

STRULE DOLPHIN SWIMMING CLUB HANDBOOK



struledolphins@googlemail.com.

<https://struledolphins.com>

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THE CLUB

Strule Dolphin Swimming Club provides children and young people of all abilities the opportunity to learn and develop swimming skills in a safe, fun, child centred club environment. We swim at Omagh Leisure Centre. The club is fully affiliated with Swim Ulster and Swim Ireland.

Our swimmers are coached to the highest levels of excellence and our Club is proud to have children swimming at national level.

We deliver comprehensive training programmes, beginning with young developing swimmers, progressing through our Pathway to Performance squads who compete successfully at National Level. We have a holistic approach and develop the complete swimmer, building their skills and technique until they achieve their maximum potential. All are catered for - whether they wish to develop their skills to compete seriously, swim competently, or maintain high levels of physical fitness.

Our coaches have a proven track record of success in teaching and training swimmers of all abilities. They are an extremely dedicated team whose enthusiasm and commitment are second to none! Our coaches are Swim Ireland qualified and are supported by an active Committee and parental network.

Above all we operate in a friendly, fun filled environment where the focus is solely on the swimmer, allowing them to be the best that they can be irrespective of what level of swimming they wish to perform at.

We welcome all new membership enquiries. For information on becoming a member of our club please contact the club at struledolphins@googlemail.com.

CLUB CONSITUTION

The Club Constitution can be found on the website at www.struledolphins.com

The constitution lays out the general aims and rules of the club and should be read and understood by all members and parents.

Strule Dolphin Swimming Club is affiliated to both Swim Ulster and Swim Ireland. All swimmers, coaches, committee and other club officials will be registered with Swim Ulster and Swim Ireland. Membership of both bodies is necessary for insurance purposes. Amongst other membership benefits is entry to SI/SU competition pathway. Strule Dolphin Swimming Club adheres to the policies and guidelines laid down by these two organisations.

Swim Ulster – www.swimulster.net Swim Ireland – www.swimireland.ie

THE COMMITTEE

In accordance with Swim Ulster and Swim Ireland requirements there must be a minimum of 9 persons on the committee – Chair, Treasurer, Secretary, Club Children’s Officer, Head coach and 4 others.

The Club Committee is elected every year at the AGM. It is a Swim Ireland requirement that the Chair, treasurer and secretary do not remain in office for longer than 4 years. This is also a recommendation for other members. It ensures the Club always continues to grow and adapt and is not under the control of a particular group/ person. This means that succession planning is vital. New members are particularly welcome. All roles are filled by our members’ parent/ guardian as volunteers.

All committee members must comply with SI/SU Safeguarding requirements ie be Access NI checked and attend a Safeguarding Young Persons course. Details of this season’s committee members can be found in the Appendix and on our website

COMMITTEE ROLES AND RESPONSIBILITIES

Chairperson:

The Chair is responsible for overseeing Committee meetings and for ultimately ensuring that the Club’s Development Plan is implemented, updated and improved to provide the best framework in which every swimmer can reach their potential, and to produce swimmers who will compete therefore at the highest possible level. The Chair is responsible for ensuring that the committee members carry out their duties in a professional manner but also remembering that everyone is a volunteer.

Secretary:

The Secretary handles all communications between the Chair and the Committee and between the Club and its membership and external organisations. This is to ensure a clear line of recordable communication at all times. The Secretary is responsible for accurately recording the minutes of each committee meeting and sending these out in time for the following meeting along with an agenda agreed by the Chairman.

The Secretary will also hold the following details:

- (a) The Access NI forms for all committee members and coaches
- (c) Risk Assessment forms for each venue used by the Club on a regular basis during the year.

Treasurer:

The Treasurer will keep the financial records of the Club in good order, to be inspected by an external auditor on an annual basis, so that the Committee can make informed decisions on the immediate and long term future of the Club. The Treasurer should provide feedback to the committee at every meeting. The Treasurer will work with the Committee members each year in the preparation of the fee structure and Annual accounts for presentation at the AGM.

The Club Children's officer (CCO):

The club has at least one CCO. One CCO will be on Committee in accordance with SI regulations. This /these person(s) must have received the appropriate training in Safeguarding Children and Young People in Sport (or equivalent) and have attended a Club Children's Officer training programme. Their contact details are to be readily available to all members and parents. The CCO should also be pro-active in pointing out any areas of concern to the committee and informally communicating with parents to ascertain their level of satisfaction with the club.

Additional Roles which may or may not be committee members

Membership Secretary

Keeps up to date and appropriate membership details and consents ensuring SI/SU and Club Code of Conduct requirements are met.

Liaise with the Treasurer to ensure all fees are paid by every member. Complete annual Swim Ireland and Swim Ulster affiliation process.

Keeps copies of all coaching qualifications and appropriate professional indemnity insurance certificates from all coaches.

Gala Secretaries:

Responsible for the flow of information between Strule Dolphins and other participating clubs in order to arrange dates and locations for galas. This person will liaise between the Coaching Team and parents to ensure that selected swimmers are available and turn up on time.

Receive and circulate meet entry information, coordinate gala entries, associated fees and HyTek entry files. A number are required for the various categories of galas.

Public Relations / Communications Officer:

Keeping website and social media up-to-date. Responsible for marketing the Club effectively to its target markets and ensuring that the success of the Club is effectively communicated in the local press.

THE COMMITTEE 2019/20

OFFICERS

Chair Donna Webster Cecilia Mc Guigan

Vice Chair Marie Donnelly

Secretary Dawn Lawther

Treasurer Ryan Mc Grath Nigel Walsh

Club Children's Officer Audrey Dempsey (committee) Gavin Corrigan (non committee)

Membership Secretary Audrey Dempsey Petra Byrne

Committee Members Orla Mc Cabe Janet Breslin Martin Rushe

Other Club Roles

PTL Co-ordinator Marie Donnelly

SWML Co-ordinator Donna Webster

DEVELOPMENT GALA Janet Breslin

All these positions are voluntary and we depend on parents filling these roles.

THE COACHING TEAM

Head Coach Andrew Goodwin

SU Pathway Coach Fionna Martin

Coaching Team Ciara Lynch Lucy Mc Dermott Una Corrigan Aidan Mc Guigan Brian Corry Cathy Cunningham Roseleen Mc Cartan Gary Mc Aleer Pete Byrne

CLUB CAPTAINS

2020/21

Strule Dolphin SC Swimmer Pathway

Skills Squad

- Skills Squad – Ages 6 – 10 years old, developing fundamental swimming skills

Development Squad

- Development Squad – 11 – 12 years old, building on skills and increasing distances swum.

Junior Squad

- Junior – 13-14 years old, building on skills learnt again developing stamina.

Senior Squad

- Senior Squad – 15 +, building on skills learnt and developing stamina.

Squad Structure

The squads are structured to develop young swimmers and ensure that they learn skills, progress at their own pace and are given the opportunity to reach their full potential.

The Head Coach oversees the training programmes.

Progression through the squad system is based on technique, attendance and attitude.

Technique is the key to progression and success.

The training programmes are designed to be in line with Swim Ireland / Ulster Long Term Athlete Development – this helps to develop each child at the rate which they are capable of and helps to retain them in a sporting environment.

Ultimately swimmers will be moved up or down squads based on the coaches' decision. Any movement in squads will be a joint decision between the swimmers current coach, the proposed new coach and the Head Coach. Each swimmer's progress will be closely monitored throughout training and competition and each swimmer will be selected for the squad that best suits their specific needs and skills.

The aim of the squads is to keep swimmers of a similar age swimming together, while using lanes to support different swimming levels.

The criteria for progressing through the squad system has been reviewed and is relevant to the Swim Ulster competition programme for each age group.

The criteria is based on skills and additional elements are included at each level.

Competition Programme and Pathway



Competition Etiquette for swimmers

These points are very important to help you get the most out of your gala experience and performance!

- Wear Strule Dolphin Kit and hats.
- Bring with you: 2 x Hats (), 2x goggles, 2+ towels, 2+ swim suits, your water bottle and snacks
- Sit together as a team – wherever the Team Manager considers the best place available is. This may be poolside or in the spectator gallery depending on the competition
- If agreed with coaches that you are not arriving for the start of the warm up session, then arrive 90mins before your first event to allow for warm up etc
- On arrival report poolside, then change and report to coach who will advise on your warm up.
- Speak to the coach before and after each event
- Swimmers MUST cool down IMMEDIATELY after racing – this helps recovery and prepares for the next event.
- Hydration - drink regularly .
- Nutrition - eat small regular snacks of energy food -bananas, snack bars etc
- Keep yourself rested - remain seated between races where at all possible.
- Keep your body warm. Poolside footwear should be worn at all times and to the blocks. Hoodie or t shirt to be worn between races.
- Do not leave the event without advising/ permission from TM
- NO MOBILE DEVICES WITH CAMERAS ARE TO BE USED POOLSIDE OR IN CHANGING ROOMS
- Most of all - enjoy the gala!

Parents Volunteering at Galas

One of the conditions of Swim Ulster/Ireland of the Club's entry into galas is that we provide volunteers to help run the gala: Each club is required to provide a number of volunteer officials based on the number of swimmers entered. There are various roles e.g.: timekeeping; stroke and turn judges; marshalling; recorder, etc. The majority of the roles are timekeeping.

As our numbers grow and the number of swimmers entered in galas grows, so does our requirement to fill volunteer positions.

The Club is informed of its volunteer requirement before the gala and the gala secretary will e mail the parents of those swimmers entering requesting parent availability at each gala session (e.g. am/pm) and a rota drawn up to accommodate those requests. Parents are expected to make themselves available for these roles over the course of the season, however it is hoped that parents will willingly volunteer! The tasks are not onerous and many do not require specific training e.g. timekeeping. Anyone volunteering will be given help by the SI/SU officials and other parents if unsure what to do.

Thank you in anticipation of your support.

Safeguarding

Strule Dolphin Swimming Club adopts the Safeguarding Policies and Procedures of the National Governing Body – Swim Ireland.

Our coaching team, committee members Club Children's Officers, team managers and any other person working regularly with our members are Accessni vetted.

The Safeguarding Policies can be found at

[Swim Ireland Safeguarding Children Policies and Procedures](#)

These policies are in place to ensure the safeguarding of our young members while they are taking part in our club activities.

Our Club Children's Officers are;

Name: Audrey Dempsey

Name: Gavin Corrigan

Further details for these officers can be obtained from the club notice board in Omagh Leisure Centre.

Volunteer Policy

About us

The coaches, teachers and the committee at Strule Dolphins are dedicated to providing the safest and best possible environment for all of our swimmers whilst keeping a positive view of what is best for the overall team. We will endeavour to promote a healthy and physically active lifestyle which is safe and affordable. We will encourage and foster social awareness and inclusion and promote tolerance and good sportsmanship.

Our program is designed to empower all our swimmers to become champions both in and out of the water irrespective of age, gender, religious or cultural background, the duration of our swimmer's career or whether or not they have disabilities, each swimmer is an important and valued part of the team and will be treated with respect.

We count on all members of the club to contribute to the betterment of the envisaged program as stipulated in the constitution and registration and expect each swimmer to continue to uphold the strong traditions of mutuality and excellence of former years as well as what is now intended in this program.

This structured training program affords each swimmer an opportunity to experience personal success and improvement.

The basic strategy is to produce long term participation in the sport, club and community rather than short term age group stardom.

The structured route each swimmer will travel should lead them to fulfilment as a young adult and give them social skills that they can rely on throughout their own unique life journey.

All swimmers have a different plan and their training will differ from others accordingly.

Purpose of our volunteer policy

Our volunteer policy has been created to show our volunteers and potential volunteers that we have spent time and care in planning how volunteers will be welcomed at Strule Dolphins. It also outlines that all volunteers will be treated in a fair and consistent way. It should also help our volunteers understand what support is available to them and what they can expect from us.

Our vision and mission for volunteering

Volunteering is a great way to share your enthusiasm, skills and ideas whilst having fun and meeting like-minded people. By volunteering for Strule Dolphins, you will be making a positive contribution to community development in our area through peer mentoring at sessions and participation in the social events and aspects of the group. Where possible we will do everything we can to advance your skill set and help you to gain recognised qualifications within our club's context. Volunteers are vital to our work because without you we would not be able to function.

Attracting volunteers and volunteer agreement

We have a range of opportunities for volunteers to get involved in. prospective volunteers can check our Facebook page or our website where you can read through our mission statement. If you wish to

volunteer with the Strule Dolphins, all you need do is to contact any member of the club who can put you in touch with a Committee member or contact the club directly by email.

Access Ni Checks

Some volunteer roles will require an Access Ni check to inform Strule Dolphins of any criminal convictions that a person wishing to volunteer may have. For example, any volunteer position which involves regulated activity with children or vulnerable adults will be subject to an Access Ni check.

Induction and training

It does not matter how much you already know, as there will be opportunities to learn, and we have roles to suit every level of expertise.

There will be an induction prepared and delivered by one of our staff. This will include some information about Strule Dolphins, our vision, mission and our future plans; the role of the volunteer; a tour around our facilities and to see some of our initiatives; copy of all the relevant policies including this volunteer policy and also our Health and Safety,

There will be a trial period of 12 weeks to give Strule Dolphins and you time to discover if we are suited to each other. A review will be made midway through the trial period and also at the end. This is not an assessment, it is just so that we can be sure that you benefit the most from the volunteering experience and maximise the time you are giving freely.

Support A mentor can be made available to support you if desired. They will remain your key contact throughout your volunteering with us. This will include regular meetings with you to discuss how you are getting on, discuss any training needs and deal with issues arising. This will also ensure that Strule Dolphins are doing all we can to make your volunteering experience an enjoyable and meaningful one.

Recognition and reward

We could not do the work we do without our volunteers. To acknowledge this we will always say thank you and show appreciation for a job well done. There will always be a listening ear or shoulder to lean on.

We will take opportunities in our website and Facebook page, annual general meetings, and local and national press to praise the achievements of our volunteers.

Expenses

We value our volunteers and want to ensure that there are no barriers to volunteer involvement. All reasonable out of pocket expenses, if required, will be reimbursed. It is important to check first before incurring costs.

Insurance, health and safety, accidents and risk assessment

Strule Dolphins has a valid insurance policy so that volunteers are covered by public liability insurance, which you are advised to read. It covers the volunteering activities you will be doing. We will keep reminding you of our Health and Safety Policy and give simple instructions on how to perform each task safely. We have clear procedures for accidents and emergencies and will always have a first aider on site.

Resolving problems

We hope that you will have a very enjoyable experience volunteering with us. However if your role as a volunteer does not meet with your expectations or with the commitments we have made to you, we want you to feel comfortable about letting us know. First of all, talk to the person who leads the team where you volunteer and he or she should be able to sort it out with you before it becomes a problem.

If you do not feel this will resolve things you can speak to your mentor and refer to the constitution for complaints procedure.

Confidentiality

We expect all volunteers to adhere to confidentiality guidelines which will be explained to you before you begin volunteering with us and this also includes use of social media and contact with any press.

Equality, Diversity and Inclusion

Strule Dolphins is committed to embracing diversity and promoting equality and inclusion. When representing Strule Dolphins as a volunteer we expect you to support our commitment to tolerance, empathy and promoting equality.

Volunteering whilst on benefit

You can still volunteer with us if you are receiving benefits provided that we follow the legal guidelines.

We have information from the Jobs and Benefits Department and a trained benefits advisor who can talk through with you regarding the hours you can do and what you can claim for expenses incurred through volunteering.

This is the Volunteer Policy of Strule Dolphins

It will be reviewed every 12 months

Date of next review October 2020

Signed Donna Webster Cecilia McGuigan

Position Chairpersons

Strule Dolphin Swimming Club relies on parents, especially, to step forward and take a close interest in the running of the club. The club can only be successful if parents are willing to give up their time to benefit every member in some way by actively participating in the club.

Strule Dolphin Swimming Club adheres to all the policies and procedures of the National Governing Body – Swim Ireland.

[Swim Ireland Safeguarding Children Policies and Procedures](#)
[Safeguarding Training Policy](#)

[Anti-Bullying Policy](#)
[Photography & Filming Policy 2016](#)
[Communication Policy 2010](#)
[Physical Contact Policy 2010](#)
[Recruitment Policy & Procedure 2010](#)
[Recruitment Checklist](#)
[Risk Assessment Policy 2010](#)
[Risk Assessment Process for Suitability](#)
[Statutory Bodies - Resource Information](#)
[Supervision Policy 2010](#)
[Travelling Policy 2010](#)
[Swim Ireland Complaints Disciplinary Rules Procedures](#)

Club Child Protection Policy

Strule Dolphin Swimming Club is committed to ensuring that any young person, or vulnerable adult, involved in any activities connected to the Club is always treated with respect and any activities entered into are carried out in a safe and creative environment. The policy can be found on the club website Should any person have any query or concern, this should be addressed with the Club Children's officer.

Safeguarding Children & Young People and Codes of Conduct

Strule Dolphin SC adopts the Safeguarding Policies and Procedures of our National Governing Body Swim Ireland. Our coaches, committee and CCO are all Access NI checked and have attended Safeguarding 1 . CCOs have also attended Safeguarding 2 and 3. We encourage as many parents/guardians to also attend Safeguarding courses as they are offered by Swim Ulster.

Codes of Conduct

- a) **The Code for Young People updated June 2020**
- b) **The Code for Parents/Carers updated June 2020**
- c) **The Code for Coaches/Teachers updated June 2020**
- d) **The Code for Leaders updated June 2020**

These are in line with those adopted by Swim Ireland as included in the Swim Ireland Safeguarding Children Policies and Procedures 2010. The individual forms can be found on the Club website and should be signed each year by the relevant people.

It is important that everyone is aware of the correct behaviour demanded by the club and its governing body. Most of all, the committee believe that by adopting these standards, the club will be able to promote a healthy environment within which every swimmer is encouraged to perform to the best of their ability.

Codes of Conduct

The Code for Young People updated June 2020

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 team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
 - 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 at 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

By signing below, you are agreeing to your Code of Conduct. Breaking this code of conduct may result in a complaint or disciplinary action through the Swim Ireland complaints and disciplinary process.

Print Name Club

Signed Date

The Code for Parents/Carers updated June 2020

You should help and support the implementation of best practice policies in your child's club by following the Codes of Conduct

The Parent/Carer Code of Conduct:

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, region or Swim Ireland
- 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
- Choose a safe and fun club with your child
- 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

As a Swim Ireland parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to Swim Ireland parent support programmes
- Have access to Anti-Doping workshops

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

Print Name Club

Signed Date

The Code for Coaches/Teachers updated June 2020

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/carers 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 16 or 17 year old athletes 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

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

Print Name Club

Signed Date

The Code for Leaders updated June 2020

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 year old 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

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

Print Name Club

Signed

Dropping off and collecting children.

Please ensure that those children, for whom you are responsible, make it safely onto the poolside after you have dropped them off before you leave the premises. The children are your responsibility until they arrive on the poolside into the care of the coaches. The club cannot be responsible for children who choose not to swim after being dropped off. If your child decides not to swim or discovers they have forgotten kit etc. they must still report to the coach or parent on poolside. It is also extremely important that at least one parent/guardian is contactable during the session in case of an emergency. The coaches will have a Membership Contact Sheet for the parents/guardians of all swimmers.

Should a parent need to collect their child early or leave the session early for any reason, then the relevant coach(es) must be informed.

Please also ensure that you collect your swimmer on time ie arrive before/by the end of a pool session to collect your swimmer. The Club is not responsible for swimmers during changing time either before or after pool time. The Club's duty of care ends at the end of the pool session.

Swimmers should not leave the Leisure Centre during or after a session unless they are with a parent or someone else who has taken responsibility for the child. Please do not ask your child to come out of the centre to meet you in the car park. It only takes a few seconds to park your car and come into the centre. Children especially young children should not leave unaccompanied.

2. Parent Supervision Rota

It is a Swim Ireland requirement that there must be a parent present for all training sessions. This reduces the risk to both coaches and swimmers and ensures someone is on hand should an emergency arise. To ensure our Club meets this Safeguarding Children and Young Persons' requirement a parent supervision rota is drawn up for each training session. This will be emailed to parents, usually at the start of each term, and is posted on the Club's website.

Please make a note of your allocated sessions. If you are unable to make a session you are responsible for arranging a replacement. Please feel free use the club's e mail distribution lists to assist in this.

- If you are unable to fulfil your rota obligation you are responsible for arranging a replacement.
- A training session cannot take place without a parent poolside.
- Arrive at a reasonable time before the session starts.
- Sit poolside to have a full view and hearing of the pool area
- Take the poolside register.
- Record details as instructed into Poolside Diary
- Take note of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session
- Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee.
- In cases of emergency, help the coach by being an extra adult to supervise children or to assist with a response to the emergency

3. Behaviour of swimmers in the pool.

All swimmers are expected to be well behaved and respectful towards each other and the coaches before, during and after all sessions. Should a swimmer continually disrupt the session and make the session unsafe for either themselves or anyone else in their lane, they will be asked to leave the water immediately. This would be an action of last resort and would be discussed with the parent or guardian at the end of the session.

The coaches have to act in the interests of the majority and the safety of the swimmers must remain the coach's priority at all times.

In particular, the following behaviour will not be tolerated:

- Physical contact with another swimmer
- Interference with pool equipment e.g. lane ropes
- Abuse and inappropriate use of swimming aids e.g. throwing
- Foul language
- Disobedience to coaches
- Squirting water bottles at other swimmers or coaches

If a swimmer refuses to leave the water when asked, the parent/guardian will be asked poolside to remove them.

4. Changing Rooms.

Parents are responsible for the behaviour of their children in the changing rooms. Omagh Leisure Centre has asked that lockers are used, especially during public sessions.

It is an offence to have mobile phones in view in the changing area.

6. Mobile Phones and Cameras.

Mobile phones should not be on poolside for any reason. If you need to use your phone please leave the area completely. In addition, swimmers must not take phones or devices with cameras into the changing rooms or onto poolside, regardless of whether they are at a gala or training session. If the swimmers are attending early morning sessions and need their phones while they are at school, please tell them to keep the phones in their bags until they are outside the changing rooms.

7. Facebook and other Social Media applications

The coaches are aware of this, but please could you advise your children not to try to connect to or "friend" any coaches' facebook page or other social media applications. This is a child protection matter and is necessary to ensure we protect our coaches as well as our children. If necessary contact can be made through the club email account.

8. Access NI checks.

There is no legal requirement for parents to be Access NI checked to be on Parent Supervision rota/ monitoring changing rooms/ volunteering at galas, etc. it is good practice to have any parents/ guardians attending poolside on a weekly basis complete the check.

10. Galas and competitions

Parents/ guardians should be familiar with the competition and gala information which can be found in the Competitions section on the website, with particular regard to the need to volunteer at galas and payment of gala fees.

More information on Galas and competitions can be found on the Swim Ulster website www.swimulster.net and parents should also familiarise themselves with this.

11. Coaches

The coaches and their decisions should be respected. Avoid communicating with coaches during sessions, organise time to speak to them outside these times.

MEMBERSHIP

How to Join

We welcome all new membership enquiries. For information on becoming a member of our club please contact the club's email account.

All new members are required to complete a 'Trial Assessment' carried out by one or more of our coaches. In the case of members transferring to our club, a reference is required from the club they are leaving.

On acceptance of the offer for a place at the Club, you will be given a membership pack containing a membership form, fee and session schedules, club handbook and Code of Conduct Forms so that you are aware of the rules of the Club.

Membership prices are set each year according to demand. In addition to Club fees, every swimmer must be a registered member of Swim Ulster and Swim Ireland for insurance purposes. These memberships include providing insurance cover for all galas throughout Ireland, and internationally should that become applicable.

Club Kit

Club Kit can be ordered at different stages throughout the year. An email will be sent out when orders are being taken.

Members are encouraged to purchase and wear the club kit in particular the hat and it is necessary for competitions.

Training Equipment

Equipment needed for training sessions;

- Goggles
- Short training fins
- Water bottle

Fundraising

The club relies on the participation of the members in fundraising activities to supplement the income from member's fees and sponsorship.

To date, fundraising has consisted of;

- In house galas

- 5k runs
- Christmas raffle
- Bag Packing – at a local supermarket
- Quiz nights – bring a team and have a great social night

Sponsors

These are vital sources of funding for the club's activities and we encourage our members to use the services of these organisations when possible. Also, if you believe that your company would like to sponsor the club, please contact any committee member for more details.

Normal and Emergency Operating Procedures

It is the responsibility of all parents and guardians to ensure that they are aware of the layout of Omagh Leisure Centre. On hearing the siren / bell, all swimmers, parents and guardians should follow the instructions of the leisure centre staff who will direct them to the nearest exit. Parents should make themselves aware of the mustering locations so that they can locate their swimmers outside the building.

The coach in charge and the parent on poolside should check off his/her swimmers against the attendance list to confirm the correct number of swimmers have exited the building.

First Aid and Accident Reporting

Swimming is not a contact sport, but there will be a first aider present at every session. During normal working hours at Omagh Leisure Centre, this will be covered by leisure centre staff. The club requires that accidents are recorded in the poolside diary. This highlights the Club's commitment to the safety of children and young people, and will document actions undertaken by the Club, should this information ever be required.

Communication with membership

The club's website has all the club documents.

During the season the club sends communications by e mail. Urgent messages may be sent by text. Parents are asked to address all queries with the committee and coaches by email. Please do not contact members privately. The club also has a facebook account.

Galas and Competitions

More information on the Swim Ulster and Swim Ireland competition pathway and individual competitions can be found on Swim Ulster and Swim Ireland websites

www.swimulster.net

and

swimireland.ie

Parents are asked to familiarize themselves with the Swim Ulster and Swim Ireland websites as there is a lot of interesting and useful information.

The competition calendar is also available on the Club website (Competitions/ calendar)

Swim Ulster Provincial Town League (PTL)

The Swim Ulster Provincial Town League is an exciting inter-club league which involves clubs from across the province. PTL's include swimmers from 9 years + which results in the whole club coming together as a team to compete with other clubs. PTL's not only provide an exciting competitive environment for the whole club to get involved in, but they also provide a fantastic training experience for our more competitive swimmers, and as such, all members are expected and encouraged to represent XXXXXXXXX as much as possible throughout the PTL season. For more information, visit www.ulsterptl.co.uk

Swim Ulster Skills Meets

The Swim Ulster Skills Meets are an entirely new initiative designed to provide a competitive experience for younger swimmers in keeping with the new Swim Ireland competition structure. The objective is to place the emphasis of competition on skills rather than speed, and provides coaches with a means of assessing skills development. Multiple meets throughout the season provides swimmers with an opportunity to compare and contrast skills performances over time and to assess areas that have improved, or are in need of improvement via a consistent, measurable scoring system. Skills Meets are the first step in the Swim Ulster Competition Pathway, and as such, provide the basis for our J1 and J2 Squads. Swimmers must be 9 years of age in order to be eligible to compete, and we encourage all eligible members to do so. J1 swimmers will work towards participation in the skills meets, while J2 swimmers will compete in skills meets. Successful completion of the skills tests will result in progression to J3 with the aim of working towards the Swim Ulster Development Meets.

Swim Ulster Development Meets

Swim Ulster Development Meets provide an enjoyable first introduction to regional racing within the SU/SI Competition Pathway. Progression to the Qualifying Meets is based on a technical assessment of 100m or 200m Individual Medley events depending on the age of the swimmer in question. Individual events include 50m Butterfly, 100m Backstroke, 100m Breaststroke, 100m Freestyle, 100m Individual Medley and 200m Individual Medley. The

Technical assessment on the individual medley events requires the swimmer's head to pass the flags whilst underwater in a streamlined position.

Progression from Development Meets to Qualifying Meets: Individual Medley as above, in addition to two other qualifying times from eligible events. Swimmers in J3 will compete in Swim Ulster Development Meets in order to gain competitive experience, while swimmers in the Development Squad will compete in these meets with aim of qualifying for the Swim Ulster Qualifying Meets and progressing into the Age Group Squad.

Swim Ulster Qualifying Meets

Swim Ulster Qualifying Meets are necessary to achieve qualifying times for any other competition including Swim Ulster Long Course Open Championships.

Swim Ulster Open Championships

This year's Ulster Open Championships will be in Long Course format and will serve as the Commonwealth Games Trials.

Swim Ireland National Competitions

Swim Ireland National Competitions are open to swimmers aged 12 years and over who achieve qualification times at Swim Ulster Meets.



