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North Dublin

Winter

Swimming

Club

Handbook

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1. **Introduction**

 Welcome to North Dublin Winter Swimming Club (NDWSC).

North Dublin Winter Swimming Club is a competitive water polo and sea swimming club with senior and junior squads. Training sessions for the club are in the National Aquatic Centre, Westwood Clontarf, Trinity College pool, Trinity Sports and Leisure Donaghmede and Clontarf Baths.

 This handbook is designed to bring all the information and procedures in the club into one easy to access document. It is available on our club website.

 www.northdublinwsc.wixsite.com

2. **Mission Statement**

To provide top quality coaching for swimmers and players in a safe and secure environment.

 To achieve our mission statement, we focus on the following

1. Ensure all child protection guidelines from Swim Ireland are applied in the club
2. Create a club that is focussed on developing proper techniques in all swimmers and players
3. Develop administrative structure to support the swimmers, players and coaches
4. Encourage and support all coaches in furthering their education
5. Create links with other clubs to help in developing the swimmers and players
6. Ensure swimmers and players are aware of the other aquatic sports to try and prolong swimmers and players involvement in aquatics
7. Develop programmes within the club to promote healthy living
8. Encourage all parents to get involved in club activities to develop a cohesive mutually supportive club

3. **Committee**

The committee is made up of the following

Chairperson

Secretary

Treasurer

Water Polo Secretary

Swimming Secretary

And at least three other members.

*The Clubs Children’s officer also attends committee meeting*

4. **Description of Roles in the Club**

**President**

To act as a figurehead for the club and to provide advice. From time to time, the president may be asked by the committee to allow alleviations from obligations in the constitution.

**Chairperson**

To chair the committee meetings, AGMs and EGMs. To act as leader of the club and to ensure the smooth running of the club.

**Secretary**

To act as recorder at all meeting. To deal with correspondence and to aid the Chairperson in the smooth running of the club. To ensure all members are registered with Swim Ireland and to record all courses taken by members of the club.

**Treasurer**

To be in charge of all monies in and out of the club. To ensure that the club remains on a sound financial footing. To aid the Chairperson and Secretary in the running of the club.

**Water Polo Secretary**

To aid the secretary in doing entries for tournaments and Leagues. To liaise with players and parents regarding cancellations or refixed matches

**Swimming Secretary**

To aid the secretary in registering swimmers and to look after the club races and sea swims

**Webmaster**

To look after the club’s website and Facebook account keeping it updated. To liaise with the Secretary on the content.

**Committee**

To run the club in accordance with the constitution and motions agreed at the AGM or EGMs. To produce bank duty and gala duty rosters.

**Club Children’s Officer**

To look after the interests and well-being of all swimmers under the age of 18. To provide advice and direction to the committee on all items that affect under 18s in the club. To ensure that the club abides by Child Protection Guidelines. To act as the Designated Person for the club.

**Coaches**

To provide guidance to the committee on the running of the club in accordance with the direction from the AGM. To keep themselves up to date with rule changes for players and other technical issues.

5. **Coaches**

**Waterpolo** Level 2 : - Paul Byrne

 Paul McMenamin

 Caroline Murray

Level 1 : - Stephen Nolan

 Barry Nolan

 Michael Cope

 Jimmy Seary

 **Swimming** Level 1 : - Barry Hanley

 Ruth Somers

6. **Training Sessions**

 NAC Monday 2030-2200

 Westwood Tuesday 1900-2000

 Trinity S&L Tuesday 1930-2015

NAC Wednesday 2030-2215

 Trinity C. Friday 2100-2200

 NAC Sunday 1030-1230

During the summer months sessions are organised in Clontarf baths.

7. **Bank Duties**

7.1 Parents of swimmers and players under the age of 18 are obliged to perform bank duties.

7.2 Swimmers over the age of 18 will not be rostered bank duties

7.3 Coaches will not be rostered bank duties

7.4 Spouses or relatives of coaches will not be rostered when that coach is on duty.

7.5 Each month a roster will be produced by the committee for each squad. The roster will be random in nature

7.6 The bank duty roster will be published on the website and posted on the Junior Waterpolo Whatsapp group. It is parent’s responsibility to know when they are on bank duty.

7.7 Swaps of bank duty are allowed provided

1. The secretary is emailed the swap and both parties are copied in the email.

2. The randomness of the roster is maintained

7.8 Bank duties must be done so that the pool and all exits are visible but should not be done on the pool deck.

7.9 All coaches will be given an accident/incident form. It will also be available on the website. If needed, the coach and the rostered bank duty parent should fill it out and return it either online or directly to the Club Secretary.

7.10 All coaches will be given an attendance sheet for bank duties. Coaches must inform the secretary if the rostered parent does not attend.

7.11 The parent on bank duty reports to coach at the start of the session and signs attendance sheet.

7.12 All coaches will have a list of all parent’s phone numbers in case of accident.

7.13 Some bank duties may include supervision of gym and stretching before the sessions

7.14 Anyone wishing to speak with the coach/es should wait until after the session or make an appointment.

7.15 In the event of sickness of the swimmers or their parent when rostered for bank duty, the parent must fulfil their obligation or swap with another parent.

7.16 Cameras are prohibited at all times from changing rooms or areas. Cameras cannot be used on the pool unless prior authorisation has been obtained in writing or via email from the committee or a member of the executive.

7.17 As per the codes of conduct all parents and coaches need to be aware that discussions about other swimmers and players is not appropriate.

7.18 Failure to Perform Bank Duty

7.18.1 After a first no show a written warning given informing the parents of their responsibility and the consequences of future no shows.

7.18.2 After a second no show within the season a complaint will be made to the complaints and disciplinary committee. The sanctions can include but are not limited to the imposition of a fine (could be over €200 to cover pool hire and coaches pay), suspension of the swimmer or expulsion from the club.

8. **Fees**

8.1 Annual Subscription Fees for coached sessions are paid on a yearly basis at the start of the water-polo season.

8.2 The fees will be set each year at the first committee meeting after the AGM.

8.3 **Protocol if fees not paid**

The following applies if no fees are received 6 weeks after the start of the water polo season and the swimmer or player have not contacted the treasurer or one of the executives to arrange payment.

8.3.1 The treasurer will send an email, a text message or a WhatsApp message informing the swimmer or player that the fees are overdue

8.3.2 After 1 week a registered letter will be send to the swimmer’s or player’s home.

8.3.3 After the date in specified in the letter the swimmer/s or player/s will no longer be allowed attend any club sessions or represent the club. The club reserves the right to take the necessary means to recover the outstanding fees.

9. **Squads**

 Squad selection is based on all of the following factors

 9.1 Attendance at training sessions

 9.2 Attitude and effort at training sessions

 9.3 Eligibility

 9.4 Technical ability

 9.5 Swimming ability

 9.6 Tactical awareness

**Appendices**

i)

 **Constitution**

**List of Terms and Abbreviations**

**NDWSC** North Dublin Winter Swimming Club

**ISC** Irish Sports Council

**SI** Swim Ireland

**DP**  Designated Person

**LSP** Local Sports Partnership

**AGM** Annual General Meeting

**EGM** Extraordinary General Meeting

**CCO** Club Children’s Officer

**Officer** Officers of a club are the Chairperson,

Secretary and Treasurer.

**Management Committee** This is the body elected by the Members for the management of the business and affairs of the club.

**Sub-Committee** A committee formed by the Management committee tasked with a specific role

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

**1. Name and Colours**

1. The name of the club shall be “North Dublin Winter Swimming Club” (NDWSC) founded in 1929 and first affiliated to the Leinster Branch of the Irish Water polo Association in 1936.
2. The colours of the club shall be black and white.
3. The logo of the club shall be the Skull and Crossbones.
4. The headquarters of the club shall be the home address of one of the Officers of the Club
5. The logo of the club can only be changed with the approval of the Annual General Meeting

**2. Objectives**

a) The objectives of the club are:

* + 1. To foster and develop water polo and swimming and its participants
		2. To promote the teaching/coaching and practice of water polo and swimming in line with current best practice.
		3. To promote the development of physical, moral and social qualities associated with sport, within the participants.
		4. To accept and enforce the rules and regulations set down by Swim Ireland regarding water polo and swimming in accordance with the affiliation status afforded to the club.
		5. To provide a positive and safe environment for all its members and staff.
		6. To ensure sport for young people in the club is fun, and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
		7. To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so that individuals can be involved in sports activities in an integrated and inclusive way.

viii) To engage in all aspects of competitive /water polo, and where feasible swimming, to the highest levels and to this end may legally acquire and hold any necessary property

1. NDWSC is fully committed to safeguarding the well-being of its members. Every individual in NDWSC should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of NDWSC and the guidelines contained in the *Code of Ethics and Good Practice for Children’s Sport* and the ‘Swim Ireland Guidelines for Safeguarding Children 2008’ or most up to date equivalent.

 **3. Affiliation**

By virtue of the affiliation of NDWSC to Swim Ireland, its’ members acknowledge that they are subject to the laws, rules and constitutions of:

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

**4. Membership**

1. All members are subject to the rules and constitution of NDWSC and the rules and regulations of Leinster, Swim Ireland, LEN and FINA.
2. *Membership Categories*

The following constitute as Members of the club:

1. Competitor – Members of NDWSC who decide to engage in competitive events.
2. 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.
3. 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.
4. *Application Procedures for Club Members*
5. All members and officials must complete the necessary application forms and attach the necessary fees as set down by Swim Ireland and NDWSC.
6. They must also be familiar with and comply with the Swim Ireland and NDWSC rules and read and sign the Swim Ireland and NDWSC Codes of Conduct.
7. These forms must then be forwarded to the Management Committee for approval. Those under 18 must have their parents sign the necessary application forms.
8. Upon acceptance the member will then be provided with a copy of the Constitution and Rules of NDWSC.
9. A copy of the Constitution and Rules of NDWSC will be available on the club website for all members.
10. A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the Club.
11. A member who wishes to resign as a member of the club must have no financial liability to the club.
12. A member who wishes to resign from the club must return all perpetual trophies in his/her possession to the club.
13. Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the Club Management Committee.
14. Members will be required to renew their membership with NDWSC and Swim Ireland on an annual basis.
15. Membership of NDWSC does not extend automatically to beginner’s classes.

1. *Annual Subscriptions*
2. Club fees will be determined by the Management Committee.
3. If a member is deceased, their Legal Personal Representative is not liable for any balance of subscriptions.
4. A member may resign by communicating this in writing to the Club Secretary, and if this persons wishes to renew membership at a later date they must re-apply.

g) *Learn to Swim / Play Water polo*

 NDWSC wishes to promote participants to learn to swim and/or play water polo. NDWSC may run learn to swim/play classes. The participants in these classes will not for the first year automatically be members of the Club or Swim Ireland unless invited to do so, but will be insured as part of the club’s activities. Participants taking part for longer than a year will be required to become club and Swim Ireland members.

**5. Club Management**

1. *Description*

 The Management Committee is the body elected by the Members for the management of the business and affairs of the Club. It consists of 11 who must be members of Swim Ireland in their own right

1. *Membership of the Management Committee*

 Membership of the Management Committee shall consist of the following: - A Chairperson, a Secretary, a Treasurer, a Swimming Secretary, a Water polo Secretary, a Club Children’s Officer, and 4 other adult members one who may be nominated as PRO. Also, NDWSC shall have a Designated Person whose duty is to report any allegations of child abuse to the statutory body. The Designated Person for NDWSC shall be the CCO’s. If the CCO is unavailable, the Management Committee will appoint a Designated Person from within.

***Management Committee Officers of NDWSC***

1. *Duties of the Chairperson*
	* 1. To promote the objectives of NDWSC at all times and act as the official spokesperson for the club.
		2. To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
		3. To maintain order and prevent unnecessary disruptions.
2. *Duties of the Treasurer*
	* 1. To keep a record of all financial transactions concerning NDWSC business.
		2. To keep appropriate books of record on NDWSC business.
	1. To identify all income received and all expenditures.
	2. To act as co–signature on cheques along with the Chairperson/Secretary.
	3. To be vigilant in the collection of all monies owed to the Club and in the payment of all monies owed by the Club.

e)  *Duties of the Secretary*

i) To record the minutes of all committee and club meetings.

ii) To keep records of membership, complaints and contracts regarding the dealings of the club. Records shall be kept for a minimum of 6 years.

iii) To set out meetings including agenda details, notice period and any other necessary information.

iv) To deal with all club correspondence.

f) *Other Committee Member*

 Duties and Responsibilities of all Committee Members – All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional roles required, to be carried out by Committee Members.

1. *Duties and Responsibilities of the Club Children’s Officers (CCO)*
	* + 1. The Club may appoint two Club Children’s Officers, only one of whom will sit on the Management Committee.
			2. The CCOs shall be child centred in focus and have as the primary aim, the establishment of a child centred ethos within NDWSC.
			3. The CCOs shall be the link between the children and adults in NDWSC.
			4. The CCOs shall take responsibility for monitoring and reporting to NDWSC Management Committee on how club policy impacts on young people and their Sports Leaders and update the Committee regarding Child Welfare matters generally.
			5. The CCOs shall hold an up to date certificate of Child Protection from ISC/CNI/NISC and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.
2. Duties and Responsibilities of the Designated Person
	* 1. 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.
		2. 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.
		3. 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.
3. Duties and responsibilities of the coaching and teaching staff
4. Those included, but not limited to Coaches, Teachers and Leaders, will comply with the guidelines set out in ‘Swim Ireland Guidelines for Safeguarding Children 2008’ or most recent edition.
5. The recruitment procedures of any individual engaged or working under the [club], shall be in accordance with ‘Swim Ireland Guidelines for Safeguarding Children 2008’, the Employment Rights (Northern Ireland) Order 1996, the Terms of Employment Act 1994 (ROI) and all other related recruitment legislation. Information relating to the responsibilities of the roles, duties and the level of experience/qualifications shall be indicated in the recruitment process.
6. All Coaching and Swimming/water polo Teachers, who operate in a paid capacity, shall have written contracts which outline their duties, functions and responsibilities. Where coaches and/or swimming/water polo teachers operate on a voluntary basis, a written agreement as to new roles or duties shall be agreed, and put in place, within 2 months of appointment.
7. All teaching and coaching staff will undergo a police vetting (Garda Siochana, PSNI, and Swim Ireland) in accordance with ‘Swim Ireland Guidelines for Safeguarding Children 2008’ or most recent edition.. If the applicant is from a jurisdiction outside Ireland, enquiries will be made to the relevant statutory bodies.
8. All Coaches shall be accountable to the Committee, whilst the Senior Coach shall be entitled to attend Committee meetings by invitation.
9. All Coaches and Leaders must be affiliated to Swim Ireland, and must possess the requisite qualifications.
10. Rights and Duties of the Management Committee
11. The Management Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in this constitution. The Management Committee must ensure a Club’s Rule Book is in place which is made available to all members
12. The Management Committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the Management Committee and follow procedures and relay information as directed by the Management Committee.
13. The Management Committee may appoint a Coaches sub-committee consisting of Management committee members, the Senior Coach and the lead coaches of all squads.
14. The Management Committee shall be responsible for all assets of the club.
15. The Management Committee will be responsible for formulating Club policy in accordance with the ‘Swim Ireland Guidelines for Safeguarding Children 2008, or most recent edition, and on the direction the Club takes in the future in all its activities.
16. The members of the Management Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
17. Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Management Committee. Such a declaration may be discussed with the other Committee members at a designated meeting, and they may be required to absent themselves content, discussions and decisions.
18. The Management Committee will be expected to follow codes of conduct in relation to their obligations to NDWSC members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to NDWSC and its members. The Committee will familiarise itself with the ‘Code of Ethics and Good Practice for Children’s Sport’ and fulfil the duties required in the *Code of Conduct for Club Committees* section (p.25) of the ‘Swim Ireland Guidelines for Safeguarding Children 2008’, or the most recent equivalent.. The Committee will also adhere to any updated versions of these policy documents which are issued in the future.
19. Meetings of the Management Committee
20. The Committee shall aim to meet 10 times per year with a minimum quorum of 5 of the members of the committee present.
21. The Chairperson and the Secretary shall have discretion to call further meetings of the Committee if they consider it to be in the interests of the NDWSC.
22. A minimum of 7 days’ notice will be given to members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided whether this is phone, email and so forth.
23. The Committee should set out its agenda for a meeting no less than 2 days prior to the meetings.
24. The Chairperson has the casting vote on any motion arising during the meetings.
25. The Chairperson’s decision on a Point of Order is final
26. The Chairperson shall preside at all meetings. If, due to exceptional circumstances, the Chairperson is unable to attend a meeting a stand-in Chairperson will be appointed by those in attendance for that meeting.
27. The Secretary, or in her/his absence a member of the Committee, shall take minutes.
28. The Treasurer shall relay the financial position of the club at each meeting.
29. The other Committee members must also relay details on the areas of the club they are designated too.
30. The CCOs, and Coaching and Teaching staff (when in attendance) must also be given the opportunity to report and voice the concerns of their designated areas within the Club, as well as to advise the Management Committee on relevant issues.
31. The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of NDWSC.

**6. Voting Rights at General Meetings**

1. Members who are fully paid up and over 18 years of age are eligible to vote.
2. No voting by proxy is allowed.
3. Parents shall hold one vote on behalf of their child/children within the club. Only one parent may exercise this vote and this must be so agreed between the parents (that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children
4. Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.
5. No business shall be transacted at a general meeting unless a quorum is present. A quorum of 15 of the eligible voting members is the number required. If this quorum is not fulfilled the General Meeting can be suspended for exactly one week.
6. Nominations will be passed at AGM’s by simple majority.
7. Motions for a change to the NDWSC constitution must be passed by a special resolution of 75% of persons present at the meeting entitled to vote.
8. The Chairperson will have a casting vote if there is an equality of votes

**7. Election of the Committee Members**

a) Election of the Management Committee members takes place at the Club AGM each year.

1. A Committee member may stand for re-election for four consecutive years. After this time period is up, eligibility for re-election is revoked for a period of two years. However, having due regard to the small size of the Club (and consequently the number of volunteers available for serving on the Management Committee), the willingness of members to carry out executive functions and the need for continuity on programs initiated by the Management Committee, the Club at AGM each year, by simple majority vote, may decide to overrule this provision.
2. Nominations for office and Notice of Motions must be received in writing by the Secretary no less than 14 days prior to the General Meeting.
3. A proposer and seconder are required for all Nominations and Notice of Motions.
4. Notices of Motion and nominations for the Management Committee shall be displayed on the Club website for not less than 7 days prior to the AGM. They will also be available on request from the Secretary. Motions without due notice will only be discussed at the discretion of the Chairperson. In the event that no nominations are received by the Secretary by, a nomination from the floor at the AGM can take place.

**9. Annual General Meeting (AGM)**

1. Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be posted on the club notice board, website or requested in writing by a member on providing a stamped addressed envelope.
2. The Management Committee must decide when the AGM is held each year.
3. The Committee shall distribute to Members its report and statement of accounts for the relevant financial year, not less than 7 days before the date fixed for holding the AGM.
4. At this meeting, the Annual Report shall be presented, which shall consist of a: Chairman’s Report; Secretary’s Report; Treasurer’s Report; Swimming Secretary’s Report, Water polo Secretary’s Report and the CCO(s) report.
5. Any changes or updates to the Club Constitution or Club Rules will be notified to the members and Swim Ireland within 14 days following the AGM.
6. Any resolution to amend the Club’s Constitution which is successful at the General Meeting will come into immediate effect upon conclusion of the General Meeting.
7. Two delegates for the club will be elected to represent the club at the Swim Ireland AGM.
8. The President of the club will be elected at the AGM. The position of President is an honorary one and the does not have any voting entitlement.
9. The positions of Club Captain and Honorary Handicapper will also be elected at the AGM

**10. Extraordinary General Meeting (EGM)**

 An Extraordinary General Meeting may be called at any time once two thirds of the Committee resolve to convene such a meeting. It can also be called within 7 days of the Secretary receiving a requisition in writing signed by 30 of the voting members.

 **11. 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 and returned all Club Cups, Trophies and any other Club assets in their holding before they will be released by the Club save with exceptional circumstances.

**12. Finance**

1. The financial affairs of the club shall be the responsibility of the Management Committee in general and in particular, the Treasurer. Correct accounts and book keeping shall be done by Treasurer or under his/her supervision.
2. Annual Accounts of NDWSC should be prepared for the Annual General Meeting by NDWSC Treasurer.
3. The Management Committee shall be empowered to open Bank Accounts in the name of NDWSC and all transactions in these accounts shall be authorized by the Management Committee. All cheques, drafts and so forth shall be signed by the Treasurer and either the Chairperson or Secretary.
4. The Treasurer will receive all money paid to the NDWSC and ensure all such sums are lodged to NDWSC bank account as soon as possible.
5. Any assets invested in by the Management Committee will be used for NDWSC purposes only. The Management Committee will delegate the use of these assets under advisement from coaches, teachers, club children’s officers and others within the NDWSC.
6. The Committee will have the power to negotiate sponsorships on NDWSC behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for NDWSC Development purposes only.

**13. Appointments**

a) The Management Committee shall appoint a Senior Coach to the club for a specific period, and appoint any other coach in consultation with the Senior Coach.

b) In the event of resignations from the committee or insufficient nominations at an AGM, SGM or EGM the management committee may co-opt members to the committee.

c) Each year the Management committee will form a Complaints and Disciplinary committee in accordance with Swim Ireland’s ‘Complaints and Disciplinary Procedures’.

**14. Complaints and Disciplinary Procedures**

 NDWSC will deal with complaints as laid out in Swim Ireland’s ‘Complaints and Disciplinary Procedures’, and shall adopt SI procedures in this regard. Any issue involving members under 18 must also be brought to the attention of the CCO.

**15. Cessation/Suspension/Expulsion of Membership**

1. NDWSC has the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the Management Committee. All club terminations and suspensions will be reported to Swim Ireland, and can be also appealed to SI.
2. Suspension or termination of an individual’s membership to Swim Ireland can only be done by Swim Ireland’s board. These procedures are laid out in the ‘Articles of Association of Swim Ireland’.

**16. Dissolution**

1. NDWSC may be dissolved:
	1. 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.
	2. A Court Order where a dispute exists within its membership.
2. Notice must be given to members and Swim Ireland for any Dissolution to come into affect, owing to a Resolution at a General Meeting
3. All assets 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 NDWSC or SI.
4. The Management Committee shall be responsible for the winding up of assets and liabilities of NDWSC.

**17. Equality**

 In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, NDWSC will not discriminate against any persons or visitors within NDWSC. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

**18. Criminal Allegations**

 NDWSC 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.

**19. Data Protection**

 NDWSC shall aim to follow the necessary data protection guidelines set down by the relevant bodies.

**20. Interpretation**

* 1. If, at any time, circumstances arise for which there is no provision in this Constitution the Management Committee shall take such action as seems reasonable and necessary.
	2. Such action shall be deemed valid until reviewed at a Special General Meeting or Annual General Meeting.

*Guidance Notes 15*

***i)*** *A piece on criminal allegations has been included to, first of all, highlight a no tolerance approach and, secondly, to differentiate it from other unlawful activities regarding child abuse. Criminal activities here relate to incidences like stealing from the club’s finances, fraudulent representation, or the tort of passing off goods illegally.*

*ii) If a club has any concerns regarding data protection, it is worth contacting SI for templates or other details.*

ii) **Coaches and Teachers Code Of Conduct**

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

1. Be familiar with and follow the required procedures in the Code of Ethics, this document, Swim Ireland rules and Regional and Club rules

2. Carry out your duties and responsibilities understanding that the welfare of children is paramount

3. Where relevant you should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim Ireland.

4. Create a safe and enjoyable environment for children by:

4.1 Planning and preparing appropriately and be positive during sessions

4.2 Making sure all levels of participation should be enjoyable and fun,

4.3 Prioritising skill development and personal satisfaction over highly structured competition.

4.4 Setting age appropriate and realistic goals

4.5 Avoiding favouritism – each child will need attention according to their sporting needs

4.6 Praising and encouraging effort as well as results

4.7 Showing respect for all involved, children and adults

5. Recognise and ensure the welfare of children by:

5.1 Keeping attendance records

5.2 Not exposing a child to criticism, hostility or sarcasm

5.3 Never swearing at, ridiculing, shouting unnecessarily or arguing with a child

5.4 Being aware of a child’s developmental needs and how a child may be psychologically or physically affected (if relevant for your role)

5.5 Working in an open environment

5.6 Ensuring there is adequate supervision

5.7 Involving and updating parents, especially if a problem has arisen

5.8 Respecting a child’s sensitivity to their height and weight

5.9 Never using physical punishment or force

5.10 Not using verbal or physical punishments or exclusion for mistakes

6. 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.

7. 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.

8. 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.

9. 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. Only discuss a swimmer’s or player’s performance with them or their parents.

10. Be aware of the effect of negative comments on swimmers.

11. Coaches will respect swimmers, parents/guardians, officials and pool staff at all times

12. Never exert undue influence over a participant in order to obtain personal benefit or reward.

13. 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.

14. Be aware of and abide by the club’s social media policy.

15. All coaches must wear the North Dublin club gear when coaching.

16. All coaches must wear North Dublin club gear (as detailed by committee) at matches.

Please fill in the form on our webpage

iii) **Swimmers Code of Conduct**

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

1. Be happy, have fun and enjoy taking part and being involved in your sport.

2. Be treated fairly by everyone, adults and other athletes.

3. Feel safe and secure when you are taking part in your sport.

4. Be listened to and allowed to reply.

5. Be treated with dignity, sensitivity and respect.

6. Have a voice in the decisions that affect you within the Club and Swim Ireland.

7. Say no to something which makes you feel uncomfortable.

8. Train and compete at a level that is suitable for your age, development and ability.

9. Know that any details that are about you are treated with confidentiality.

Your responsibilities are to

1. Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect.

2. Be fair at all times, do your best to achieve your goals; be gracious if you do not achieve your goals.

3. Respect other athletes and your opponents.

4. Be part of the team and respect and support other team members both when they do well and when things go wrong.

5. 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.

6. 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.

7. Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.

8. 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.

9. Behave in a manner that is respectful towards Swim Ireland, your region and your club.

10. Never mistreat equipment or furnishings at training or at galas.

11. 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.

12. 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.

13. 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, be mindful that absences from training (due to illness, holidays, social events, etc.) especially before matches may result in not being able to participate in the match; talk through any worries or concerns with your parent and/or your Club Children’s Officer.

14. Do not, or allow others to make you, try or take banned substances to improve your performance.

15. All swimmers must wear North Dublin club gear at matches, swimming events and tournaments (as detailed by the committee).

16. Be aware of and abide by the club’s social media policy.

By both you and your child signing this code of conduct you are agreeing that you have read, understood and discussed all of it with your child and that they understand all the codes of the club.

Please fill in the form on our webpage

iv) **Parents Code of Conduct**

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

1. Become members of the Club and contribute your time and effort in the daily running of the Club; no club can operate successfully and safely without the help of volunteers.

2. Understand and ensure your child/children abide by The Code for Young People.

3. 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.

4. Have an awareness of and respect for Leaders and other adults and their roles within the Club.

5. 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.

6. 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.

7. Be aware that if the child/children are missing from training (due illness, holidays, social events, etc.) especially before matches may result in them being unable to participate in the match.

8. 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.

9. Ensure the environment is safe and enjoyable for your child/children.

10. Promote fair play and the positive aspects of sport.

11. 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.

12. Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective.

13. Promote participation for children that is fun, safe and in the spirit of fair play.

14. Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child.

15. 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.

16. You should have the opportunity to put forward suggestions and comments.

17. Provide the Club and your child with emergency contact information and to be reasonably available in case of emergency.

18. 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.

19. 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.

20. Be aware of and abide by the club’s social media policy.

21. Parents/guardians will abide by the local rules at training sessions and galas.

22. Parents/guardians will refrain from discussions with coaches or team managers regarding other player’s performances at galas or at training sessions.

23. Parents/guardians at matches where the spectators are separated from the players should contact the team manager before talking to their children. (Ideally, parents/guardians should remain in the spectator area and the player will come to them. To foster a good team spirit, players should remain with the team as much as possible.)

24. Duties and Responsibilities for parents on Bank duties

24.1. Parents should fill in the bank duty book with date, coach/es, person on bank duty, any incidents during the sessions.

24.2. Any incidents should be reported to the Club Secretary.

24.3. Some bank duties may include supervision of gym and stretching before the session

24.4. Anyone wishing to speak with the coach/es should wait until after the session or make an appointment.

24.5 It is parent’s responsibility to know when they are on bank duty. The master sheet for bank duty is the one on the club notice board.

24.6 Parents may swap bank duties provided that they email any swaps to the club secretary copying the person they are swapping with.

24.7 In the event of sickness of the swimmers or their parent when rostered for bank duty, the parent must fulfil their obligation or swap with another parent.

Failure to Perform Bank Duty

1. After a first no show a written warning given informing the parents of their responsibility and the consequences of future no shows.

2. After a second no show within the same season a complaint will be made to the complaints and disciplinary committee. The sanctions can include but are not limited to the imposition of a fine (could be over €200 to cover pool hire and coaches pay), suspension of the swimmer or expulsion from the club.

Please fill in the form on our webpage

v) **Committee Code of Conduct**

Committees should follow the points as below:

1. Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or Club rules.

2. Within a Club ensure and approve the appointments of Club Children’s Officers (non-committee) and a Designated Person (on committee).

3. Carry out your required duties for Swim Ireland, Region or Club understanding that the welfare of children is paramount.

4. Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:

4.1 Create safe environment for young people.

4.2 Ensure the codes of conduct are in place for all involved

4.3 Provide adequate supervision for training sessions with attendance record being kept.

4.4 Recruit volunteers/employees including vetting and training is completed.

4.5 Understand and implement the complaints and disciplinary procedures

4.6 Ensure safe induction and supervision of volunteers/employees

4.7 Ensure other activities follow procedures e.g. away trips

4.8 All required procedures contained in this document are adopted

5. Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including:

5.1 Recording all incidents.

5.2 Reporting the incident/accident or injury.

5.3 Informing the parent or guardian (if child involved).

6. Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurers report.

7. 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.

8. Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of noticeboards, etc.

9. 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.

10. Inform parents/guardians where a matter or problem arises relating to their child.

11. Monitor with the Club’s 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.

12. Children’s Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.

13. Children’s Officers and Coaches/Teachers may not be appointed/elected members of the committee.

14. Be aware of and abide by the club’s social media policy.

Please fill in the form on our webpage

vi) Swimmers Social Media Policy

PURPOSE:

1. North Dublin Winter Swimming Club NDWSC recognises that the use of networking sites is a growing phenomenon and is increasingly used as a communication tool of choice by young people and increasingly more adults. The use of social media provides many opportunities to improve the way we communicate reach out and interact with people and other groups.

2. With the development of Facebook, Twitter and other social media platforms, it has highlighted that whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences, if abused by users.

3. This policy will provide guidelines for acceptable use for all on-line social networking communications as they relate to NDWSC

TECHNOLOGIES:

1. This policy includes (but is not limited to) the following technologies.

• Personal Blogs

• Twitter

• Facebook

• Instagram

• You Tube

• Message Boards

• Personal Websites

ACCEPTABLE USE: The following rules must be adhered to by all users:-

SAFETY

1. Use the internet positively and do not place yourself at risk.

(Please consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to)

2. You will not bully, intimidate, or harass any user.

3. You will not post any photographs, videos or make comments that may be hurtful, untrue and upsetting or may be used by other people in a way you did not intend or want.

(Please be aware that social networking sites are a method of communication like letter writing and the spoken word. Do not write comments in the “heat of the moment” as these may be misinterpreted or used in a way you did not intend. So never place a comment on the internet that you would not put in writing or say to the individual concerned)

4. You will not post content that is hateful, threatening, or pornographic, incites violence, or contains nudity or graphic or gratuitous violence.

5. You will not post any information that contains alcohol-related or other mature content (including advertisements)

PROTECTING OTHER PEOPLE'S RIGHTS

1. We will respect other people's rights, and expect you to do the same.

2. You will not write any derogatory or offensive comments in relation to NDWSC or any other swimming or water polo club.

3. You will not post comments criticising or verbally abusing swimmers, players, coaches, officials or members of NDWSC or any other swimming or water polo club.

4. You will not post photographs on the NDWSC Social Media sites as you may be in breach of the Club's Photography Policy. This is an information sharing facility, and does not replace NDWSC Website.

5. You will not post content or take any action on NDWSC Social Media sites that infringes or violates someone else's rights or otherwise violates the law

6. Do not ask your club coach or teacher to be your social networking site friend – they will refuse as that would breach good practice.

7. Use the internet positively and do not place yourself at risk. Have a look at www.ceop.gov.uk for some useful tips.

8. Consider who you are inviting to be your friend and follow the good advice of the social networking sites to ensure you are talking to the person you believe you are talking to.

9. Always consider that any communication, comments, photos and video clips posted on a social networking site may be shared with persons other than those for whom it was intended.

10. Never share pictures of yourself or your friends that might reach other people that you do not wish to see them. Also never post or send any photographs, videos or make comments that may be:

• hurtful, untrue and upsetting and you may regret sharing later on

• used by other people in a way you did not intend or want.

11. Do not put pictures of other club members on the site within the club setting as you may breach the SI Photography Guidance. If you do wish to upload a picture you must get advice and consent of your parent, the other young person and their parent and a club officer before even considering uploading a photo. This will not prevent you having pictures of your swimming friends on your site taken outside of the sporting arena but it is good advice to always ensure they and their parents are happy with any picture you have of them on your site.

12. Always be aware that social networking sites are a method of communication like letter writing and the spoken word. They are bound by the same laws and rules. Such technology is instant and this allows you as the user to react in the ‘heat of the moment’, where in the past you would have been required to write a letter, which would have taken time and allowed for you to think again before sending. So never place a comment on the internet that you would not put in writing or say to the individual concerned face to face as to do so may not only breach SI but also the law

13. Photography and articles are supplied to swimmers and their families for their enjoyment on our Website, our Facebook Page and other approved sites as detailed in Appendix 2.

Photographs MAY be used by the swimmer or their family provided they are in the photograph, where multiple people are in a photograph all parties are allowed use the photo within reason.

YOU MAY crop, change the photo to black and white or use as is provided you are in it, this has always been the case and © Copyright has been waived only in this instance by the approved photographers (Appendix 2). A photograph may be given by you to a School website/publication for use, again this permission has been granted to you.

YOU MAY NOT share a photo through any media or printed copy that is not yours without prior permission or add a caption to a photograph that contains more than yourself that may ridicule, upset or cause undue embarrassment to another person, this will be seen by NDWSC as BULLYING and will be dealt with accordingly and may result in expulsion from the club.

A photograph of you that you may not be happy with that appears in any of the above media spaces belonging to NDWSC or other approved sites can be requested to be removed and will be done without question at the first available opportunity following the request.

All Artistic © Copyright will remain with the Photographer or Writer of an Article for their lifetime and 70 years after death by their family under Irish Copyright Law, there are penalties for infringement of same. A photograph for use in any other way, i.e. Advertisement will need the express written permission of the photographer or writer in advance.

SETTING UP ACCOUNTS

1. You will not provide any false information on NDWSC Social networking sites, or create an account for anyone other than yourself without permission.

2. You will not use NDWSC Social networking sites if you are less than 13 years of age.

CONSEQUENCES OF ACTIONS

Any individual found to be in breach of this Policy may face disciplinary action in accordance with the Club's Disciplinary, Grievance and Complaints Procedures.

MANAGEMENT OF NDWSC SOCIAL NETWORKING MEDIA SITES

To ensure that the sites are used in good spirit and to the benefit of the club, NDWSC 's social networking sites will be managed and monitored by the Webmaster and the Executive of the Committee.

WHAT TO DO IF YOU HAVE CONCERNS

1. As a user of social networking sites, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user.

2. The nature of these concerns may vary but should these concerns be connected to NDWSC. Then please contact one of the Children’s Club Officers or one of the Executive named in APPENDIX 1.

Appendix 1

Contacts

If you have concerns regarding the content or use of the social media sites please do not hesitate to contact the persons below.

Webmaster : -

Executive :- Chairperson

 : - Club Secretary

 : - Club Treasurer

Club Children’s Officer : -

Designated Person : -

Appendix 2

Approved sites : - NDWSC Web page

NDWSC on Facebook

vii) Coaches, Team Managers and Officials Social Media Policy

PURPOSE:

1. NDWSC recognises that the use of networking sites is growing phenomenon and is increasingly used as a communication tool of choice by young people and increasingly more adults. The use of social media provides many opportunities to improve the way we communicate reach out and interact with people and other groups.

2. With the development of our own Facebook page and Twitter account, it has highlighted that whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences, if abused by users.

3. This policy will provide guidelines for acceptable use, not only for our own Facebook page and Twitter account, but all on-line social networking communications as they relate to NDWSC

TECHNOLOGIES:

This policy includes (but is not limited to) the following technologies.

• Personal Blogs

• Twitter

• Facebook

• Instagram

• You Tube

• Message Boards

• Personal Websites

ACCEPTABLE USE: The following rules must be adhered to by all users:-

SAFETY

1. You will use the internet responsibly.

2. You will not bully, intimidate, or harass any user.

3. You will not post any photographs, videos or make comments that may be hurtful, untrue, upsetting or may be used by other people in a way that you did not intend or want.

4. You will not post content that is hateful, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.

5. You will not post any information that contains alcohol-related or other mature content (including advertisements).

PROTECTING OTHER PEOPLE'S RIGHTS

1. We will respect other people's rights, and expect you to do the same.

2. You will not write any derogatory or offensive comments in relation to NDWSC or any other swimming club.

3. You will not post comments criticising or verbally abusing swimmers, players, coaches, officials or members of NDWSC or any other swimming club.

4. You will not post photographs on the NDWSC Social Media sites as you may be in breach of the Club's Photography Policy. This is an information sharing facility, and does not replace NDWSC Website.

5. You will not post content or take any action on NDWSC Social Media sites that infringes or violates someone else's rights or otherwise violates the law.

SETTING UP ACCOUNTS

1. You will not provide any false information on NDWSC Social networking sites, or create an account for anyone other than yourself without permission.

2. You will bring to the attention of the CCO’s any child using NDWSC Social networking sites if they are less than 13 years of age.

CONSEQUENCES OF ACTIONS

Any individual found to be in breach of this Policy may face disciplinary action in accordance with the Club's Disciplinary, Grievance and Complaints Procedures.

MANAGEMENT OF NDWSC SOCIAL NETWORKING MEDIA SITES

To ensure that the sites are used in good spirit and to the benefit of the club, NDWSC 's social networking sites will be managed and monitored by the Webmaster and the executive of the committee.

USEFUL WEBSITES

 www.dcya.gov.ie

 www.childprotection.ie

 www.barnardos.ie

 www.youthworkireland.ie

 www.swimireland.ie

WHAT TO DO IF YOU HAVE CONCERNS

1. As a user of social networking sites, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user.

2. The nature of these concerns may vary but should these concerns be connected to NDWSC Then please contact one of the Children’s Club Officers or a member of the Executive named in APPENDIX 1.

Appendix 1

Contacts

If you have concerns regarding the content or use of the social media sites please do not hesitate to contact the following.

Webmaster : -

Executive : - Chairperson

 : - Club Secretary

 : - Club Treasurer

 Club Children’s Officers

Designated Person

Appendix 2

Approved sites : -

viii) Parents Social Media Policy

PURPOSE:

1. North Dublin Winter Swimming Club (NDWSC) recognises that the use of networking sites is a growing phenomenon and is increasingly used as a communication tool of choice by young people and increasingly more adults. The use of social media provides many opportunities to improve the way we communicate reach out and interact with people and other groups.

2. With the development of our own Facebook page and Twitter account, it has highlighted that whilst these technologies provide exciting opportunities, they are accompanied by dangers and negative consequences, if abused by users.

3. This policy will provide guidelines for acceptable use, not only for our own Facebook page and Twitter account, but all on-line social networking communications as they relate to NDWSC

 TECHNOLOGIES:

This policy includes (but is not limited to) the following technologies.

• Personal Blogs

• Twitter

• Facebook

• Instagram

• You Tube

• Message Boards

• Personal Websites

ACCEPTABLE USE

 The following rules must be adhered to by all users:-

SAFETY

1. You or your child will not bully, intimidate, or harass any user.

2. You or your child will not post any photographs, videos or make comments that may be hurtful, untrue, upsetting or may be used by other people in a way that you did not intend or want.

3. You or your child will not post content that is hateful, threatening or pornographic; incites violence; or contains nudity or graphic or gratuitous violence.

4. You or your child will not post any information that contains alcohol-related or other mature content (including advertisements).

PROTECTING OTHER PEOPLE'S RIGHTS

1. We will respect other people's rights, and expect you to do the same.

2. You or your child will not write any derogatory or offensive comments in relation to NDWSC or any other swimming club.

3. You or your child will not post comments criticising or verbally abusing swimmers, coaches, officials or members of NDWSC or any other swimming club.

4. You or your child will not post photographs on the NDWSC Social Media sites as you may be in breach of the Club's Photography Policy. This is an information sharing facility, and does not replace NDWSC Website.

5. You or your child will not post content or take any action on NDWSC Social Media sites that infringes or violates someone else's rights or otherwise violates the law.

SETTING UP ACCOUNTS

1. You will not provide any false information on NDWSC Social networking sites, or create an account for anyone other than yourself without permission.

2. You will not allow your child to use NDWSC Social networking sites if they are less than 13 years of age.

CONSEQUENCES OF ACTIONS

1. Parents must be aware that posting messages, comments or any media on a social networking site that breaches the above requirements will breach the Parent's Code of Conduct.

2. Any individual found to be in breach of this Policy may face disciplinary action in accordance with the Club's Disciplinary, Grievance and Complaints Procedures.

MANAGEMENT OF NDWSC SOCIAL NETWORKING MEDIA SITES

To ensure that the sites are used in good spirit and to the benefit of the club, North Dublin Winter Swimming Club's social networking sites will be managed and monitored by Webmaster and the Executive of the Committee.

USEFUL WEBSITES

 www.dcya.gov.ie

 www.childprotection.ie

 www.barnardos.ie

 www.youthworkireland.ie

 www.swimireland.ie

WHAT TO DO IF YOU HAVE CONCERNS

1. As a user of social networking sites, whether you are a child or an adult, you may at some time have a concern about what you are seeing or being told about by another user.

2. The nature of these concerns may vary but should these concerns be connected to NDWSC. Then please contact one of the Children’s Club Officers or one of the Executive (emails in APPENDIX 1).

Appendix 1

Contacts

If you have concerns regarding the content or use of the social media sites please do not hesitate to contact the persons below.

Webmaster : -

Executive :- Chairperson

 : - Club Secretary

 : - Club Treasurer

Club Children’s Officers

Designated Person

Appendix 2

Approved sites : - NDWSC Web page

NDWSC on Facebook

ix) Protocol for filming swimmers/players during sessions

1. Any recordings will be confirmed deleted by the coach and the parent on bank duty

2. Filming is only for the improvement of swimmers/players technique

3. Any time a camera is used it will be notified to the club secretary and the CCO.

x) Data Protection Policy

This policy explains how the Club will use information provided by you (the member) to the Club (included on your subscription forms or competition entry forms) from time to time.

We will use information that you provide to us to administer the Club, to provide you with the services that you receive at the Club, to provide you with any other products and services supplied to you by the Club at your request, for the purposes of performing the Club’s obligations to you, for the purposes set out in this notice and for administration, risk assessment, health and safety and bank duty roster purposes.

Your data may be recorded by the Club electronically, kept and processed on computer or in manual form. We may disclose your data to coaches operating at the Club and to other service providers to the Club for these purposes. Through this notice we let you know what we intend doing with your information before collecting it, or you confirming it so that you can decide whether or not to furnish that information to us.

You agree to keep the Club informed of any changes to the personal data that you provide to the Club. You are entitled to write to the Secretary of the Club to request a copy of your personal data which the Club holds. Should inaccuracies exist in your personal data held by the Club you are entitled to request that the Club amend or erase it. [The Club reserves the right to charge you the statutory fee permitted by law in respect of any request that you make to access your personal data.]

You agree that the Club your name, address, phone number, email address, membership number, gender, date of birth, and your results history to Swim Ireland and Swim Leinster for the purposes of operating the National Swimmer Database and official activities.

Images or video taken at events, competitions or training may be used for North Dublin Winter Swimming Club training or marketing purposes, including social media posts.

General Consent

North Dublin Winter Swimming Club is happy to avail of this opportunity to inform you of the use of your personal data and information by the Club and Swim Ireland in the manner set out above. Where you have provided information about another person (e.g. a minor), you confirm that they have appointed you to act for them or that you are legally entitled to act for them, to consent to the processing of their personal data, including sensitive data, and to receive, on their behalf, any data protection notices from the Club or Swim Ireland.

SWIM IRELAND

PRIVACY POLICY

LAST UPDATED: [AUGUST 2013]

Swim Ireland ("We") are committed to protecting and respecting your privacy. This policy (together with our terms and conditions) sets out the basis on which any personal data we collect from you or that you provide to us through our website, forms or otherwise will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the Data Protection Acts 1988 and 2003 (the Acts), the data controller is The Irish Amateur Swimming Association Limited trading as Swim Ireland, a company incorporated in Ireland with company number 112024 whose registered office is at Irish Sport HQ, National Sports Campus, Blanchardstown, Dublin 15.

INFORMATION WE MAY COLLECT

We may collect, retain and process the following data:

• Information that is provided by any person filling in forms on our website www.swimireland.ie (our website) or otherwise including (but not limited to) membership forms, medical forms, assessment forms, e-vetting competition or event entrance forms or education enrolment forms.

• If any person contacts us via phone, email, post or otherwise, we may keep a record of that correspondence.

• Where you are a member of Swim Ireland, we may keep a file on you as a member and also relevant details of your parent/guardian (where applicable). We may also collect information, assessments, images or videos from any competitions, events or training sessions run by Swim Ireland and other swimming organisations and entities in which you participate.

• Where you are a contractor, employee, volunteer or supplier, we will keep a file of our interactions with you and any contracts or agreements we have made.

• Details of visits to our website including, but not limited to, IP addresses, traffic data, location data, weblogs and other communication data. This is statistical data about our users' browsing actions and patterns, and does not identify any individual.

USES MADE OF THE INFORMATION

We use information held about you in the following ways:

• To maintain a record of your relationship with Swim Ireland and your participation in any event, competition, training, course or otherwise with or on behalf of Swim Ireland.

• For inclusion in international and/or national ranking lists (as required).

• To carry out our obligations arising from any contracts or agreements entered into between you and us.

• Images or video taken at events, competitions or training may be used for Swim Ireland training or marketing purposes, including social media posts.

• To provide you with information or services that you request from us or to provide you with information about other services we offer that are similar to those that you have already purchased or enquired about.

• To notify you about changes to our services.

• To ensure that content from our website is presented in the most effective manner for you and for your computer.

• We may also provide third parties with aggregate information about our users that does not identify them.

WHERE WE STORE YOUR PERSONAL DATA

The data that we collect from you may be transferred to, and stored at, a destination outside the European Economic Area ("EEA"). It may also be processed by staff operating outside the EEA who work for us or for one of our suppliers. Such staff maybe engaged in, among other things, the fulfilment of your order, the processing of your payment details and the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

All information you provide to us is stored on our secure servers. However, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our website; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorised access.

DISCLOSURE OF YOUR INFORMATION

We may disclose your personal information to:

• any member of our group, which means our subsidiaries, our ultimate holding company and its subsidiaries, as defined in section 155 of the Companies Acts, 1963;

• any Swim Ireland club or region;

• the Irish Sports Council / Northern Ireland Sports Council; or

• the Institute of Sport / Sports Institute of Northern Ireland.

We may disclose your personal information to third parties:

• Where you give us permission to do so.

• Where you participate in an event or competition that is run by a third party, we may transfer limited personal data about to you to facilitate your entry and participation in that event or competition.

• In the event that we sell or buy any part of our company or assets, in which case we may disclose your personal data to the prospective seller or buyer of such business or assets and your personal data may eventually be transferred to any new owner.

• If we are under a duty to disclose or share your personal data in order to comply with any legal obligation, or in order to enforce or apply our Terms and Conditions of Use and other agreements; or to protect the rights, property, or safety of Swim Ireland, our members, or others. This includes exchanging information with other companies and organisations for the purposes of fraud protection and credit risk reduction.

SENSITIVE PERSONAL DATA

Please note that where you give us any sensitive personal data, including but not limited to medical data, we treat this with the utmost confidentiality. We will only disclose this information to members of Swim Ireland who need to know it in order to protect your health and welfare. We may also disclose it where we have a legal obligation to do so.

If you are travelling to a competition or event and we need to share your sensitive personal data with any third party in connection with this, to the extent this party is not listed in our medical consent form that you have already signed and agreed to, we will let you know in advance and ensure that you are happy with us disclosing this information about you.

COOKIES Our website uses cookies to distinguish you from other users of our website. This helps us to provide you with a good experience when you browse our website and also allows us to improve our site. By continuing to browse the site, you are agreeing to our use of cookies. We use the following cookies on our website:

• Strictly necessary cookies

These are cookies that are required for the operation of our website. They include, for example, cookies that enable you to log into secure areas of our website.

• Analytical/performance cookies

They allow us to recognise and count the number of visitors and to see how visitors move around our website when they are using it. This helps us to improve the way our website works, for example, by ensuring that users are finding what they are looking for easily.

You can find more information about the cookies we use and the purposes for which we use them in the table below:

Cookie Name Purpose More information

Google Analytics [\_utma \_\_utmb \_\_utmc

Google Analytics cookies are used to collect information about how visitors

Further information on Google \_\_utmv \_\_utmz]

use our website. We use the information to compile reports and to help us improve the website.

The information collected is anonymous and includes the number of visitors to the website, what pages they visited and where they have come to the website from.

Analytics is available at

http://www.google.com/analytics/learn/privacy.html

You block cookies by activating the setting on your browser that allows you to refuse the setting of all or some cookies. However, if you use your browser settings to block all cookies (including essential cookies) you may not be able to access all or parts of our website.

YOUR RIGHTS

You have the right to ask us not to process personal data for Swim Ireland marketing purposes. You can exercise your right to prevent such processing by checking certain boxes on the forms we use to collect user data. You can also exercise the right at any time by opting-out at the end of any marketing communication we send you.

Our website may, from time to time, contain links to and from the websites of our partner networks, advertisers and affiliates. If you follow a link to any of these websites, please note that these websites have their own privacy policies and that we do not accept any responsibility or liability for these policies. Please check these policies before you submit any personal data to these websites.

ACCESS TO INFORMATION

The Acts gives you the right to access information held about you. Your right of access can be exercised in accordance with the Acts. Any access request may be subject to a fee of €6.35 to meet our costs in providing you with details of the information we hold about you.

CHANGES TO OUR PRIVACY POLICY

Any changes we may make to our privacy policy in the future will be posted on this page.

CONTACT

Questions, comments and requests regarding this privacy policy are welcomed and should be addressed to admin@swimireland.ie

xi) Health and Safety

http://www.swimireland.ie/policies-resources/

xii) **Club Application Form**

North Dublin Winter Swimming Club Application Form

Name : -

Address : -

Swim Ireland Number : -

Date of Birth : -

Previous Club : -

Date of Application : -

Contact Numbers : - Home : -

 Mobile : -

 Mobile : -

Email Address : -

Swimmers Signature : - Date : -

Parents Signature : - Date : -

 (Only required if swimmer u/18)

 **Bank Details for payment of fees**

Account Number :-

Please Quote Swimmers/Players name and Account No. when lodging to NDWSC account.

BIC :

IBAN :

xiii)

** North Dublin Winter Swimming Club Membership Form**

**2019/2020**

|  |  |
| --- | --- |
| **Open Sea Swimming**  |  |
| **Water polo** |  |
| **Committee** |  |

**Membership Type:**

**Swim Ireland No.:\_\_\_\_\_**

**Members Details:**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name** |  | **Surname** |  |
| **Address** |  | **D.O.B.** |  |
| **Gender;** |  |  |  |

**Important; NDWSC main media of communication this year will be via email AND WhatsAppIt is very important that your correct email and mobile telephone numbers are printed clearly, please enter 1 character per box.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **email** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **mobile** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

**Emergency Contact details – (Each member must provide TWO emergency contact details)**

|  |  |
| --- | --- |
| **Name** **(Parent/ Carer)** |  |
| **Relationship** |  |
| **Contact Number** |  |
| **Signature** |  |
| **Print Names** |  |

**Medical Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of GP** |  | **Tel No.** |  |
| ***Please state any medical condition, disability or other factors which need consideration for inclusion in club activities*** |
|  |
|  |

**Declaration & Consent:**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | YES | NO |
| 1. | I and my child have read and understood the Codes of Conduct, Policies. Disciplinary Procedures & Constitution of Galway SC. |  |  |
| 2. | I and my child will abide by the rules of Galway SC Club as described in the Galway SC Codes of Conduct for Swimmer and Parents. We have returned a signed copy of said codes to the Membership Secretary. |  |  |
| 3. | I agree to fulfil my obligations described in the above documents as parent/career of a Galway SC member. |  |  |
| 4. | I consent to my child being transported to/from galas on coach(es) provided by Galway SC. |  |  |
| 5. | I give permission for the Coach/Team Manager to authorise competent medical authorities to undertake medical or surgical treatment to my child, should delay of my consent be contrary to my child's interest |  |  |
| 6. | I consent / do not consent (**delete as appropriate**) to the use of photography as set out in the Galway SC Photography Policy. ***Should you fail to indicate that you do not consent to the use of photography as set out in the Galway SC Photography Policy you will be deemed to have consented by signing this membership form. You can withdraw your consent at any time by informing the Club Secretary in writing.*** |  |  |
| 7. | G.S.C. will be using “***WhatsApp***” as a primary communication tool. I consent to my (parent / guradian/ swimmer 18years+) being added to the G.S.C. squad WhatsApp group and understand that I can “opt-out” at any time. |  |  |
| 8. | I have read and understand the “***Parent Participation***” Form and I have returned a signed copy to the Membership Secretary. |  |  |

***For further information on any of the above please contact the Club Chairperson / Secretary****.*

Name (print):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_

***To be signed by parent/carer for members under 18.***

***North Dublin Winter Swimming Club Policies, Rules, and Code of Conduct are available from the Club Secretary***

Parent's Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

By signing this form you give your club secretary permission to enter your details onto the Swim Ireland online database. Please remember that the information you are sending to Swim Ireland Head Office through this form is personal data and must be treated in accordance with the Data Protection Acts, 1988 and 2003. Please read your club’s data protection policy for further information.

Declaration of Club Secretary:

As the Club Secretary I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For all NEW members this form must be printed, signed and the hard copy kept by the club for official records. \*Please note evidence that the club are holding these forms in a safe and secure location will form part of the Club Mark process.

It is your responsibility as club secretary for ensuring the accuracy and validity of the information that you submit using this form and Swim Ireland accept no responsibility whatsoever for any errors or omissions that you may make.

1. **Coaches Contract (tbc)**

**Job Title:** Club Coach

**Reporting to:** Club management committee and head coach

**Qualifications:**

* Minimum of Swim Ireland level 1 coaching swimming (or equivalent)
* Up to date Swim Ireland/ Sport Ireland safeguarding level 1 certificate
* Up to date garda vetting through Swim Ireland
* Current Swim Ireland coaches license

**Skills Required:**

|  |  |  |
| --- | --- | --- |
| Technical knowledgeable of discipline | Excellent communication skills | Team Player |
| Organised | Good planning skills | Empathetic |
| Experience appropriate to position | Leadership | Confidentiality |

**Main duties**

* Represent and deliver NDWSC objectives and ethos as outlined in club constitution
* To assist and support swimmers and players to achieve their full potential
* Produce and deliver an annual coaching and competition plan for your squad(s) with the support of the coaching committee
* Prepare and deliver session plans for your squad(s).
* Ensure Swim Ireland license is kept up to date
* Manage the progression of swimmers through the club’s squad program in co-operation with the coaching committee
* Provide feedback to swimmers and players on their progress
* Ensure that you are well briefed about any special needs of the swimmers and players involved i.e. fitness levels, medical conditions, physical impairments or disabilities.
* Attend competitions appropriate to your squad(s)
* Be aware and understand (the facility) Emergency Action Plan and Normal Operating Procedures (EAP & NOP)
* Comply with Swim Ireland Safeguarding young people policies and procedures
* Comply with NDWSC club constitution and rulebook
* In the event that you are unable to attend a club session organise a suitable replacement at the earliest possible time.
* Carry out other duties as required by NDWSC

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Club Coach Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(club) Chairperson Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(club) Secretary/ Treasurer Date

1. **Official Expense Policy Template**

Volunteers are essential to the effective running of competitions and in that regard, (club) will always endeavour to ensure that the volunteer is not out of pocket.

Volunteer’s expenses must be claimed on the official club expense claim form which will be updated and circulated to volunteers from time to time. The claim form must be fully completed, signed and dated by the volunteer.

Claim forms and supporting documentation should be emailed to (insert email).

Claim forms and supporting documentation must be received by (club) within two weeks of the expense being incurred. (club) will ensure expenses are paid within two weeks of receipt of competed forms. **Failure to adhere to this may result in the expense not being reimbursed.**

**In order to be eligible for this reimbursement the following must apply:**

* Officials must hold a current officials license (full or probationary)
* Volunteers must attend a minimum of ½ day of the event
* Volunteers must be invited by club
* Lunch will be provided for club officials
* In the event that a volunteer is required for two consecutive days accommodation (half board) will be provided by the club in a local hotel, provided they live more than 50 miles from competition venue
* Mileage may be claimed from the home of the volunteer to the competition venue

|  |  |
| --- | --- |
| **Expense** | **Conditions** |
| Mileage | Claimable at a rate of €0.40 per mile. To claim mileage, both the place of departure and destination must be detailed on the claim form as well as the miles travelled. An internet printout (e.g. Google Maps) or other proof supporting the mileage must be attached to the claim. |
| Toll Charges | Toll charges will be covered once both the place of departure and destination are detailed on the claim form and require travel through toll bridge. |
| Accommodation | Accommodation will be arranged by club for volunteers travelling further than 50 miles to competition venue for an event longer than 1 day |
| Subsistence  | Meals will be provided at the events attended by volunteers. Lunch will be provided at the pool and dinner will be provided in the hotel (where applicable) |
| Daily rate | (club) will offer volunteers a daily rate based on their level of qualification, role and licensing, as detailed below: |
| **Role & license level** | **Half day rate** | **Full day rate** |
| Probationary judge in any role  | €20 | €40 |
| Licensed judge in any role | €30 | €60 |
| Licensed referee in judge role | €40 | €80 |
| Licensed referee/ starter in referee/ starter role | €50 | €100 |

**Officials Expense Claim Form**

|  |  |
| --- | --- |
| Purpose of claim (event/ meeting) |  |
| Date |  | Venue |  |
| Role  |  |
| Name |  |
| Address |  |
| Phone no. |  |
| Email |  |
| **Travel** |
| Total miles |  | @ €0.40 p/mile | € |
| Rail | € | Bus | € |
| Taxi | € | Flights | € |
| Tolls | € |  |  |
| **Accommodation/Subsistence** |
| Accomodation | € | Subsistence | € |
| Daily rate | € | Other Expenses | € |
| Details for other expenses |  |
| **Account details** |
| Name on account |  |
| BIC |  |
| IBAN |  |
| I confirm all expense claimed are in line with (club) allowable expenses and all receipts, maps are included with this claim form. (Claims must be submitted within two weeks of event) |
| Signed |  |
| Date |  |