



Glenalbyn Swimming Club
(www.glenalbynswimclub.com)
Rules & Information Booklet

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Information

1.1 Introduction

1.1.1 Background

Glenalbyn Swimming Club (the club) is based at Glenalbyn Swimming Pool in Kilmacud. This is a six-lane 33-metre pool that is owned by Dun Laoghaire Rathdown County Council (DLRCC). The pool is operated through a Board of Management, which is chaired by a DLRCC nominee. Under the Constitution of this board, the club is entitled to nominate a board member. Board members are appointed for a period of two years.

The club is one of a number of sports clubs operating under the auspices of Kilmacud Glenalbyn Community club (KGCC). Membership of KGCC is a requirement of club membership.

The club caters for swimmers from the age of approximately 7 years upwards. At present, the majority of its members are of school-going age. There is only one class of member.

The club year commences on 1 September, and ends on 31 August. The club's active training programme operates for the ten-month period from September to June. Club activity in July and August is typically limited to the participation by certain members in major end-of-season national galas.

All members of the club (or parents or legal guardians, where the member is under eighteen years of age) should have a copy of the club constitution.

1.1.2 Committee

The committee consists of three officers (as specified in the constitution - President, Secretary and Treasurer), and six other members. From time to time, other defined duties will be allocated to specific committee members, such as gala secretary, gear manager, assistant treasurer.

A list of currently serving committee members, with duties and contact numbers, will be maintained at all times on the club noticeboards.

1.1.3 Child Liaison Officers

The committee is required to appoint two Child Liaison Officers, at least one of whom must be female. Their duties and responsibilities are dealt with in section 2.8 below. A list of currently serving Child Liaison Officers will be maintained on the club noticeboards at all times.

1.1.4 Coaching Staff

Coaching staff are employed by the club as follows:

- Coach Coordinator – responsible for the co-ordination of all coaching activity in the club, and has specific responsibility for the Piranhas squad
- Squad coaches – generally each training squad will be the responsibility of one designated squad coach. From time to time, this responsibility may be shared between two or more coaches

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- Other coaches – other coaches are used to provide assistance to the squad coaches, and to provide cover in the event of sickness etc.

A list of current coaching staff will be maintained on the club noticeboards at all times.

1.1.5 Social Activities

The club generally organises a number of social activities throughout the season, geared towards members, parents/guardians or both.

1.1.6 Teaching Classes

The club runs a program of teaching classes in Glenalbyn swimming pool on Saturday mornings for beginners (minimum age 5 years) upwards.

Many of the club's swimmers will have learnt to swim at these classes (or at similar classes run directly by the Glenalbyn pool management), and there is a natural progression from these classes to club membership.

Income from teaching classes subsidises training fees for club swimmers.

1.1.7 Swimgear

The club maintains a stock of swimgear for sale to members, at a low mark-up. This includes club branded gear such as hats, teeshirts, shorts, hoodies and gearbags. It also includes certain non-branded gear such as goggles and togs. Information as to when this gear can be purchased will be maintained on the club noticeboards.

1.1.8 Club Communications

The primary means of communication within the club are the club noticeboards and the club website (www.glenalbynsimclub.com). Both the noticeboards and the website should generally contain the following:

- a list of currently serving committee members, with duties and contact numbers
- a list of currently serving Child Liaison Officers
- a list of current coaching staff
- current club captains
- up-to-date training timetable
- pool-sitting roster
- gala program for the season

In addition, from time to time, notices will be posted dealing with:

- details of upcoming galas (club entries, relay teams selected, team managers)
- results of recent galas
- upcoming social and other events
- club administration issues, eg notification of meetings

Members are expected to monitor the contents of the noticeboards and/or website on an ongoing basis.

1.2 Squad Structure

1.2.1 Training Squads

Club members are organised into four squads as follows:

- Minnows (commencement level)
- Dolphins
- Torpedoes
- Piranhas
- Seniors (highest level)

The committee, in discussion with the coaching staff, determines the capacity of each squad. This would take account of

- the profile of the current timetable (eg available pool space)
- the swimming ability of the group – in particular, the need for detailed stroke correction work, and
- the age and physical stature of the group

Detailed attendance records are maintained for all training sessions. A member's attendance record is readily available to that member (from the coach coordinator or squad coach).

1.2.2 Club Captains

Two club captains, one male, one female, are elected each year from among the members of the Senior squad, by the members of that squad. The role of the club captains is to facilitate communication between the swimmers and the club committee, and to represent the swimmers in this regard. The captains should generally be available to swimmers, so that their concerns can be raised.

1.3 Registration and Fees

1.3.1 Registration Procedure

Members are required to register on an annual basis. A copy of the registration form which is required to be completed by the member, and their parent or legal guardian, where under eighteen years of age, is shown at appendix 5 to this document.

1.3.2 Fees

Fees payable by club members are set by the committee in September for the season then commencing. The amount varies from squad to squad, and is payable either:

- by standing order – typically payable over ten months - September to June, or
- by two instalments in advance – September and January

Discounts are available in the following circumstances:

- Family discount – where there are three or more club members, under 18 years of age, from one family
- Leaving Certificate discount – where a member is sitting the leaving certificate during that season

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It should be noted that training fees relate to coaching and other activities for the ten-month period from September to June, and are prorated on that basis, where appropriate (irrespective of payment method).

In addition, all members are required to be members of KGCC. Compliance with this requirement is monitored by the committee.

1.4 Training Timetable

A training timetable for the season will be issued either prior to the season commencing or shortly thereafter. This will set out the standard weekly program of swimming sessions for all squads.

From time to time, changes may be made to this standard timetable. This will be communicated as soon as is practical.

An up-to-date timetable will be maintained at all times on the club noticeboard. The current timetable is also set out at appendix 7 to this document.

1.5 Poolsitting

It is a requirement of Swim Ireland that no coach may coach swimmers alone. The club facilitates this by ensuring that a parent is present on the pool bank, at all times during training sessions. This is referred to as poolsitting. A monthly roster is maintained for this purpose, and all parents are expected to participate in this activity. If no parent is present to poolsit, the coach has the authority and responsibility to cancel the training session.

Detailed guidance for parents in relation to poolsitting is contained in appendix 2.

1.6 Swimming Assessments and Promotion Policy

The minimum standard for entry to the Minnows squad is for a swimmer to be capable of competently swimming three strokes for a distance of one length.

The selection of swimmers for promotion is a matter for the club coaching staff, not the committee. In this regard, when the coaching staff are assessing a swimmer for promotion to a higher-level squad, their overriding consideration is the swimmer's readiness to maintain and benefit from the training program agreed for that squad. This assessment will take account of the following:

- quality of swimming stroke,
- fitness level and
- physical development and stature

Only swimmers who have fulfilled this requirement will be recommended for promotion by the coaching staff. The timing of movements between squads will take place by agreement between the coaching staff and the committee, having regard to squad capacity etc.

When it has been agreed to progress with a recommended promotion, the proposal will be discussed in the first instance, by a committee member, with the swimmer, or his or her

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parent or guardian, where he or she is under eighteen years of age. Their views will be taken into account. In the case of a swimmer less than eighteen years of age:

- promotion will only take place with the permission of his or her parent or guardian
- the swimmer should be informed of the promotion either by his or her parent or guardian, or with their permission

Generally, promotion will initially be carried out on a trial basis. At the end of the designated trial period, the coaching staff may recommend that the swimmer remain in his or her original squad. In this event, where the swimmer is less than eighteen years of age, this will again be communicated by a committee member to his or her parent or guardian.

From time to time, the coaching staff may recommend that a swimmer be moved to a lower-level squad. Where the swimmer is less than eighteen years of age, this will be discussed in the first instance by a committee member with his or her parent or guardian.

1.7 Competitive Swimming

1.7.1 Background

The competitive swimming season starts in September, and builds towards the major provincial and national galas in the April to July period. For age group swimmers (generally aged under 12 to under 16 for girls and to under 18 for boys), this means:

- Irish Long Course Championships - April
- Leinster Age Groups Division 1 – May
- Leinster Age Groups Division 2 – May
- Irish Age Group Championships Division 2 – June
- Irish Age Group Championships Division 1 – July

These galas have challenging qualification standards, which the stronger competitive swimmers will strive to achieve. These standards are progressively more difficult, with a limited number of swimmers achieving Irish Age Group Division 1 standard. For swimmers over the Age Group band (and for some still within it), the major galas are:

- Leinster Championships – February
- David McCullough Gala – March
- Irish Open - July

These also have very challenging qualification standards, and are attended by the best swimmers in the country.

In addition, there are many club-run galas throughout the year geared towards swimmers of all standards – typically “graded galas” exclude swimmers with personal best times faster than a given time.

1.7.2 Gala Program

The club’s gala attendance program is agreed between the committee and the coach coordinator, and it tries to ensure that swimmers of all levels within the club are catered for with competitive galas. This program will be posted on the club noticeboard, as early as possible in the season. As the season progresses, this program will be subject to change and subsequent amendments will also be communicated on the noticeboard.

1.7.3 Gala Administration

The gala secretary is responsible for the administration of all galas. Detailed arrangements for:

- processing of entries, and
- travel and accommodation (in the case of “away” galas)

will be communicated on a case-by-case basis.

Generally, galas comprise individual events and relay events, and entry fees are payable per event. Entry fees are:

- payable by the member, in the case of individual events, and
- payable by the club, in the case of relay events, however there will generally be a contribution sought from competing swimmers on a gala-by-gala basis.

1.7.4 Selection of relay teams

The selection of relay teams is the responsibility of the coach attending at the gala. This is a complex area, and it would be very difficult to devise a set of rules that would apply in all cases, however the following broad principles should be applied:

Regional/National galas (eg Leinster Age Groups, Irish Age Groups Division I and II)

- The swimmers selected should be those eligible swimmers who, in the judgment of the coach, would be fastest, on that day, over the given distance. This could, for example, take account of whether a swimmer is competing in another event shortly before the relay event.

Other galas

- If a swimmer is selected to compete in a relay event in his or her age group, he or she should generally not be selected to “swim up” in a relay event for an older age group, if that were to result in an eligible swimmer in the older age group not competing in that event.
- Having determined the pool of eligible swimmers for an event, the selection of different teams (A, B etc) is at the coach’s discretion. It may be considered appropriate not to concentrate the fastest swimmers in one team.

All galas

- Coaches may use pre-gala time trials as the basis for relay team selection, if considered appropriate.
- Having determined the composition of a relay team, the coach should advise the selected swimmers, and those not selected, as soon as is practical.
- The coach has discretion to amend the composition of a team within an event ie a swimmer may be selected to compete in a final, without having competed in a heat of that event. However, a swimmer who has competed in the heat of an event on a particular team cannot then compete in the final of that event on a different team.

If a parent wishes to raise a relay team selection issue, he or she should do so with the appointed team manager, not directly with the coach.

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Members selected on a relay team have a particular responsibility to ensure they attend the gala – otherwise they must communicate their non-availability to the gala secretary, or to another committee member.

1.8 Club gala and championships

The club's annual gala is held in November or December each year. Entry is limited to club members, and events are held to cater for all age groups within the club. A small entry fee is charged to cover certain administration costs.

Club Championships are held during this gala, for boys and girls, under two age group categories:

- Junior – under 14 years of age
- Senior – over 14 years of age

These events are held over 100 metres, for freestyle, back crawl, breaststroke, butterfly and Individual Medley (133 metres). Perpetual trophies are awarded to championship winners.

1.9 Club Swimming Records

The club maintains a database of all swimming times achieved by members in official galas. This record is available upon request from the designated committee member.

2 Rules

2.1 Swimmers Code of Conduct

The following rules constitute the Glenalbyn Swimming Club code of conduct:

1. Members of the club are members of Swim Ireland, and the Swim Ireland Code of Conduct (see appendix 1 to this document) is Rule 1 of the club code of conduct. The following are additional rules and do not limit any item in the Swim Ireland Code of Conduct.
2. Do not engage in any behaviour that presents a safety hazard to you or others.
3. Treat coaches, club officials, administrators, pool staff and other swimmers with courtesy and respect; foul or offensive language should never be used; negative or derogatory comments should not be made.
4. Do not participate in horseplay, fighting, or pushing anybody into the water.
5. Respect the property of others. Keep practice and competition facilities neat by cleaning up after yourself and by turning in lost items to a coach or other responsible person. Do not tamper with pool equipment wherever practices or competition events are held. Do not cause vandalism of any kind.
6. Comply with all local pool facility rules, for example in regard to the wearing of swim hats.
7. Arrive on time and be prepared to swim at the start of a session. Swimmers must shower and dress promptly and leave the Pool Centre no later than 20 minutes after a training session.
8. Wait for instructions from the Coach before entering the water. Assist in preparing the pool when directed by the coach. Listen carefully and follow directions. Complete the workout and training session with enthusiasm and respect for the coach, teacher and other swimmers.
9. Areas that are off limits to swimmers:
 - Locker rooms and changing areas, other than those for your own use
 - The sauna and associated area
 - Poolside office, front desk and staff kitchen
 - Other areas designated by the coaching staff
10. Display good sportsmanship at all times.
11. At galas or events, report to the Coach or Team Manager on arrival and communicate with the Coach shortly before and shortly after each race. Inform the Team Manager if, for any reason, you are unable to swim in an event.

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12. Wear the designated team clothing as directed by the Coach or Team Manager, when competing.
13. Comply with any team rules, including nightly curfews, established by the team managers, or the coaching staff.
14. At galas or events where a team or squad travels together, members must remain with the team unless specifically permitted to do otherwise by the Coach or the Team Manager.
15. Where an overnight stay is required for swimmers participating in a gala or event, swimmers must not enter the bedroom of a swimmer of the opposite sex when a parent is not present. Swimmers must keep the team manager informed of where they are at all times.
16. The use of alcohol or tobacco is prohibited.

As part of the club registration process:

- members over twelve years of age are required to confirm their agreement to the terms of this code
- parents or legal guardians of members under eighteen years of age are required to accept that the code will apply to those members

Members of the club breaching the code of conduct will be subject to the procedures set out in Section 2.9 “Disciplinary Procedures”.

2.2 Code of Ethics for Officials

Set out in this section is the **Swim Ireland “Officials Code of Conduct”** which applies to all aspects of the club’s activities. All affiliated clubs are required to furnish all of their members and officials with copies of this document:

For the purposes of clarification, the term “official” is used in this document, to mean all adults with either supervisory, coaching or management responsibility for swimmers. It also includes officials who travel with representative teams.

The purpose of this document is to provide guidelines for the behaviour of adults who are responsible either in a club or representative team capacity or who accompany the team on representative trips.

This Code is part of the policy on Child Protection. It is to be taken in conjunction with the “Code of ethics and Good Practice in children’s sport”, which all Officials must have a copy of. Adherence to these guidelines is intended to protect swimmers, officials and coaches.

Teaching and coaching are referred to generically as Coaching.

Officials must submit signed copies of this Code to their club or to *Swim Ireland*.

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1. All officials must respect the rights, dignity and worth of every human being and their ultimate right to self-determination. Specifically, officials must treat everyone equally within the context of their activity, regardless of sex, ethnic origin, religion or political persuasion.
2. The official will be primarily concerned with the well-being, health and future of the individual performer and only secondarily with the optimisation of performance.
3. A key element in the teaching/coaching relationship is the development of independence. Swimmers must be encouraged to accept age-appropriate responsibility for their own behaviour and performance in training, in competition and in their social life.
4. The relationship between coach and swimmer relies heavily on mutual trust and respect. In details, this means that the swimmer should be made aware of the coach's qualifications and experience and must be given the opportunity to consent to or decline proposals for training and performance. The expectation of the outcome of coaching should be explored with the swimmer and/or employer.
5. Officials are required to attend Child Protection Seminars as decided by *Swim Ireland*.
6. Coaches have a responsibility to declare to their performers and/or employer any other current coaching commitments. They should also find out if any prospective client is currently receiving guidance from another coach. If so, that coach should be contacted to discuss the situation. If the coach becomes aware of a conflict between their obligation to their swimmers and their obligation to *Swim Ireland* or other organisation employing them, they must make explicit the nature of the conflict and the loyalties and responsibilities involved to all parties concerned.
7. You are privileged to work with swimmers and are given a position of trust by parents and swimmers and are expected to show the highest standards of behaviour whilst in the company of your charges. You must never exert undue influence over the swimmer for personal benefit or reward.
8. No swimmer should be given preferential treatment at the expense of other swimmers. Whilst certain swimmers may need specific coaching, this must be undertaken in an open environment where favouritism is not a factor.
9. On away trips, when the team is comprised of both genders, there must be a male and a female official.
10. You should never be alone with a swimmer, either at or away from the pool.
11. Besides necessary manipulation of limbs in teaching stroke or gym technique, physical contact is not appropriate. If such contact is necessary, the reason for it must be explained to the pupil and their consent obtained

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before proceeding. Only a suitably qualified medical or science person may carry out testing or paramedical activities, which involve contact. Any doubts of a medical nature should be passed on to a suitably qualified medical person.

12. Meet performance can lead to emotional behaviour, such behaviour is only acceptable in public during the Meet and care should be taken to minimise contact.
13. Physical relationships with swimmers under 18 years of age are illegal, and such relations with swimmers over 18 years are inappropriate when the swimmer is in your charge.
14. Whilst swimmers are present, consumption of alcohol should be avoided. As persons responsible for the well-being of young people, it is inappropriate to smoke in their presence or behave in any fashion inconsistent with your position of responsibility.
15. If an official encounters suspected child abuse, they should immediately contact their Health Board. The matter should also be reported to the club Child Liaison Officer(s) and the *Swim Ireland* Child Protection Officer. Discretion and confidentiality is expected whilst these persons follow procedure. Please refer to *Swim Ireland's* Child Complaints Law for further details on how to proceed.
16. It is important to remember that when one is reporting suspected Child Abuse in good faith, it is not the same as making an accusation of abuse, i.e. reporting does not mean accusing. However a member of Swim Ireland knowingly making or repeating false allegations against a fellow member may be liable to disciplinary action.

2.3 Parents and the club

2.3.1 Overview

The club acknowledges the parents of club members who are children as the persons primarily responsible for the care and welfare of their children in the club's activities. The club will strive to work in partnership with parents to promote good practice in children's sport. The central principle in the club's approach to young swimmers will be that children's involvement in sport is for the child's own enjoyment.

The club will provide for parents:

- documented procedures for ensuring child welfare and for the protection of children in club activities
- guidelines in relation to poolsitting (appendix 2)
- proper safety and First Aid procedures in place and known by all coaches and teachers
- reporting of any incident or accident while the child is in the club's care.

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- an emphasis on the needs of the child and not on those of the coach or club
- introduction of a formal training programme to children on a progressive basis.
- adequately qualified teachers or coaches.
- encouragement of the child's efforts and a focus on enjoyment of the sport.
- equal and fair treatment for all swimmers

The club asks of parents:

- to encourage their children, and the children of others, in their efforts
- to focus on the child's effort rather than results
- to respect the club coaches
- to support the Swimmers Code of Conduct
- to encourage their children to report to them anyone causing them harm
- to participate in "pool sitting" on a regular basis
- to ensure the training session will be held and that there is a "pool sitter" in attendance before leaving the pool
- to liaise with club coaches on attendance of children at training sessions
- to ensure that their own behaviour at galas and around the pool sets a good example for club members

2.3.2 Delivery and collection of children

Parents should be aware that, whilst the club has responsibility for its members during the training sessions, it is not responsible for them whilst in the vicinity of the pool building, before or after the session.

When delivering children to a training session, parents should make sure that there is both a coach and a poolsitter present for the session before leaving the pool.

When collecting children, parents should be at the pool not later than ten minutes after the end of the session.

2.3.3 Procedure in the event that the pool doesn't open

From time to time, a training session may not take place as a result of:

- the pool not being open
- no coach present
- no poolsitter present

Should this arise, it is important to ensure that children who may have been delivered to the pool are not left at risk. Parents who find themselves in this position should proceed as follows:

1. ensure that at least two parents remain at the pool until all children have been collected.
2. advise a committee member of the position. These contact details are on the noticeboard, however, as the pool may not be open, parents are advised to maintain a number of committee member contact numbers on their mobile phones.
3. It may be possible to arrange for the session to be held. Otherwise, the priority is to arrange to contact the parents of all children so that they can be collected. This should be possible through:
 - contact lists maintained by committee members

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- squad contact lists provided to all parents, from time to time, with poolsitting rosters
- the members themselves

2.4 Safety

2.4.1 Swimmer Safety

Take care! Swimming pools can be hazardous. Injuries can occur from slips, trips or falls; from hitting hard surfaces; from misuse of equipment. Water adds the risk of drowning.

Every pool is different. Make sure you read and observe the pool rules. Follow advice provided for the safety of yourself and others. Horseplay or unruly behaviour is dangerous.

Observe the Rules at each pool related to wet and dry areas.

2.4.2 Emergencies

When pool sitting at the Glenalbyn Pool, familiarise yourself with where the phone numbers for emergency services are kept (at the reception area). During pool hours, there will be pool staff and lifeguards available who are trained to deal with accident and emergency situations. At early morning sessions the coach and the poolsitting parent must be prepared to deal with an accident by ending the session in an orderly way, notifying parents and calling emergency services if necessary.

2.5 Away Trips and galas

During the year the club will participate in a number of trips that involve travel to galas at a distance, that requires organized group transport and/or a stay of one or more nights. This Section deals with the organization for these trips.

All parents are encouraged to accompany their children and support them on these trips but it is recognised that this is not always possible. It is club policy that swimmers under 12 years of age should be accompanied by a parent, or if this is not possible, by another adult the parents designate accompany their child. In this event the adult designated must not be responsible for other swimmers (excluding their own children). Parents should sign off permission for their children to join the trip and return the form provided.

Details of arrangements for away trips will be issued in written form prior to the trip. If, due to circumstances beyond the committee's control, changes in the arrangements become necessary, parents will be notified of any such change as soon as possible, but in all cases no later than the day prior to departure.

The notice of arrangement will detail:

- Transport arrangements – Time and place of drop off, departure, return and pick up.
- Accommodation arrangements – Address and telephone, sharing arrangements.
- Names of Coach and Team Managers
- Contact number of the Team Manager
- Cost
- Any special requirements or conditions

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Team Managers will be appointed by the committee to accompany teams on all Away Trips. A minimum ratio of 1 Team Manager to each 10 swimmers who are not accompanied by their parents will be maintained. Team Managers will be selected having regard to the age of their own children - the Team Managers would preferably have children of similar age to the group he or she is supervising.

Team Managers must sign off on the Officials Code of Ethics in this booklet.

A Coach will accompany swimmers on each Away Trip.

On Away Trips where the team is composed of both genders, there must be a male and a female official accompanying them.

The duties of Team Managers are:

- To supervise swimmers away from home in place of parents
- To organise swimmers transport to and from the pool
- To organise meals for the group
- To assist swimmers with any problems
- To assist the coach in all organization matters

With the exception of matters relating to in-pool activities, Coaches are responsible to the Team Managers.

Groups should remain together at all times when travelling on organised transport. Swimmers whose parents have made alternative travel and/or accommodation arrangements should arrive at the pool in good time and report to the Coach.

Accommodation will be allocated by the Team Manager. Accommodation should be respected, and care taken not to cause damage or create nuisance to other residents.

Transport to and from the pool will be organized by the Team Manager. A briefing will be held to inform all swimmers of the arrangements. Swimmers must observe the times arranged and not cause delay to others.

The Swimmers Code of Conduct will apply throughout the Away Trip, and any additional rules made by the Coach or Team Managers for the trip will be regarded as equal in status with the Code during the Trip.

Team Managers will also be appointed for all galas in the Dublin area (i.e. not involving overnight accommodation etc). The Team Manager's responsibilities during a gala, whether Dublin-based or on an away trip, are set out in appendix 4.

Where parents are in attendance at galas, the club would ask that they:

- Carry out time-keeping duties, as appropriate.
- Other than when time-keeping or on team manager duties, remain off the pool bank – only coaches and officials should be on the bank
- Raise any issues they may have with the team manager, not directly with, for example, the coach, host club officials or Swim Ireland officials

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A general guideline, for parents and swimmers, for preparation for and attendance at galas is set out in appendix 3.

In regard to away trips, the Team Manager is required to complete a trip report, and submit it to the Secretary within 14 days of the trip. This is a simple summary, setting out details of members attending etc. It should also include any relevant comments or concerns arising out of the trip. See appendix 6 for copy report.

The Team Manager should report any child welfare concerns to a Child Liaison Officer, immediately upon return of the team.

2.6 Senior Squad – Fitness Lane

As swimmers advance into their teenage years and face more academic challenges, the commitment to their training can cause a strain. There will be times that individual swimmers cannot match the strict training schedules required of the senior squad. Our objective as a club is to facilitate those swimmers, to ensure they remain in the sport of swimming and enjoy that sport. Therefore, it is club policy that a fitness lane can be operated for the senior squad. The primary purpose of the lane is to ensure that those swimmers who cannot, for various reasons, train for the required number of hours per week have an opportunity to continue to train, to remain a member of the squad and to maintain a fitness level that can allow them to get back into full training when circumstances allow.

Reasons for creating the lane

1. The lane would cater for swimmers doing vital exams.
2. The lane would cater for swimmers not achieving satisfactory attendance, i.e. who fall below a designated attendance level over a two month period and do not have a reasonable explanation for this fall off.
3. Swimmers who use their swimming training as part of an overall fitness regime.
4. Swimmers recovering from illness or injury.

Criteria for entering the lane:

1. Swimmers who decide that during exam years they wish to continue with lower level training for those exam years.
2. Swimmers who fall below the designated attendance level over a two month period. Any swimmers who suffer from illness, have family difficulties, or other reasonable circumstances shall be exempt from the designated attendance target. This will be assessed by the senior squad coach, coach coordinator and one committee member.
3. Swimmers returning to training after a period of absence due to any of the above may wish to do light training to re-establish their fitness.

Process for entering lane:

1. After it has been established that swimmers have met any of the “criteria for entering the lane”, the senior squad coach, the coach coordinator and one committee member will meet to discuss and agree which swimmers will be in the “fitness lane”. Of the swimmers that are asked to swim in the “fitness lane” for attendance reasons, it must be clear to the coaches and one committee member that they do not fall into any of the exclusion categories. Following this review the swimmer will be asked to swim in the “fitness lane” and given a letter to explain to their parents why they are in this lane.

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2. Swimmers request this lane for illness or injury reasons/ for fitness reasons/during exam years.

Moving back to full training / leaving fitness lane:

1. Swimmers who are in the lane because of attendance will be asked to achieve the designated attendance level in the “fitness lane” for a period of one month. The swimmer will also be asked to re-commit to the designated training attendance level before they leave the “fitness lane”.
2. If the criteria for entry to the lane are illness, injury, or exam years, when these are resolved / complete the swimmer can request a move from the “fitness lane”.

Training in this lane:

1. Training will be keep fit only. This would be a non-competitive lane. However if a swimmer wants to compete in a gala, and they meet the relevant gala standard, they can do so. This would not be automatically entered by the coach so they must notify him of their desire to enter.
2. The training in this lane is designed to keep the swimmers sufficiently fit so that they can rejoin intensive training when they are ready to do so. The training schedule will be prepared by the coach as usual.

Aim of this lane:

1. To keep older swimmers interested through exam years and therefore improve the longevity of swimming in people’s lives.
2. To ask swimmers who are poor attendees to review their commitment, i.e. in order to achieve an appropriate standard, it is the coaches’ view that they should attend at least a designated percentage of their sessions. If they are not prepared to make this commitment then the “fitness lane” will suit their requirements adequately.
3. To offer swimmers who have suffered from a long illness or injury an easy way back into their sport.
4. To improve the overall attendance and discipline of the senior squad.
5. To have a consistent number of swimmers in each lane at every session - this will assist the training of each individual swimmer.

The committee and coaching staff will monitor this initiative carefully. The main responsibility for operating it will lie with the coaching staff with support from the committee. There is a tendency in Irish Swimming for a lot of older teenagers to leave the sport - at an age when many other countries still have a wealth of talent. The committee and coaches recognise the importance of keeping these swimmers participating and believe the fitness lane will support this aim.

2.7 General Complaints Procedure

Complaints relating to concerns of any swimmer or parent under the Code of Ethics or Child Protection Guidelines are outside the scope of this Procedure, and the section on Child Welfare applies.

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Complaints relating to breaches of the Swimmers Code of Conduct should be made to the Club Secretary who will commence the Disciplinary Procedure set out in this Booklet.

Other complaints (i.e. relating to club activities, procedures, staff etc.) will be dealt with, as promptly as possible, using the following 4 steps:

Step 1 Initial Complaint - if you are dissatisfied with any aspect of the club's service to members you should initially speak to the committee member or coach responsible for that aspect of the club. We hope that most complaints can be settled quickly in this manner.

Step 2 Formal Complaint - if you believe your complaint requires further attention, you should write to, speak with or phone the Club Secretary. Your complaint will be recorded in the complaints register. The Club Secretary will arrange for your complaint to be considered by the Committee at the next Committee meeting. You will receive a full written reply.

Step 3 Complaint Hearing - if you are unhappy with the formal response from the Committee a Complaint Hearing panel consisting of one club member nominated by you, one nominated by the Committee and a third agreed by these two, will be set up to hear and resolve the Complaint. Both parties to the complaint will be contacted in writing and requested to attend the Complaint Hearing and to bring any relevant witnesses or documentation. If a party to the Complaint is under 18 years of age, then they are advised that they have the right to be accompanied or represented by a parent or guardian. At the Hearing, both parties will be given a fair opportunity to present their views with the Complainant going first. The Complaints Hearing will make a determination on the complaint within one week of obtaining all information the chairperson deems necessary. Both parties will then be advised of the outcome. A written record will be maintained.

Step 4 Arbitration - if you are not satisfied with the decision then you have the right to appeal to the Swim Ireland Complaints Committee (refer to the Swim Ireland General Complaints Procedure for advice on how to proceed). You have the right to request that an independent arbitrator be appointed to resolve the matter.

Complaints from outside the Club (i.e. from other than members, parents or staff) will be referred directly to the Secretary, who will proceed from Step 2.

The Secretary will maintain a general complaints register, recording the details of all general complaints received, whether written or oral, and their outcome/resolution.

2.8 Child Welfare

2.8.1 Overview

All child welfare issues are dealt with under the auspices of the Swim Ireland Child Welfare guidelines and relevant national legislation. Annexed to this booklet is the appropriate Swim Ireland document "Child Welfare Guidelines and Procedures".

The primary preventative measures for child abuse, are awareness, education and monitoring. Parents are encouraged to discuss the subject with their children and raise their awareness of dangerous situations. Officials must be aware of all the Codes and measures in place and be vigilant to any possible breaches.

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Swim Ireland currently has the following measures in place

1. Code of Ethics and Good Practice in Children's Sport in Ireland
2. Officials Code of Ethics
3. Child Welfare Committee
4. Officials Registration Scheme
5. Club Trip Report
6. Child Welfare Seminars
7. Coach Education Programme
8. Club Affiliation and Swim Ireland Membership Process
9. Child Welfare Complaints Procedures

2.8.2 Club Procedures

The club has procedures in place to assist, in the event that a swimmer or parent has a problem in the child welfare area.

Swimmers - the problem could be a simple one about views that you have which you want to express but don't seem to be able to. It may be that you are concerned at the way you are being treated. It may be that you are worried that a situation is very uncomfortable, and you think it is wrong. What do you do? Who do you talk to?

The following outlines who can help, and how they can help you:

Club Captains - If you have concerns, you can talk to them and if you ask, they can bring your concerns to the attention of the Club Committee. You can ask them not to name you, and just say that they have received a concern. If the concern is very serious then the captain may need to bring it to the attention of the Child Liaison Officer(s), in confidence. Talk to them about how they will deal with your concern.

Child Liaison Officers - Child Liaison Officers are there so that if you have serious concerns or a complaint, you can talk to them and get their advice. If the matter is one that could involve abuse, please talk to your Child Liaison Officer, who is there to assist you.

Club Officers - Perhaps the Club Secretary or one of the other Officers is someone you can approach and talk to about your concerns. If you are a young swimmer, maybe you could ask your parent to talk to an Officer, with or without you present.

Coach – You might have a concern relating to something that affects you in training. It is possible that just asking your coach, if you can talk to them during a session, might sort out the problem.

Parents - The same officials are available for parents to talk to. If you still have a concern, you have the right to appeal to Swim Ireland who have clear procedures in place to deal with complaints.

In the event of a specific allegation of abuse being made against a club official, the club has no role in dealing with such an allegation, other than to require that official to step aside (per the Code of Ethics and Good Practice) and to inform Swim Ireland of its actions.

2.8.3 The role of the Child Liaison Officer

Swim Ireland recommends that the primary roles of the Child Liaison Officers are to:

1. disseminate information on the Code of Ethics and Good Practice within the club
2. ensure the policy/practice of the club prioritises children's needs
3. set up discussion fora for child members
4. encourage the involvement of parents/guardians
5. act as an advisory source to Sports Leaders on best practice within Children's Sport
6. report regularly to the club committee
7. be the liaison person between the coaches, committee and the children. Hopefully, they can build a relationship with the children that will allow them to become aware of the small problems, and resolve them before they become bigger issues. Bullying is an obvious example, whether it be child/child or adult/child.
8. as a result of the trust they build up, they may also be told of serious abuse that might be occurring in the club or elsewhere, and they need therefore to be quite clear as to what must be done in these situations, and also what must not be done.

The Child Liaison Officers operate independently of the club's administrative and coaching structures.

2.8.4 Child Welfare Complaints Procedure

Complaints related to child welfare or child abuse are outside the Club Complaints Procedure and no hearings related to child abuse may be held by the Club.

The Complaints Procedure is set out in Swim Ireland's Document "Child Welfare Guidelines and Procedures" which is annexed to this booklet and in the "Code of Ethics and Good Practice for Children's Sport in Ireland".

In summary the Complaints Procedure applicable, in the event of a specific allegation of abuse being made, is as follows:

- The Child Liaison Officer is informed of the complaint.
- The Child Liaison Officer's role is to gather information and forward it to the Swim Ireland Child Protection Officer and/or the Statutory Authorities.
- The Child Liaison Officer informs the club secretary who, in confidence, informs the other club officers of the facts of the matter. He or she will also, in consultation with the Swim Ireland Officers, consult with the committee regarding the stepping down of the official until the matter is resolved.
- The Swim Ireland Child Protection Officer will contact:
 - The Area Social Worker
 - The Area Garda Station
 - The Health Board Director of Community Care
 - The Parents / Guardians

The Complaints Procedure applicable, in relation to poor practice or breach of guidelines can be summarised as follows:

- The Child Liaison Officer is informed of the complaint.
- The Child Liaison Officer informs the committee and the complainant of the procedure that they must follow
- The Child Liaison Officer's role is to gather information relevant to establishing if there are grounds for a complaint in relation to poor practice.

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- If the Child Liaison Officer and or Swim Ireland Secretary feel there are grounds for further action, the matter is reported to the Swim Ireland Complaints Committee.

The Child Liaison Officers are required to maintain a Child Welfare Complaints Register, in confidence, recording both written and oral complaints.

2.9 Disciplinary Procedure

2.9.1 Overview

The disciplinary procedures set out in this section provide for the impartial investigation and determination of complaints against club members, by a Disciplinary Committee. They set out, inter alia, the matters that are subject to disciplinary action, the process for investigation and determination of complaints and the sanctions that may be imposed.

These procedures also provide the authority for coaches and team managers to impose certain low-level sanctions in defined circumstances where immediate action is considered necessary. In the absence of a formal disciplinary complaint being made in such circumstances, no entry will be made in the disciplinary records of the club.

These procedures do not apply to complaints against committee members, officials or coaching staff, which are dealt with through the general complaints procedures (section 2.7 above) or through the child welfare procedures (section 2.8 above).

2.9.2 Matters subject to disciplinary action

The following are matters that may be subject to disciplinary action:

- any infringement of the rules of the club
- any infringement of the swimmers code of conduct
- engaging in or associating with unfair practice in the sport
- conduct likely to bring discredit to the member or the club
- committing unlawful or illegal acts while partaking in club activities or representing the club
- being convicted of a criminal offence
- failure to respond to correspondence from the Secretary

2.9.3 Sanctions

The Disciplinary Committee is authorised to impose any of the following sanctions arising out of a disciplinary action:

- verbal reprimand
- written reprimand
- suspension from some club activities
- suspension from all club activities for a specified time
- indefinite suspension from all club activities
- expulsion from membership

Neither the club committee, nor coaching staff, have the authority to impose any of these sanctions.

2.9.4 Processing of disciplinary issues

A disciplinary complaint is defined as any issue that is raised by the Secretary with the Disciplinary Committee.

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All disciplinary issues must be raised with the Secretary, for consideration by the club committee. All such issues that are raised in writing, by an identified complainant, in relation to a specified member or members, will be deemed to be a disciplinary complaint, and will be proffered to the Disciplinary Committee for investigation and determination. The committee will consider all other such issues. Where it is considered warranted, an issue will be deemed to be a disciplinary complaint, and proffered in writing to the Disciplinary Committee for investigation and determination. The committee may act as the complainant in such cases. In certain cases, the committee may consider it more appropriate to deal with the issue informally, through, for example, discussions with the member, or his or her parents or legal guardians. In the absence of a formal disciplinary complaint being proffered to the Disciplinary Committee, no entry will be made in the disciplinary records of the club.

Disciplinary complaints will be considered from any source, including:

- members
- parents or legal guardians of members
- coaching staff
- team managers
- committee members
- representatives of other clubs (eg in relation to behaviour at a gala)
- Glenalbyn pool management or staff

The Secretary is responsible for ensuring that a formal record is maintained of all disciplinary complaints made, and of their outcome.

Resignation as a member does not excuse a member from obligations of a disciplinary process commenced prior to resignation.

2.9.5 Disciplinary Committee

The Disciplinary Committee shall be appointed by the club committee, and shall comprise three persons who are entitled to attend and vote at an Annual General Meeting. They shall serve in this capacity for one year. In addition, an alternate committee member (also a person entitled to attend and vote at an annual general meeting) shall be appointed, to provide cover in the event of a member being unable to attend meetings in relation to a particular issue.

No member of the club committee is eligible to be a member of the Disciplinary Committee.

In the event of a conflict arising for a committee member in regard to a particular issue being considered, that member should step down from the committee for any meetings where that issue is considered. In the event of such a conflict arising for two or more committee members, the club committee shall appoint such further alternate members as are necessary.

2.9.6 Operation of Disciplinary Committee

The function of the Disciplinary Committee is to investigate and determine complaints. It will operate under the following rules:

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- a) The committee will meet in private and in confidence
- b) A copy of the complaint will be sent to the member subject to complaint (or to his or her parent or legal guardian). The member will be given fourteen days to respond in writing to the complaint
- c) The committee may call the complainant and the member subject to complaint to a hearing. Where the member is under eighteen years of age, he or she would be represented by, or accompanied by, his parents or legal guardians at such a hearing
- d) Neither the complainant nor the member subject to complaint (nor his or her parents or legal guardians, if under eighteen years of age) has a right to attend at, or speak at, a committee meeting
- e) The committee makes and records its findings
- f) The committee determines the complaint by issuing a consent order, specifying sanction, where appropriate. This will be communicated to the member subject to complaint and to the Secretary
- g) The member subject to complaint may agree to the consent order, or may appeal it to the Appeals Committee. He or she will have a period of fourteen days from the issue of the consent order, or longer if specified on the order, in which to lodge such an appeal with the Secretary
- h) The complainant does not have a right to appeal the outcome of the disciplinary process
- i) Committee findings or sanctions cannot be amended by the club committee

2.9.7 Appeals Committee

In the event of the outcome of the disciplinary process being appealed by the member, or his or her parents or legal guardians, an ad hoc Appeals Committee shall be appointed to consider the issue. This committee shall comprise three persons, as follows:

- one to be appointed by the club committee. This shall be a person entitled to attend and vote at an annual general meeting
- one to be appointed by the appealing member, or his or her parent or legal guardian. This shall be a person entitled to attend and vote at an annual general meeting
- a chairperson to be agreed by the other two committee members. This shall not be a person entitled to attend and vote at an annual general meeting. This should be a person seen to be independent of the club and the individuals involved in the issue that is the subject of complaint

The Appeals Committee will consider the case ab initio. Its findings will be communicated to the member subject to complaint and to the Secretary. The findings of this committee are final, and cannot be amended or overruled by the club committee.

If the member subject to complaint, or his parents or legal guardians, wishes to appeal these findings, they may appeal to the Swim Ireland Complaints Committee.

2.9.8 Authority to deal with immediate disciplinary issues – coaching staff

In order to minimise disruption to training sessions, it is very important that swimmers:

- arrive onto the pool bank in good time, prior to the commencement of the session
- treat the coach with courtesy and respect
- generally comply with the swimmers code of conduct (section 2.1)

In the event of a disciplinary issue arising during a club training session, the coach is authorised to remove the swimmer from that training session. Where this arises, in the case

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of a swimmer less than eighteen years of age, the incident must be communicated by a member of the club committee to the swimmer's parents or legal guardians.

The coach may also:

- speak informally with the swimmers parents/legal guardians about a disciplinary issue arising
- request a committee member to speak informally with the swimmers parents/legal guardians about a disciplinary issue arising
- use other informal responses to disciplinary issues arising, as agreed with the coach co-ordinator and the committee, such as to:
 - request the swimmer, or the group of which he/she is a part, to carry out light land-based exercises
 - request the swimmer, or the group of which he/she is a part, to carry out certain swimming drills

It is a matter for the coach to decide whether an issue warrants a formal disciplinary complaint. In the absence of a formal disciplinary complaint being made in such circumstances, no entry will be made in the disciplinary records of the club.

2.9.9 Authority to deal with immediate disciplinary issues – team manager

In the event of a disciplinary issue arising during:

- an away trip (a swimming-related event, involving at least one overnight stay)
- another gala (all other swimming-related events) or
- a club event (non swimming-related event organised by the club e.g. a social event)

the designated team manager is authorised to impose the following sanctions:

- a) non-participation in a single swimming session
- b) non-participation in other organised activities
- c) non-participation in swimming sessions or organised activities for the duration of the trip
- d) removal from the trip (where the swimmer is eighteen years of age or over)
- e) request for parents or guardians to remove the swimmer from the trip (where the swimmer is less than eighteen years of age)

Where this arises, in the case of a swimmer less than eighteen years of age, the incident must be communicated by a member of the club committee, or by the team manager, to the swimmer's parents or legal guardians.

Where sanctions c), d) or e) are imposed, the team manager is obliged to make a formal disciplinary complaint in relation to the issue.

In the absence of a formal disciplinary complaint being made in such circumstances, no entry will be made in the disciplinary records of the club.

2.9.10 Authority to deal with immediate disciplinary issues – club committee

In the event of a disciplinary issue arising that the committee considers to be of a potentially serious nature, the committee is authorised to suspend the member, on a temporary basis, pending the outcome of the disciplinary process. This may be communicated orally in the first instance to the member, or his or her parent or guardian, if under eighteen years of age, by an officer of the club. It should then be confirmed in writing.

2.10 Club Records

2.10.1 Review and update of Constitution and Rules

The committee will review and update, on a regular basis, the club's Constitution and Rules and Information Booklet. In particular, it will review on an annual basis its child welfare procedures and its complaints procedures.

The committee will notify Swim Ireland of all updates or changes to the Constitution or to the Rules and Information Booklet.

2.10.2 Maintenance of continuous club records

Generally, club records are maintained at the homes of the responsible committee members or Child Liaison Officers, however these records remain the property of the club. The committee has a responsibility to ensure that all club records are passed on to successor members or officers. Club records include, but are not limited to:

- Committee minutes
- Minutes of other committees (disciplinary, complaints etc)
- General Complaints book
- Child Liaison Officer Complaints book and other records
- Financial records
- Correspondence
- Swimming records, attendance records etc
- Membership records

whether held in electronic form or otherwise.

2.11 Appointment of coaches

The committee is solely responsible for the appointment of coaches. This will be done in consultation with the Coach Coordinator, as appropriate.

In appointing staff, the following procedures will apply in respect of prospective candidates:

- CV's will be received and reviewed
- References will be checked
- Interviews will be held

The committee will then make the appointment decision, and agree terms with the successful candidate.

2.12 Affiliation to Swim Ireland

The club is affiliated to Swim Ireland, the governing body for swimming in Ireland, and it agrees to abide by all rules of Swim Ireland and FINA, the governing body for world swimming. In accordance with the rules of that body, all club members are obliged to be members of Swim Ireland. All committee members, coaching staff and Child Liaison Officers are also required to be members. They are also required to complete annually a Swim Ireland Officials Registration Form and a Swim Ireland Officials Code of Ethics. This

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Swim Ireland membership operates on a calendar year basis, and all club members should receive a numbered Swim Ireland membership card, on an annual basis. All members are bound by the rules contained in the Swim Ireland Operating Manual, including

- the code of ethics and good practice
- the swimmers code of conduct
- the officials code of conduct
- FINA Technical and Anti-Doping regulations
- all child welfare regulations

All of this documentation is available from the club – please contact any committee member.

Appendix 1 Swim Ireland Code of Conduct

This code is to be signed by Team members (or if under 18, by their parents) who are; selected for Team Ireland, to represent Ireland or for National Squad Membership and returned to the House of Sport

1. All team members are required to join the team at the point of departure and return to that point with the team. Requests for individual exceptions from the travel plan must be communicated to the Team Manager or the Director of Swimming well in advance of departure and will only be considered in exceptional circumstances.
2. From arrival at the meeting point, you are responsible to the appointed team officials until the trip is complete and the team disperses.
3. As a representative of your country, you are expected to dress and behave in a fitting manner.
4. Socially improper language is not acceptable, in the company of your team-mates or in public.
5. All members are required to wear the kit and equipment issued by the current sponsor, whilst competing for or representing Ireland. This applies from the start of a representative trip until the team disperses. No logos or advertising may be added to said gear without the prior written agreement of *Swim Ireland*.
6. Swimmers may not obtain sponsorship without the prior written agreement of *Swim Ireland*.
7. Team members must attend all meetings and other functions as directed by the Team Officials.
8. Punctuality is required on all occasions.
9. Curfews or other restrictions are in your interests and must be observed.
10. Swimmers must join the team free of the effects of alcohol and are not permitted to consume alcohol until the competition/camp is over. At that time, swimmers who are eighteen years of age or older may, with the express permission of the Team Manager, consume alcohol. Alcohol may only be consumed in the place assigned for it. Swimmers under the legal Irish Drinking age are not permitted to consume alcohol at any time. Swimmers who are permitted to consume alcohol are required to be responsible in their consumption. Intoxication will not be tolerated and will result in severe penalties.
11. Swimmers are required to ensure that the Team Manager is fully informed of approved medications required. If a medical doctor has approved the medication then a written statement from them as to its content and dosage is required to be presented to the Team Manager prior to the trip. Under FINA law, YOU are responsible for ensuring that you do not breach FINA drug laws and you may be required to submit to a FINA drug test.
12. Swimmers are required to cooperate with the media so long as such cooperation does not interfere with their race preparation or the instructions of the meet organiser. The Team Manager will approve all interviews and will be present or represented, where and when appropriate. In such interviews, swimmers are required to present a positive image of *Swim Ireland* and the team and to wear the kit issued by the current sponsor. Team Members are not permitted to publicly criticise the administrative or technical affairs of *Swim Ireland*. Such concerns should be put directly to *Swim Ireland*.
13. Negative comment or criticism of the Team should be reserved for Team meetings. It is important that there is mutual respect and unity amongst team members. Swimmers with a grievance should communicate it to the Team Manager. If they are still dissatisfied, they have the right to discuss the matter with the *Swim Ireland* board.

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14. Team members are required to sit with the Team and to communicate with the Team Coach shortly before and shortly after their race. And necessary departure from the Team or its daily plan should be discussed with the Team Manager.
15. Any form of sexual activity is considered inappropriate within a training or competitive experience and is therefore forbidden whilst the swimmer is under the jurisdiction of the Team Manager.
16. The Team Manager has the authority to deal with all disciplinary matters and the duty to impose penalties. These may include withdrawal from further competition or sending home of swimmers. Serious breaches of this code will be reported to the Management Committee, who may take further action.

I have read the code of conduct and agree to its terms:

Signed: _____ (swimmer) Dated: _____

If the swimmer is under eighteen year of age, a parent or guardian is required to sign below.

I agree that my son/daughter/ward sign the above and I accept that the terms of the Code of Conduct will apply to them whilst members of an Irish Team.

Signed: _____ (parent/guardian) Dated: _____

Appendix 2 Poolsitting guidelines for Parents

1. Roster for a calendar month appears on club noticeboard approximately one week before start of month.
2. Copy of roster is also given to swimmer or posted to parents/guardian. If nothing received, check with swimmer / noticeboard / roster co-ordinator before start of month.
3. Not receiving a copy of the roster may mean that you have a "free" month (applies more to single swimmer families). Likewise, you should check the roster on the noticeboard or ask your son/daughter to check it.
4. Generally, number of times rostered per month related to a) number of swimmers in your family, and b) frequency of their swims.
5. Where a family has a number of swimming members in different squads, the general guideline used is that the parents or legal guardians are expected to pool-sit for the squad of the most senior family member.
6. As your session/s may be up to four weeks after circulation of roster, please take steps to ensure that you do not forget, e.g. using Reminder function on your mobile telephone.
7. The coach has the authority and responsibility to cancel a session if poolsitter does not turn up.
8. You should be on the bank before arrival of first swimmer to the poolside and until the last swimmer leaves the building. Same applies to attendance at Seniors' gym sessions.
9. Put on blue plastic overshoes, if available (desk in lifeguards' office – left-hand-side drawer).
10. Sit out on the bank and bring all personal possessions with you.
11. There is no active role involved. The important thing is your presence and availability to help with anything that may arise, e.g. a swimmer feeling unwell.
12. There is a First Aid kit in the lifeguards' office. If ever required to give basic First Aid, it is advisable to inform the coach.
13. If you witness an incident, e.g. misbehaviour, not seen by the coach, it should be reported to the coach either during or after the session.
14. The poolsitter and / or the coach may exercise their own judgement / discretion as to whether an incident should be reported to the committee.
15. After the session, sign and enter times in the roster diary (desk in lifeguards' office – centre drawer). In event of any incident, enter basic details of what took place.
16. If unable to make a session please make arrangements to swap, giving as much notice as possible (refer to Phone Trees). There is no need to inform the roster co-ordinator of a simple swap.
17. If you have to leave the bank for a short time, please inform the coach.
18. The roster may be updated during the month – Rev. 1 = 1st update, etc. – and placed on the noticeboard.
19. If your session is cancelled, you will be informed as soon as possible.
20. "Provisional Vacancy" may sometimes appear on the roster. You can volunteer for this by contacting the roster co-ordinator. You will get a "credit" in a future roster.
21. The co-operation of parents since we started this system has been excellent. On behalf of the swimmers, coaches and the swimming club community generally, the committee thanks you for your continuing co-operation.

Appendix 3 Gala Guidelines

The following are general guidelines for swimmers and parents attending galas:

1. Always make sure you know what events you have entered and what time they are on.
2. Always complete a proper warm-up – if you are unsure what to do for a warm-up, ask your coach.
3. Always change your togs after a race, where time allows. This will help prevent you from getting cold and stiff between races.
4. Always wear a t-shirt, shorts/tracksuit, flip-flops/runners and socks between races- preferably those with club logo, where appropriate.
5. Always wear your club hat – especially when competing on a relay team.
6. Always bring two pairs of correctly adjusted goggles to the starting blocks with you – if one pair snaps, you will have a spare pair. Remember – having a spare pair in your kit bag is of no benefit!
7. Always talk to the attending coach before AND after your swim – they are there to help you.
8. Always bring plenty of water with you to last the entire day – small regular sips will prevent you from getting dehydrated.
9. Always bring your lunch and/or tea with you – preferably sandwiches, fruit, yoghurts, jelly sweets such as fruit pastilles etc
10. Never eat crisps, chocolate, fizzy drinks, chips, burgers or other fatty foods at a gala.
11. Always make sure your coach knows prior to the start of the session/gala if you are withdrawing from an event.
12. If, on the day of the gala, you are unable to attend, please text the gala secretary (mobile number on the noticeboard), and message will be relayed to the coach at the gala.
13. If you are unsure of anything, just ask the coach, gala secretary, other swimmer or parent.

Appendix 4 The responsibilities of a team manager during a gala

The club is obliged to appoint a team manager for all galas, whether based in Dublin or on an away trip. Volunteers will generally be sought in the weeks prior to the gala by way of a notice on the club noticeboard, either for the whole gala or on a session-by-session basis (ie a different person for each gala session). The team manager need not be a club committee member – any parent who has had some prior gala exposure can take on this duty.

The role of the team manager can be summarised as follows:

- a) The team manager is **available to assist the coach** in regard to administrative and other matters. He/she should be in the vicinity of the pool for the duration of the gala session, including the full warm-up, and should make his/her presence known to the coach at an early stage. In practice, this assistance might involve:
 - collecting and distributing “event cards” for the participating club swimmers
 - liaising with parents or gala officials in relation to any issues arising
 - selectively ensuring that swimmers are presenting themselves for their events – this can be a particular problem where there is a large number of younger swimmers at a gala

- b) The team manager **represents the club**, in regard to non-swimming matters, for the duration of the gala session, to Swim Ireland officials, host club officials, parents, swimmers, representatives of other clubs etc. In this regard, the following should be noted:
 - any issue or complaint raised by a parent or swimmer in regard to the running of the gala should be communicated, in the first instance, to the team manager, who will deal with it appropriately, using his/her discretion.
 - any issue or complaint raised by a parent or swimmer in regard to coaching matters should be communicated, in the first instance, to the team manager, who will deal with it appropriately, using his/her discretion.
 - any issue or complaint raised by Swim Ireland officials, host club officials, representatives of other clubs (perhaps in relation to behaviour by club swimmers) should be communicated to the team manager in the first instance – though in practice, such issues would tend to be communicated to the coach.

In the event of a disciplinary issue arising during a gala, the team manager is authorised to require the swimmer involved to withdraw from participation in a gala session or the remainder of the gala (see also section 2.9).

Generally, the incidents described above would occur rarely. When they do arise, they should be reported after the gala to the club secretary.

If there are any questions about this, please contact the gala secretary or club secretary.

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Appendix 5 – GSC Registration 2006/2007	
Member's Name	
Swim Ireland reg number	
Kilmacud Glenalbyn Sports Club membership number	
Date of Birth	
Address	
Mobile phone number	
Home phone number	
Parents or legal guardians - 1	
Name Address	
Mobile phone number	
Parents or legal guardians – 2	
Name Address	
Mobile phone number	
Any medical conditions the club should be aware of	
e-mail address	
Previous Club, if any	

<p>Declaration to be completed by member, if over eighteen years of age at registration date: I confirm that: I have been provided with a copy of the Club Constitution or have access to it on the club website I have been provided with a copy of the Club Rules and Information booklet dated _____ or have access to it on the club website I agree to abide by the rules of the club, and to be bound by the disciplinary process set out therein I have read the Glenalbyn Swimmers Code of Conduct, and agree to its terms</p> <p>Signed</p>

<p>Declaration to be completed by member, if over twelve, but under eighteen years of age, at registration date: I confirm that I have read the Glenalbyn Swimmers Code of Conduct, and agree to its terms</p> <p>Signed</p>

<p>Declaration to be completed by parents or legal guardians of member who is under eighteen years of age at registration date: I/We confirm that: I/We have been provided with a copy of the Club Constitution or have access to it on the club website I/We have been provided with a copy of the Club Rules and Information booklet dated _____ or have access to it on the club website I agree that my/our son/daughter/ward sign the above declaration, and I/We accept that the terms of the Glenalbyn Swimmers Code of Conduct will apply to him/her whilst a member of Glenalbyn Swimming Club I/We agree to carry out poolsitting duties in accordance with the poolsitting roster publishing from time to time</p> <p>Signed Signed</p>

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Appendix 6 - Glenalbyn Swim Club Trip Report

This Trip Report is part of Swim Ireland's Child Protection Procedures. The Trip Report is designed to collect information regarding all overnight trips undertaken which involve any swimmer less than eighteen years of age. They must be forwarded within two weeks of each trip. A separate report must be completed for each trip.

Club Name	Glenalbyn Swim Club
Trip Purpose (eg meet or camp)	
Trip dates (i.e. departure to return)	
Trip Venue	
Accommodation Details (eg hotel, guesthouse name & address – list all)	
List all accompanying personnel (managers, coaches, drivers etc)	

List all persons on the trip (if less than eighteen years of age, specify date of birth)

Name	Date of birth	Name	Date of birth

Comments or concerns

Completed by:	
Signed:	
Date:	

The club secretary should maintain a copy of this form on file.

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Appendix 7 – Training Timetable – 2005/2006 season

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AM			5:45-7:15 Seniors Piranhas	5:45-7:15 Seniors Torpedoes	5:45-7:15 Seniors Piranhas	6:00-8:15 Seniors 6:30-8:45 Piranhas 8:15-9:45 Torpedoes 8:45-9:45 Dolphins	
PM	7:00-7:50 Dolphins Lane (split)	5:00-6:00 Piranhas Dolphins Minnows 6:00-7:00 Seniors Torpedoes	5:45-7:00 Seniors Piranhas		5:15-6:00 Dolphins Lane (split) 6:00-7:00 Seniors Torpedoes		5:00-7:00 Seniors/Piranhas (Westwood Clontarf) 6:00-7:00 Minnows Dolphins 7:00-8:15 Torpedoes 7:00-8:30/8:45 Piranhas/Seniors