

SEPTEMBER 1, 2023

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# **BLUEFIN SWIMMING CLUB**

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**Handbook**

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## Introduction

Welcome to the Bluefin Swimming Club handbook. This handbook is intended to provide Swimmers, Parents/Guardians, Coaches and Committee members, a central point of reference for information relevant to Bluefin Swimming Club (Bluefin SC).

Bluefin Swimming Club is based at Kilcornan Swimming Pool in the town of Clarinbridge, Co. Galway. The Club provides swimming skills development and training opportunities for swimmers from novice (age 8 upwards) up to competitive level.

Since its inception the club has played an integral part in promoting the sport of aquatics to the people of Clarinbridge and the surrounding areas. The club is also very proud of its annual contribution to the brothers of Charity who run the pool at Kilcornan.

Volunteers from among the parents of the swimmers run the club with involvement ranging from sitting on the Management Committee, supervision duty, officials' duties at galas and helping at various club events. The club encourages the parents/guardians of swimmers to become involved and thereby ensuring that the current volunteer ethos of the club continues for future generations.

## Club Mission Statement

Bluefin Swimming Club offers a competitive swimming programme in a motivating environment. We are dedicated to fostering the sport of competitive swimming and, through this, promote the development of physical, moral, and social qualities of our members, in accordance with current best practice in the sport. We focus on developing strong fundamentals and embrace the long-term development of the swimmer.

## Objectives of the Club

- To foster and develop swimming and its participants
- To promote coaching and the practice of swimming in line with current best practice
- To promote the development of physical, moral, and social qualities associated with sport, within the participants
- To accept and enforce the rules and regulations set down by Swim Ireland in accordance with the affiliation status afforded to the club
- To provide a positive and safe environment for all its members and staff
- 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
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

Bluefin Swimming Club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/guardians, coaches/teachers, and volunteers, in

BluefinSwimming Club 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 the club and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2019' or most up to date equivalent.

## Club Membership

### Becoming a member

Due to the very high demand for places, the club operates a waiting list for those wishing to join. Our club membership policy is as follows:

- siblings of existing members
- swimmers who can demonstrate that they are of Competitive Squad standard
- swimmers who are recommended by professionally qualified coaches/teachers, on the condition that the swimmer can demonstrate that they are of at least Skills Squad standard.

The waiting list is open to general application through 'trials' whenever the Management Committee deems it appropriate. Notification will be via the club website and the club notice board.

All applicants will be required to participate in a trial to assess their swimming skills and when a vacancy arises, they will be allocated to a squad most suitable to their skills. Trials for joining the club are offered at various stages during the year, as and when places become available. New members wishing to join Bluefin SC, who meet the club membership criteria above, should contact the Club Secretary on [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com) to register their interest.

Membership of Bluefin SC is accepted at the discretion of the club management committee. Once your swimmer has been offered a place in a squad; they must then become a member of the club. The membership year is from 1st September annually. Bluefin SC is an affiliated member of Swim Ireland and registration fees are also paid annually to Swim Ireland.

The following must be completed when applying for membership on an annual basis:

- Club Membership Form
- Relevant code of conduct – See Appendix A Codes of Conduct Forms

Club documents are available on our website and are emailed out separately for membership renewal.

### Codes of Conduct

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in sport.

Breaches of the codes of conduct will be dealt with through the complaints and disciplinary process with the emphasis on resolution through the informal route.

The relevant code of conduct must be signed annually by young people, parents/guardians, committee members, leaders, coaches, and teachers and returned to the Club Secretary and they will be kept on record. See **Appendix A for our Codes of Conduct forms**

## Member Participation Policy

Bluefin SC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

All parents are requested to contribute their time and effort to the daily running of the club as no club can operate successfully and safely without the help of volunteers.

Parents must be available for specified duties 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.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties. More details are outlined in the **Member Participation Policy in Appendix B.**

## Membership Fees

Bluefin SC normally runs three terms in line with the Autumn, Winter, and summer school terms. The annual Swim Ireland fees will be collected with the Autumn Term payment.

All communication regarding membership will be via email and renewal notices will be issued at least three weeks before the start of a new term stating when payment is due.

All payments must be made via the online payment system (EPP). Queries regarding payment should be directed to the Club Treasurer at [treasurer@blueinswimteam.com](mailto:treasurer@blueinswimteam.com)

**Please note: To ensure the smooth administration of the Club those members whose fees for a term have not been paid by the renewal closing date will be deemed to have resigned from the Club.**

## Transfers

If a member wishes to leave Bluefin SC to join another club, they must communicate with the club secretary in writing and arrange with the receiving club for the Swim Ireland transfer and pay the necessary fee.

Bluefin SC reserves the right to withhold a transfer if:

- The member owes fees to Swim Ireland or Bluefin SC
- The member is in possession of Bluefin SC property

- The member has a complaint made against them which is in process or pending, or in relation to a sanction which has been issued but not yet served.

Note: Members who transfer to another club will cease to be members of Bluefin Swimming Club

## Absences/Departures from the Club

The Club reserves the right to fill places in squads left vacant by swimmers who are absent from training for 4 consecutive weeks (for reasons other than medical/injury) or who decide to leave the club. Fees for the first 4 weeks of the absence will only be refunded if advance notice of the absence is provided to the Club Secretary. Fees paid for the remainder of the term will be refunded on request to the Club Treasurer.

**If the swimmer wishes to return to the Club later the Club will endeavour to offer a place in the same squad, however, this offer will be dependent on overall membership numbers and cannot be guaranteed.**

## Squads

Bluefin SC currently consists of 4 squads. When your swimmer is assessed for entry to the club the coach who assesses your swimmer will decide which squad is the best squad to suit your child's level of swimming ability and age profile.

2022/24	SKILLS SQUAD		JUNIOR SQUAD		SENIOR SQUAD		PERFORMANCE SQUAD	
	B	A	B	A	B	A	B	A
LATD Pathway		LTAD Swim Skills	LTAD Learning to Train	LTAD Learning to Train	LTAD Learning to Train	LTAD Training to Train	LTAD Training to Train	LTAD Training to Compete
Pool Hours	2 sessions @ 1.5 hours	2 sessions @ 3 hours	3 sessions @ 5 hours	4 sessions @ 6.5 hours	4 sessions @ 7 hours	5 sessions @ 8.5 hours	5 sessions @ 10.5 hours	5 sessions @ 10.5 hours
Monday	6:15 to 7pm Kilcornan	5:30 to 7pm Kilcornan	5:30 to 7pm Kilcornan	5:30 to 7pm Kilcornan	6pm to 8pm Renmore	6pm to 8pm Renmore	6pm to 8pm Renmore	6pm to 8pm Renmore
Wednesday	6:30 to 7:15pm Kilcornan	5:45 to 7:15pm Kilcornan	5:45 to 7:15pm Kilcornan	5:45 to 7:15pm Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan
Thursday						5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan
Friday				5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan	5:45 to 7:15am Kilcornan
Sunday AM			8:30 to 10:30am Kilcornan	8:30 to 10:30am Kilcornan	8:30 to 10:30am Kilcornan	8:30 to 10:30am Kilcornan	8:30 to 10:30am Kilcornan	8:30 to 10:30am Kilcornan
Sunday PM							7:00pm to 9:00pm Kilcornan	7:00pm to 9:00pm Kilcornan

Squad Name Description Training Schedule:

### Skills Squad – Beginners squad level A & B

Focus: to build a foundation of competitive swimming

- Spend one hour thirty minutes to three hours of training over two sessions a week
- Cover 1km to 1.5km per session
- Be disciplined to train in a group environment
- Stroke progression over all four strokes
- Competitive turns in all four strokes
- Develop endurance and speed training
- Learn basic rules of the sport
- Use a pace clock

- Responsibility for training equipment mesh bag, water bottle and short fin

### **Junior Squads A & B**

Focus: learn competitive skills while building swimmers

- Junior attend 5 hours and senior 6.5 hours of training over the course of a week
- Cover 2km to 2.5km junior and 3k to 3.5k senior per session
- Develop technique over all four strokes
- Develop competitive starts and turns in all four strokes
- Increase levels of endurance and speed training
- Increase knowledge of the rules of the sport
- Accurate use of a pace clock
- Learn basic stretching and flexibility
- Responsibility for training equipment mesh bag, water bottle, short fins and centre-snorkel

### **Senior Squad**

Focus: learning to train while building competitive swimmers

- Junior attend 7 hours of training and senior 8.5 hours
- Cover 3km to 3.5km per session
- Master competency over all four strokes
- Train within a competitive framework
- Keep a log of training and competition performance
- Attend all available competitions
- Learn how to set goals and match expected competition performance with training performance
- Responsibility for training equipment mesh bag, water bottle, short fins, centre-snorkel, pull buoy and finger paddles

### **Performance Squad A & B**

Focus: training to train

- Junior attend 10.5 hours of training and senior 12hour + additional long course training in UL
- Cover 3.5km to 5km per session
- Seek additional S&C training
- Attend all available competitions with achievements at provincial, national and international level
- Train within a competitive framework
- Keep a log of training and competition performance
- Learn how to set goals and match expected competition performance with training performance
- Achieve Connacht and National Squad qualifying times
- Work towards assistant teaching/coaching award



## Progression Pathway

Swimmers will always be anxious to move squad, not only so as they can swim more but so as they can prove to themselves that they are making progress. They are always progressing, but moving squad is only valuable when you are able and ready and have met the milestones necessary.

Below we have outlined the squad movement criteria.

SQUAD MOVEMENT CRITERIA								
2023/24	SKILLS A SQUAD	JUNIOR SQUAD		SENIOR SQUAD		PERFORMANCE SQUAD		
GOALS	Improved Skills	B	A	B	A	B	A	
<b>CRITERIA:-</b> Used as guidance for movement, impacted by space and lane availability	<ul style="list-style-type: none"> <li>Completed Swim Lessons</li> <li>Technically Correct</li> <li>100 Freestyle</li> <li>100 Breaststroke</li> <li>100 Backstroke</li> </ul>	Technique Development		Regional and Division 2 Nationals		Division 1 Nationals		
		<ul style="list-style-type: none"> <li>200m Freestyle with turns &amp; Bilateral Breathing</li> <li>200m Backstroke with good technique</li> <li>200m Breaststroke with good technique</li> <li>Correct starts, turns &amp; finishes in all strokes</li> <li>Streamline and 4 underwater fly kicks</li> <li>Demonstrate a standing dive</li> <li>With the use of a pull-bouy, demonstrate sculling</li> </ul>		<ul style="list-style-type: none"> <li>8 x 80m Freestyle on 2:30</li> <li>8 x 20m Backstroke on 1:00</li> <li>8 x 20m Breaststroke on 1:10</li> <li>8 x 20m Butterfly on 1:00 with fins</li> </ul>	<ul style="list-style-type: none"> <li>8 x 80m Freestyle on 2:15</li> <li>8 x 40m Backstroke on 1:45</li> <li>8 x 40m Breaststroke on 2:00</li> <li>8 x 20m Butterfly on 1:05</li> <li>5m Turns</li> <li>Constant Streamlining</li> <li>Breath Control</li> <li>Ability to adjust pace</li> <li>Know the difference between maximum, fast, steady and slow swimming</li> </ul>	<ul style="list-style-type: none"> <li>20 x 100m Freestyle on 1:40</li> <li>14 x 100m Backstroke on 2:15</li> <li>12 x 100m Breaststroke on 2:45</li> <li>12 x 40 Butterfly on 1:20</li> <li>12 x 100 IM on 2:15</li> </ul>	<ul style="list-style-type: none"> <li>30 x 100m Freestyle on 1:40</li> <li>20 x 100m Breaststroke on 1:50</li> <li>12 x 100 Breaststroke on 2:15</li> <li>12 x 40 Butterfly on 1:00</li> <li>8 x 200 IM on 3:30</li> </ul>	
				Lane and clock discipline Be Coachable		All must be done with 5m turns, correct underwater work & streamlining		
				80m Freestyle - 2:15 100m IM - 3:00	100m Freestyle - 2:00 100m IM - 2:30	2/3 National Qualifying Times	4/5 National Qualifying Times	
		2 Galas	Competes as Scheduled	Competed at LC	Competed at Regionals	Competed at Nationals		
			1 x LC Training Session	Attends when scheduled				
		Pre & Post Session to be completed						
					Pre Session to be completed		Attend Club Strength Training Program	
	Must take additional lessons if required			75% Attendance 75% Gala Attendance	80% Attendance 75% Gala Attendance	85% Attendance 80% Gala Attendance	90% Attendance 90% Gala Attendance	

**NOTE:** The above criteria are used as guidelines and the Coaches' discretion. Training and attitude/commitment of the swimmer are taken into account when making decisions on swimmer movement

Squad movement is agreed among the coaches. Once signed off by committee the swimmer will move either for the next term of in cases where the assessment was done for a more experienced swimmer, the movement will be as soon as is possible.

If you have been requested to move squad It is the policy of Bluefin SC that parents/guardians of swimmers wishing to move into the Competitive or Performance Squads will be required to complete both the Level I and Level II Officials Courses. See **Appendix B Member Participation Policy**

## Drop Off and Collection

Bluefin SC can only accept responsibility for the safety of children in, and immediately around, the pool area. Children under 18 will remain the responsibility of their parent/guardian until the start of the pool session.

Parents/guardians should ensure their child can change themselves or remain with their child if they require assistance. Unless the child requires the support of the parent then it is advised that only the coaches, assistants/trainee coaches and POD are on deck. This is to ensure the children are focused and gives the coaches the space they need to facilitate the training.

Parents/guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished. The POD will remain until the last child leaves so please ensure the children are aware of this and move off the premises as soon as possible.

When dropping your child off at a club session please check:

- The pool is open
- The session is on
- The swimmer knows who will pick them up after the session

If a swimmer is unwell during a club session, they must not leave the building. They should get dressed and sit in spectator area until they are collected by a parent. If necessary, the POD will make telephone contact with the parent to ensure collection ASAP.

Since children are in the Club's care for the duration of the session, if a swimmer needs to leave the pool early for whatever reason the Coach must be contacted in advance, giving consent for their swimmer to leave early or the parent must come in and advise the coach that they are collecting them early.

Children who are considered by the coach/teacher to be acting in a manner that endangers themselves or others may be asked to leave the pool and must get changed and sit in the spectator area until the end of the session.

When picking your swimmer up after the session:

- Please arrive at least 10 minutes before the session is over as the Club cannot be responsible for swimmers once the session has finished
- Please don't leave your child waiting around to be collected
- If you are unavoidably delayed, please phone the Coach/POD for that session. The POD will wait with the children until you arrive to collect them
- Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee - this is a breach of the code of conduct and should be dealt with accordingly

**Please drive very slowly/safely in the car park area as children have a habit of running out from behind parked cars.**

## Club Sessions

Swimmers are required to be poolside at least 10 minutes prior to start of their session and not arrive late for training.

- All swimmers are given a free swim hat when they join the club and are required to use them during sessions. To create the feeling of a 'team' we ask them to please wear the club hat and gear if they have it.
  - Members of the squads may not be allowed into the water if arriving at the pool area later than 10 minutes after the start of a session as there will be insufficient time to warm up
  - Swimmers should be ready to start the session as soon as the lane ropes are in place
  - Swimmers who are late may not be allowed to swim if the teacher considers that this would disturb the teaching of the class
- (Children are arriving without water, remember you sweat in water as you would out running or in the gym, no water leads to headache and fatigue – no water, no swim!)

## Person on Duty (POD) – Supervision

Under Swim Ireland rules it is a requirement that a person is present on poolside for all swimming and land training sessions when the swimmers are under 18 years of age. This is designed to protect both the swimmer and the coach/teacher and needs to be always adhered to.

- All pool and dry land session will be supervised in accordance with Swim Ireland policy.
- All parents are expected to help with the supervision rota.** Please see below for guidance on supervision requirements.
- The rota will be organised in advanced by the Person on Duty Coordinator (POD) and communicated to all involved – an email copy of the rota is sent to members and a copy is put on the noticeboard at the pool.
  - A Person on Duty rota will be issued per month.
  - The coach/teacher must be able to rely on the person on duty being present. An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation:
- A session cannot proceed without the Person on Duty.**
- Contact details for all individuals are available to coaching/teaching staff concerned (these details will be kept confidential and only available for those that need them)
  - The person on duty must be over 18 and may be an older member of the club i.e., it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad.
  - The parent/supervisor should arrive (minimum 15 minutes) before the session starts and make themselves known to the coach/teacher in charge.
  - The parent/supervisor should always have a full view and hearing of the pool area
  - The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
  - Concerns should be brought to the coach or teacher in charge of the session or the Children's Officer following a session
  - The person on duty is required to remain until all the young people have been collected.

- Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/teacher or the committee – this is a breach of the code of conduct and should be dealt with accordingly

### **Role Of Person on Duty**

#### On Arriving to the Pool as a Person on Duty

- Arrive 20 minutes beforehand.
- Assist the coach with pool covers and lane ropes—taking them out and/or putting them in.
- Athletes may enter the building on arrival.
- Please note that athletes will enter and exit the changing rooms and bathroom from the pool entrance to both the boys and girls changing rooms. The outside door to the changing rooms will remain locked for the duration of the swim training for safety reasons.
- Do not lock the main entrance doors after athletes have arrived
- Get POD bag in the office – this contains the parent contact details and the first aid kit.

### **KEY RESPONSIBILITIES**

- Stay on-deck at all times and make themselves visible to all.
- Record any incidents on the provided Incident Report Forms located in the POD folder which you will find in our Bluefin Pod bag in the pool office.
- If an athlete needs to go home for any reason the POD must contact the guardian and arrange for them to be collected. If it is expected to be a 'contagious condition' then please remove the swimmer from the water and contact parents to pick up ASAP, thus protecting the others in the pool – especially relevant in winter and considering still covid.
- POD must remain at the facility until all swimmers have been picked up.
- Find an alternative cover in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this

## Spectators

Parents may at times want to observe training and although we have no issue with this it is preferred that it is infrequent as it disturbs the session. Where the parent wants to be present, they must follow this protocol:

- Spectators/parents should not distract or interrupt the session/coaching
- No parent is allowed on the pool side without permission of the coach/teacher in charge
- No photography or filming is allowed in Bluefin SC without express permission of the poolmanagement

## Club Gear

- Essential kit for training includes:water bottle, swimsuit, swim hat, goggles, flip flops or sliders and towel.
- Other recommended equipment includes:kickboard; pull buoy, finger paddles and fins
- Swimmers names should be clearly written on ALL equipment

- Bluefin SC swimming hat must be worn at training and competitions; hats are available through the EPP.
- Additional club gear available is optional but also preferred if attending competitions as a representative of the club. Please contact the gala secretary on [galasecretary@bluefin.com](mailto:galasecretary@bluefin.com) for details.

## Club Roles & Contact Details

Volunteers within the club hold a variety of roles including:

- Management Committee
- Club Children's Officer (CCO)
- Coaches and Teachers
- Team Managers
- Officials

### Management Committee

The Management Committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer, Club Children's Officer and a minimum of 4 other members, and these are elected at the AGM each year. A committee member may stand for election for 4 consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years. All committee members must be Swim Ireland members; vetted through Swim Ireland prior to taking up their position and must complete the relevant child protection course. All committee members must abide by, and annually sign, the relevant code of conduct.

All communication by the committee will be done by email, please ensure you have provided correct contact details to the Club Secretary.

### Club Children's Officer (CCO)

Bluefin SC is committed to the ongoing provision of a child centred atmosphere within our club. The Club has a Club Children's Officer (CCO). Their primary role is the welfare of the children in the Club. They are available to any swimmer or parent who has concerns and they operate a strict code of confidentiality. The CCO ensures that young people can speak freely and have a voice in the running of the club. The CCO is also a member of the Club management committee and can be contacted by emailing [bluefincco@gmail.com](mailto:bluefincco@gmail.com). The CCO is also a Swim Ireland member and has been vetted through Swim Ireland prior to taking up their position. The CCO has also completed the relevant child protection course and a Club Children's Officer Workshop.

### Coaches & Teachers

Coaches and teachers in Bluefin SC are responsible for teaching the development of core swim skills and abilities and in a progressive way. All coaches and teachers are adequately qualified and licensed for their position. Child Safeguarding, Garda vetting, relevant qualifications and ongoing continuous

professional development are required for all coaches and teachers. All coaches and teachers must abide by and annually sign the relevant code of conduct.

## Team Managers/ Chaperones

Team Managers are appointed for all events and away trips. Parents are expected to help and are encouraged to get involved by attending team manager courses. Parents of any swimmer competing at galas are required to complete team manager training. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers must be Swim Ireland members, vetted through Swim Ireland prior to taking up their position. Team Managers must complete the relevant child protection course and a team manager course. Team Managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

## Officials

Officials include timekeepers, turn & stroke judges, referees, starters. Officials are an essential part of competition for all clubs. Bluefin SC is required to provide officials at regional and national competitions and parents will be asked to assist with these roles. Training will be provided, as necessary. All parents of Competitive Squads swimmers are required to complete Level I Official courses and parents of Performance Squads swimmers are required to complete Level I and Level II Official courses.

If you are interested in volunteering in any of these roles, please contact the Club Secretary on [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com)

Current Club Management Committee

Chairperson – Frank Shortt [chair@bluefinswimteam.com](mailto:chair@bluefinswimteam.com)

Secretary – Simone Cregg [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com)

Treasurer – Michael Cregg [treasurer@bluefinswimteam.com](mailto:treasurer@bluefinswimteam.com)

Club Children's Officer - Corinna Maguire [cco@bluefinswimteam.com](mailto:cco@bluefinswimteam.com)

Gala Secretary [galas@bluefinswimteam.com](mailto:galas@bluefinswimteam.com)

Committee member Pro

Committee member Education

Head Coach – Ian Claxton [headcoach@bluefinswimteam.com](mailto:headcoach@bluefinswimteam.com)

## Annual General Meeting

Bluefin SC holds an AGM in the last two months of the membership year (June/July). There must be a quorum of 12 attendants.

One parent/guardian from each family **must attend** and contribute to ensure the successful running of the club. Committee members are elected onto the Management Committee annually; these positions are filled by members and parents/guardians of members in the club. At the AGM, the officers and head coach will provide an annual report to members.

Parents/guardians of club members who are under 18 may attend and represent their child/children and may cast one vote only (regardless of number of children who are club members). Parents/guardians who are members of the club may cast a vote for themselves and on behalf of their child/children. Proxy voting is not permitted.

## General Information

### Galas/Competitions

Galas provide an opportunity for swimmers to get experience in racing and competition. The galacalendar is selected to ensure that each group get an appropriate number of galas at the appropriate level.

Competitive Squad members are expected to compete in a minimum of one designated gala per term to maintain their place in the competitive squad. They may also enter galas other than the designated galas.

Skills and Development Squad members are encouraged to enter galas appropriate to their swimming skills. Swimmers will be notified in advance of their eligibility to swim in upcoming galas.

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by email and displayed on the club website.

Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before entering.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through the gala secretary and paid in advance using the online payments system (EPP).

All queries relating to competitions may be submitted to the Gala Secretary at [galas@bluefinswimteam.com](mailto:galas@bluefinswimteam.com)

A helpful Gala Guide is included in **Appendix C Guide to Galas**

### Photography & Filming

In line with Swim Ireland guidelines, it is the policy of the Pool and of the Club that photographic or filming equipment such as cameras, video recorders or camera phones may not be used anywhere within the Bluefin Training Pool facilities without obtaining permission. The Club will treat contravention of this policy very seriously and will have no option but to expel any person found using photographic or filming equipment on the pool premises. This includes camera phones.

The Club will seek permission from parents or swimmers to photograph and/or film from time to time. No photographs and/or films will be taken if the permission has not been given.

Permission to take images Permission must be sought by the club, region, and Swim Ireland to ensure that young people and parents are aware of when and how their images may be used.

Permission can be obtained through:

- Individual permission where permission is sought for a single or specific event and has not been sought generally through membership/competition entry/other contract means – an individual permission form is provided
- General permission granted through completion of membership/competition entry/other contract where permission is included as part of the form. The wording used on the individual form should be included.

For third party photographers, film/videographers or other organisations employed to take images each person must complete the Swim Ireland Self-Declaration Disclosure Form for Service Providers. For any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity. A template Registration Form is provided

#### **Announcement at events regarding taking and the use of images:**

The club/region/Swim Ireland should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

“All persons wishing to take photographs or film footage at this event must first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity.

If a company/person has been authorised by completing the Swim Ireland Self-Declaration Disclosure Form for Service Providers, the following should be included in the announcement:

“(Name of company) has been authorised to take photographs of individuals in accordance with Swim Ireland policy.”

**Taking images in certain environments:** Swim Ireland members and third-party photographers, film/videographers or other organisations shall ensure that images are not taken in such environments considered inappropriate irrespective of any permission sought.

In certain cases, it may be an offence to take such images.

Using any type of equipment to take images is banned in areas where people are changing or would normally expect their privacy to be recognised. Examples of such areas would include:

- Changing rooms
- Open changing areas such as ‘villages’
- Individual changing/private cubicles provided for personal use
- Toilets
- Medical/physio treatment rooms

Flash photography is prohibited in an environment where any premises.



For further information on the photography policy please go to:

[https://www.google.ie/url?](https://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKewjo1ozPqsX_AhURN8AKHeMcAUkQFnoECBoQAQ&url=https%3A%2F%2Fwww.swimireland.ie%2Ffiles%2Fdocuments%2FFilming-and-Photography-Policy.pdf&usg=AOvVaw3UbO2f39kL_WKRw-YMbcoP)

[sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKewjo1ozPqsX\\_AhURN8AKHeMcAUkQFnoECBoQAQ&url=https%3A%2F%2Fwww.swimireland.ie%2Ffiles%2Fdocuments%2FFilming-and-Photography-Policy.pdf&usg=AOvVaw3UbO2f39kL\\_WKRw-YMbcoP](https://www.google.ie/url?sa=t&rct=j&q=&esrc=s&source=web&cd=&cad=rja&uact=8&ved=2ahUKewjo1ozPqsX_AhURN8AKHeMcAUkQFnoECBoQAQ&url=https%3A%2F%2Fwww.swimireland.ie%2Ffiles%2Fdocuments%2FFilming-and-Photography-Policy.pdf&usg=AOvVaw3UbO2f39kL_WKRw-YMbcoP)

## Good Conduct & Complaints Policy

Good conduct is necessary to allow teaching and learning to take place and to ensure the safety of all Club members. Good conduct in the Club depends upon the co-operation between parents, coaches, and children. We look forward to, and value, your co-operation. Good conduct will be maintained by all members complying with the relevant "Codes of Conduct".

General behaviour of swimmers is ultimately a parent responsibility. It is not the intention of the Club to discourage reasonable high spirits and fun, however:

- Good behaviour is always expected
- Foul or abusive language must not be used
- Swimmers are expected to show respect to all other swimmers, coaches, officials, and parents/guardians
- Bullying, harassment and discrimination whether physical, mental or emotional will not be tolerated and disciplinary action will be taken against those who break this code. The negative effects of bullying/harassment on the victim cannot be over-emphasised.
- All reported allegations will be investigated and dealt with effectively and appropriately

Harassment or bullying, either at training or at events by a coach, swimmer or parent is unacceptable. Such behaviour does not comply with the club's philosophy of fair and equitable treatment of all members. Bluefin SC adopts a two-tiered approach (i.e., informal, and formal procedures.) All investigations will be carried out with due respect for the rights of the complainant and of the alleged harasser and with the utmost confidentiality.

It is the right of any Club Member to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable and should be expected. Likewise, it is the right of the Club to take disciplinary action against a member for misconduct.

The Club will deal with complaints as laid out in Swim Ireland's 'Complaints and Disciplinary Procedures' and will adopt Swim Ireland procedures in this regard.

Typical offences include, amongst others:

- Breach of Swim Ireland Codes of Conduct
- Breach of Club rules
- Aggressive or threatening behaviour
- Bullying
- Racism/Discrimination

- Actions which bring the Club into disrepute
- Actions which bring the sport of swimming into disrepute

In most cases disputes can be dealt with informally and every effort will be made to do so. If this is not successful, the complaint will be referred to the Club Complaints and Disciplinary Committee.

Typical sanctions, depending on the severity of the misdemeanour, include:

- Apology
- Verbal warning
- Written warning
- Suspension for a period
- Expulsion from membership

Any complaint or issue concerning any form of suspected child abuse is not covered by these complaints and disciplinary procedures and will be referred by the Club to the relevant authorities in accordance with the reporting procedure in the “Swim Ireland Guidelines for Safeguarding Children” as amended from time to time.

## Discipline Procedure at Training and Competitions

It is hoped and expected that swimmers will behave in an appropriate manner at training sessions, competitions, or events but in the instance of failure to do so, the following steps may be taken:

- On the first occasion, the coach will speak to the swimmer concerned and clearly explain that their conduct is unacceptable and must stop immediately if they wish to continue in the training session/competition.
- If the swimmer continues to act in an unacceptable manner, the swimmer will be asked to leave the water and sit on poolside for 5 minutes.
- A further instance will indicate that the swimmer does not wish to swim in the training session/competition. The swimmer concerned will be told to leave the pool immediately and get dressed. If a parent/guardian is not in attendance, the swimmer will be required to remain on poolside once dressed in plain sight, until collected.
- The swimmer’s parents will be informed as to why their swimmer has been removed from the training session/competition either via written communication or in person.
- The swimmer will be welcome at the next training session and nothing more will be said about the matter.
- The Club Secretary will be informed that the swimmer was removed. The Secretary will not share the identity of the swimmer.

## Data Protection Policy

The club hereby adopts the Swim Ireland General Data Protection Policy as amended by Swim Ireland from time to time

## Club Links and Policies

Club website [www.bluefinswimteam.com](http://www.bluefinswimteam.com)

Swim Ireland [www.swimireland.ie](http://www.swimireland.ie)

Swim Connacht [www.swimconnacht.com](http://www.swimconnacht.com)

## Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on the Swim Ireland website.

- Swim Ireland Rulebook
- Complaints and Disciplinary Rules and Procedures
- Safeguarding Children Policies and Procedures
- Data Protection and Privacy Policies
- Swimming Pool Safety Guidelines

## Appendix A – Codes of Conduct

The codes of conduct set out the fundamental behaviours expected from each person involved in the Club.

All members must sign up to the relevant codes of conduct annually as part of the membership renewal.

Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule, and failure to sign cannot be used as a challenge against ignorance of the code of conduct.

For safeguarding and well-being of young people the Club has the following Codes of Conduct in place:

- Young People
- Parents
- Coaches/Teachers
- Committee Members
- Leaders – this covers all roles not otherwise specified

## The Code for Young People

As an athlete, you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Children's Officer to explain them. This is your Code, whatever your ability or wherever you take part in the aquatics. You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat leaders, coaches, teachers, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other teammates, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions.

Note agreement to your Code of Conduct is mandatory as a member of Bluefin Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Bluefin Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## The Code for Parents/Guardians

Parents/ Guardians have the primary responsibility for the care and welfare of their children.

They should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Parents should always remember that children play sport for their own enjoyment not for that of the parents/guardians.

Parents/ guardians and Leaders will ideally work in partnership to promote good practice in the Club and to support all efforts to protect the children against all forms of abuse.

They should ensure that the Club treats their children with fairness, respect and understanding, and that it is fulfilling its responsibility to safeguard children by ensuring the Code of Ethics and Good Practice for Children's Sport is being implemented in the Club.

They should encourage their children to tell them about anyone causing them harm.

They should become aware of Club procedures and policies, in particular where changes are made that affect them or their children, and be informed of all matters relating to ethics and good practice.

Parents/Guardians should remember that children learn best by example.

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club.
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by The Code for Young People
- Support the ethos of the club
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- 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
- 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
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time

- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
- Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- 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
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and your own club
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

Note agreement to your Code of Conduct is mandatory as a member of Bluefin Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Bluefin Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## The Code for Coaches/Teachers

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct.

You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

Ensure a safe and fun environment for young people you are responsible for by:

- Planning and preparing for sessions; explaining to young people what is planned for each session
- Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
- Having consent and accessible emergency contact details for each young person

- Ensuring your sessions are adequately supervised and you work in an open environment
- Keeping an attendance register
- Being positive in your interactions with young people
- Prioritise young people's skill development and enjoyment
- Setting age appropriate and realistic goals
- Treating each young person equally and fairly; challenging bullying behaviour
- Praising and encouraging effort
- Engaging positively with parents/guardians letting them know how they can help and what you expect from parents

Coaches/teachers must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g., 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 young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes.

A coach/teacher in a position of authority and trust must not engage in sexual relationships with any athlete where an unequal power relationship exists.

As a coach/teacher your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

Note agreement to your Code of Conduct is mandatory as a member of Bluefin Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Bluefin Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## The Code for Committee Members

As a committee member you have a responsibility to provide a safe and secure environment within the club. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct.

### **The Code of Conduct for Committee Members:**

#### **You should**

- Be familiar with and follow the Swim Ireland Safeguarding Policies (latest update), Swim Ireland Rules and any operating procedure of the Swim Ireland/Region/Club
- Appoint suitable qualified and recruited individuals to roles/positions ensuring all requirements are met
- Ensure all roles undertake a safe induction and supervision is in place for all
- Carry out your required duties for Bluefin Swimming Club with the understanding that the welfare of young people is paramount
- Respect and support the roles of other committee members, coaches/teachers and swimmers of the club

#### **Committee members must:**

- Create a safe environment for young people
- Provide adequate supervision for training sessions with an attendance record being kept
- Understand and implement the complaints and disciplinary procedures, ensuring complaints (including rumours) are not ignored and dealt with appropriately.
- Ensure any activities, including away trips, are run appropriately and parent/carers consent is sought where required and for activities outside the aquatic disciplines
- Ensure all required procedures contained in the Swim Ireland Safeguarding Policies (latest update) are adopted
- Ensure all relevant legislation is adhered to and implemented
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a committee member your responsibilities are to:

- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc.



- Set up, revise and implement rules in the best interests of the Club. Rules should not contravene any Swim Ireland Rules and must be communicated to the relevant members
- Ensure effective communications with members through recognised means
- Inform parents/carers where a problem arises in relation to their child
- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern the Club
- Respect the confidentiality of sensitive information discussed and/or held by the Club.

This would constitute:

- Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
  - Personal information
  - Information received in confidence
  - Comply with relevant statutory provisions relating to access to information (e.g., DataProtection legislation)
  - Confidential information discussed by committee members e.g., within committee meetings, phone calls and emails
- Work to create and be part of an environment where members can express their views freely and openly without fear of reprisal
  - Declare any conflict of interest prior to any discussion on a relevant topic
  - Share joint responsibility for decisions taken and avoid distancing oneself from decisions of the committee

Note agreement to your Code of Conduct is mandatory as a member of Bluefin Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club**Bluefin Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## The Code for Leaders

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct. You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by club, region and Swim Ireland safeguarding policies and rules

- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Support the ethos of the club, region and Swim Ireland
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Ensure a safe and fun environment for young people you are responsible
- Be available for specified duties if and when required;
- Have an awareness of and respect leaders and other adults and their roles
- Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. 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 young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes.

Any leader in

- **a position of authority and trust must not engage in sexual relationships with 16 or 17 athletes** where an unequal power relationship exists.

As a leader your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person.
- Act only within your qualifications and competence within your assigned role
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward
- As a Swim Ireland leader, you should:
- Be properly recruited and supported in your role

- Have access to and attend required training for your role

Note agreement to your Code of Conduct is mandatory as a member of Bluefin Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Bluefin Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix B – Member Participation Policy

Bluefin Swimming Club is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties.

### **Mandatory training**

It is the policy of Bluefin SC that parents/guardians of swimmers wishing to move into the Competitive or Performance Squads must attend a Parent Information Meeting and will be required to complete both the Level I and Level II Officials Courses.

Level I officials' course, which is an introduction to officiating and covers the role of timekeeper at a competition.

Level II officials' course, which will progress your understanding of the rules and procedures in the role of judge (stroke and turn).

Team Manager. Parents of any swimmer competing from regional qualifier level upwards are required to complete team manager training. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers must be Swim Ireland members, vetted through Swim Ireland prior to taking up their position. Team Managers must complete the relevant child protection course and a team manager course.

Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport.

Please note – vetting is a requirement for any individual acting in a role, i.e. team manager, licensed official, committee, coach and teacher.

## **Mandatory roles**

### **Person on duty rota**

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures that someone is on hand for any emergency that might arise.

*Failure to attend as person on duty will result in disciplinary action.*

### **Regional and National Competition Duty**

Every club must supply officials at competitions, this is based on the number of entries from that club. If you enter your child in these competitions, you will be included on the roster, in order to assist with these duties. Bluefin SC provides training information to club volunteers at regular intervals to ensure you are knowledgeable in the role you are required to complete. If you are interested in learning more about training opportunities, please contact the Club secretary on [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com)

*Failure to attend official duty will result in disciplinary action.*

## **Voluntary roles**

There are several essential roles fulfilled for club volunteers throughout the season to support the club and athletes. We welcome and encourage club members to get involved in a role that matches their skills and interests. A short description of roles is available below, please contact the Club secretary on [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com) for further information or indicate your preference on form below.

### **Team Manager**

At competitions and away trips our club provides team managers to support and safeguard our athletes. Team Managers are required to attend a team manager level 1 course, complete Garda vetting and Safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

### **Officials**

Bluefin SC requires members to complete officials' level I and II courses. These courses provide you with an understanding of the rules of swimming and the role of an official at a competition. If you are interested in progressing further Swim Ireland offer additional training for individuals who act as licensed officials at competitions. This role is suitable for those with an interest in the technical aspect of the sport. The licensed officials' roles include Judge, Referee and Starter.

#### Coach/ Teacher

Bluefin SC coaches/teachers support the development of our athletes and are vital to the sustainability of our club. Coaches/teachers are required to complete the courses relevant to their role and discipline, with most courses being completed through a combination of online and face to face learning. Coaches/teachers are required to maintain their license on an annual basis which includes keeping their Garda vetting, safeguarding level 1 and CPD (continuing professional development) up to date. This role is suitable for individuals with an interest in coaching or teaching young people and who can commit to this on a weekly basis.

#### Event and Fundraising Committee

As a club we fundraise to support the development of our coaches and athletes, and to purchase equipment. The fundraising committee are responsible for planning and running fundraising events at regular intervals during the season. They are also responsible for applying for grants suitable for the club and as they arise and seeking sponsorship for the club. Committee members are required to complete Garda Vetting and safeguarding level 1. This role is suitable for individuals who enjoy organising events and may have some experience with completing applications for funding or sponsorship.

#### Management Committee

The management committee are responsible for development planning, and the financial and operational management of the club. The committee consists of chairperson, secretary, treasurer, club children's officer and a minimum of four other committee members. The committee is elected annually at the club AGM, which is held in the final two months of the membership year (May/June). Committee members are required to complete Garda Vetting and level 1 safeguarding. Additional training requirements are in place for the club children's officer. If you are interested in learning more, please contact the Club Secretary on [secretary@bluefinswimteam.com](mailto:secretary@bluefinswimteam.com)

#### Complaints and Disciplinary Committee

It is a Swim Ireland requirement that Bluefin SC have a complaints and disciplinary committee in place. We endeavour to have a panel of 5 coming, a member coming from each squad and 1 additional. Committee members are required to complete Garda Vetting and level 1 safeguarding. This role is suitable for those who have some experience in a management or supervisory role, conflict resolution experience or similar. This committee has no operational role and is only contacted as required.

## Appendix C - GUIDE TO GALAS

### **How do we get there?**

Swimmers should make their own way to the pool where the gala is being run. Many parents share lifts if a number of days are involved.

### **What do we do when we arrive?**

Always arrive on time for the warm-up. The swimmer should let the Coach/Team Manager on duty know that they have arrived. The swimmers should be changed and ready for warm up at least 15 minutes before the session starts. **All swimmers must have a parent/guardian with them for the full duration of the gala. If a parent cannot attend they should inform the team manager of who the child's guardian is on the day, be it a mother of another child in the gala or other family member.** Parents/guardians who are remaining for the duration of the gala are encouraged to bring food and drinks for themselves, wear light clothing as the pool area gets considerably hot and a fold up chair should there not be seats to sit on.

The Coach/Team Manager on duty will normally be evident. They and other Club swimmers will be wearing their Club T-shirts. Please ensure you make yourself known to the team manager so as if needed they know you are attending.

Ideally if you arrive first to the gala then you should try and command an area of the balcony/viewing area to position the Club. As other fellow swimmers arrive, we would like them all located in the same section of the swimmers area.

### **What do we do if we can't make it?**

Try to let one of the coaches or the gala secretary know as soon as possible.

### **Do we need to bring food and drinks?**

Yes for both athletes and parents in attendance. Food can sometimes be purchased at the venue but this is not guaranteed and where possible, ensure you have sufficient snacks, drinks and meals (e.g., pasta, sandwiches etc. if the gala stretches over more than one session).

Athletes are encouraged to eat healthily. Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking fluids, water is best. Eat something for breakfast, even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something you know you like and know agrees with you.

Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars and jellies. After racing you have used up energy and need to replace it with something. Bring water (write your name on your bottle), or

diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated.

Pasta followed by fruit makes a good lunch and try to eat as soon as lunch break begins to give your body time to start digesting your food before the afternoon session begins.

Keep eating healthy snacks throughout the day and drink plenty of fluids.

Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies), very salty food (crisps) and fizzy drinks.

### **What types of food and drinks do we need to bring?**

This is a list for guidance only and will depend on length and location of gala. The most important factor is to keep energised and hydrated with healthy snacks and drinks.

Pasta – with pesto and/or chicken

Sandwiches/rolls

Fruit

Snacks – rice cakes, crackers, flap jacks, breakfast bars, popcorn and jellies

Water and diluted squash

### **Do we need to wear Club gear?**

The only items of Club gear that are ESSENTIAL are the Club hat and T-shirt. We expect you to wear the T-shirt around the pool and for all photos and for presentations. (Don't forget to write your name on all your gear).

### **What else do we need to bring?**

Make sure all belongings have your name on them

- Swimsuits x 2 (at least) (warm up and race)
- Club Hat x 2 (in case one rips!)
- Goggles x 2 (in case one breaks BUT – very important - try them all out before the gala!)
- Shorts & t-shirts to wear between races and for team photos and medal presentations
- Fleece/hoodie or soft cell lightweight jacket to keep warm
- Towels x 2
- Flip flops/sliders or similar pool shoes
- Drinks bottle already filled
- Fold up chair

In some facilities you must have something on your feet to be allowed access to certain areas which lead to pool deck. Floors and stairs become slippery during the day and can be a hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around.

### **What to do with personal belongings when at the venue?**

The only answer to this is to use common sense. The swimmers usually congregate together, and the bags are left around where they are sitting. Bring as little as possible. – jewellery, iPad, phones and other valuables can easily ‘walk’ so it is probably best to leave them at home.

### **How do you find out about the times of races?**

The Club Team manager will tell you when it is time to line up if you are in the area in which members of the Club are congregating. Please don't wander off as the Gala officials won't wait for you and you will miss your swim! Ideally Coaches would prefer the Club to be together and support each other for the duration of the meet.

### **What do swimmers do for warm-up sessions and will they get a chance to practice their starts?**

The Coach will take the warm-up session and give any advice necessary. Just as in the Club sessions swimmers should warm up slowly and get a “feel” for the pool. Diving is NOT allowed during the warm-up except when ‘sprint lanes’ have been allowed by the Gala referee. ‘Sprint lanes’ are generally available for approx. 10 mins at the end of the warm-up.

### **How do we stop goggles coming off when diving in?**

Talk to your Coach as goggles will NOT come off if they are worn correctly and the swimmers dive in properly. It can take a while for an inexperienced swimmer to master this. Diving in a ‘sprint lane’ during warm up can be a chance to check your technique and the blocks Please talk to the Coach if in doubt. Swimmers find wearing two swim hats with the goggle straps between them works well as a technique to prevent this happening.

### **What happens once the swimmers have lined up?**

The Team Managers will tell swimmers what heat and lane they are in. When their heat is ready to swim they will be told to go to their lanes. It is important that the swimmers make sure that they check in with the timekeepers in their lane, give their name and are ready to swim. The Gala referee blows two or three short whistle blows to make sure the swimmers are ready. Then he blows one long whistle to get up on the blocks (or however the swimmer wants to start). Then the Starter says “take your marks” and waits until everyone is ready and stationary. He then starts the race with a whistle/beeper. If any swimmer is moving when he starts the race that swimmer is disqualified. Always ask for your time from the timekeeper when you have finished your race.

### **What are the other ‘officials’ doing?**

Many of them are checking to spot if swimmers break the rules of swimming. If that happens the swimmer is disqualified. Swimmers will have been told the rules during Club sessions but from time



to time they make mistakes. If you are disqualified ask the Coach to find out why so that you can learn for the next time.

### **How do we go about getting our official times?**

These are usually (but not always) posted in a prominent place around the pool. Only when allswimmers have finished a race are they asked to get out of the water and they should ask the timekeeper for their time. The Club will be sent the results sometime after the Gala finishes.

### **If there is an incident at the pool, who do we raise our concerns with?**

If a child is hurt in an incident, it must be reported to the recorders desk. There is a standard accident/incident report form for use at galas. The staff at the pool hosting the event should also be able to provide immediate assistance.

### **Can we take photos or videos?**

The use of cameras/camcorders/cameraphones is **NOT** allowed. At some venues a permit is given to those who register their details with the pool reception or gala organisers/desk. It is a condition of attending a Swim Ireland event that swimmers accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group. Swimmers may also appear in a photograph or video inadvertently.

### **When can we leave?**

Never leave an event until either the gala is complete or you have the agreement of the coach or Team Manager. Always check before you leave whether you are needed for a team relay, or in some cases qualified for a final.

### **Terminology**

<b>PB</b>	Personal best time
<b>NT</b>	No time (has not swam this event previously, in SC or LC or both)
<b>SC</b>	Short Course – 25 m pool
<b>LC</b>	Long Course – 50m pool
<b>HDW</b>	Heat declared winner (no finals will take place for this event)
<b>FTR</b>	Freestyle team relay
<b>MTR</b>	Medley team relay
<b>OPEN</b>	A competition of events that is “open” means all ages compete against each other and only one set of medals will be awarded

A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place.

The results are usually (but not always) posted in a prominent place around the pool. The results of the galas are sent to each club gala secretary who will post them on our notice board/website.

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on improving their times. It is not realistic for EVERY child to win a medal every time and it is not realistic to improve on every swim every time. The main objective is to gain experience in various events, distances and as swimmers develop to try different race techniques. Younger swimmers will be told to focus on one or two key points so get them to do their best and most of all enjoy the day. Parents should be there to support their child in their attempt rather than "critique" the swim - that is the role of the coach.

### **Remember**

- Galas can be stressful for younger swimmers and all swimmers are encouraged to do their best and to focus on improving their times.
- Report to your coach and/or team manager on arrival.
- As a representative of Bluefin Swimming Club, swimmer's behaviour should be always of the highest standard. Always behave in a manner that shows respect to other competitors, coaches, officials and teammates.
- Listen to instructions from the coaches and team manager.
- Support your teammates. Everyone likes to be supported and they will be supporting you too.
- Selection of swimmers for relay teams is at discretion of the coach on duty at gala.
- Never leave an event until either the gala is complete, or you have the agreement of the coach or Team Manager.
- Do your best and ENJOY!