

VIKING SWIMMING CLUB

CONSTITUTION

Revised November 2018

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# List of Terms and Abbreviations

The club Viking Swimming Club

Discipline The aquatic discipline(s) in which the members participate

SI Swim Ireland

AGM Annual General Meeting

EGM Extraordinary General Meeting

CCO Club Children’s Officer

Officer Officers of a club are the Chairperson, Secretary and Treasurer.

Management Committee – This is the body elected by the Members for the management of the business and affairs of the club.

Leader – this is any person, whether paid or unpaid, who is responsible for those participating in the aquatic disciplines; roles include but not limited to supervisor, team manager, sports science personnel, chaperone, helpers, committee members, tutors, coaches and teachers.

Swim Ireland – is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, the Irish Sports Council, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies. #

National Governing Body (NGB) - The role of a NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.

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

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

Club contact details:

Chairperson - chair@vikingsc.com

Secretary - viksecretary@vikingsc.com

Treasurer - viktreasurer@vikingsc.com

CCO - cco1@vikingsc.com
cco2@vikingsc.com

Membership Secretary - membersec@vikingsc.com

Gala Secretary - galasec@vikingsc.com

# 1. Name(s) and Colour(s)

1.1 The name of the club shall be Viking Swimming Club, being an independent competitive swim club, hereafter referred to as the Club.

1.2 The colours of the club shall be purple, white and black.

1.3 The headquarters of the club shall be Ballyfermot Sports & Fitness Centre, Blackditch Road, Ballyfermot, Dublin 10

1.4 The logo of the Club is a “V” emblem with Viking hat. Changes to this logo shall only be approved at the AGM. See Appendix A

1.5 The Club is mixed, catering for both children and masters.

# 2. Objectives

2.1 The main objective of the Club shall be to promote the sport of swimming.

2.2 In furtherance exclusively of the foregoing main object the Club shall have the following subsidiary objectives:

2.2.1 To promote swimming in all its aspects, including the enjoyment and self-fulfilment of the swimmer rather than just the competitive aspect. Recognising the special needs of children, the Club will have a child centred focus which will at all times consider and give particular attention to the health, welfare, development and safety of the child,

2.2.2 The Club shall engage in all aspects of competitive swimming to the highest levels

2.3 The Club is fully committed to safe-guarding the wellbeing of its members. Every individual 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 objectives of the club, Safety First and the code of Ethics and Good practice for Children’s Sport.

# 3. Affiliation

3.1 By virtue of the affiliation of the club to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:

• Swim Ireland, the governing body for the whole of the island of Ireland.

• Ligue Européenne de Natation (LEN), the European governing body for the aquatics.

• Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

# 4. Membership

4.1 All members are subject to the rules and constitution of the club and rules and regulations of Swim Leinster, Swim Ireland, LEN and FINA. Only properly affiliated and paid up members may swim competitively (i.e. licence/registration fees).

## 4.2 Membership Categories

The following constitute as members of the club:

4.2.1 Competitor: members of the club who decide to engage in competitive events.

4.2.2 Non-Competitor: This category includes but is not limited to: Minnows, coaches, administrators, leaders, and CCO’s.

## 4.3 Membership Caveats

4.3.1 The club management committee reserves the right to accept or reject applications for membership of the Club. The club will have rules and criteria covering requirements, trials and waiting lists for admission in place. If applicants are refused, they must be notified by the management committee in writing as to the reasons for their refusal.

4.3.2 The management committee may only suspend or expel from membership in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures.

4.3.3 Lapsed members may not participate in any activities of the club until all subscriptions have been paid and all liabilities to the club cleared.

4.3.4 The maximum number of members in the Club at any given time shall be agreed by the committee.

## 4.4 Rules and Regulations

4.4 The club will publish all relevant club and Swim Ireland rules and regulations on the club’s website or provide a link to Swim Ireland’s website for a complete listing of abiding policies. Such documents will include but not be limited to; Club Constitution (this document), Club Rule Book and Code of Behaviour, Swim Ireland Code of Ethics and Good Practice for Children’s Sport, Swim Ireland Guidelines for Safeguarding Children, Swim Ireland Complaints and Disciplinary Rules and Procedures.

## 4.5 Duration of Membership and Annual Subscriptions

4.5.1 Membership fees shall be due in September and should be paid within one calendar month or on a pro-rata basis throughout the year. Any variation from this must be agreed by the management committee.

4.5.2 The membership year shall run from the 1st of September to the 31st of August each year

4.5.3 Club fees will be determined by the management committee to ensure adequate funds for the running of the club. The management committee will decide on Hardship Cases where such cases are brought to their attention

4.5.4 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.

## 4.6 Application Procedures for Club Members

4.6.1 All members must complete the required application forms and attach the requisite fees as set down by Swim Ireland and the club.

4.6.2 All members must also be familiar with and comply with the Swim Ireland and the club rules and read and sign the relevant codes of conduct annually.

4.6.3 The forms must then be forwarded to the management committee for approval. Parents must sign the application form where the applying member is under 18. The club may use online applications if the management committee deems this appropriate.

4.6.4 On acceptance the member will be provided with a copy of the constitution and rules of the club

4.6.5 A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the club and if this persons wishes to renew membership at a later date they must re-apply.

4.6.6 Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club management committee.

4.6.7 Members are required to renew their membership annually with the club and Swim Ireland.

# 5. Annual General Meeting (AGM)

5.1 The AGM will be held annually no later than May of the relevant year.

5.2 Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. This information shall be sent electronically to club members as well as posted on the club notice board and website.

5.3 In cases of poor or non-attendance by members, the Chairperson and Committee may vote to either abandon the meeting and re-schedule, or proceed with the meeting as notified to members

5.4 At the AGM, the annual report shall be presented, which shall consist of a: chairperson’s report; secretary’s report; treasurer’s report; head coach’s report and the CCO report.

5.5 The AGM of the Club shall elect by majority vote, a Chairperson, Secretary and Treasurer. These positions will be known as the Officers of the Club.

5.6 The meeting shall also elect, by majority vote, at least four members who, together with the officers, will constitute the Club Committee and have the responsibility of conducting the affairs of the Club.

5.7 Any resolution to amend the club’s constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.

5.8 Attendance at the AGM shall be restricted only to members in good standing with the Club.

# 6. Extraordinary General Meeting (EGM)

6.1 An Extraordinary General Meeting may be called at any time in the following circumstances:

6.2 If a resolution to convene a club EGM is passed at the preceding club AGM

6.3 If two thirds of club members serve on the club secretary a written notice duly signed seeking the holding of such a club EGM

6.4 Where two-thirds of the club management committee resolve to convene a club EGM

6.5 A club EGM must be held within 21 days of receiving such a request and must allow for 14 days’ notice to all club members.

6.6 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

# 7. Procedures at General Meetings (AGM & EGM)

7.1 No quorum will apply to AGM attendance.

7.2 The right to vote is limited to one vote per family, irrespective of number of child members in the Club, plus any Club members over the age of 16 years. Club Captains, if and when they are selected to represent the different levels within the Club, will be entitled to vote irrespective of age.

7.3 No voting by proxy is allowed.

7.4 Nominations will be passed at AGM’s by simple majority.

7.5 The chairperson will have a casting vote if there is an equality of votes

# 8. Nominations, Notice of Motions and Election of the Management Committee

8.1 Election of the management committee members takes place at the club AGM each year. At this time the executive officers of the club shall be elected - chairperson, treasurer and secretary, along with four other members of the management committee.

8.2 Nominations for positions on the committee must be made in writing with the nominee’s consent, and be proposed and seconded by two members.

8.3 A committee member may stand for re-election for four consecutive years. After this time period is up, they will be ineligible for election for a period of two years.

8.4 Nominations for office and notice of motions must be received in writing by the club secretary no less than 7 days prior to the general meeting.

8.5 A proposer and seconder are required for all nominations and notice of motions.

8.6 In the event that no nominations are received by the Secretary prior to the general meeting, only then may a nomination from the floor at the AGM can take place.

8.7 In the event of vacancies arising during the year, the committee will have the right to co-opt members to such vacancies.

8.8 A Club Children’s Officer must be appointed by the Management Committee and fulfil the criteria laid down by the ‘Swim Ireland Safeguarding Children Policies and Procedures 2010’, or most recent equivalent.

8.10 Nominees proposed and seconded must be in good standing with the Club

8.11 Current committee members who wish to stand for re-election must also be nominated and seconded as in section 9.1.

# 9. Club Management

## 9.1 Management Committee

9.1.1 The management committee is the body elected by the members for the management of the business and affairs of the club. It consists of a minimum of 7 members, who must be members of Swim Ireland in their own right. Members are elected by the members of the club at the Annual General Meeting (AGM) with the exception of the Club Children’s Officer which is an appointed position.

9.1.2 Officers of the Club can only hold their position for four years.

## 9.2 Membership of the Management Committee

9.2.1 Membership of the management committee shall consist of the following: a chairperson, a secretary, a treasurer, a club children’s officer and three other adult members.

9.2.2 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the SI Complaints and Disciplinary Rules and Procedures

9.2.3 The management committee shall ensure that the club has a Designated Person, whose duty is to report any allegations of child abuse to the statutory body. This role is carried out by the CCO. The Designated Person shall hold an up to date certificate of Child Protection level 3 from Sports Ireland/CNI/NISC and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.

## 9.3 Roles and Responsibilities of Management Committee Members

**9.3.1 Duties of the Chairperson**

• Comply with Swim Ireland rules and regulations

• Support the efficient running of the club

• Chair regular committee and annual general meetings

• Hold the deciding vote where a tied vote occurs

• Help others understand their roles and responsibilities

• Communicate with various members within the club

• Be actively involved in developing an action plan for the club

• Represent the club at local and regional events

• Assist the club to fulfil its responsibilities to safeguard young people at club level

• Ensure an understanding of the legal responsibilities of the club to which the Club complies

**9.3.2 Duties of Club Secretary**

• Primary club contact for club enquiries, Swim Ireland and Swim Leinster

• Manage club correspondence

• Prepare and distribute agenda and minutes of committee meetings

• Ensure, in consultation with Swim Ireland, that Coach and Committee safeguarding, vetting and qualifications are up to date

• Ensure that all required annual declarations are signed by Coaches and Committee. Declarations must be made available for inspection by Swim Ireland on request.

• Maintain a record of incidents / complaints

• Administer WhatsApp groups and notifications

• Keep the Notice Board up to date

• Manage Club outings (not galas), collect names, payments etc.

• Retain a stock of swimming hats, club gear (if available) for swimmers

• Comply with Swim Ireland rules and regulations

• Organise and attend key meetings (including Annual General Meetings)

• Ensure insurance is up to date and relevant

• Maintain up to date records and reference files

• Arrange handover or succession planning for the position

**9.3.3 Duties of the Treasurer**

• Comply with Swim Ireland rules and regulations

• Co-ordinate the clubs financial planning

• Manage the club’s income and expenditure in accordance with club rules

• Produce an end of year financial report

• Regularly report back to the club committee on all financial matters

• Efficient payment of invoices and bills

• Propose amendments to annual and monthly subscriptions as appropriate

• Deposit cash and cheques that the club receives

• Keep up to date financial records

• Arrange handover or succession planning for the position

**9.3.4 Duties of the Club Children’s Officer**

• Comply with Swim Ireland rules and regulations

• Ensure completion of required training and awareness of the role within the club

• Act in the best interest of young people

• Ensure young people have opportunity to express opinions and views regarding their involvement in the club.

• Ensure that the names of the Club Children’s Officers are made known to all children in the Club and their parents, and will also be published on the Club notice board.

• Ensure safeguarding policies and procedures are implemented and effective in all areas of the club

• Act as advisor for and report concerns of abuse to the appropriate authorities (Further details are contained in the latest Swim Ireland Safeguarding Policy document)

• Hold an up to date certificate of Child Protection from Sports Ireland/CNI/NISC and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland

• Ensure that the needs of the children are taken into account in all matters of policy and decision making.

• Conduct research into why children drop out of club activities

**9.3.5 Other Committee Members**

**9.3.5.1 Membership Secretary**

**9.3.5.2 Gala Secretary**

• Manage and maintain Activeworks/Hytek records

• Liaise with Chair, Secretary and Head Coach regarding galas throughout the year

• Circulate notices regarding galas to relevant swimmers (noting eligibility requirements)

• Provide entry envelopes/registration details to swimmers

• Respond to queries from parents / swimmers in consultation with the Head Coach

• Collect entries and entry fees

• Reconcile and lodge entry fees, notify Treasurer of lodgement and amount and any payments being made my EFT (for verification and follow up as required)

• Input/verify entries in Hytek and circulate to coaches for checking and times, if necessary, prior to submitting entry file to gala organisers.

• Decide on relay teams in consultation with the Head Coach and add these entries

• Update entries as required based on coach input (usually times) and submit entry file to gala organisers. Note entry deadlines are strictly enforced by gala organisers in all cases.

• Circulate final entry reports to the coaches.

• Respond to any queries from the gala organisers.

• Submit scratches on time as required by gala organiser (Note: entry fees are not refunded for scratches and no shows)

• Compile parents’ roster for officials’ duty and circulate to parents and coaches.

• Circulate any relevant correspondence from the gala organisers to parents and coaches

• When results are available, import results file to Hytek, generate and circulate results report to Coaches.

## 9.4 Roles and responsibilities of the coaching and teaching staff

**9.4.1 Duties of coaching/teaching staff**

• Comply with Swim Ireland rules and regulations

• Operate within qualified level specifications (a minimum of IASA Full Teacher’s award)

• Ensure all coaches/teachers hold an up to date Swim Ireland licence

• Plan and deliver coaching sessions appropriate to the ability of the athletes

• Work with the club’s coaching and teaching team to deliver the coaching programme as agreed by the Head Coach

• Make athletes aware of their progress.

• A clear understanding of any special needs of the athletes involved i.e. fitness levels, medical conditions, physical impairments or disabilities.

• Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)

• Attend all appropriate competitions and gala’s in accordance with agreed yearly coaching plan

• Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of Swim Ireland

• Assist athletes to achieve their full potential

• Sign the Officials Code of Ethics, and agree to the requirements of the Code of Ethics and Good Practice for Children’s Sport in Ireland.

• Set current membership consideration standards

• Assess new membership applications against current consideration standard

## 9.5 Rights and Duties of the Management Committee

9.5.1 The management committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The management committee must ensure the club’s rule book is in place, which is made available to all members

9.5.2 The committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the management committee and follow procedures and relay information as directed by the management committee. All sub-committees must be ratified annually at the club AGM.

9.5.3 The management committee shall be responsible for all assets of the club.

9.5.4 The management committee, in conjunction relevant parties; i.e head coach and coaching staff, will be responsible for formulating club policy in accordance with the ‘Swim Ireland Safeguarding Children Policies and Procedures 2010’, or most recent edition, and on the direction the club takes in the future in all its activities.

9.5.5 The members of the management committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.

9.5.6 Committee members must declare any personal or business interest, which may conflict with their duties as a member of the management committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves said discussions, decisions.

9.5.7 The management committee will be expected to sign and follow codes of conduct in relation to their obligations to the club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to the club and its members. The committee will familiarise itself with the ‘Code of Ethics and Good Practice for Children’s Sport’ and fulfil the duties required in the Code of Conduct for Club Committees section of the ‘Swim Ireland Safeguarding Children Policies and Procedures 2010’, or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future.

## 9.6 Meetings of the Management Committee

9.6.1 The management committee shall meet at least seven times per year with a minimum quorum of two thirds of the members of the committee present.

9.6.2 The chairperson and the secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the club.

9.6.3 A minimum of 7 days’ notice will be given to management committee members save with exceptional circumstances. The management committee shall agree how notice shall be provided.

9.6.4 The management committee should set out its agenda for a meeting no less than 4 days prior to the meetings.

9.6.5 The chairperson has the casting vote on any motion arising during the meetings.

9.6.6 The chairperson’s decision on a Point of Order is final

9.6.7 The chairperson shall preside at all meetings; however in the chairperson’s absence a member of the management committee may be nominated.

9.6.8 The secretary, or in her/his absence a member of the committee, shall take minutes.

9.6.9 The treasurer shall relay the financial position of the club at each meeting.

9.6.10 The CCO and other committee members must also relay details on the areas of the club they are designated to.

9.6.11 The head coach/ teacher shall be given the opportunity to report and voice their concerns of their designated areas within the club, as well as to advise the management committee on relevant issues.

9.6.12 The club secretary shall circulate points of note from the meetings of the management committee within 14 days to all club members.

9.6.13 The management committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.

9.6.14 The Chairperson shall convene a meeting when requested to do so by 2/3 of the members of the committee. If the Chairperson refuses to convene such a meeting or delay unnecessarily in so having such a meeting may be convened by the members and committee.

# 10. Transfers

10.1 If a member wishes to leave the club and join another they must follow the Swim Ireland transfer rule (6.9 – Swim Ireland Rule Book).

10.2 All outstanding Membership fees and subscriptions must be paid in full before the member will be released by the club, save in exceptional circumstances (subject to management committee approval).

# 11. Complaints and Disciplinary Procedures

11.1 The club hereby adopts The Swim Ireland complaints & disciplinary rules and procedures as amended by Swim Ireland from time to time.

11.2 All members of the club must abide by the Swim Ireland complaints and disciplinary procedures

11.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures

11.4 The management committee will appoint a complaints and disciplinary committee (CDC) in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures. The procedures for the running of the CDC are published in the Complaints Procedure document.

11.5 Any matter involving members under 18 must be brought to the attention of the CCO.

# 12. Cessation/Suspension/Expulsion of Membership

12.1 The club have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the management committee in line with Swim Ireland complaints and disciplinary policies.

12.2 All club terminations and suspensions will be reported to Swim Ireland.

12.3 All club terminations and suspensions can be appealed in line with the Swim Ireland complaints and disciplinary policy.

12.4 Suspension or termination of an individual’s membership to Swim Ireland can only be done by Swim Ireland’s board. These procedures are laid out in the ‘Articles of Association of Swim Ireland’.

# 13 Income and Property

The income and property of the Club shall be applied solely towards the promotion of its main objectives as set forth in this Constitution. No portion of the Club’s income and property shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise howsoever by way of profit, to the members of the Club. No Officer shall be appointed to any office of the Club paid by salary or fees, or receive any remuneration or other benefit in money or money’s worth from the Club in respect of such office. However, nothing shall prevent any payment in good faith by the Club of:

• reasonable and proper remuneration to any member or Officer of the Club for any services rendered to the Club (other than as an Officer);

• interest at a rate not exceeding 5% per annum on any money lent by Officers or other members to the Club;

• reasonable and proper rent for premises demised and let by any member of the Club

• (including any Officer) to the Club;

• reasonable and proper out-of-pocket expenses incurred by any Officer in connection with their attendance to any matter affecting the Club;

• fees, remuneration or other benefit in money or money’s worth to any Company of which an Officer may be a member holding not more than one hundredth part of the issued capital of such Company.

# 14. Winding Up

 If upon the winding up or dissolution of the Club there remains, after satisfaction of all debts and liabilities, any property whatsoever, it shall not be paid to or distributed among the members of the Club. Instead, such property shall be given or transferred to some other institution or institutions having main objects similar to the main objects of the Club.
The institution or institutions to which the property is to be given or transferred shall prohibit the distribution of their income and property among their members to an extent at least as great as is imposed on the Club under or by virtue of the Income and Property clause hereof.
Members of the Club shall select the relevant institution or institutions at or before the time of dissolution, and if and so far as effect cannot be given to such provisions, then the property shall be given or transferred to some charitable object.
Final accounts will be prepared and submitted that will include a section that identifies and values any assets transferred along with the details of the recipients and the terms of the transfer.

# 15 Additions, Alterations or Amendments

15.1 No addition, alteration or amendment shall be made to the provisions of the main object clause, the income and property clause, the winding up clause, the keeping of accounts clause or this clause of the Constitution for the time being in force unless the same shall have been previously approved in writing by the Revenue Commissioners.

# 16. Finance

16.1 The financial affairs of the club shall be the responsibility of the management committee in general and in particular, the treasurer. Correct accounts and book keeping shall be done by treasurer or under his/her supervision.

16.2 Annual accounts of the club should be prepared for the Annual General Meeting by the club treasurer and shall be made available to the Revenue Commissioners on request.

16.3 The management Committee shall be empowered to open bank accounts in the name of the club and all transactions in these accounts shall be authorized by the management committee. All cheques, drafts and so forth shall be signed by the treasurer and either the chairperson or secretary.

16.4 The treasurer will receive all money paid to the club and ensure all such sums are lodged to the club bank account as soon as possible.

16.5 Any assets invested in by the management committee will be used for the club purposes only. The management committee will delegate the use of these assets under advisement from coaches, teachers, club children’s officers and others within the club

16.6 The committee will have the power to negotiate sponsorships on the club behalf and engage from time to time fundraising activities. Any financial returns from these activities will be used for the club development purposes only.

16.7 All cheques, drafts and other bank documentation must bear two signatures. For this purpose the Chairman, Secretary and Treasurer will be designated as account signatories.

16.8 The Management will oversee the use of club assets under advisement from Coaches, Club Children’s Officers and others within Viking Swimming Club

# 17. Equality

17.1 In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Ireland, the club will not discriminate against any persons or visitors within the club. No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

# 18. Criminal Allegations

18.1 The club shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body.

# 19. Data Protection

19.1 The club hereby adopts The Swim Ireland data protection policy as amended by Swim Ireland from time to time.

# Appendix A

**Viking Swim Club Logo**

