



Strule Dolphins ASC  
Club Handbook

2023-2024

**SWIM  
IRELAND**

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## **Strule Dolphins ASC.**

Strule Dolphin Amateur Swimming Club (which will be referred to as Strule Dolphins ASC from here on in this document) provides around 115 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 the 25m pool in Omagh Leisure Complex.

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 had children swimming at national level.

We deliver comprehensive training programmes, beginning with young developing swimmers, progressing through the Swim Ireland Pathway. We have a holistic approach and develop the complete swimmer, building their skills and technique until they achieve their maximum potential. All types of swimmers 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 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.

### **Objectives of the Club**

- To foster and develop swimming and its participants.
- To promote the teaching/coaching and 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 regarding swimming 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.

Strule Dolphins club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/ carers, coaches/ teachers and volunteers, in the 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 Strule Dolphins and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2020.

## Section 1 - Membership

### Becoming a Member

Membership of the Strule Dolphins is accepted at the discretion of the club management committee. The membership year is from 1<sup>st</sup> September annually. Strule Dolphins club is an affiliated member of Swim Ireland, registration fees are paid annually to Swim Ireland and Swim Ulster.

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

1. Club membership registration form fully completed and signed.
2. Relevant codes of conduct read and accepted by both children and parents.

Trials for joining the club are offered at the end of August or early September. Notice of trials will be given on our Facebook page. Completion of the Learning To Swim Programme is neither a pre requisite nor a guarantee of entry to the Strule Dolphins ASC.

Places will be offered based on availability and the current needs of the Strule Dolphins ASC.

The Strule Dolphin ASC endeavours to facilitate all athletes who wish to become members of the Strule Dolphins ASC. If you or your child/children have any special requirements, please contact the Strule Dolphins ASC by email.

[struledolphins@gmail.com](mailto:struledolphins@gmail.com)

For information on accessibility to the facility/facilities contact the Strule Dolphins ASC or [Omagh Leisure Complex](#) with your requirements.

### Membership Fees

Fees are broken into two parts – registration fees (set by and paid to Swim Ireland and Swim Ulster) and Strule Dolphins ASC membership fees (set by the Strule Dolphins ASC Committee to pay for the daily running costs incurred by the Strule Dolphins ASC.)

- Registration fees are paid in lump at the beginning of each season and are set accordingly by Swim Ireland. These fees are paid through the Strule Dolphins to register the swimmer with Swim Ireland and Swim Ulster. They are necessary for insurance purposes and to allow the swimmer take part in competitions. These fees are mandatory. A member cannot swim until these fees are paid.
- Strule Dolphins ASC membership fees are paid directly into Strule Dolphin account. Notification of the amount and due date will be sent by email to all parents. These fees are mandatory.

Any queries regarding Strule Dolphins fees should be directed to Strule Dolphins ASC Secretary

[strulefinance@gmail.com](mailto:strulefinance@gmail.com) All financial queries will be treated with confidentiality.

By paying your fees you are committing to membership of the Strule Dolphins ASC for that period. Refunds will not be offered to members who decide to leave before the end of that term.

All fees must be paid up to date. Non-payment of fees will cause membership to lapse. To register for a new season, all fees from the previous season must be paid up to date.

Unpaid fees that are outstanding for more than one month may be referred to the Strule Dolphins ASC complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedure.

### 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 should be read and signed annually by young people, parents, committee members, leaders, coaches, and teachers. The declaration that these have been read and accepted on the Strule Dolphins ASC registration form must be signed.

### **Squads/ Teams**

Squads are defined by the coaching team depending on the age and ability of the swimmer.

### **Drop Off and Collection**

Athletes are required to attend for training on time and to follow the guidelines set down by the Strule Dolphins ASC for that session. Children under 18 will remain the responsibility of their parent/guardian until the start of the pool session. Parents/guardians should not drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/guardians should arrive promptly at the end of session to collect children as the Strule Dolphins ASC cannot be responsible for athletes once the session has finished and have left poolside. Coaches and the parent on poolside duty are not responsible for swimmers in the changing area.

### **Duty Rota for Sessions**

- The rota is organised in advance and communicated to all involved.
- A session cannot take place if the person on duty does not attend.
- Contact details for all individuals on the rota will be available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them)
- The person on duty must be over eighteen, and may be an older member of the Strule Dolphins ASC, 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 coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- The person on duty should have a full view and hearing of the pool area/dry land area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.
- 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

### **Duties of the person on duty**

The person scheduled to be on duty must:

- Find an alternative parent in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this
- Turn up at least 10 minutes before the session starts.
- Be in full view of the pool
- Ensure an attendance record for the session is kept and placed in the provided folder.
- Be aware 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 – sometimes coaches or teachers need to provide feedback to individuals on one-to-one basis, this should be in open view
- Take note of any problems that occur in the diary provided, refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Children's Officer or Strule Dolphins ASC secretary
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency

### **No person on duty**

It is a breach of Swim Ireland rules to not have a person on duty for Swim Ireland sessions, either pool or dry land activities. If a person on duty does not turn up the coach/teacher will take the best courses of action to ensure the safety of the young people and themselves, this may mean cancelling the session unless a replacement is found. The person on duty who did not turn up may be subject to disciplinary action.

## **Transfers**

If a member wishes to leave Strule Dolphin ASC and join another Club, they must communicate with the Strule Dolphins ASC secretary in writing.

The Strule Dolphins ASC may withhold a transfer if:

1. The member owes fees to Swim Ireland or the Strule Dolphins ASC
2. The member holds Strule Dolphins ASC property
3. 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.

If you transfer to another Club, you will cease to be a member in Strule Dolphins ASC.

If a member wishes to transfer from another Club to Strule Dolphins ASC, a reference will be required from the previous Club.

## **STRULE DOLPHINS ASC Gear**

Essential kit for training includes swimsuit, swim hat, goggles, a kickboard and fins.

Other recommended equipment includes:

- Flip Flops or Sandals
- Water bottle
- Pull buoy
- Hand Paddles

Coach/ teacher will advise what kit may be required.

Strule Dolphin swimming hat must be worn at competition, hats are available on request for £5

Additional Strule Dolphins ASC gear available is optional and can be ordered from the Strule Dolphins ASC. Members will be notified when orders are being taken.

## Section 2 - STRULE DOLPHINS ASC Roles and Contact Details

The roles covered are:

1. Management Committee
2. Strule Dolphins ASC Children's Officer (CCO)
3. Coaches and Teachers
4. Team Managers
5. Officials

### 1. Management Committee

The management committee is in place to manage all aspects of the Strule Dolphins ASC. It consists of a chairperson, secretary, treasurer, Strule Dolphins ASC children's officer, head coach and a minimum of 4 other members and these are elected at the AGM each year. The chairperson, secretary and treasurer 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/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding 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 Strule Dolphins ASC secretary.

### 2. Strule Dolphins ASC Children's Officer (CCO)

Strule Dolphin Strule Dolphins ASC is committed to ensuring that the club is child centred. The CCO ensures that young people can talk freely and have a voice in the running of the Strule Dolphins ASC. The CCO is also a member of the Strule Dolphins ASC management committee.

The CCO is available through [strulecco@gmail.com](mailto:strulecco@gmail.com)

The CCO must be Swim Ireland member, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The CCO must complete the Safeguarding level 1, 2 and 3. CCO's must abide by and annually sign the relevant code of conduct.

### 3. Coaches and Teachers

Coaches and teachers have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/teaching for more than 3 hours weekly. The head coach is a member of the Strule Dolphins ASC management committee. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct.

### 4. 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. The Strule Dolphins ASC need properly trained people/staff to take responsibility for young people at competitions and away trips. Team managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The team manager, in conjunction with management committee and head coach/ teacher will organise away trips in line with Swim Ireland's travel policy.

Team managers must be Swim Ireland members, vetted through Swim Ireland/Swim Ulster prior to taking up their position. The team managers must complete the relevant safeguarding course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct. The Strule Dolphins ASC travel policy is on the Swim Ireland website.

### 5. Officials

Swimming - Officials include timekeepers, turn & stroke judges, referees, starters.

Officials are an essential part of competition for all Strule Dolphins ASCs. Strule Dolphins Strule Dolphins ASC 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.

## Current Strule Dolphins ASC Management Committee Current Strule Dolphins ASC Management Committee

Position	Name	Email address
Chairperson	Orla McCabe	struledolphins@googlmail.com
Vice Chair	Ciara Duffy	struledolphins@googlmail.com
Secretary	Michelle Harkness	struledolphins@googlmail.com
Treasurer	Nigel Walsh	struledolphins@googlmail.com
Strule Dolphins ASC Children's Officer	Christina Archibald, Gavin Corrigan	strulecco@gmail.com
Head Coach	Andrew Goodwin	
Committee member	Dawn Sproule	
Committee member	Donna Webster	
Committee member	Patricia McElduff	
Committee member	Geraldine McElwee	
Committee member	Una Miskelly	
Committee member	Joanne Lyons	
Committee member	Breege Brogan	
Committee member	Denise Duffy	
Committee member	Joe Mullan	

### Strule Dolphins ASC AGM

The AGM is held annually in October. Members are requested to attend and contribute to the successful running of the Strule Dolphins ASC.

Committee members are elected annually; these positions are filled by members and parents of members in the Strule Dolphins ASC. At the AGM, the officers and head coach will provide an annual report to members.

Parents/guardians of Strule Dolphins ASC 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 Strule Dolphins ASC members). Parents/guardians who are members of the Strule Dolphins ASC may cast a vote for themselves and on behalf of their child/children. Proxy voting is not permitted.

## Section 3 - General Strule Dolphins ASC Information

### Competitions

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



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 Strule Dolphins ASC secretary.

### **Photography and Filming**

In line with Swim Ireland policy Strule Dolphin ASC would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of entering Swim Ireland/Swim Ulster competitions/events that all members have agreed to this permission. Strule Dolphin ASC will not name children in photographs and any image will be in keeping with the ethos of the sport.

For all Swim Ireland, regional and Strule Dolphins ASC events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group.

When attending events please check with competition manager or facility about permission to video, film or take photographs.

**Children under 18 must be wearing a t-shirt and bottoms/shorts when having photograph taken out of the pool.**

The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.

### **Complaints and Disciplinary Procedures**

All complaints and disciplinary matters will be dealt with in accordance with the Swim Ireland complaints and disciplinary procedures.

The full complaints and disciplinary procedures are available on the Swim Ireland website or through the Strule Dolphins ASC Secretary.

### **Discipline**

The disciplinary processes for young people and adults are in place to ensure fair and consistent measures for issues such as breaches of rules or the Codes of Conduct. The procedures clearly state the circumstance under which these may be imposed in order to ensure a process that is fair for all young people involved.

### **Complaints**

Complaints should be raised with the Strule Dolphins ASC secretary and will be dealt with by the Strule Dolphins ASC Complaints and Disciplinary Committee.

### **Useful Links**

Strule Dolphins ASC Contact - [struledolphins@googlemail.com](mailto:struledolphins@googlemail.com)

Strule Dolphins ASC Website - <https://struledolphins.com>

Swim Ulster Website - [Swim Ulster - Home](#)

Swim Ireland Website - [Me and the Water | Swim Ireland](#)

