



## Bluefin Parent Involvement Policy

Creating a positive environment where excellence can be achieved is only possible if all Bluefin families dedicate time to help the club.

Bluefin Swim Club is organised and managed completely by parent volunteers. Swimming is a big commitment and the club operates for essentially 11 months a year. In order to spread out the responsibilities, we encourage and ask that all parents get involved in one way or another. We do understand that many parents have work commitments, sometimes more than one child, elderly parents to care for and other activities either they or their children are involved in. The more parents who are involved, the less amount of work it is for everyone across the board. Even if a parent is not able to volunteer for a position either on committee or to help coordinate something else for the swim club, we would expect that a parent help out for instance time-keeping or officiating at a gala or assisting with a fundraising activity or social activity for the swimmers. Please find all of the available opportunities for Bluefin parents below:

### Fundraising

Bluefin Swim Club is a non-profit organisation. Parent support and involvement is vital to the success of our team. The club also donate money when possible to other community groups such as Special Olympics or groups that the Brothers of Charity support. The Brothers of Charity heavily subsidise our pool fees and therefore we try to support any of their causes we can. Likewise, participation by all families in fundraising is necessary to keep dues down and swimming affordable.

All families are required to participate in fundraising. Information on fundraisers will be made available through e-mail and on the website.

All fundraising events or activities need prior approval by the Committee. Those wishing to conduct a fundraising activity or event must first obtain approval by emailing the Club Secretary.

All collected funds at the conclusion of the activity or event must be turned over to the Treasurer.

### Parent In Attendance (PIA)

All families are put on a rota to serve as Parent in Attendance (PIA). These lists are distributed via email and available on our website at the beginning of each month. Please take note of your slot and if you are unable to serve that time slot, please swap with another parent or contact the Club Secretary to find someone to cover. It is the parent's responsibility to ensure their slot is covered in the event they cannot attend. If a Parent In Attendance (PIA) does not show up, the assigned parent will be fined €20. This is strictly to help maintain compliance and instil some sense of recourse if necessary. As has been explained previously, we would much rather have your time, than your money.

### Gala Timers/Turn Judges/Officials/Team Managers

An email will be sent out to allow families the opportunity to sign up for a time IN THEIR SWIMMER'S SESSION which works best for them. Those families with swimmers in both sessions will be asked only to sign up for either the AM/PM session for that gala. All slots not filled, will be assigned by



Bluefin to the remaining families in attendance of the meet on a rotational basis. You will receive an e-mail or text message prior to the gala notifying you of your assignment(s). If you are not able to work it is your responsibility to find someone to work for you.

If your child is starting to compete at development meets, we expect at least one of the parents to take the Level One Officials Course (i.e. Timekeeping) or Team Manager course with requisite Safeguarding course. If your child has received an 'A' time in a development meet, you should have both your Team Manager qualification and Level One Officials Course completed. If your child has receives a Division time, you will be asked to take the Level Two Officials course.

Noted: Board members are not exempt from this requirement.

### Committee and Other Parent Roles

Chairperson - Chair all meetings, liaise with the coaches, parents and committee. Help others understand their roles and responsibilities within the club.

Secretary – Record minutes of all meetings, receive and answer all correspondence. Record all members' names, addresses, D.O.B., known allergies, GP contact information, etc. in the Masterfile. Facilitate the submission of Garda Vetting for parents, volunteers and coaches. Advertise and organise swim try-outs each term.

Treasurer - Record and bank all income, pay all wages, organise online payments for members, record and pay all accounts and prepare a budget estimate for the ensuing season.

Club Children's Officer – Ensure young people have opportunity to express opinions and views. Ensure safeguarding policies and procedures are implemented and effective in all areas of the club. Act as advisor for and report concerns of abuse to the appropriate authorities.

Gala Secretary - Liaise with the coaching team regarding swimmers entry details for meets/galas. Liaise with the Treasurer for swimmer and host club fees due for gala entries.

Public Relations Officer – To promote and publicise, in a positive way all aspects of the club. Establish working relations with local media.

Registration Officer – Submit Swim Ireland Membership applications to Swim Ireland before the annual renewal date in October for each member, coach and committee member. Manages Garda Vetting submission for Committee, Coaches and Volunteers. Organise officials/chaperones for galas. Organise coach passes for meets/galas.

Education Officer - Provide information for courses dates/venues available for any qualification required to the Club Secretary for club-wide distribution, or distribution to certain members. Maintain a spreadsheet Garda vetting dates, Child Protection, Team Manager or Official course completion and expiry dates. Notify Committee members, volunteers or coaches one month before the expiry of a qualification that they are up for renewal.

PIA Secretary – Coordinate with the Head Coach and Secretary to organise the PIA rota each month based on the most up-to-date training schedule and provide to the PRO to post on the website.



Grants Officer – Assist the committee with managing any existing grants and seek opportunities to apply for new/available grants relevant to the club.

Special Activities Coordinator – Liaise with squad captains, committee and parents to facilitate and implement ideas for social activities for the swimmers throughout the season.

Parent Squad Representatives - Organise non-swimming social events for the relevant members of the club as requested / approved by the management committee. Liaise with parents within their squad to bring forth any ideas or concerns to the Committee.