



Viking Swimming Club Handbook

Constitution

Code of Behaviour

Club Rules

Staff Duties and Responsibilities

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Section 1
CONSTITUTION
Of
VIKING SWIMMING CLUB

Contents.

- 1. Name, Colour and Status**
- 2. Objectives**
- 3. Affiliation**
- 4. Club Coaching Staff**
- 5. Membership**
- 6. General Meeting**
- 7. Fees**
- 8. Complaints Procedure**
- 9. Income and Property**
- 10. Winding-up**
- 11. Additions, Alterations and Amendments**
- 12. Keeping of Accounts**

CONSTITUTION
Of
VIKING SWIMMING CLUB

“To promote swimming & training in all its aspects, including the enjoyment and self-fulfilment of the swimmer rather than just the competitive aspect. The special needs of children are recognised and will receive particular attention”

1. NAME, COLOUR & STATUS

1.1 Official Club Name

1.1.1 The name of the swimming Club is Viking Swimming Club, being the competitive swimming element of Stewarts Sports Centre, herein after referred to as the Club.

1.2 Club Colours

1.2.1 The official Club colours are Purple, White & Black.

1.3 Club Logo

1.3.1 The logo of the Club is a “V” emblem with Viking hat; changes to this logo shall only be approved at the AGM.

1.4 Club is mixed

1.4.1 The Club is mixed, catering for both children and masters.

2. OBJECTIVES

2.1 To promote swimming/training in all its aspects, including the enjoyment and self-fulfilment of the swimmer rather than just the competitive aspect. Recognising the special needs of children, the Club will have a child-centred focus which will at all times consider and give particular attention to the health, welfare, development and safety of the child.

2.2 The Club shall engage in all aspects of competitive swimming to the highest levels and the Club will at all times consider the health, welfare, development and safety of the swimmers.

2.3 The secondary objective of the Club shall be to organise and promote such social activities to further the primary objective of the Club and to benefit the members of the Club.

- 2.4 The Club will ensure all members will be issued with a copy of the constitution upon renewing membership or joining the Club.
- 2.5 The Club Committee will ensure that the records of all matters relating to the running of the Club during their tenure are passed to the incoming committee.

3. AFFILIATION

- 3.1 The Club shall be affiliated to Swim Ireland.
- 3.2 The Club shall abide by rules of Swim Ireland
- 3.3 When abroad, the Club will abide by rules of FINA as directed by the Swim Ireland.
- 3.4 Only properly affiliated and paid up members may swim competitively (i.e. licence/registration fees).

4. CLUB COACHING STAFF

The teaching/coaching staffs of the Club are employees of Stewart's Sports Centre. As such, all must be qualified lifeguards and hold a minimum of IASA Full Teacher's award. All must sign the Officials Code of Ethics, and agree to the requirements of the Code of Ethics and Good Practice for Children's Sport in Ireland.

The duties and responsibilities of their employment, level of training and qualification etc., will be as determined by the management of Stewart's Sports Centre.

Their duties and responsibilities towards fulfilling the objectives of the Club will be published for the information of all members.

5. MEMBERSHIP

General Membership

- 5.1 All members must complete a standard application form.
- 5.2 The Club will ensure all members will be issued with a copy of the Club Constitution, Rule Book and Code of Behaviour upon joining the Club or renewing membership.
- 5.3 The maximum number of members in the Club at any given time shall be agreed by the committee.
- 5.4 Current consideration standards/times for the Club must also be met.

New Members

- 5.5 Applicants must be proficient in all four strokes.

- 5.6 Applications must be approved by three members of the coaching staff.
- 5.7 Newly accepted members shall be on probation for one year or such a longer period as the committee determines. At the end of the probation the committee shall decide if the membership is to be confirmed.

6. GENERAL MEETING

- 6.1 An Annual General Meeting will be held no later than November of the relevant year. Attendance at the AGM shall be restricted only to members in good standing with the Club.

A special general meeting may be called at the request of 1/3 of the Club membership. Fourteen days notice of meeting date must be given, and only the purpose for calling the “Special Meeting” shall be discussed.

- 6.2 The AGM of the Club shall elect by majority vote, a Chairperson, Hon. Secretary and Hon. Treasurer. These positions will be known as the officers of the Club. The meeting shall also elect, by majority vote, at least four members who, together with the officers, will constitute the Club Committee and have the responsibility of conducting the affairs of the Club.

Nominations for positions on the committee must be made in writing with the nominee’s consent, and be proposed and seconded by two members. Nominees proposed and seconded must be in good standing with the Club. Nominations must be received by the Hon-Club Secretary not less than 14 days before the meeting. In the event of nominations not being received for any one or more of these positions, or in the event of vacancies arising during the year, the committee will have the right to co-opt members to such vacancies.

- 6.3 The right to vote is limited to one vote per family, irrespective of number of child members in the Club, **plus** any Club members over the age of 16 years. Club Captains, if and when they are selected to represent the different levels within the Club, will be entitled to vote irrespective of age.

6.4 Officers

Officers of the Club can only hold their position for three years; after a break of one year, they may put themselves forward for another position.

The Chairperson shall preside at the meetings of the Club. In the absence of the Chairperson at any meeting, the committee members present shall elect one of their number to be Chairperson of that meeting. In the case of a tied vote at a meeting, the Chairperson will have the deciding vote.

The Hon Secretary shall be responsible for recording the minutes of such meetings and for the normal secretarial duties of the Club. He/she shall prepare a report for the AGM. He/she shall assist the Chairperson on an ongoing basis in the administration of the Club, ensuring adherence to the rules of both the Club and Swim Ireland. Complete records will be handed over to the incoming Hon. Secretary on change of appointment holder.

The Hon Treasurer shall be responsible for keeping proper accounts of the income and expenditure of the Club. He/she shall collect any moneys due to the Club. He/she shall prepare a statement of accounts for the information of the AGM. A copy of the statement shall be forwarded to the Hon Secretary of the Club.

The accounts of the Club shall be audited at least once in every year prior to the AGM by an auditor appointed at the AGM of the Club. All records and accounts will be passed on to the incoming committee.

6.5 Child Liaison Officers

In accordance with Swim Ireland requirements, two persons will be appointed to act as Child Liaison Officers for the Club. The CLOs will be volunteers; they may not be members of the Club, the coaching staff or the Club committee. Stewart's Sport Centre may provide a member of their staff willing to act in this capacity. At least one of the CLOs must be female.

Child Liaison Officers should be child-centred in focus and have as their primary aim the establishment of a child-centred ethos within the Club. They will have a number of functions within the Club including the following:-

- To promote awareness of the Code of Ethics and Good Practice for Children's Sport in Ireland within the club, and 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 to sports leaders on child protection issues ensuring that statutory guidelines and procedures are followed.
- To conduct research into why children drop out of club activities.

The names of the Child Liaison Officers will be made known to all children in the Club and their parents, and will also be published on the Club notice board.

Child Liaison Officers will maintain contact with the Club committee, and advise them of any matter requiring their attention.

6.6 Committee Meetings

Meetings shall be held as determined by the Chairperson and the Hon Secretary shall notify the time and date of such meetings to the committee members. The quorum for committee members meetings shall be 2/3. The Chairperson shall convene a meeting when requested to do so by 50% of the members of the committee. If the Chairperson refuses to convene such a meeting or delay unnecessarily in so having such a meeting may be convened by the members and committee.

The committee may, from time to time, and shall do so when directed by the general meeting of the Club, appoint as many sub-committees as it considers desirable or necessary to assist it in discharging its functions.

A special meeting may be called to enable the Club to adopt new procedures or requirements laid down by Swim Ireland.

7. FEES

- 7.1** Fees must be paid on a pro-rata basis throughout the year in accordance with the Stewart's Sports Centre policy.

8. COMPLAINTS PROCEDURE

- 8.1** The Club will ensure that each member is issued with a copy of "The Child Protection Guidelines Booklet" and will be required to sign a statement agreeing to abide by regulations therein.
- 8.2** Any complaint or allegation of child abuse should be made immediately to one of the Child Liaison Officers by parents or children. All complaints of this nature will be dealt with in accordance with the procedures outlined in "The Child Protection Guidelines Booklet". The Child Liaison 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 Child Liaison Officers with a guarantee that confidentiality will be maintained.
- 8.3** The Club will ensure that when a complaint has been made in relation to allegations of child sexual abuse by a committee member or Club official, that the committee member or official shall stand down whilst the complaint is being examined. No investigation of the complaint will be undertaken by the Club. Such reports shall be forwarded immediately to the Swim Ireland child protection officer, the Health Board and the Gardai. The procedure in relation to child protection and complaints will be reviewed annually.
- 8.4** A General Complaints Book will be held by the Hon Secretary to record both oral and written complaints concerning non-child abuse or breaches of guidelines, and will form part of the record passed on to an incoming committee.

General complaints of this nature should be reported immediately to one of the Child Liaison Officers, by swimmers or parents. The Child Liaison Officer will undertake to gather information relevant to establishing if there

are grounds for a complaint without delay, and pass the details to the Hon Secretary for the attention of the Club committee.

General complaints will be dealt with by the committee at the next planned committee meeting. If no meeting is planned for some time, a special committee meeting will be called to hear the complaint within two weeks of the complaint being made.

If the complainant is not satisfied with the decision of the Committee, an independent arbitrator should be appointed with the agreement of the complainant and the Committee, and in default of agreement, by the president of Swim Ireland.

9. INCOME AND PROPERTY

9.1 The income and property of the Club shall be applied solely towards the promotion of its main objectives as set forth in this Constitution. No portion of the Club's income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money's worth from the Club in respect of such office. However, nothing shall prevent any payment in good faith by the Club of:-

- (a) reasonable and proper remuneration to any member or Officer of the Club for any services rendered to the Club (other than as an Officer);
- (b) interest at a rate not exceeding 5% per annum on any money lent by Officers or other members to the Club;
- (c) reasonable and proper rent for premises demised and let by any member of the Club (including any Officer) to the Club;
- (d) reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;
- (e) fees, remuneration or other benefit in money or money's worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

10. WINDING-UP

10.1 If upon the winding-up or dissolution of the Club there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objectives similar to the main objectives of the Club. The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Club under or by virtue of Clause 9 hereof. Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.

11. ADDITIONS, ALTERATIONS OR AMENDMENTS

11.1 No additions, alteration or amendment shall be made to the main objectives and/or the income and property clauses in this Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

12. KEEPING OF ACCOUNTS

12.1 Annual accounts shall be kept and made available to the Revenue Commissioners on request.

Section 2 - Code of Behaviour

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

This code of behaviour will, in conjunction with the club constitution and rules, be issued to, and acknowledged by, all club members.

This code of behaviour will apply to all club activities.

Inappropriate behaviour will be classified as isolated, continuous or serious and is judged having regard to age, temperament, range of ability and/or other relevant factors. Respect must be shown for the property of the individual and of the club at all times.

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.
- 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 session.
- Not wearing Club hat at Galas

EXAMPLES OF CONTINUOUS MISBEHAVIOUR

- Any of the above on a continuous basis .

EXAMPLES OF SERIOUS MISBEHAVIOUR

- Serious assault on the person of or serious damage to the property of one swimmer 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 coaching staff or Sport's Centre staff.
- Possession of weapons.

PROCEDURES TO BE FOLLOWED IN THE EVENT OF MISBEHAVIOUR.

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

It will be the responsibility of the club 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.

If a serious breach of discipline takes place, the matter will be referred to the club committee. The club committee will review the circumstances of the breach and interview those concerned. Following deliberation, the club 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.

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 reprimand from the coach.
- The coach will discuss misbehaviour with swimmer.
- The swimmer will be moved to a different lane.
- The swimmer will be temporarily removed from the pool.
- A note will be sent to parents/guardians.

For Serious breaches of discipline:-

- 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 committee plus coaches or expulsion.
- Recompense will be expected to be made by swimmer/parent/guardian for damage, loss of or theft of another swimmers property.

Section 3 - Club Rules

CLUB TRIPS

Written permission must be obtained for un-accompanied swimmers.

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

Team managers must submit club trip reports to the Club Secretary within 14 days.

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 Child Liaison Officer immediately.

TRAINING SESSIONS

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

Swimmers must arrive on time (5 minutes before the start of the session.) No warm-up - no training! Persistent lateness will be noted and reported to the Club committee.

Swimmers should help remove pool covers and put in ropes quickly and quietly.

Swimmers should behave in an acceptable manner in changing rooms.

Swimmers should be collected promptly after session finishes and not be left un-supervised in Sports 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.

CODE OF BEHAVIOUR

Parents and swimmers should refer to their *Code of Behaviour*.

If swimmers are removed from the pool, they must shower and dress promptly and sit in spectator area until the end of the session.

GALAS

One parent or designated adult will attend all Galas. No unsupervised children will be permitted. It is not the coach's duty to look after children at Galas.

GALA FEES

Gala fees should normally be paid with entry form. Failure to show for a team relay event without good reason, may result in the swimmer having to pay for the full team entry fee for the event.

Section 4 – Club Coaching Staff Duties and Responsibilities

The teaching/coaching staffs of the Club are employees of Stewart's Sports Centre. All must be qualified lifeguards and hold a minimum of IASA Full Teacher's award. All must sign the Officials Code of Ethics, and agree to the requirements of the Code of Ethics and Good Practice for Children's Sport in Ireland.

Their duties and responsibilities include the following:-

- To assist the young swimmers to develop skills and abilities in a progressive way.
- To provide the swimmers with the opportunity to improve based on personal goals and standards.
- To recognise the role that suitably structured and graded competitive experiences can play in a child's development.
- To promote fun and fulfilment for children.
- To put together safe and worthwhile training sessions in order to prepare the children for competitive situations.
- To respect the developmental and individual needs of the child.

All coaches, as part of their terms of employment, are required to attend a Child Protection seminar as soon as possible after their appointment, and thereafter on an annual basis.

No coach is permitted to coach alone, and there must always be another responsible adult present.