

Galway Swimming Club



CHARTER OF GOOD PRACTICE, RULE BOOK 2017/18

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1. GENERAL CLUB INFORMATION

1. Galway Swimming Club (G.S.C.) Committee – see appendix for a complete list and details of committee members.

- The Chairperson (Mark Gibbs) chairs all meetings of the club. The Secretary (Anne Marie Lally) deals with all correspondence and keeps all written records. The Treasurer (Tracy Boland, 0851763866) deals with all matters of Finance and keep all financial records. Committee Members attend all meetings and play an active, supportive and constructive part in the running of the club.
- All committee meetings, discussions and contents are to be conducted in the strictest confidentiality.
- G.S.C. is a Swim Ireland Affiliated Club.
- As a Committee member Garda vetting is a legal requirement for anyone taking up a role within a Swim Ireland affiliated club. For more information on the vetting requirements please see here: Swim Ireland Vetting Policy. All Committee Members must have completed an accredited Safeguarding L1 Course.

2. Coaching

- G.S.C. is a competitive swimming club.
- The coaching staff will be selected after interview including vetting of their general suitability. Their appointment will be ratified by the Club Officers (Chairperson, Secretary and Treasurer).
- Out of courtesy, good manners and practice, Squad Coaches must be notified in advance if any swimmer cannot attend a training session – squad coach contact details can be acquired via the GSC Head Coach on either via mobile – 086 8315121 or email – galwaysheadcoach@gmail.com.
- G.S.C. Head Coach will deal with all coaching queries relating to coaching and the Head Coach's decision is final.
- Club members/parents must inform Head Coach of any medical condition that is likely to affect their health as a result of training.
- Parents are not permitted to approach coaches during sessions at the pool, or to be on deck. However the squad coach may if possible, answer any queries before or after swim session. Meetings may be arranged with Head Coach via email/text.

3 General Complaints Book (GCB)

- The General Complaints Book will record all complaints, except those relevant to the Club Children's Officer Complaints Book. It will record the action taken by the club.

4 Club Captains

- The G.S.C. Head Coach will select annually Club Captains, one male, one female, who may attend on request club meetings to raise and discuss matters relating to swimmers. They may and are encouraged to approach, at any time, any official of the Club, regarding any concerns of swimmers.

5. Pool Rules

Coaches will be debriefed at the start of the season regarding facility hire usage and NOPs (Normal Operating Procedures) by the relevant qualified staff at each of the hired facilities. The debriefings will be arranged by the GSC Head Coach.

- G.S.C. members will behave in accordance with the rules of all pools that GSC uses regularly and / or from time to time, and with the G.S.C. Code of Conduct. The wearing of club swim hats is compulsory in all pools.

Leisureland

- Swimmers are encouraged to use lockers provided at a nominal refundable fee.
- All GSC swimmers are expected to maintain the highest standard of behaviour when in the changing rooms, both verbally or in demeanour.
- Swimmers should spend no more than 20 minutes post-sessions getting showered and changed for home

Kingfisher NUI Galway;

- Swimmers are asked to use designated changing rooms and shower facilities.
- Swimmers should spend no more than 20 minutes post-sessions getting showered and changed for home.
- All GSC swimmers are expected to maintain the highest standard of behaviour when in the changing rooms, either verbally or in demeanour.

Ocean Fitness, Salthill Hotel;

- Swimmers are asked to use the side entrance to the gym and refrain from accessing the pool through the hotel lobby.
- Swimmers must use lockers provided. Swimmers are asked to refrain from leaving their gear in the cubicles.
- Swimmers are requested to take a pre-swim shower.
- Swimmers should spend no more than 15 minutes post-sessions getting showered and changed for home
- All GSC swimmers are expected to maintain the highest standard of behaviour when in the changing rooms, either verbally or in demeanour.

6. Attendance

Attendance at Training

- A training schedule for each squad is available on the G.S.C. website and Facebook page. This schedule is updated regularly as per PIA roster. IT IS IMPORTANT TO CHECK THIS REGULARLY. If there are any last minute / sudden changes made to this schedule a GalwaySC webtext will be sent out.
- If a member is unable to attend a training session, the Squad Coach should be informed via text or email as soon as possible. - see appendix for a complete list and details of squad coaches.
- Parents are responsible for the safe arrival and departure of their children to and from the pool inclusive of ensuring that the pool is open and that staff on duty and that coaches have arrived.
- Swimmers are expected to report on deck, ready for training at least 10 minutes for training is due to start and are expected to be collected within 20 minutes of the end of a session.
- Swimmers are not permitted to leave the pool without permission of Coach during training sessions
- All members are expected to adhere to specific pool rules and follow the G.S.C. Code of Conduct at all times while training and representing Galway SC.

Attendance at Competitions

- The Head Coach will issue Competition Notices (which includes details of selected swimmers, venue and date of competition, events, entry fees, deadlines and collection of gala entries). Competition notices are posted onto the G.S.C. website and Facebook page.
- It is each swimmer's responsibility to discuss their event selection with their squad coach before paying for their gala entries.
- Competition / Gala entries will be collected at specific times on specific dates in line with the Competition notice.
- Swimmers are required to attend at competitions they have qualified in, and entered in throughout the season.
- Swimmers can only enter competitions selected by the Head Coach.
- Relay Teams will be selected by Head Coach and selected swimmers will be duly informed at the appropriate time by the Head Coach or Squad coach.
- Swimmers will wear appropriate club gear and footwear at competitions and for presentations of awards during competitions. Club gear can be ordered/ collected from the G.S.C. desk at Leisureland on Sunday evenings from 6pm-7.30pm.
- Swimmers should report on deck to their Coach AND Team Manager 15 minutes before competition warm-up.
- All members of the G.S.C. competition squad are expected to attend team meetings held by Head Coach.
- G.S.C. swimmers attend competitions as a team and should sit together as a team. The Team Manager should always be informed if a swimmer needs to leave the team area.
- Swimmers should bring plenty of water and some healthy snacks to eat during competitions.
- It would be preferred that electronic game devices were not brought on to poolside. Mobile phones should be kept in the swimmers gear bag and only used when necessary as some pool facilities have very strict rules on mobiles being banned on poolside. Your team mates would prefer your support!. Mobile phone/camera photos etc. use in strict accordance of the G.S.C. Code of Conduct.

7. Gala Duties

- GSC is required to provide officials at competitions that the club participates in. Parents will be requested to act as Gala Officials at competitions. Such duties include time-keeping, call steward and turn judging. G.S.C. will provide training as required by Swim Ireland.
- Parents are requested to advise the Head Coach of their availability as competitions arise and a roster will be kept to ensure fair distribution of duties.
- Please note that it is a Swim Ireland directive that all adults who are involved with Club activities involving members u18 years of age must be E-Vetted, for further details click on the link below <http://www.swimireland.ie/wp-content/uploads/downloads/2016/05/SI-Vetting-Policy-May-2016.pdf>

8. Squad Structure – (see Club Squads Handbook)

- All squad moves are based on the Head Coach's recommendations, and will be made within an appropriate time-frame of notification, and discussed with the swimmers, squad coaches and parents as appropriate.
- The squad structure gives swimmers and parents clear definitive criteria for squad entry and re-/de-selection. (See **GSC Squads Handbook**)
- All squads will be reviewed by Head Coach quarterly (as a general rule of thumb September, December & Easter, but can be updated throughout the term when necessary). In exceptional circumstances, swimmers may be invited to extra or alternative sessions to monitor their development during each term. These moves will be considered on a 'ready' basis by the GSC Head Coach, and swimmers will be notified of these moves accordingly.

9. Parental Responsibility

- It is a Swim Ireland Directive to have a Parent(s) In Attendance (PIA) at all club sessions to supervise the pool area and the area of the dressing rooms at all club venues. Parents in attendance will liaise with the coaches on duty and advise them of their presence and assist as required.
- In the event of any matter or incident arising at a session the parent(s) in attendance must make a note in the PIA folder and if necessary report such incidents to the Club Children's Officer (CCO) of GSC at the earliest opportunity.
- PIA should remain on duty until a responsible person, who must be an adult, has collected all swimmers.
- A roster of required attendance will be published and posted on the G.S.C. website and face-book page at the beginning of each month for the forthcoming month. In the event that a scheduled date is not suitable, it is the responsibility of the person listed to arrange a swap with another parent.
- It should also be noted that where the parent(s) in attendance are absent the session may be cancelled. Membership of the Club is conditional on participation in this supervision duty.
- Parents are responsible for the safe arrival and departure of their children to and from the pool inclusive of ensuring that the pool is open and that staff are on duty and that coaches have arrived

10. Communication - Please see appendix for complete listing

- It's is the parents / guardians person responsibility to keep themselves updated on G.S.C. information.
- G.S.C. will communicate to parents / guardians of members (U18yrs) primarily by email, however the club uses web-text, G.S.C. website, G.S.C. Facebook and G.S.C. twitter and Leisureland Noticeboard as a means for communication. Please note – web-texts are an expensive form of communication for our club therefore it will only be used in limited circumstances i.e. training cancellation / changes.
- G.S.C. would greatly appreciate a response by return, if specifically requested, to ensure the efficient running of the club and events.
- Any inquires, comments etc can sent via email to info@galwayswimmingclub.ie or alternatively the G.S.C. information desk in Leisureland from 6.00pm-7.30pm where there will be a member of the G.S.C. committee present.

11. Fees

- Annual fees, to be paid each term, shall be set by the Committee. The Committee shall set the annual fees for so that all operating costs are covered.
- Fees will be paid each term and fall due on the September, January and April during each year.
- Payment of fees can be made in the following ways;
 - *Cash and Cheques* – at the G.S.C. Desk in Leisureland on Sunday evenings from 6.00pm-7.30pm.
 - *Cheque* by post to; G.S.C. Treasurer, 105 Woodfield, Cappagh Road, Galway.
 - *Bank Transfer* (full amount, part payment or Standing Order/Direct Debit). Swimmers name to be used as reference.
Galway Swimming Club's Bank details are as follows:
AIB Salthill, Sort Code: 93-74-01

Bank A/C No. 07769027

BIC; AIBKIE2D

IBAN; IE06AIBK93740107769027
 - On-Line; Using the Easy Payment Plus "PAY NOW" button on the G.S.C. website (www.galwayswimmingclub.ie)
- If a members fees fall two terms or more in arrears, swimmers are not allowed enter galas for the Club unless and until fees are brought up to date or a payment schedule has been agreed with the Treasurer.
- Entry to club sessions and competitions may not be permitted during periods of suspension due to non-payment of fees.
- The Chairperson and Secretary, following confidential discussion with the Head Coach, shall have the right to instruct the Treasurer to reduce or reschedule a member's fees due to continuous ill health or financial hardship. Members in difficulty are strongly encouraged to approach the Club officers as early as possible. All discussions and private information relating to members will be treated by the Treasurer and committee / officers with the **utmost confidentiality**.

12. G.S.C. CODE OF CONDUCT

GENERAL PRINCIPLES:

- Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including young members of swimming clubs.
- Galway Swimming Club wishes to provide the best possible environment for all young people involved in the swimming club. Children have rights, which must be respected, and responsibilities which they must accept.
- The swimmers deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. They should be encouraged to realize that they, also, have responsibilities to treat other swimmers and sports leaders with fairness and respect.

SWIMMERS ARE ENTITLED TO:

- Be safe and feel safe
- Say No to something that makes them feel uncomfortable
- Be happy, have fun and enjoy their swimming activity
- Have fair play
- Be listened to and have an appropriate response
- Be afforded confidentiality.
- Be treated with dignity, sensitivity and respect
- Have a voice in the club
- Experience training and competition at an appropriate level
- Be represented at decision making bodies within Galway Swimming Club and Swim Ireland

SWIMMERS SHOULD ALWAYS:

- Treat Sports Leaders who may be teachers, coaches, club officials or parents with respect
- Play fairly at all times and do their best
- Respect team members and coaches, even when things go wrong
- Respect opponents, be gracious in defeat
- Abide by the rules set down by Swim Ireland and Galway Swimming Club (GSC).
- Talk to the Coach, Team Captains, GSC Children's Officer or Committee Member if they have any problems or concerns.

SWIMMERS SHOULD NEVER:

- Cheat
- Use violence
- Use physical contact that is not allowed within the rules
- Shout or argue with officials, team mates, coaches or opponents
- Harm team members, opponents or their property
- Bully or use bullying tactics to isolate another person
- Use unfair or bullying tactics to gain advantage
- Use bad language
- Take banned substances
- Keep secrets about any person who may have caused them or others harm
- Tell lies about adults / young people
- Spread rumours / untruths
- Behave in a manner that might bring Swim Ireland or Galway Swimming Club into disrepute

GUIDELINES FOR USE OF MOBILE PHONES

Mobile phones are often given to young swimmers for security. However mobile phones have also allowed an increase in direct personal contact and in some cases such technology may be used to cross personal boundaries and could cause harm or hurt. Galway Swimming Club recognizes there is a need to encourage responsible and secure use of mobile phones by adults and young people. Please also see out policy on “use of mobile phones” under the CCO section of our website.

YOUNG SWIMMERS ARE ADVISED AS FOLLOWS:

- Be careful to whom you give your phone number and don't respond to unfamiliar numbers.
- If you receive an offensive photo, email or message, do not reply, save or screen grab it, make a note of times and dates and tell a parent, coach or children's officer within the club.
- In cases of bullying or harassment, if possible, change your phone number.
- Don't use your mobile phone in inappropriate locations; inappropriate use of your camera phone may cause upset or offence to another person, e.g. changing rooms.
- Treat you phone as you would any other valuable item so that you guard against theft.
- Any use of inappropriate language or incidents will be investigated through the disciplinary process.

Breaches of the Codes of Conduct can be dealt with through a disciplinary and complaints process with the emphasis on resolution through an informal route.

13. Breaches in G.S.C. Code of Conduct

- Swimmers who misbehave during a session maybe warned and/or excluded for a period of time.
- Should a swimmer continue to disrupt a session then his/her parent(s) will be spoken to / contacted and swimmers may be suspended for a number of sessions.
- All matters of discipline will be dealt with by the Disciplinary Committee of GSC (comprising of a Children's Club Officer, a G.S.C Committee member and a non-committee member of the Club) in a confidential manner that protects the dignity of the club member or members.
- A member must always be requested to furnish an explanation and unless the circumstances are exceptional be permitted at least 24 hours to provide same before any disciplinary action is taken.
- Each club member must be afforded all reasonable facilities to explain their position.
- Disciplinary action will not be implemented by the committee pending the outcome of the procedures laid down by these rules.
- The maintenance of discipline is ultimately the responsibility of the Club Committee, who may delegate that responsibility to the Disciplinary Committee with the authority to give verbal and written warnings, and to admonish where necessary and/or suspend members pending the decision of the club committee.
- An allegation of child abuse will be investigated immediately and a club official complained against will not have any contact with children until the complaint is resolved.

14. DISCIPLINARY PROCEDURES

The disciplinary committee will act in accordance with the following guidelines:

- Isolated breaches of the Code of Conduct (CoC) to be dealt verbally.
- In cases of a serious breach of the Code, the member concerned shall be given notice in writing of the alleged offence and allowed an opportunity to reply in writing.
- In the event of disciplinary action being decided the Club member and parent(s) shall be notified in writing of the sanction.
- An appeal against proposed disciplinary action must be made within ten days of being informed of the proposed action by the Disciplinary committee. Appeals must be lodged with the Club secretary and must be dealt with within 28 days.
- Outcomes of appeals will be notified in writing within seven days of decision.
- Serious breaches of discipline may result in expulsion from Galway Swimming Club. The committee may determine from time to time offences that merit inclusion in this category. The following offences may merit expulsion:
 - Alcohol / Drugs - the taking of any intoxicant substance or the illegal use of any drug which affects performance or conduct
 - Theft - any act of stealing.
 - Frequent absence or late attendance.
 - Wilful or careless damage to Club property or equipment the club is responsible for.
 - All forms of Bullying, including cyber bullying.
 - Abusive or foul language.
 - Offences that could be dealt with by the disciplinary committee to executive committee include:
 - Rough play.
 - Disruptive behaviour in or at pool sessions or gym sessions.
 - Offensive nickname calling.
 - Interference with another Club member's property.

FIRST OFFENCE

- Verbal warning issued by the Head Coach or Squad Coach, and a record of same kept

SECOND OCCURRENCE

- Written warning formally issued by Disciplinary Committee, advised by the Head Coach

REPEAT OR PERSISTENT OCCURRENCE

- Suspension - duration to be recommended by the disciplinary committee to the executive committee.
- A complainant who is not satisfied with any decision or action of the club may request the committee to further review a case. The committee may appoint an independent panel to review a case and /or refer the case to Swim Ireland for investigation.

15. AWAY TRIP PROCEDURES

- All parents of the relevant squads will be required to attend a pre-planning trip meeting (for trips overnight outside Connacht) at which all aspects of a proposed trip will be outlined and agreed.
- An adequate number of adults, male and female, will accompany swimmers on away trips, one of which will be appointed Team Manager.
- All team members are required to join the team at its point of departure and return to that point with the team. Requests for individual exceptions from the travel plan must be communicated to the Team manager well in advance of departure and will only be considered in exceptional circumstances.
- From arrival at the meeting point, swimmers are responsible to the appointed Team Officials until the trip is complete and the team disperses.
- As a representative of the G.S.C. Swimming Club, swimmers / coaches are required to dress and behave in a fitting manner.
- Socially improper language and behaviour is not acceptable, in the company of team mates or in public.
- A team manager will be appointed for all club designated away trips. Negative comment or criticism of the Team should be reserved for Team Meetings. It is important that there is mutual respect and unity amongst team members.
- Team members must attend all meetings and other functions as directed by the Team Officials.
- Punctuality is required on all occasions.
- Curfews or other restrictions are in swimmers interests and must be observed.
- Swimmers are not permitted to consume alcohol, drugs or tobacco on away trips.
- Swimmers are required to ensure that the Team Manager is full informed of approved medications required. If the medication has been approved by a Medical Doctor then a written statement from them of its content and dosage is required to be presented to the Team manager prior to the trip. Under FINA Law, YOU are responsible of ensuring that you do not breach WADA drug laws and you may be required to submit to a FINA drug test Parents/Guardians are required to provide the Medical Consent letter to team managers if needed.
- Swimmers with a grievance should communicate it to the Team Manager. Team members are required to sit with the Team and to communicate with the Team Coach shortly before and shortly after their race. Any necessary departure from the Team or its daily plan should be discussed with the Team manager.
- The Team Manager has the authority to deal with all disciplinary matters at a specific event or trip and the duty to impose penalties. Where possible this should follow discussion with the Head Coach or event coach. Serious breaches of discipline must be reported by the Team Manager to the Club Disciplinary Committee by way of the GSC Committee.
- The Team Manager will be contactable via mobile phone at all times, therefore “mobile phone” use and restrictions will be discussed with parents/ guardians nearer to departure date.

16. SAMPLE OF INCIDENT REPORT FORM

This form may be used by any member of Galway Swimming Club to report any incident of a serious nature to the committee of G.S.C. It should be completed and submitted to the Club Secretary as soon as possible after an incident.

Date: _____ **Time:** _____ **Location:** _____

Event: _____

Nature of Incident: _____

Name of Persons Involved in the Incident: _____

Brief Description of the Incident: _____

Names of Witnesses: _____

Name of Person Completing the Report: _____

Appointment: _____

Signature: _____ **Date:** _____ **Time:** _____

AWAY TRIP CONSENT FORM

I have read the Away Trip Procedures and agree to its terms:

Signed: _____ **(swimmer)** **Date:** _____

I swimmer is under 18 years of age, a parent or guardian is required to sign below.

I agree that my son/daughter/ward sign the above and I accept that the terms of the Away Trip Procedures will apply to them whilst members of the G.S.C. Swimming Club.

Signed: _____ **(Parent/Guardian)** **Date:** _____

You are advised to maintain a copy of this document for reference

The original with the required signature(s) must be returned to the Team Manager prior to the departure of the team. It is compulsory to Submit this form to the Team manager. If you are travelling with a Team, failure to return the form may result in your de-selection.