



**Splashworld Sharks Swimming Club.  
Member Handbook**

[www.splashworldsharks.com](http://www.splashworldsharks.com)

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## **Introduction to Splashworld Sharks Swimming Club Handbook**

This handbook is intended to provide Swimmers, Parents/Guardians, Coaches, Committee members and others, a central point of reference for information relevant to Splashworld Sharks Swimming Club.

Splashworld Sharks Swimming Club came into being in the mid-1990s, founded by parents who were interested in providing a competitive swimming club for interested children. Splashworld Swimming and Fitness Centre was able to accommodate our small club currently and continues as home to Sharks SC. However, our club has grown over the years and we now have over seventy swimmers training in three squads (A, B and C) and our swimmers train and compete to the highest level. Our swimmers bring with them skill, determination and pride to galas throughout each season and are well respected among other clubs. We are a Club that are proud of our swimmers and proud to represent Tramore and the surrounding area!

## **Splashworld Sharks SC Mission**

Splashworld Sharks SC aims to foster and develop competitive swimming in the Tramore area, and through this promote the development of physical, moral and social qualities of our members, in accordance with current best practice in the sport.

## **Objectives of the Club**

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

Splashworld Sharks SC is fully committed to safeguarding the well-being of its members. Every individual in the club should, always 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 Splashworld Sharks SC and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent.

## **Splashworld Sharks SC Membership**

The entry standard to Splashworld Sharks SC is that a swimmer should have a good aptitude for all four strokes. Splashworld Sharks SC welcomes new members. If interested in joining, please contact the Club Secretary by email at [splsharks@gmail.com](mailto:splsharks@gmail.com) or notify a committee member in writing. Places will be offered based on ability, availability of places and at the discretion of the coaches.

There will be selection trials held in late August of each year as dictated by available places. All trials participants will be notified by email if they got a place in C Squad. The selection forms and notes of the coaches will be available for parents to discuss with coaches if requested by parents.

## **Membership/Registration Forms**

The membership year is from September to August with training running from September to June. Senior swimmers may train and compete in July. When joining Splashworld Sharks SC and each year, swimmers and parents/guardians must print and sign the following forms and return them to the Splashworld Sharks SC membership secretary:

- Swim Ireland Registration Form
- Swimmer Code of Conduct
- Parent Code of Conduct
- Medical and personal information
- Photo/Video Permission Slips as required

## **Membership Fees**

Club fees are payable monthly. They must be paid monthly by direct debit/standing order. The OnDeck system will send an email when fees are due. Fees must be paid within 2 weeks of issuing of the invoice. Monthly fees paid by direct debit or standing order must be paid by 10th day of each month.

Payment options available: Bank transfer, direct debit or standing order. Any queries regarding club fees should be directed to the club treasurer at [treasurer@splashworldsharks.com](mailto:treasurer@splashworldsharks.com).

Splashworld Sharks SC is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland.

Unpaid fees that are outstanding for more than 1 month may be referred to the Splashworld Sharks SC Committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary Procedures.

Club fees will be determined by the management committee.

## **Transfers**

If a member wishes to leave one club and join another they must arrange with the receiving/old club for the Swim Ireland transfer and pay the necessary fee. Splashworld Sharks SC may withhold a transfer if:

1. The member owes fees to Swim Ireland or the club
2. The member holds club 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.

**Note:** Members who transfer to another club will cease to be members of Splashworld Sharks SC

## **Splashworld Sharks SC Squad Structure**

Splashworld Sharks SC has 3 Squads (A, B, C).

## **Progression Pathway**

The normal progression pathway in Splashworld Sharks SC is as follows:

- C Squad
- B Squad
- A Squad

Progression of a swimmer is not just based on times as Splashworld Sharks SC also look at the swimmer as an individual and their readiness for progression. Several aspects are considered in the best interest of the swimmer and the availability of places. Movement of swimmers is at the discretion of the coaching team.

Movement between squads may be based upon some and/or all of the following:

- Skills Criteria
- Attendance, Attitude, and Leadership
- Swimmer's age
- Parent/Swimmer/Coach meeting
- Available Space
- Commitment to extra training schedule
- Commitment to gala attendance

Also, once a place has been offered to a swimmer in extra training or squad and they do not attend the extra sessions or the required Gala then their membership of Splashworld Sharks SC will cease at the end of the current membership year.



## Squad Training Times

### C Squad

Tuesday	7:30pm – 8:15pm	Splashworld Pool Tramore
Saturday	5:00pm – 6:00pm	Splashworld Pool Tramore

### B Squad

Tuesday	5:00pm – 6:00pm	Splashworld Pool Tramore
Thursday	5:00pm – 6:00pm	Splashworld Pool Tramore

*Also at coaches selection on Tuesday at 6:00am – 8:00am in Newtown Pool Waterford.*

### A Squad

Monday	6:00pm – 7:00pm	Splashworld Pool Tramore
Tuesday	6:00am – 8:00am	Newtown Pool Waterford
Wednesday	6:00pm – 7:00pm	Splashworld Pool Tramore
Friday	6:00pm – 7:00pm	Splashworld Pool Tramore
Saturday	7:00am – 9:00am	Splashworld Pool Tramore

## Notes for Parents & Swimmers

### Training

- Swimmers should have the following equipment:
  - ➔ Pull Buoy
  - ➔ Fins
  - ➔ Paddles
  - ➔ Snorkel
  - ➔ Kick Board
  - ➔ 1 litre of water in suitable reusable bottle
  - ➔ Gear Bag
  - ➔ Swim Caps x 2
  - ➔ Mesh Bag
  - ➔ Goggles x 2
  - ➔ Swimsuits x 2



- Swimmers are expected to maintain 90% attendance.
- Swimmers who cannot attend a session need to inform the coaches as to the reason why.
- Swimmers are expected to be on time for their training sessions to allow for a proper warm-up and reduce disruption to other swimmers.
- Any additional training outside of the club should be agreed with the head coach in advance. Also, any additional squad trials should be notified to coaches.
- Swimmers in Leaving Cert year can swim a reduced schedule, but this needs to be pre-approved by the Coaches.
- It is important to arrive in good time with all necessary equipment to change, loosen-up and mobilize/activate the key muscle groups.
- At the session start time each swimmer should be ready to enter the water as soon as the coach tells you to. This includes having hat and goggles on, all your equipment with you and having been to the toilet!
- No jumping or diving in to the pool unless you are asked
- Never push or fool around with other swimmers
- Always listen to your coaches' instruction; this includes looking at them and watching demonstrations carefully. Allow other swimmers to listen and complete their task without distraction.
- Always be aware of other swimmers in the pool. Don't grab the person in front of you to overtake them. Do not pull on the ropes.
- Do not stand or stop in the middle of the lane and cause a pile up, always move out the way of other swimmers.
- If you have been caught up by the swimmer behind you let them pass, don't speed up and try and stay in front.
- Give the person in front of you enough room to push off the wall before you set off. Be aware of swimmers behind you; give them enough space to finish at the wall, always complete the length with the correct turn or finish.
- It is important that all equipment (goggles, kick board etc) is placed neatly at the end of your lane and replaced after use sensibly and not thrown around. Check before you leave that you have your gear!
- Bring a drinks bottle to every training session filled with water. It is important to rehydrate.
- Do not squirt other swimmers with your drink or empty drinks bottles into the pool/on to poolside.
- At the end of the session leave the poolside and change quickly. Respect other swimmers and pool facilities and leave them tidy. Do not distribute food or share drinks in the changing areas.

## **Drop Off and Collection**

- Swimmers are required to be poolside 15 minutes prior to start of their session and not arrive late for training (either land or pool).
- 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 ensure their child can change themselves or remain with child if they require assistance.
- Parents/ guardians should arrive 10 min before the end of session to collect children as the club cannot be responsible for swimmers once the session has finished.

## **Galas**

- Swimmers are expected to attend the galas specified by the coaches
- Entries are done through the coaches ONLY and galas attended are determined by the coaches. Any entries sent to the gala secretary independently will be returned and the swimmer will not be entered.
- Entries to galas will be notified to parents via OnDeck. Once the closing date for the gala has passed if for any reason swimmers cannot attend the gala you will still be billed for the entries as the club will have already paid for that swimmer's entries. It is strongly advised that you familiarize yourself with the club's website and OnDeck to ensure you are aware of upcoming competitions, their associated entry details/requirements and the subsequent list of Splashworld Sharks SC swimmer entered (& competition results when made available).
- Some competitions have qualification criteria included in the competition information. Coaches will advise swimmers on competitions they should enter, and all entries must be submitted through the coach
- When competing at a Gala, it is important to
  - Arrive on Time
  - Report to your coach/team manager
  - Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties.
  - If you are going to be late please let the coach/team manager know prior to the gala.
  - The Coach will have to prepare a "scratch sheet" normally about 15 – 20 minutes into the warm up session. Coaches will scratch swimmers that they have been told will not be attending.
  - If swimmers are not "scratched" from the start list a fine can be levied against the club of €50 at Regional and National level. This fine will be passed on to the swimmer.
  - A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place.

## **Food and Drink**

- Swimmers are encouraged to eat healthily (more protein each meal and less sugar – see labels)
- Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the day before, and keep drinking.
- Eat something for breakfast, even if it seems too early to be hungry. Don't experiment with new foods on the day of a gala – choose something you know you like, and you know agrees with you.
- Bring bread rolls/sandwiches, bananas, breakfast/snack bars. Pancakes are also a great energy food. After racing you have used up energy and need to replace it with something.
- Bring water (write your name on your bottle) with you for sipping during the gala, as most pools are very warm and it's easy to get dehydrated. Ask coach about DIY healthy low sugar sport drink

- Pasta followed by fruit makes a good lunch and try to eat as soon as the lunch break starts so your body has a chance to start digesting your food before the afternoon session begins.
- Keep eating healthy snacks throughout the day and drink plenty of fluids.
- Try not to eat greasy foods daily (e.g. burgers, chips and doughnuts and fizzy drinks). Swimmers keep treats to a minimum and as a rule eat a Food Groups “Rainbow” daily.

## **What to bring to a Gala**

- Make sure all belongings have your name on them.
- At least 2 Swimsuits
- 2 Club Hats
- 2 Goggles. Goggle straps fatigue with time so it’s a good idea to have separate goggles for racing.
- Club T-shirts
- Shorts, tracksuit - you need to keep warm between races, even in the pool.
- Water Bottle already filled (write your name on it!)
- At least 2 Towels (if there for a full day)
- Flip flops, pool shoes or runners (for around the poolside). In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck.
- Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.

## **Times & Order of Events**

- Your coach/team manager might have an approximate time of each heat but also leave at least a half an hour leeway in advance of your race in order that you are guaranteed to be there.
- Ideally, we would prefer the swim team to be together and support each other for the duration of the meet.
- The swimmers also need to learn how to ‘sit around’ and get used to being at a gala because the older they get sessions last for 4 or 5 hours at a time.
- When considering relays, etc on the day, the coach/team manager will need to be able to find the swimmers to discuss things with them and to finally select the relays.
- The best routine is to speak to your coach before and after each race – and please wait your turn

## **Warm Up**

- You warm up to get your muscles stretched and ready for competition. It also gives the swimmer a chance to familiarise themselves with the competition pool.
- Getting there on time means arriving in time for the warm up, so enabling you to practise your strokes before the event begins. Always check warm up and start times and make sure you arrive on time.
- The warm up normally begins about an hour before the start time and all swimmers who are swimming in the gala need to do the warm up. The Coach will take the warm-up session and give any advice necessary.
- Diving is not allowed during the warm-up except when ‘sprint lanes’ have been allowed by

the Gala referees. ‘Sprint lanes’ are generally available for about 10 mins at the end of the warm-up. When the warm up is over it is important that the swimmer keeps warm until it is time to race.

- During split warm-up sessions, one group should be in the pool whilst the others are doing race activation.

## **During the Gala**

- Treat all officials, competitors and staff at events with due respect and accept their decisions.
- Swimmers should sit together and cheer on team mates.
- All swimmers must report back to the coach immediately after their swim.
- If a swimmer is leaving the pool side they must inform their team manager and the coach.
- Support your team mates. Respect and encourage them.
- NEVER leave gala before checking if you are needed for a relay team.
- When leaving, tidy up. Do not leave the venue a mess. Take your rubbish home or bin it

## **How to Get Official Times**

The results are usually (but not always) posted in a prominent place around the pool. After the swimmer swims and they get out of the water they should ask the timekeeper for their time. The coach/team manager will also keep note of the times of each swimmer. The results of the gala will be available on OnDeck – as soon as they become available online; it may take a couple of days.

## **Cameras & Camcorders**

The use of camcorders/cameras is not allowed. At some venues a permit is given to those who register their details with the pool reception or gala organizers desk.

## **Terminology**

**PB** Personal Best Time

**NT** No time (probably has not swam this event previously)

**HDW** Heat declared winner. If an event is HDW there will be no finals and the fastest swimmers are declared winners. HDW means the swimmers will only swim once.

**FTR** Freestyle Team Relay

**MTR** Medley Team Relay

**OPEN** A competition or event that is “open” means all ages compete against each other and only one set of medals will be awarded.

## **Finally**

- Galas can be stressful for younger swimmers and all swimmers are encouraged to do their best and not focus on personal bests (PBs)
- PBs will come – focus on perfect starts, strokes, turns, streamlines & finishes
- It is not realistic for every child to win a medal every time and is not realistic for each swimmer to improve on every swim every time. Skills can be evaluated and achieved each race successfully!
- The primary aspect of competitions is to gain experience in various/all events, distances and as the swimmers develop, to try different race tactics and techniques etc. (i.e. – learning to execute skills that your coach has decided to work on – like “this is a perfect streamline meet and watches are not used” Generally the coach will keep it simple with younger swimmers. They will focus on one or two key points, get them to do their best and enjoy themselves.
- Parents should be there to support their child in their attempt rather than ‘critique’ the swim – that is the coach role.

## **Parent's/Guardian's Duties**

### **Bank Duty**

The Children First Act 2015 places specific obligations on the club to keep children safe from harm while participating in club activities. Under the club's written risk assessment and in compliance with Swim Ireland's rules there must be at pool and/or dry-land duty schedule for coaching and teaching activities. The duty schedule requires an adult (either from the A, B or C squad) in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures there are at least two adults on hand for any emergency that might arise.

- The Parent/Guardian on Duty should:
  - Ensure an attendance record for the session is kept (if asked) – this can be kept with the coach and should be signed by the coach and parent on bank
  - 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 – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
  - Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee, usually the secretary
  - General vigilance is required to ensure the safety of the swimmers from the public and from fellow swimmers in terms of behaviour and is to be reported immediately to the coach if identified.
  - Have temporary access to children's contact details in cases of illness or emergency or in the event the session is cancelled. This can be done via the coaches OnDeck Application on his or her mobile device.
  - The parent on duty must be aware of all activities at the pool and must be observing the training session fully and not be reading or on phone for extended period and not leave pool or sleep during their session.
  - If parent needs to enter the changing area to check on child, then they must be accompanied by a second adult a member of Splashworld Staff or another parent.
  - 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
  - The parent on duty should be on site 15 minutes prior to the sessions as to supervise the swimmers arrival at the front door, stay at the front door until 5 minutes before the session has commenced and then at this point proceed to the pool deck area, should supervise the swimmers departure for at least 10 minutes after the end of the session. Note that parents should be on-site within 10 minutes of session ending. In the event of parents running late, swimmers should be encouraged to wait in the swimming pool lobby rather than in the car park.
- A calendar of the parent on deck roster is produced by the committee officer whose duty it is, and all parents need to check the Splashworld website for this and check the public notice board in Splashworld.
- It is the sole responsibility of the parent to arrange a swap if this is not convenient, either way your slot **MUST** be covered.

## **No person on duty**

It is a breach of both the club and Swim Ireland rules to not have a person on duty for training sessions, either pool or dry land activities. If a person scheduled on duty does not turn up the following will happen:

1. The coach may seek a replacement of another person know to them from either the A, B or C squads or a committee member.
2. The coach can immediately cancel the session if the person on bank duty doesn't show up.
3. The person on schedule (not the designee who has agreed to the swap) who did not turn up is automatically fined €50 by the club.
4. Repeat offenders will have their fines doubled e.g. person misses the first time €50, the second time €100, third time €200, etc.



## **Gala Duties**

- All parents with swimmers at a gala should expect to be rostered for a duty, either as an official or as a team manager.
- The gala duties will be produced as soon as possible once notification is given to Splashworld Sharks SC.
- Parents will be notified if they have a duty via OnDeck, it is then the responsibility of the parent to ensure that duty is covered. It is NOT the responsibility of the committee to organise swaps or alternatives if you are not able to do the duty.
- Team Mangers must attend from the start of the warm up until the end of the gala and the last Splashworld Sharks SC swimmer has swum, including relays.
- Failure to fulfil your Gala duties will result in a €50 fine.

Note: Swim Ireland are continuously improving their standards and being a team manager, time-keeper or stroke judge may require people to attend the appropriate training course(s). These courses are normally held in Cork, Limerick or Waterford.

## **Contact**

Any parent/guardian wishing to speak to their child's coach is requested to approach the coach after the session or write a note and a suitable time to meet can be arranged.

## **Coaches**

Head Coach: Kevin Wilmott

Squad Coaches: Shay Wilmott  
Rachel Mulcahy

Coaches: Paul Tuohy  
Meabh Savage

Assistants:

## **Codes of Conduct**

One of the basic policies for all Splashworld Sharks SC members is the Code 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 signed annually by young people, parents, committee members, leaders, coaches and teachers, returned to club secretary ([splsharks@gmail.com](mailto:splsharks@gmail.com)) and they will be kept on record.

Complaints should be raised with the club secretary who will liaise with the complainant on whether a formal or informal process will be followed. Please speak to the Secretary directly if you wish to make a complaint.

## **General Behaviour of Swimmers**

General Behaviour of Swimmers is ultimately a parent/guardian responsibility.

It is not the intention of Splashworld Sharks SC to discourage reasonable high spirits and fun, however:

- Good behaviour is always expected.
- Foul or abusive language must not be used.
- Swimmers are expected to show respect to all other swimmers, coaches, officials and parents
- Bullying, harassment, exclusion and discrimination whether physical, mental or emotional will not be tolerated and disciplinary action will be taken against those who break this code. The negative effects of bullying/harassment on the victim cannot be over-emphasised.
- All reported allegations will be investigated and dealt with effectively and appropriately.
- Harassment or bullying, either at training or at events by a coach, swimmer, parent or guardian is unacceptable. Such behaviour does not comply with the club's philosophy of fair and equitable treatment of all members.
- This club adopts a two-tiered approach (i.e., informal and formal procedures) All investigations will be carried out with due respect for the rights of the complainant and of the alleged harasser and with the utmost confidentiality.
- All members are expected to show respect for property and belongings of others. Any abandoned equipment or clothing should be handed in to coaching staff, poolside helpers or a club member.
- Follow instructions given by coaches, poolside helpers or officials.
- All members must refrain from making comments in the public domain which may bring the club, officials or parents into disrepute. This includes chat rooms and social networking sites.
- The club reserves the right to reorganise and relocate resources to ensure it is exercising its duty of care towards members. This will be done with full consultation.
- Splashworld Sharks as a member of Swim Ireland follows the codes and policies as directed by Swim Ireland.

## Anti-Bullying Promise and Policy

The Anti-Bullying Policy applies to all members – young people, parents, guardians, coaches and others who help and assist with club activities. As part of this policy members are encouraged to support the Anti-Bullying Promise to help create a safe, enjoyable place for young people

### Anti-Bullying Promise

The Anti-Bullying Promise aims to prevent bullying behaviour, described as the repeated and intentional use of power or aggression to harm, hurt or adversely affect the rights and needs of others.

1. Bullying behaviour is not acceptable in our sport – we have a zero tolerance to bullying behaviour
2. Everyone is expected to behave according to our codes of conduct
3. It is OK to tell someone about bullying behaviour; we will listen and help stop the behaviour
4. We want young people to feel safe and secure in our sport
5. We will support young people to help stop bullying behaviour
6. Everyone will sign up to this promise

If you see bullying behaviour or if you are being bullied tell someone you trust like your coach, the club children's officer (CCO), your parent or a friend.

Help keep Splashworld Sharks free from bullying behaviour  
**BULLYING BEHAVIOUR IS A BREACH OF THE CODE**

## Defining bullying behaviour

Bullying behaviour is the repeated and intentional use of power or aggression by one or more persons to harm, hurt or adversely affect the rights and needs of another individual or group. An individual or individuals may be targeted through a variety of methods e.g. through social media sites, physically or verbally harmed, through text or other messaging services.

## Types of bullying behaviour

### Cyberbullying

This involves the use of technology via texting, messaging, photographs, social media, etc.; a message may only be posted once, however it becomes bullying behaviour because of the repeated viewings. Young people are easily accessible via phone or computer, so bullying behaviour can continue outside the club environment.

## **Exclusion bullying**

This may manifest in several ways and may be less obvious than someone being left out of an activity, e.g. a group may appear to involve someone but regularly chooses to exclude them within the group activity or passes on the wrong messages about an activity so turning up too early/late or in the wrong gear etc.

## **Extortion bullying**

Extortion bullying involves regularly extracting something from a person without returning the 'favour', e.g. borrowing goggles/equipment, money, snacks, drinks etc. This becomes bullying behaviour when nothing is given in return, i.e. the relationship is not two-way. This type of behaviour may also include forcing someone to change their performance, i.e. losing on purpose, or not training well.

## **Gesture bullying**

This involves a gesture, a look, a signal, pulling a face or can include the way someone stands. The behaviour may not be apparent or meaningful to anyone other than those involved.

## **Physical bullying**

This is where something is physically done to a person, it does not need to cause physical harm e.g. throwing clothes into the shower or catching a foot of the person in front in the lane.

## **Verbal bullying**

Verbal bullying involves saying something about or to another person, e.g. gossiping, telling lies or calling someone names, etc. This can include the tone used when speaking e.g. saying something with a sarcastic tone or shouting.

Bullying behaviour usually involves several types of behaviour. The issues, when viewed as individual incidents, may appear petty or inconsequential. However, for the person on the receiving end bullying behaviour is a hurtful series of happenings. Knowledge of the different types of behaviour helps to deal with occurrences of bullying. Identifying bullying behaviour is about being observant to the behaviours of others. Being observant helps in separating bullying behaviour with banter. Banter involves a two-way communication, as between friends or peer individuals, where there is a balance of power between those involved. Banter can become bullying if the behaviour is directed one way with the influence and power being one sided.

## **Helping prevention**

Individuals can help prevent bullying behaviour by:

- Knowing the code of conduct and what it means; adults and young people must sign their code of conduct every year

- Signing and supporting the Anti-Bullying Promise; a copy of the Anti-Bullying Policy is available to every member and posted where everyone can read it and refer to it if needed. The Children's Officer should go through the Anti-Bullying Promise with young people
- Being responsible by acting where bullying behaviour occurs; it is the right thing to do to tell about bullying behaviour

Damaging and bullying behaviours can develop where bad behaviour is not dealt with through appropriate means. Leaders must make sure the codes of conduct are followed in all activities in the club. Young people should be encouraged to tell a trusted person about bullying behaviour, this might be a friend, their coach, a parent or a Children's Officer.

## **Impact of bullying behaviour**

Bullying behaviour has an impact on everyone involved. For the person who is the target of bullying behaviour the effects can be felt psychologically and physiologically.

The person who is responsible for the bullying behaviour whilst often a popular person amongst their peers may also show signs of low self-esteem, show a lack of empathy and may have been labelled as a 'troublemaker' in the past.

If the person who is behaving in a bullying manner is an adult, other young people may be afraid to speak out because of the consequences, i.e. they may be afraid of not being picked for activities or left out of team selections.

## **How to deal with bullying behaviour**

Young people should be encouraged to talk to a trusted person if they are worried about bullying behaviour. There are generally two ways to deal with bullying behaviour between young people: immediately an issue happens or after an issue has happened.

### Where bullying behaviour involves an adult:

The behaviour of an adult may be dealt with through an informal complaints process. However, where a young person is involved the Children's Officer should talk with the young person and parent to find out what happened. The Children's Officer role is to support the young person in ensuring the matter is dealt with appropriately. An informal process is preferable to the formal process, where a resolution can be reached to the benefit of any young person involved.

### Where bullying behaviour involves young people only:

If an issue has not been resolved or continues after an attempt to resolve the behaviour at the time, or a report is received after an event the information should be passed to the CCO. Often it will require a coach or other person in charge, e.g. a team manager and the CCO to work together to resolve an issue.

The CCO will need to know who is involved i.e. the person or group who have allegedly behaved in a bullying manner, the target of the behaviour and any others who may have been present at the time, i.e. the bystanders.

The bullying behaviour should be assessed based on:

- Information from target of the behaviour (individual or group)
- How long the bullying behaviour has been going on
- How often the bullying behaviour is happening
- Is there an intention to cause harm to the target(s) of the bullying behaviour?

## **Restorative approach with young people**

The preferred method to deal with reports of bullying behaviour is the No Blame approach to resolve the behaviour. This can help to restore or repair a previously positive relationship and allows the young people involved to consider their feelings, their behaviour and the effects of bullying behaviour on everyone.

## **Use of sanctions**

If bullying behaviour cannot be resolved through the No Blame approach the issue should be sent forward as a disciplinary matter through the relevant committee members (CCO, Chairperson and Secretary). The complaints and disciplinary committee will deal with the matter through the Swim Ireland Complaints and Disciplinary procedures and may issue sanctions depending on their findings. The three sanctions that may be imposed are:

- One-week suspension of all club activities
- One-month suspension of all club activities
- Expulsion from the club

## **Note**

- ✓ Adults in charge should respond to bullying behaviour without delay
- ✓ The response should involve all young people affected by the bullying behaviour
- ✓ Parents should be told what is happening
- ✓ The CCO, parents and young people will all be involved in putting a resolution in place
- ✓ Dealing with bullying behaviour after it has happened often has a greater impact on young people involved – support will be needed for all those involved
- ✓ The information should be kept confidential to only those involved.
- ✓ The CCO will note the behaviour, the actions decided by the group and outcome – this record remains with the CCO.

## **Swim Ireland Policies and Procedures**

Many policies can be found on the Swim Ireland website ([www.swimireland.ie/about/policies](http://www.swimireland.ie/about/policies)). All Splashworld Sharks SC policies and procedures will adhere to Swim Ireland recommendations. Please note this list is not exhaustive and updates will be available on Swim Ireland website:

- Complaints and disciplinary rules and procedures 2018
- Notice of appeal form template
- Safeguarding children policies and procedures
- Safety code of practice – Swimming
- Safe supervision 2018
- Swimming pool safety guidelines
- Photography and filming policy
- Physical contact policy
- Recruitment policy and procedure
- Supervision policy
- Travelling policy
- Well-being policy
- Anti-bullying promise and policy

## **CLUB MANAGEMENT**

### **DESCRIPTION**

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 four (4) officers, head coach non-voting member and four (4) other committee members (to a max of twelve 12) on committee who, if not already, must become members of Swim Ireland in their own right. The Club Children's Officer (CCO) who must also be a member of Swim Ireland and have completed the courses as laid out by Swim Ireland.

The committee will report to and act as liaison to Swim Ireland.

### **MEMBERSHIP OF THE MANAGEMENT COMMITTEE**

Membership of the Management Committee shall consist of the following: -A Chairperson, a Secretary, a Treasurer, (Executive Officers), Head Coach a CCO and a minimum of four (4) other adult members.

Any person interested in putting themselves forward for election to an Executive Officer position must have served a minimum term of one (1) year on the current or preceding management committee.

### **DUTIES AND RESPONSIBILITIES OF MANAGEMENT COMMITTEE MEMBERS**

#### **Chairperson**

- To promote the interest of Splashworld Sharks Swimming Club always and act as the official spokesperson for the club.
- To ensure the principles of due process and natural justice are applied in all decisions made by the committee.
- Comply with Swim Ireland rules and regulations
- Support the efficient running of the club
- Chair regular Committee and Annual General Meetings
- Help others understand their roles and responsibilities
- Be actively involved in developing an action plan for the club
- To maintain order and prevent unnecessary disruptions.
- To act as co-signature on cheques along with the Treasurer/Secretary.
- Arrange handover or succession planning for the position



**Treasurer**

- To keep a record of all financial transactions concerning Splashworld Sharks Swimming Club business.
- To keep appropriate books of record on Splashworld Sharks Swimming Club business.
- To identify all income received and all expenditures.
- 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
- To act as co–signature on cheques along with the Chairperson/Secretary.
- Arrange handover or succession planning for the position

**Secretary**

- To record the minutes of all committee and club meetings.
- To keep records of membership, complaints and contracts regarding the dealings of the club. Records shall be kept for a minimum of 6 years.
- To set out meetings including agenda details, notice period and any other necessary information.
- To deal with all club correspondence.
- Comply with Swim Ireland rules and regulations
- Be the first point of contact for club enquiries
- Attend to club affiliation
- To act as co–signature on cheques along with the Chairperson/Treasurer.
- Arrange handover or succession planning for the position

**Club Children’s Officer (CCO)**

- To be child centred in focus and have as the primary aim, the establishment of a child centred ethos with Splashworld Sharks Swimming Club.
- Will act in the best interests of young people.
- Shall be the link between the children and adults in Splashworld Sharks Swimming Club. They will ensure young people have an opportunity to express opinions and views.
- Shall take responsibility for monitoring and reporting to Splashworld Sharks Swimming Club Management Committee on how club policy impacts on young people and their Sports Leaders. They shall ensure safeguarding policies and procedures are implemented and effective in all areas of the club.
- Shall hold an up to date certificate of Child Protection from ISC/CNI/NISC and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.
- Will 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)
- Act as the Designated Person

**OTHER COMMITTEE MEMBERS**

All Committee members are responsible for the smooth day to day running of the Club. The Management Committee can agree amongst themselves the additional roles required, to be carried out by Committee Members.

**Management Committee 2019/2020**

Chairperson	John White
Secretary	Helen Hennessy
Treasurer	Clíodhna O'Carroll
Gala Secretary	Louise Starmer Mary Shiells
Committee Member	Annette O 'Donohoe
Committee Member	Catriona O'Leary
Committee Member	Claudia Flynn
Committee Member	Una Cummins
Club Children's Officer	Derek O'Connor

## **RIGHTS AND DUTIES OF THE MANAGEMENT COMMITTEE**

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 this constitution.
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, but any action must be ratified by the committee.
3. The Management Committee, in conjunction with the CCO, will be responsible for formulating Club policy in accordance with the 'Swim Ireland Guidelines for Safeguarding Children 2010, or most recent edition, and on the direction the Club takes in the future in all its activities.
4. 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 shall be discussed by the other committee members (in the absence of the concerned member) at a designated meeting and a decision communicated to the member in question as to whether they may continue in their role.
5. The Management Committee will be expected to follow codes of conduct in relation to their obligations to Splashworld Sharks Swimming Club members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to Splashworld Sharks Swimming 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 (p.25) of the 'Swim Ireland Guidelines for Safeguarding Children 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.

## **MEETINGS OF THE MANAGEMENT COMMITTEE**

1. The Committee shall meet a minimum of once a month from August to May with a minimum quorum of fifty percent (50%) plus one (1) of the members of the committee present.
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 Splashworld Sharks Swimming Club.
3. A minimum of seven (7) days' notice for meeting invitations will be given to members save with exceptional circumstances. The Management Committee shall agree how notice shall be provided whether this is phone, email and so forth.
4. The Committee should set out its agenda for a meeting no less than two (2) days prior to the meetings.
5. The Chairperson has the casting vote on any motion arising during the meetings.
6. The Chairperson's decision on a Point of Order is final.
7. The Chairperson, or in his/her absence a member of the committee, shall preside at all meetings.
8. The Secretary, or in her/his absence a member of the Committee, shall take minutes of all meetings.
9. The CCO, Coaching staff must also be given the opportunity to report and voice the concerns of their designated areas within the Club, as well as to advise the Management Committee on relevant issues.
10. The other Committee members shall also relay details on the areas of the club they are designated to.
11. The Secretary shall email minutes of each meeting to each committee member.
12. The Management Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of Splashworld Sharks Swimming Club.

## **VOTING RIGHTS AT ANNUAL GENERAL MEETINGS**

1. Members who are fully paid up and over sixteen (16) years of age are eligible to vote.
2. No voting by proxy is allowed.
3. Parents/guardians shall hold one (1) vote on behalf of each child within the club. Only one (1) parent/guardian may exercise this vote and this must be so agreed between the parents/guardians. Parents/guardians who are club members in their own right may vote with this right for themselves and also cast one (1) vote on behalf of their child/children.
4. Voting shall be conducted via a show of hands, which will be counted by the Secretary.
5. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.
6. No business shall be transacted at an A.G.M. unless a quorum is present. A quorum of thirty (30) current members is the number required. If this quorum is not fulfilled the Annual General Meeting can be suspended for exactly one week. Quorum for general committee meetings is fifty percent plus one (50% + 1) of members.
7. Nominations will be passed at AGMs by simple resolution of fifty percent plus one (50% + 1) of the persons present.
8. Motions for a change to the Splashworld Sharks Swimming Club Constitution must be passed by a special resolution of seventy five percent (75%) of persons present at the meeting entitled to vote.
9. The Chairperson will have a casting vote if there is an equality of votes on any other issue or at the A.G.M.

## **ELECTION OF THE COMMITTEE MEMBERS**

1. Election of the Management Committee members takes place at the Club AGM each year. At this time a Chairperson, Treasurer and Secretary along with a minimum of four (4) other members of the Management Committee shall be elected.
2. A Committee officer may stand for re-election for four (4) consecutive years. After this time period is up, eligibility for re-election is revoked for a period of one (1) year. In the event that no nominations have been received for an officer's position, an officer with the four (4) consecutive years' service may be re-appointed to the officers position pending successful election at the club AGM
3. Nominations for office and Notice of Motions must be received in writing by the Secretary no less than fourteen (14) days prior to the General Meeting. Notices of Motion and nominations for the Management Committee shall be displayed on the Club notice board for not less than five (5) days prior to the AGM. They will also be available on request from the Secretary. Notions and motions without due notice will not be discussed.
4. Current officers looking for re-election must submit a nomination within time frame specified above. The position will also be opened to the floor on the night. Each officer appointed must be proposed and seconded at the A.G.M.
5. A proposer and seconder are required for all Nominations and Notice of Motions.

## **ANNUAL GENERAL MEETING (AGM)**

1. Members shall be informed of the date, time, place and order of business of the AGM at least fourteen (14) days prior to the meeting. This information shall be posted on the club notice board and website.
2. The Management Committee must decide when the AGM is held each year.
3. At this meeting, the Annual Report shall be presented, which shall consist of:
  - Chairman Report
  - Secretary Report
  - Treasurers Report; and
  - Coaches Report.
4. Any changes or updates to the Club Constitution or Club Rules will be notified to the members and Swim Ireland within fourteen (14) days following the AGM.
5. Any resolution to amend the Club's Constitution which is successful at the Annual General Meeting will come into immediate effect upon conclusion of the annual General Meeting.

## **EXTRAORDINARY GENERAL MEETING (EGM)**

1. An Extraordinary General Meeting may be called at any time once two thirds (2/3's) of the Committee resolve to convene such a meeting. It can also be called within twenty eight (28) days of the Secretary receiving a requisition in writing signed by fifty percent plus one (50% + 1) of the voting members but no sooner than seven (7) days.

## **FINANCE**

1. The financial affairs of the club shall be the responsibility of the Management Committee in general and, the Treasurer. Correct accounts and book keeping shall be done by Treasurer or under his/her supervision.
2. Annual Accounts of Splashworld Sharks Swimming Club should be prepared for the Annual General Meeting by Splashworld Sharks Swimming Club Treasurer.
3. The Management Committee shall be empowered to open Bank Accounts in the name of Splashworld Sharks Swimming 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.
4. The Treasurer will receive all money paid to the Splashworld Sharks Swimming Club and ensure all such sums are lodged to Splashworld Sharks Swimming Club bank account as soon as possible.
5. Any assets invested in by the Management Committee will be used for Splashworld Sharks Swimming 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 Splashworld Sharks Swimming Club.
6. The Committee will have the power to negotiate sponsorships on behalf of Splashworld Sharks Swimming Club and engage from time to time in fundraising activities. Any financial returns from these activities will be used for Splashworld Sharks Swimming Club Development purposes only.