in the Code of Ethics and Good Practice for Children's Sport, the rules of the Leisure Centre and the rules and regulations of Swim Ireland.

By virtue of the affiliation of EAST CAVAN SWIM CLUB to Swim Ireland, all members acknowledge that they are subject to the laws, rules and constitutions of: East Cavan SC and rules and regulations of Swim Ulster, Swim Ireland, LEN and FINA.

The East Cavan Swim Club is based at the Bailieborough Leisure Centre. We are affiliated with Swim Ireland and pay a yearly membership to cover cost of insurance and administration. As a club our aim is to improve the young person's ability, give them a sense of achievement along with a love of swimming. Although we are predominantly a non-competitive club we do encourage and facilitate competitive swimmers in every way we can. Details of the competitive calendar are made available; it is up to the swimmer & parent(s) to make sure that their entry is given to the designated person (club secretary/coach) for submission well before the closing date.

The ethos of the club is participation and enjoyment for all

In order to join the club swimmers need to be competent in all strokes and assessed by the coach. We hope to build on the swimming experience the swimmers have when entering the club, focusing on technique, fitness and endurance in all the competitive strokes.

We endeavour to provide a safe and supervised environment in which children can come together to participate and be successful in sport. The club is run by a voluntary committee drawn from parents.

All Members must pay the current requisite membership fee and register as a member of Swim Ireland. They agree to abide by the Club & Swim Ireland rules and child welfare guidelines. The following constitute as Members of the club:

- Competitor – Members of East Cavan SC who decide to engage in competitive events.
- Non-Competitor – This category includes but is not limited to: participants who wish to train but not compete; coaches; administrators; aquatics leaders; and CCO's.

The Club Management Committee reserves the right to accept or reject applications for membership of the club. If they are refused, the applicant must be notified by the Management Committee in writing as to the reasons for their refusal.

Normally all new members come in to the Minnows group and in time move up the next group, which is Seals, then Dolphins and then Sharks. However circumstances can dictate a different route for entry in the appropriate group. Regular attendance is encouraged for the benefit of both the swimmer and the Club finances.

Throughout the year we arrange a variety of activities: Water Polo Blitz, In-house Swimming Galas, External Friendly Galas, Club outings (NAC diving coaching, Tannagh Adventure Centre, etc)

All coaching staff are qualified and follow the directives of the child protection plan set out by Swim Ireland, attending regular training programmes. All helpers come from the parent base and will be updated on a regular basis on the Club policies. The club shall appoint on a regular basis, if possible, a male and female who have remits as Children's Officers. It is recommended that these positions be reviewed regularly, i.e. 2-3- years while maintaining consistency on the committee. This will include attending relevant training courses, liaising with relevant agencies when necessary and bringing to the attention of the General Committee any incidents or information deemed appropriate. They will attend regular training sessions to keep them up to date on all best policies. Children's Officers should be child centred in focus and have as their primary aim the establishment of a child centred ethos within the Club.

GENERAL RULES FOR EAST CAVAN SWIM CLUB

The aim of our club is not solely for competitive purposes. We see the main benefits of being a member of the club as improving overall fitness, social integration with their peers and being aware of the fact that it is the taking part that counts', winning is not the most important thing.

Participation in the Swim Club lays down the foundation for a healthy lifestyle.

The Club shall be affiliated to Swim Ireland and therefore will abide by Swim Ireland rules, Child protection policies and accepts their Code of Ethics and Good practice in Children's Sport.

To join the Club, swimmers have to be competent in all strokes and be assessed by coaching staff.

Parents must ensure that all contact numbers are kept on file for use if required during training sessions.

Members must attend training sessions regularly, be punctual and show commitment to the training regime. They are expected to attend for their session 5 minutes before start time, on poolside ready to swim. As there is a great demand on Club membership, very irregular attendance to training sessions could result in swimmers losing their place in Club.

Members and Parents should frequently check the Club web site www.eastcavanswimclub.ie & Club notice board at all training sessions for any relevant notices e.g. upcoming events, swimming times etc.

Where parents "drop off" their children at the Leisure Centre for a training session, they must understand that the Club will only be responsible for their children during their swimming session time. Parents must ensure prompt collection of their children at the end of the session.

The eligibility of members to take part in competitions is at the discretion of the coaches. For competition entries to be submitted to relevant Gala organisers the following applies: Parents will be given details of the event(s) along with an entry form. This has to be completed and returned along with any fees due 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.

Members must have written consent from parents if they wish to go on any Club outings. Consent forms with any relevant health details need to be signed by parent(s) and returned to Secretary before any away trips, together with any costs set out.

Parents will be notified of departure and return times if transport is arranged for an away gala or trip. These are expected to be adhered to. If your child / children are late for departure the Club accepts no responsibility for them being left behind. Any child 10yrs and under should be accompanied by an adult, either a parent or other designated adult. On return Parents must be there to collect them at appointed time. If children are to be allowed to make their own way home written notification from a parent must be given to a committee member. Two male and two female adults will accompany members on all away trips where transport is provided.

If group transport is not arranged, parents will be informed and they will be responsible for the transportation of their children to and from events. Any parents with difficulties organising transport can contact the Club Secretary or event organiser.

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.

Members must obey all directions from coaches and designated committee members at all times. They must listen attentively and follow instructions given. Failure to adhere to rule and regulations may result in a swimmers dismissal.

The 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.

The swimmer will wait with supervision, in the reception area until a parent or designated person collects them.

EAST CAVAN SWIM CLUB 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 the Club.

These Codes of Behaviour will, in conjunction with the Club 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 having regard to age, temperament, range of ability and/or other relevant factors.

CODE FOR YOUNG PEOPLE

As an athlete you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Club Children's Officer to explain them.

This is your Code, whatever your ability or wherever you take part and you should encourage others to follow it.

In your sport you should:

- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone, adults and other athletes
- Feel safe and secure when you are taking part in your sport
- Be listened to and allowed to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know that any details that are about you are treated with confidentiality

Your responsibilities are to:

- Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals
- Respect other athletes and your opponents
- Be part of the team and respect and support other team members both when they do well and when things go wrong;
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Keep to rules and guidelines set by Swim Ireland, the Region and your Club and make sure you understand the rules e.g. if you play a team sport what contact is allowed; as a swimmer in competitions what togs are allowed
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents;
- Behave in a manner that is respectful towards Swim Ireland, your region and your club .Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry;
- Talk with your Coach, Team Captain, Club Children's Officer or a trusted Swim Ireland member if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset
- Understand sport can be hard work and requires discipline to achieve your goals; you should understand the commitment and attendance needed – set at a level for what you want to achieve; talk through any worries or concerns with your parent and/or your Club Children's Officer
- Do not, or allow others to make you, try or take banned substances to improve your performance

CODE FOR PARENTS/ GUARDIANS

You should help and support the implementation of best practise policies in your child's/children's Club by following the code below:

- Understand and ensure your child/children abide by The Code for Young People
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure the environment is safe and enjoyable for your child/children
- Promote fair play and the positive aspects of sport
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or Swim Ireland.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- You should have the opportunity to put forward suggestions and comments
- Provide the Club and your child with emergency contact information and to be reasonably available in case of emergency
- Abide by the procedures and policies in this document especially with regard to the use of mobile phones, any type of camera and videoing equipment.

- Be aware and abide by the Code of Ethics, this document, the rules and constitution of Swim Ireland and the rules and constitution of your own Club

CODE FOR LEADERS AND COACHES/ TEACHERS

You must follow the points stated in the code of conduct as described below:

- Be familiar with and follow the required procedures in the Code of Ethics, this document, Swim Ireland rules and Regional and Club rules
- Carry out your duties and responsibilities understanding that the welfare of children is paramount
- Where relevant you should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim Ireland
- Create a safe and enjoyable environment for children by:
 - a) Planning and preparing appropriately and be positive during sessions
 - b) Making sure all levels of participation should be enjoyable and fun,
 - c) Prioritising skill development and personal satisfaction over highly structured competition.
 - d) Setting age appropriate and realistic goals
 - e) Avoiding favouritism – each child will need attention according to their sporting needs
 - f) Praising and encouraging effort as well as results
 - g) Showing respect for all involved, children and adults
- Recognise and ensure the welfare of children by:
 - a) Keeping attendance records
 - b) Not exposing a child to criticism, hostility or sarcasm
 - c) Never swearing at, ridiculing, shouting unnecessarily or arguing with a child
 - d) Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role)
 - e) Working in an open environment
 - f) Ensuring there is adequate supervision
 - g) Involving and updating parents, especially if a problem has arisen
 - h) Respecting a child's sensitivity to their height and weight
 - i) Never using physical punishment or force
 - j) Not using verbal or physical punishments or exclusion for mistakes

- Do not allow or engage in bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a child
- Co-operate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You 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 and the understanding of the child
- 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 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. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people

CODE FOR THE COMMITTEE

Committees should follow the points as below:

- Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or Club rules
- Within a Club ensure and approve the appointments of Club Children's Officers (non-committee) and a Designated Person (on committee)
- Carry out your required duties for Swim Ireland, Region or Club understanding that the welfare of children is paramount
- Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:
 - a) Create safe environment for young people
 - b) Ensure the codes of conduct are in place for all involved
 - c) Provide adequate supervision for training sessions with attendance record being kept
 - d) Recruit volunteers/employees including vetting and training is completed

- e) Understand and implement the complaints and disciplinary procedures
 - f) Ensure safe induction and supervision of volunteers/employees
 - g) Ensure other activities follow procedures e.g. away trips
 - h) All required procedures contained in this document are adopted
- Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including
 - a) Recording all incidents
 - b) Reporting the incident/accident or injury
 - c) Informing the parent or guardian (if child involved)
 - Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report
 - Set up, maintain, revise and implement rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and must be communicated to the relevant members.
 - Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of notice boards, etc.
 - Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
 - Inform parents/guardians where a matter or problem arises relating to their child
 - Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
 - Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee. Children's Officers and Coaches/Teachers may not be appointed/elected members of the committee

SUSPENSION/ TERMINATION OF MEMBERSHIP

The Club 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 Club 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. 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 its rules.

The Club recognises that all members have the right to a fair hearing with the opportunity to state their case. Two children's officers will be made known to the members and their phone numbers will be put on the notice board.

IN SUMMARY:

General Guidelines for Behaviour

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

Examples of Isolated Breaches of Behaviour

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

Examples of Continuous Misbehaviour

- Any of the above on a continuous basis, evidenced by the need to receive feedback on more than one occasion.

Examples of Serious Misbehaviour

- Serious assault on the person or serious damage to the property of one swimmer or club property by another.
- Malicious damage to property.
- Possession or use of drugs prohibited by law.

- Assault on, threat to, or damage to property of, or abuse of a coach by a swimmer.
- Use of abusive language to officials, coaching staff or Leisure Centre 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 and Swim Ireland safeguarding children, policies and procedures 2010.

These can be downloaded on irishsportsCouncil.ie and swimireland.ie.

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 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 Centre the matter will be referred to the Club Committee. The details of the alleged breach of

discipline will be recorded. The Club Committee will review the information available, the circumstances of the breach and interview those concerned. Details of the incident and witness statements will be recorded. 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 concerned or in the absence of agreement by the President 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: The swimmer will be made aware of the fact that his/her behaviour is unacceptable. The swimmer will receive a verbal feedback from the coach. The coach will discuss misbehaviour which is unacceptable with the swimmer. The swimmer may be temporarily removed from the pool. Question: Is this in the presence of the parental supervisor (poolside)

For Serious breaches of discipline: Serious failure to obey direction or Club rules during training session, at Club outing, Galas or other Club activities, will lead to swimmer being benched for a short time and or given a verbal warning and details logged in the form of a written warning. Coaching staff will inform Secretary who also records details. Any 2 benching, warning, etc will result in parents being informed. Any further breach of rules will lead to suspension and or expulsion of swimmer from the Club.

If a swimmer's behaviour is a source of danger to himself/herself, he/she will be removed from the pool.

Suspension for a period of time determined by the Club Committee plus coaches or expulsion.

Recompense will be expected to be made by swimmer/parent/guardian for damage, loss of or theft of another swimmer's property.

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.

TRAINING SESSIONS – HOME AND AWAY

The importance of warm-up cannot be over emphasised. A proper warm up is essential if injury is to be avoided.

Swimmers should arrive at the required number of training sessions each week in plenty of time to get changed, fully equipped e.g. goggles, floats, etc. Do not arrive late, arrive unprepared, cause disruption in the water, cause disruption in the changing rooms/pool side/shower area.

Swimmers must arrive poolside on time (5 minutes before the start of the session). Persistent lateness will be noted and reported to the Club Committee. Swimmers arriving late or leaving early will not receive maximum benefit.

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

Coach's instructions should be listened to carefully and carried out without question. 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.

Swimmers should swim in the sessions provided for their group.

Any swimmer who leaves the pool building without permission may be disciplined.

If swimmers are removed from the pool during a session, they must shower, dress promptly and sit quietly in the Viewing Area until their parents collect them.

Swimmers should behave in acceptable manner in changing rooms, shower area, pool side and in the Leisure Centre 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.

Swimmers should always have money to telephone home should a coach be delayed or cannot turn up for the session. If the Leisure Centre 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.

Prior written consent for attendance at all training/diving sessions in pools other than Bailieborough Leisure Centre must be furnished on each separate occasion by the parent/guardian of members.

PARENTAL SUPPORT FOR TRAINING SESSIONS

It is the responsibility of parents to see the swimmers attend training sessions regularly and arrive on deck on time.

Parents should notify coach if they require their son/daughter out early on certain occasions.

Parents must ensure that the coach and Secretary have at least one emergency contact number to suit time of day or day of week.

Swimmers should be collected promptly after session finishes and not be left unsupervised in Leisure Centre.

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.

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.

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 deck 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 Club Committee. Any such complaint must contain the name and address of the Complainant.

Where parents drop off their children at the Leisure Centre 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.

In the event of the Leisure Centre 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.

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.

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.

CLUB REPRESENTATION:

When swimming on behalf of the club the swimmers must:

- Try at all times to be available when selected.
- Give proper notice if unavailable. Report to coach/accompanying adults in the correct place at the correct time.
- Swim as per selection.
- Give maximum efforts at all times.
- When required, to be correctly kitted out with club gear.
- Vocally support fellow swimmers and show all swimmers courtesy.
- Obey without question and instructions from Gala Officials at all times.
- Ensure when representing the club that your behaviour is beyond reproach.
- On the day of the Gala do some light stretching an hour or so before the event.
- Make good use of the warm up as per Coach's instructions to get used to the feel of the wall in the water. All pools are not the same; Backstroke swimmers should check the distance from flags to the wall during warm up;
- After the warm up, dry off and wear tracksuit or T-Shirt and keep warm;
- All swimmers should report to the Gala Stewards and ensure to be on time at the Marshalling Area before swimmer(s) event;
- No swimmer may leave the designated swim area in which the Gala is taking place without the permission of the coach/team manager.
- 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.
- 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.
- It is not the Coach's duty to look after children at Galas.

VERY IMPORTANT at all competitions/galas/away trips/tours each child 10yrs and younger 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. Generally the adult/child over 10yrs ratio will be 1-10. This is subject to the nature of activity/trip etc. All supervision must be by adults in pairs of the appropriate gender.

CLUB TOURS AND TRIPS

The following applies for club tours and trips:

- Written permission must be obtained for un-accompanied swimmers.
- On all away trips, at least two male and two 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.

MATTERS ARISING FROM THE MURPHY REPORT

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.

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.

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. Children should be introduced to the Club Children's Officer and functions of the Officer should be explained.

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.

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.

The **Childline** telephone number 1800 666 666 should be prominently displayed near appropriate telephones with the Club Children's Officer's number.

Children and their parents should be encouraged to participate in training to criticise in a constructive manner and to complain in an appropriate way.

CONCLUSIONS:

Swimming is a healthy and natural sport. It teaches safety. It instils confidence. It enables participants to set achievable goals for themselves

These rules are subject to alteration and additions may be added when deemed necessary.

DUTIES AND RESPONSIBILITIES OF ALL OFFICIALS AND COACHING STAFF

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 aid swimmers to reach their full ability.
- To identify and respect the development of individuals.
- To review the club structure frequently according to the improved development of swimmers.
- Details of swimmers times will be kept updated to help grade them into lanes and for competition entry requirements.

OFFICIAL'S 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.

- 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.
- 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.
- 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.
- 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.
- Officials are required to attend Child Protection Seminars as decided by the Swim Ireland.
- 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.
- 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.

- 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.
- Where the Team is composed of both genders, there must be a male and a female official.
- You should never be alone with a swimmer, either at or away from the Pool.
- Physical contact is not appropriate except where necessary manipulation of limbs in teaching stroke or gym technique. 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.
- 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.
- 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.
- 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.
- If an official encounters suspected child abuse, they should, immediately contact their local HSE office, duty social worker or Gardaí if out of hours. The matter should also be reported to the Club Designated Officer. Discretion and confidentiality is expected whilst these persons follow procedure. Please refer to Child Protection Complaints as to how to proceed.
- 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.
- All adult's actions should be guided by what is best for the child and carried out in an atmosphere of care and respect.

Signed _____

Date _____



EAST CAVAN SWIM CLUB MEMBERSHIP DETAILS:

Name

Date of Birth

Address

All Contact Numbers

Parent/ Guardian Names

Email

School(s) attending

Any relevant medical

history

We have got a copy of East Cavan Swim Club Member's handbook. We are willing to abide by all club rules & those of Swim Ireland. We give our permission for appropriate photographs to be taken for promotional purposes.

Parent's signature

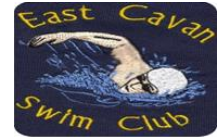
Member's signature

Date:

In keeping with Swim Ireland guidelines, parents will be required to help out with poolside supervision during the year.

Thank You

EAST CAVAN SWIM CLUB ADULT HELPER/ COACH APPLICATION FORM



Position applied for:

Full Name:

Previous Surname

(If applicable)

Current Address:

Date of Birth:

Telephone No:

National Insurance

No./ PPS No

List previous experience / involvement in this or any other club. Include experience of working with young children in a voluntary or professional capacity

Do you agree to abide by the guidelines contained in the Code of Ethics and Good Practice for Children's Sport?

Please select the appropriate answer

Yes

No

Do you agree to abide by the Child Welfare Guidelines and rules of Swim Ireland?
(If you have answered yes, we will contact you in confidence)

Please select the appropriate answer

Yes

No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations?

Please select the appropriate answer

Yes

No

References: Please supply the name and address of two people who we can contact and who, from personal knowledge, are willing to endorse your application. One of these names should be, where possible, the name of an administrator / leader in your last club / place of involvement

Name and Address of Referee 1

Name and Address of Referee 2

I am aware of and agree to abide by the Rules and Codes of Conduct for East Cavan Swim Club & Swim Ireland

Signed:

Date:

Thank You

MANAGEMENT COMMITTEE

The club shall be managed by a Club Committee consisting of:

- Chairperson (Officer)
- Secretary (Officer)
- Treasurer (Officer)
- Coach
- Committee Members

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.

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. Children's 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:-

- 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.
- 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.

- 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.
- To provide an accessible resource to children when they need to express their concerns, views or worries regarding their involvement in the Club.☐
- To act as an advisory resource sports leaders on child protection issues, ensuring the statutory guidelines and procedures are followed.
- To conduct research into why children drop out of club activities.

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

DUTIES AND RESPONSIBILITIES OF THE DESIGNATED PERSON

- Any concerns or disclosures relating to child abuse shall be reported to the Designated Person (DP) who is responsible for reporting this to the statutory authorities.
- The Designated Person shall hold an up to date certificate of Child Protection from ISC/CNI/NISC and also be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.
- The Designated Person shall be a member of the Committee, with this individual acting in a dual role capacity, performing both their existing role in conjunction with that of Designated Person.

ANNUAL SUBSCRIPTION

- There shall be an annual membership renewable subscription to be paid before Swim Ireland affiliation fees fall due, mid October.
- Membership shall cease if a subscription is not paid on or before the closing date on renewal form each year.
- The amount of the annual subscription shall be reviewed at least annually by the Management Committee taking into account any rise in affiliation fees from Swim Ireland & Swim Ulster.
- 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.

- The Method of payment will be agreed with the Club Treasurer as delegated by the Management Committee.
- Transfers: If a member wishes to leave a club and join another they must follow the rules set down by Swim Ireland. All members must have paid any outstanding subscriptions before they will be released by the Club save with exceptional circumstances.

ANNUAL GENERAL MEETING

An Annual General Meeting will be held each year. At least 21 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. 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 14 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

The 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.

Notice must be given to members and Swim Ireland for any Dissolution to come into effect, owing to a Resolution at a General Meeting

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 SI.

The Management Committee shall be responsible for the winding up of assets and liabilities of the club.

COMPLAINTS PROCEDURE

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.

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 Centre employee or other person that the said committee member, club official, member, coach, parent, Leisure Centre employee or other person shall stand down whilst the complaint is being examined a 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 local HSE office and the Gardaí. The procedure in relation to child protection and complaints will be reviewed annually. This shall be used to record written complaints within the realm of Child Protection Policy. It will be maintained in strict confidence.

Before Formal Complaints procedures are instigated Members should consider whether the matter can be dealt with informally first. If the Informal

Complaints procedure does not lead to a satisfactory conclusion then the Formal Complaints procedure shall be adopted.

Complaints relating to incidents at a certain level (Club, Region, National) should be dealt with by the Complaints and Disciplinary Committee at that level.

If either party is dissatisfied with the final outcome, then they may appeal the matter to the Swim Ireland Complaints and Disciplinary Committee (acting as an Appeals Committee)

If either party is still dissatisfied then a challenge to the Complaints and Disciplinary Committee or Appeals Committee decisions may be brought to JSI Arbitration.

There are specific exclusions contained in the document where it would not be appropriate to use these procedures to deal with matters arising.

There are timeframes contained in the document which should be adhered to.

There is a cost for each Club, Region and Swim Ireland in administering the Complaints and Disciplinary process. Accordingly Members when making a Complaint or an appeal will be subjected to an administration fee as set out in this document. However, where a Complainant is upheld or where an appeal is upheld, the administration fee will be reimbursed to the Complainant.

It should be emphasised that disputes should be dealt with at a local level and all resolutions at this level exhausted

CLUB INSURANCE POLICY

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.

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.

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.

All equipment and trophies should be adequately documented, valued and insured by UR-IASA or Swim Ireland or other body.

Swim Ulster clubs are insured on the basis that this best practice is being applied. If any club is unable to demonstrate that these guidelines are being applied, the Swim Ulster insurance policies will not cover that club. Any queries, contact Swim Ulster Business Manager.

Swim Ulster is registered with AccessNI as the umbrella body for the aquatic sports in Ulster and facilitate the AccessNI process of ensuring only appropriate people have contact with our children.

CRIMINAL ALLEGATIONS

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.

DATA PROTECTION

East Cavan Swim Club shall aim to follow the necessary data protection guidelines set down by the relevant bodies.

Check out irishsportsCouncil.ie and swimireland.ie for details on all policies and documents.

OMISSIONS FROM RULES

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

GUIDELINES FOR REPORTING ACCIDENTS

In the event of an accident, the following procedure will be carried out:

- Fill in two copies of the Accident Form for **ALL** accidents.
- Make contact with parents/guardians.
- One copy of form to incident book/folder.
- Forward one copy to designated person for record keeping/action required.
- Contact emergency services/GP if required.
- Record in detail all facts surrounding the accident, witnesses, etc.
- Sign off on any action required from club secretary and management from Bailieborough Leisure Centre

GUIDELINES FOR REPORTING ALLEGATIONS/INCIDENTS

- Record all incidents reported or observed on an Incident Form.
- Inform designated person ASAP.
- One copy to designated person within 24 hours.
- Ensure confidentiality only "need to know basis" (reference confidentiality statement).
- Inform parents, unless to do so may put the child at further risk.
- The designated person will be responsible for storing any report in a safe manner.

HEALTH AND SAFETY GUIDELINES

This club are committed to ensure the safety of all members by completing a risk assessment for activities and endeavouring to provide first aid treatment for injury, accidents and cases of ill health during coaching sessions or at competitions.

EMERGENCY ACTION PLAN

Objective and Scope

It is the aim of the Club to ensure that emergency situations are dealt with in a manner, which minimizes the risk to club swimmers, coaches and staff. This procedure identifies the action in the event of various situations, i.e. first aid, lack of water clarity, bomb threat, lighting failure, structural failure, emission of toxic gas, pool rescue and severe water pollution.

Minor Injuries General

When dealing with First Aid anywhere in the Centre, remember: -

- First Aid to be given only by Qualified First Aider.
- Complete Accident Report fully and forward to the leisure centre Duty Officer.
- Do not leave yourself in a compromising position, e.g. male First Aider alone with female casualty.

Procedure for Minor injuries on Poolside

A minor emergency is an incident, which, if handled properly, does not result in a life-threatening situation.

It will be dealt with by the nearest club coach who acts as follows: -

- Coach notifies others in the club team that they have to respond to an incident.
- An additional qualified coach/parent is then brought on to poolside to cover if applicable.
- Another club coach moves to cover vacated supervision position.
- Qualified coach involved administers immediate aid or provide appropriate assistance.
- Coach completes a Club Accident Report and subsequently forwards accident/incident details to leisure centre Duty Officer.

Procedure for Major First Aid Emergencies

A major emergency is one where an incident occurs resulting in serious injury or life threatening situation.

In most cases it will involve more than one club coach and may, in extreme situations, involve all members of the team. As with minor emergencies the response to most major emergencies follows a general pattern: -

- Member of club identifying situation contacts the other coaches/ parents and the leisure centre staff member (if one is on duty).
- The staff member on duty shall report immediately to poolside area to assist.
- Qualified club coach initiates rescue/first aid procedures and removes casualty from the danger area as appropriate.
- Support coaches cover vacated patrol/vigilance area, clearing the area if necessary.
- Qualified club coach summons ambulance by using mobile phone and club team members ensure Ambulance is directed to nearest entrance.
- Club coach completes Accident Form and any other Reports required and forward these to the leisure centre Duty Officer
- Club coach shall also obtain where possible signed witness statements.
- No statements shall be made to the media or the general public.

Procedure for Lack of Water Clarity

If the water begins to become cloudy, the club coach shall:

- Contact the leisure centre staff member.
- The staff member shall carry out a water test and take any appropriate remedial action.
- If remedial action is not possible or not effective quickly, the staff member will ask swimmers to go to the changing rooms to change.

Procedure for Lighting Failure

Should the lights fail the emergency lighting will come on automatically.

- The club coach shall contact the leisure centre staff member on duty in case they are unaware of the lighting failure.
- If emergency lighting fails Club coaches shall ensure that pools are cleared immediately and club swimmers asked to wait on the poolside away from the pool edges until further information concerning the situation is available from the centre staff member.
- If lighting failure is prolonged, club swimmers shall be asked by the club coach to go to the changing rooms to change.
- The arrangements for changing will alter depending on the availability of natural light and emergency lighting. The leisure centre staff member shall give directions.

Procedure for Structural Failure

Should structural failure occur, or if danger is suspected from the building structure:

- The club coach shall break glass in the nearest break glass unit to activate the fire alarm.
- Club members shall be evacuated from the building using whichever exit doors are unobstructed.

Procedure for Emission of Toxic Gas (Chlorine)

Pool water testing is carried out by leisure centre staff member before swimmers enter the main pool to ensure water disinfection is at the correct levels.

If there is an imbalance of levels the staff member will inform the club coach.

An emission of toxic gas will most likely come from the mixing of bleach such as sodium hypochlorite with another chemical containing an acid during a cleaning operation, or as a result of the pool water disinfection system.

If evacuation of building is necessary, club coaches will:

- Lead club members out exit doors away from the danger area.

- If there is an emission from chemical mixing, club coaches shall evacuate the area with haste, closing doors if possible to prevent the gases from escaping to other occupied areas. The Leisure Centre Manager / Duty Officer shall be informed of the situation immediately.
- Should it be necessary to evacuate the building, the fire alarm shall be activated.
- Any person who has been gassed with chlorine shall be taken to hospital as serious symptoms may develop at a later stage. Appropriate first aid should be given by the qualified Club coach.
- The emission is reportable on the incident form which is copied to the management of Bailieborough Leisure Centre

Procedure in the event of a Serious Injury to Swimmer

- Member of club identifying situation contacts the other coaches/ parents and the leisure centre staff member (if one is on duty).
- The appropriate first aid shall be carried out. In cases of serious injury, broken bones or unconsciousness the patient shall not be moved until first aid is given.
- All cases of head injury shall be treated as serious. The club coach shall call an ambulance. In no circumstances, should the casualty be allowed to return to the pool at any stage even if they appear to be well. Delayed concussion may lead to loss of consciousness in the pool.
- The club coach shall telephone for an ambulance and assist with first aid if necessary.
- It is important that coaches support casualties by speaking to them confidently and reassuringly.
- All accidents/incidents shall be reported fully on Accident/Incident Form.
- All accidents and dangerous occurrences reportable on the incident form which is copied to the management of Bailieborough Leisure Centre

Procedure in the event of Discovering of a Casualty in the Water

On discovering a casualty in the water:

- The Club coach will alert other parents/coaches to the incident before entering the water to affect a rescue. The centre staff member on duty shall also be contacted.
- The qualified club member will carry out a rescue and land the casualty at the nearest suitable point.
- If breathing has stopped, the qualified Club member shall commence resuscitation immediately whilst in the water and whilst towing to the side. The casualty shall be landed and CPR continued.
- The leisure centre staff member shall report to poolside immediately and assist where needed.
- The Club coach shall arrange for an ambulance to be called.
- If breathing has stopped the qualified Club coach shall commence CPR and continue until the casualty restarts breathing or until the ambulance staff takes over. Patients who have been resuscitated shall be treated for shock until the ambulance arrives.
- Other Club coaches/parents shall evacuate the pool area to ensure that a crowd does not gather around the casualty.
- A Club coach/parent shall meet the ambulance from the main car park to take them to the scene of the incident as quickly as possible.
- All accidents and dangerous occurrences reportable on the incident form which is copied to the management of Bailieborough Leisure Centre
- No statements shall be made to the press or other members of the public.

Procedure in the event of noticing Diarrhoea present in the pool water

- If substantial amount of loose, runny stool is introduced to the water, especially if illness is admitted or suspected, the coach will immediately remove swimmers from the pool.
- The Club coach shall immediately contact the leisure centre staff member.
- The staff member (where possible) shall immediately arrange to raise the free chlorine to the top of the range.
- A flocculent shall be added to the pool circulation prior to filters.
- The pool shall remain closed for the duration of three turn over cycles. After this, the filters shall be backwashed. Having established that free chlorine levels are within the appropriate range the pool shall be re-opened.
- Staff shall ensure good hygiene is maintained and achieved.

Procedure in the event of noticing a solid stool present in the pool water

- If the presence of these are spotted by club coaches/parents. They shall be reported to the centre staff member on duty.
- The staff member shall immediately retrieve the faeces from the pool using a net. They shall be disposed off in the nearest toilet.
- After their retrieval a water test shall be immediately carried out a water test to establish that free chlorine levels and other plant operation aspects are within the recommended ranges.
- Staff shall ensure principles of hygiene are carried out when working with organic materials

Procedure in the event of noticing some blood/ vomit present in the pool water

- If substantial amounts of blood /vomit are spilled into the pool, it shall be temporarily cleared of bathers to allow pollution to disperse and any infectious particles within it to be neutralized by the disinfected water. The club coach shall immediately evacuate the pool and contact the centre staff member on duty.
- Spillages of blood or vomit on the poolside shall be contained and wiped up with appropriate cleaning materials by the staff member. A solution containing 10 ppm of chlorine shall be used.
- The cloths for this purpose shall be safely disposed of immediately.
- Staff shall ensure principles of hygiene are carried out when working with organic materials
- The staff member shall complete an Incident Report

EMERGENCY ACTION PLAN

FIRE AND EVACUATION

Objective

To ensure fire alarm activation, fires and other evacuation requirements are dealt with efficiently and effectively.

This procedure details the process for dealing with fire and evacuation emergencies.

Procedure to follow on Discovery of a Fire

If you discover a fire, however small, an immediate decision must be made, i.e. CAN YOU EXTINGUISH IT IMMEDIATELY? For example, a waste bin just starting to catch fire may be best dealt with by safely taking it outside. If in any doubt or you feel you need help or the fire is not immediately extinguished, then the following procedure must be followed:

- First, sound the fire alarm by hitting the nearest break glass unit. Ensure you know where the nearest alarms and extinguishers are located. (Remember BGU's are normally situated next to emergency exit doors).
- Clear the public away from the surrounding area and get them to a position of safety, even if the fire appears minor and controllable. **YOU ARE NOT EXPECTED TO RISK YOUR OWN SAFETY. IF YOU FEEL THAT AN AREA HAS BECOME TOO DANGEROUS TO ENTER – GET HELP – DO NOT GO IN.**
- It is probable that assistance has arrived at the scene by this time. Another member of staff (or failing that a member of the public) should be sent to report the location, nature and extent of the fire, plus any known casualties to Reception.
- Stay in the vicinity of the fire (without taking personal risk) to prevent public straying into the area, until instructed otherwise.
- Attack the fire only if you are familiar with fire fighting techniques and the use of available appliances. **DO NOT TAKE PERSONAL RISKS.**

Procedure for Fire Evacuation

In the event of discovering a fire the club coach/parent shall break glass in the nearest break glass unit to activate the fire alarm.

In the event of the fire alarm sounding:

- Club coaches shall evacuate club members from the building using the nearest fire exits. From poolside they shall be directed to the assembly point located in St Anne's car park across the road. A key for the exit gate is attached to the controls for the pool cover at the bottom left of the pool hall. From other areas they shall be directed to the assembly point located in the front upper car park area.
- People should not be allowed to get fully changed, but only to dress for decency if it is safe to do so.
- Close fire doors after leaving the building
- Prevent access to Changing Rooms. No persons shall be allowed to re-enter until given the all clear to do so by the leisure centre staff and fire chief.
- Report to the Duty Officer at the front of the building and inform him/her of what areas you cleared area immediately and await briefing by Duty Officer
- As soon as possible after the incident the leisure centre staff shall complete an Incident Report.
- No statements shall be made to the media or the general public.
- Await further instructions from the Duty Officer

Internal

Incident Report Form Page 52

External

NIL

Responsibility of the Duty Officer:

- Initiate evacuation procedure
- Instruct a member of East Cavan Swim Club to contact the Emergency Services. Dial 999 and ask for the Fire Brigade – “This is Bailieborough Leisure Centre, I wish to report a fire alarm activation”.
- Note the time of the alarm activation
- Instruct a member of East Cavan Swim Club to wait for the Emergency Services
- Check the Fire alarm panel for location of alarm activation. Find out the nature of the hazard
- Inform the designated person from East Cavan Swim Club the area stated as the fire is located there.
- Notify the Plant Operator to switch off the main oil and electrical supply, if possible.
- Bring master key, staff book detailing who is in attendance and plan of the building
- Check staff are present and mark down who goes where and what areas have been cleared. Duty Officer to allocate staff to clear remaining areas of the building.
- Await instruction from the Fire Chief
- Liaise with Fire Chief, tell him what areas have been cleared and if any staff are still in the building
- Only when the Fire Chief advise, reset the alarm and permit personnel to re-enter the building

Procedure in the event of a False Alarm

Duty Officer should action a full search of building before deciding if it is a false alarm, e.g. the break glass unit may have been hit in zone three but the fire is in zone four. If the Duty Officer does not report back within 3 minutes, evacuation will commence.

Duty Officer should announce to the public, “I am pleased to inform you that the emergency alarm is false. Please carry on with your activities. We apologise for any inconvenience caused”.

After the Incident

Duty Officer shall complete the Incident Report Form on Page 52



Swim Ireland Accident/Incident Report Form

Details of the Accident. Please complete as fully as possible at the time of the accident and forward to the Swim Ireland Office immediately. Insurance cover can be adversely affected if notification of accidents is not made quickly.

Name of injured person: _____

Address: _____

Date of Accident: _____ Time of Accident: _____ am/pm

Address at which accident occurred: _____

Do you own the premises: Yes ___ No ___

Please provide full details of the Accident: _____

Was the accident witnessed? Yes ___ No ___

If the accident was witnessed, advise the name(s) and address(es) of witness(es):

When was the accident reported and to whom:

Advise the name and address of third party:

Advise details of injuries/damage sustained by the third party:

Declaration: *I/We hereby declare that the statements on this form and information provided in addition are true and complete, to the best of my/our knowledge and belief.*

PLEASE: RETURN THIS FORM TO SWIM IRELAND @ admin@swimireland.ie
(TITLE: Incident Report)