

**Shark Swimming Club**

***Information and membership pack for Shark Swimming Club members***

Shark Swimming Club 2021

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Shark Swimming Club 2021

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*"You can't put a limit on anything. The more you dream, the farther you get".
Michael Phelps*

**Shark Swimming Club Mission Statement**

At Shark Swimming Club we promote and encourage competitive, recreational and enjoyable swimming. We aim to instil a life-long love for the sport of swimming, empowering our swimmers through dedicated coaching and teaching in order to achieve their desired individual potential. The Club expects swimmers to have, at all times, respect for themselves, their coaches and other competitors. Shark Swimming Club is affiliated to Swim Ireland and abides by the Swim Ireland child protection guidelines and policies.

**Shark Swimming Club Safety Statement**

The safety of all swimmers is of paramount importance to Shark Swimming Club, and we shall endeavour to keep all our young people safe and free from harm within our club. We shall ensure that all the correct procedures are in place to achieve these objectives in accordance with the guidelines of Swim Ireland.

**Shark Swimming Club Guidelines and Rules**

Shark Swimming Club has an excellent reputation and relationship with its partner facilities and their staff together with other swimming clubs and related bodies. To maintain our high standards, we have guidelines and rules. These are expected to be followed by both the club’s swimmers and their parents/guardians as well as all other members.

***Guidelines***

(General information about the running of the club and communications within the club)

1. Any concerns relating to swimmer’s welfare and protection are dealt with, in the first instance, by the clubs Child Protection Officer. The club’s Child Protection Officers are:
* **Ms Elizabeth Cullina**
* **Mr. Brian O’Donnell**

**– contact number details are on the website at:** [**http://www.sharkswimmingclub.ie/committee-members.html**](http://www.sharkswimmingclub.ie/committee-members.html)

1. Shark Swimming Club information, both social and training related, can found in the first instance on our website [www.sharkswimmingclub.ie](http://www.sharkswimmingclub.ie) and also on the club notice board in LeisureLand. It is the responsibility of swimmers to check this after each training session for changes or updates.
2. If there is an issue that you feel needs addressing please inform the committee. A response will be forthcoming as soon as is possible.
3. All committee members are volunteers and are elected by the club members at the AGM to run the club on their behalf. The club AGM is typically held in January of each year.
4. To communicate important information to the committee, please put the matter in writing to either the club secretary or the club chair.

***Rules***

These rules must be complied with. They are in place to ensure the welfare and safety of the club’s swimmers and officials together with all other members. Breach of a rule may result in the suspension or expulsion of the offending swimmer(s) or other offending member(s) from the club. The rules are listed in no particular order of merit.

1. It is mandatory for both swimmers and parents/guardians to show respect for the coaches at all times. Confrontation with the coaches is not permitted at any time.
2. A minimum of 90% attendance is expected of all swimmers by the coaching staff. Failure to meet this target may result in a swimmer being moved back to their previous squad. This is to protect the welfare of the swimmer.
3. **ALL SWIMMERS MUST:**
\* Be on pool side a minimum 10 minutes before start of swim session to Perform Stretching / Band / Roller, routine before start of all swim sessions.

\* Cut off time of five minutes after the start of the swim sessions. Any swimmer more than 5 mins late will be not allowed into the pool. There may be allowances made for exceptional circumstances caused by weather or traffic, in these cases the parent must inform the coach about the reason for being late.

**Persistent lateness is not acceptable and will result in swimmer being moved to another squad.**

\*  All swimmers should be wearing their Squad training hat/goggles and ready to enter water at start time.

\* Any swimmer who wishes to leave early for any reason must inform their Coach before the commencement of the session.

1. Appropriate time will be made available on request to discuss your child’s swimming progress with the relevant coach. Appointments can be made through the club secretary (contact: sharksecretary@gmail.com or 087 3167915). A committee member may also be present at the meeting if requested by the coach.
2. Parents are not allowed on poolside during training unless specifically requested. This must be adhered to without exception.
3. It is a membership requirement that all parents and guardians contribute time and effort towards the daily running of the club and to the club duties at swimming galas. You will automatically be added to the duty roster of the particular squad your child swims in.
4. It is mandatory that all parents undertake their parent on duty responsibility regarding pool supervision. The rota will be circulated periodically by email and will also be available on the club website. It is your responsibility to find a replacement if you are unavailable to supervise a particular session.

It is the expectation of the club that both club swimmers and their parents/guardians at all times do not act in a manner that might bring the club into disrepute. It is not possible to list every eventuality here. If you have any queries as to what is acceptable behaviour in this regard please email the club secretary at: sharksecretary@gmail.com

**Information on Fees**

There are three terms in the swimming season, September to December, January to Easter, Post Easter to end of June. There will be an additional charge for the special training that is organized for those swimmers who have qualified for the Division 2 and Division 1 championships. This additional charge will be advised when the special training schedule and the number of qualified swimmers is known.

Term fees must be paid on time at the commencement of each term or swimmers will not be permitted to train or take part in competition. Shark Swimming Club has a no fee, no swim policy. This policy is unfortunately essential for the club because there are potential insurance issues if non-fully paid up members swim. There are no reductions in term fees due to lack of attendance.

If a swimmer **cannot complete** the term due to long term illness or injury they must put their case in writing to the committee together with supporting documentation, medical certificate(s), etc. Each case will be considered individually and a possible outcome would be a compensating reduction allowed for the subsequent term fees.

|  |
| --- |
| Shark Swimming Club Term Fee Schedule |
| 2021/22 Season |
| **Squad** | **Pool Sessions** | **Land Sessions** | **Term Fee \*** | **Annual Swim Ireland Fee \*\*** |
| Green | 1 | 0 | €145 | €27 |
| Orange C | 1 | 0 | €145 | €27 |
| Orange BOrange B | 1 | 0 | €260 | €27 |
| Orange A  | 2 | 0 | €260 | €45 |
| Yellow  | 3 | 0 | €305 | €45 |
| White  | 4 | 0 | €325 | €45 |
| Blue  | 4 | 1 | €420 | €45 |
| Silver  | 5 | 2 | €565 | €45 |
| Black \* | 6 | 2 | €565 | €45 |

  \* For the term fee - a discount of 10% can be applied to the total family term fee where there are 3 swimmers in a family.

|  |  |  |  |
| --- | --- | --- | --- |
| **\*****\* Annual Swim Ireland** **Competitive Member Fees** |  | **Annual Swim Ireland Non - Competitive Member Fees** |  |
| First Family Member Fee = €45.00 |  | First Family Member Fee = €27 |  |
| Second Family Member = €38.00 |  | Second Family Member = €23 |  |
| Third and additional family members = €34.00 |  | Third and additional family members = €20 |  |

***See Appendix 1 to this document for information on squad training and squad criteria.***

At the start of the season, in addition to the club fees, all swimmers are required to pay a Swim Ireland annual registration fee as outlined in the table.

Development squad members (Green and Orange C and Orange B) may not wish to compete in Galas and thus may pay the non-competitive Swim Ireland membership fee as outlined about. If a development squad member decided during the year to compete in a gala, they must then pay the balance between the non-competitive Swim Ireland fee and the competitive Swim Ireland fee.

**Parent/Guardian Pool Supervision duty**

In order to fulfil our obligations to the welfare of our children and as a club affiliated with Swim Ireland we must have a parental pool supervision system in place, this is referred to as ‘Parent in Attendance’. This system consists of a rota by which the parents/guardians of the swimmers in a squad take it in turns to supervise the training sessions and, from time to time, to aid the coach on duty when requested.

You will receive emails from piasharksc@gmail.com regarding the dates and times for which you are scheduled for a parent in attendance role. It is your responsibility to complete your supervision duty. If you are unable to make a session that you are scheduled to supervise, you may organise with another parent/guardian within your squad to cover for you on that occasion, but it is your responsibility to ensure that the particular session is covered.

**If there is no parent on duty the session may be cancelled by the coach.**

***Duties***

1. Arrive 15 minutes before the start of the training session to allow time for the swimmers to change..

2. Make yourself known to the coach on duty at the start of the session.

1. Sit in a position clearly visible to the coach and where the coach can easily access you for the purpose of communication. You should also have clear sight of the pool.
2. If a swimmer needs to leave the pool before the end of the session and/or your assistance is required, the coach will inform you. You must **not** go unaccompanied to the changing area with a swimmer. A swimmer leaving the pool early should dress and sit with the parent on duty until collected by their parent/guardian or until the session is over.
3. You may be required to go poolside and contact the swimmers parent if a swimmer becomes ill.
4. On occasion you may be requested by the coach to assist in the running of the session. This assistance could typically be aiding the coach in the timing of swimmers for trial/progress-monitoring purposes. To be prepared for this eventuality it is advisable to wear appropriate clothing and footwear in case you are needed on the poolside by the coach.
5. The pool supervision ‘parent on duty’ rota is published on the club’s website and is also circulated periodically by email. **If there is no parent present at the start of a training session it will be cancelled.**

**Information on Gala Entries**

The Shark Swimming Club Gala Secretary is your point of contact for all competition entries. The contact details for the Shark Swimming Club Gala Secretary are listed on the Shark Swimming Club website. The email contact for the Gala Secretary is: galasharksc@gmail.com.

The following information is a guide for those who are new to swimming competitions and a reminder for all others.

***Please note the following:***

1. Details of any upcoming competitions will be displayed on the club website at: <http://www.sharkswimmingclub.ie> and on the club Facebook page at: <https://www.facebook.com/SHARKSWIMMINGCLUB> – so keep checking. Your child’s swimming coach will also speak to swimmers about upcoming galas.
2. Once the coach has recommended swims for a swimmer, an email will go out from the Club Secretary listing swims recommended and advising of the registration date/time and parents enter via the Team Unify / On Deck App, AND pay the gala fees via Team Unify at the same time.

**IMPORTANT:**

To help make swimming galas run smoothly and successfully the club is often required at galas to provide volunteers to undertake various specified duties. It is a requirement at Connacht and national competitions, as well as many other events that the club provide timekeepers, turn judges, stroke judges, call stewards etc., and rosters for these duties are issued in the lead up to these competitions. **If your child is swimming in a competition, then your services will often be needed to take a duty on the roster which will be circulated in advance of the competition. Please volunteer and please help out if asked to do so.**

# The Swim Ireland Codes of Conduct are provided below, please ensure that your child is familiar with the policy for young people and that you are familiar with the policies that apply to you ( the code for Parents/Carers and the Code for Leaders if you are on the committee or are a Team Manager etc).

 The Code for Young People updated June 2020

As an athlete, you have rights and responsibilities. The following code will help identify these for you. If you are not sure ask your parent or your Children’s Officer to explain them. This is your Code, whatever your ability or wherever you take part in the aquatics. You should follow the code and encourage others to do so too.

In our sport you should:

* Be happy, have fun and enjoy taking part and being involved in our sport
* Feel safe and secure when you are taking part in our sport
* Be listened to and have a chance to reply
* Be treated with dignity, sensitivity, and respect
* Have a voice in the decisions that affect you within the Club and Swim Ireland
* Say no to something which makes you feel uncomfortable
* Train and compete at a level that is suitable for your age, development, and ability
* Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

* Treat leaders, coaches, teachers, team managers, officials, and parents with respect
* Respect other athletes and your opponents
* Do your best to achieve your goals; be gracious in not reaching your goals
* Be part of the team and respect and support other team members both when they do well and when things go wrong
* Never bully or use bullying actions against another person; you should never hurt other team

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

* Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
* Behave in a manner that is respectful towards your club, your region, and Swim Ireland
* Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
* Set at a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
* Not take, or allow others to make you take, banned substances to improve your performance
* Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
* Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions

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

Print Name Club

Signed Date

 The Code for Parents/Carers updated June 2020

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

The Parent/Carer Code of Conduct:

Your responsibilities are to:

* Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
* Allow your child to focus their efforts and set their own goals rather than winning being the main objective
* Understand and ensure your child/children abide by The Code for Young People
* Support the ethos of the club
* Choose a safe and fun club with your child
* Support your child and their teammates in a positive way
* Listen to your child if they have any concerns about our sport
* Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
* Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club
* Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
* Have an awareness of and respect leaders and other adults and their roles
* Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
* Know your child’s training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
* Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
* Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
* Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
* Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
* Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
* Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and your own club
* Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a Swim Ireland parent, you should:

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

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

Print Name Club

Signed Date

The Code for Coaches/Teachers updated June 2020

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct. You should:

* Be eligible to work in a regulated activity or position
* Understand and ensure the welfare and well-being of young people is paramount
* Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
* Abide by the club, region and Swim Ireland safeguarding policies and rules
* Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
* Ensure a safe and fun environment for young people you are responsible for by:
	+ Planning and preparing for sessions; explaining to young people what is planned for each session
	+ Understanding a young person’s developmental needs and being aware of how a young person may be physically and psychologically affected
	+ Having consent and accessible emergency contact details for each young person
	+ Ensuring your sessions are adequately supervised and you work in an open environment
	+ Keeping an attendance register
	+ Being positive in your interactions with young people
	+ Prioritise young people’s skill development and enjoyment
	+ Setting age appropriate and realistic goals
	+ Treating each young person equally and fairly; challenging bullying behaviour
	+ Praising and encouraging effort
	+ Engaging positively with parents/carers letting them know how they can help and what you expect from parents

**Coaches/teachers must:**

* Not expose a young person to criticism, hostility, or sarcasm
* Not swear at, make fun of, shout unnecessarily or argue with a young person
* Be aware of a young person’s sensitivity to body image
* Never use physical punishment or force
* Correct mistakes without using any form of punishment, exclusion, or humiliation
* Never use banned substances or alcohol whilst responsible for or in the company of athletes
* Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
* Ensure to maintain a healthy, positive, and professional relationship with all athletes. A coach/teacher in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

**As a coach/teacher your responsibilities are to:**

* Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
* Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
* Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
* Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
* Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
* Never apply undue influence or pressure on a young person for your own personal benefit or reward

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

Print Name Club

Signed Date

The Code for Leaders updated June 2020

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct. You should

* Be eligible to work in a regulated activity or position
* Understand and ensure the welfare and well-being of young people is paramount
* Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
* Abide by club, region and Swim Ireland safeguarding policies and rules
* Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
* Support the ethos of the club, region, and Swim Ireland
* Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
* Ensure a safe and fun environment for young people you are responsible
* Be available for specified duties if and when required
* Have an awareness of and respect leaders and other adults and their roles
* Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
* Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders must:

* Not expose a young person to criticism, hostility, or sarcasm
* Not swear at, make fun of, shout unnecessarily or argue with a young person
* Be aware of a young person’s sensitivity to body image
* Never use physical punishment or force
* Correct mistakes without using any form of punishment, exclusion, or humiliation
* Never use banned substances or alcohol whilst responsible for or in the company of athletes
* Not engage in behaviour that is inappropriate, e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
* Ensure to maintain a healthy, positive, and professional relationship with all athletes. Any leader in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a leader your responsibilities are to:

* Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
* Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region, or Swim Ireland
* Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person.
* Act only within your qualifications and competence within your assigned role
* Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
* Never apply undue influence or pressure on a young person for your own personal benefit or reward

As a Swim Ireland leader, you should:

* Be properly recruited and supported in your role
* Have access to and attend required training for your role

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

Print Name Club

Signed Date

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**Shark Swimming Club Membership Forms**

Forms on the next several pages should be filled out by all swimmers and parents/guardians wishing to become a Shark Swimming club member.

The forms are:

1. Shark Swimming Club Membership form.
2. Medical Consent form.
3. Code of Conduct form – and consent to the policy on the taking and use of images.
4. Parental Participation Form
5. Swim Ireland New Member from (this need only be completed for new Swim Ireland members).

**Please ensure that both swimmers and their parents/guardians (for swimmers under 18 years of age) sign all forms where required to do so.**

Forms should be handed over to the club secretary or their representative on club registration day at the start of the season together with the required term fees.

 ***Policy for taking or use of images:***

Shark Swimming Club request permission to photograph and/or record video footage for the 2021/2022 season. By joining the club you are stating that you agree with this policy.

Photographs/videos will be taken by an appropriate person appointed to do so by Shark Swimming Club.

Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the *Swim Ireland Safeguarding Children Policies and Procedures.* No child/young person will be identified individually in any published image or film footage.

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*Shark Swimming Club Membership Form*

1. **All members must complete this form to register with the club**
2. **All relevant codes of conduct must be signed and handed in.**
3. **New members must also complete and sign the Swim Ireland Membership Form.**

**Membership of the Club places a legal responsibility on parents/guardians to pay fees owed by their child. The obligation still applies even if the swimmer leaves the club with accrued debts.**

Name of Swimmer:

Swim Ireland Number:

Address:

Swimmers Date of Birth:

Male/Female:

Name of Parent/Guardian:

Phone No. of Parent/Guardian:

Email Address (Please Print):

*Club information will be communicated by email and occasion by text message. Please clearly print your preferred email address above.*

**I**  **agree to pay all Club and related fees incurred by the above whilst a member of the Shark Swimming Club.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Parent/Guardian) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_**

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*Medical Consent Form*

*The completion of this form is for your own child’s protection.*

*This form will be held in strict confidence.*

Name of Swimmer:

Address:

Number to be contacted in an emergency:

Date of Birth:

I am currently taking the following medication on a continuing basis:

Dosage Required:

Purpose of Medication:

How is the medication taken?

GP’s Name (for emergencies only):

GP’s Number:

**Please indicate if there is any other relevant information that our coaching staff should be made aware of YES NO (Circle Yes or No to indicate response)**

**I give permission for the above-named swimmer to be given appropriate medical treatment in the event of illness or injury whilst participating in Shark Swimming Club activities.**

**Signed:**  Date:

 ** **

**Codes of Conduct Annual Declaration**

The following declarations are to be signed annually by all members. The completed declarations should be held by the secretary of the committee/club.

It is presumed that by submitting membership to Swim Ireland that every Club member has signed the appropriate code of conduct.

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**Young People**

I have read, understood and agree to abide by the Code of Conduct for Young People, Swim Ireland Safeguarding policies and the Rules of Swim Ireland and Shark Swimming Club.

I have also read the policy for the taking and use of pictures, and I give permission to be filmed and/or photographed as described in the policy. Any photographs and/or part of the video may be used in accordance with the Swim Ireland Filming and Photography Policy.

Signature of Young person \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If the athlete is under 18, then the parent/guardian must also sign to give consent to the policy for the taking and use of pictures:

I confirm that I give permission for my child to be filmed and/or photographed and confirm I am the legal parent/guardian of the above named young person.

Parent/Guardian’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Print name)

Parent / Guardian’s signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Note: This permission will remain valid for the duration of club membership.

**Parents/Guardians**

I have read, understood, and agree to abide by the Code of Conduct for Parents/Guardians, Swim Ireland Safeguarding policies and the Rules of Swim Ireland and Shark Swimming Club

Signature of Parent/Guardian \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please print name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Leaders, Coaches and Teachers Declaration**

Have you ever been asked to leave a sporting organisation? Yes/ No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes/ No

*(If you have answered yes to either questions above, we will contact you in confidence)*

I have read, understood, and agree to abide by the Code of Conduct for Leaders, Swim Ireland Safeguarding policies and the Rules of Swim Ireland and Shark Swimming Club

*If an allegation of abuse is made against me, I agree to step aside until the results of the investigation are completed.*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child protection number/date: \_\_\_\_\_\_\_\_\_

Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Coach/Teacher position: \_\_\_\_\_\_\_\_\_\_\_\_

**Committee member Declaration**

Have you ever been asked to leave a sporting organisation? Yes/ No

Have you ever been convicted of a criminal offence or been the subject of a caution; a Bound Over Order; or are you at present the subject of criminal investigations? Yes/ No

*(If you have answered yes to either questions above we will contact you in confidence)*

I have read, understood and agree to abide by the Code of Conduct for Committees, Swim Ireland Safeguarding policies and the Rules of Swim Ireland and Shark Swimming Club

*If an allegation of abuse is made against me, I agree to step aside until the results of the investigation are completed.*

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Child protection number/date: \_\_\_\_\_\_\_\_

Club \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Committee position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

All codes of conduct are available on the Child Welfare pages on the Swim Ireland website: [www.swimireland.ie](http://www.swimireland.ie)

***Parental Participation Form***

As a parent (guardian) of an athlete who is a member of Shark Swimming Club, there are a certain number of mandatory duties that must be completed throughout the season.

1. Parent on Duty (for further information, please refer to club handbook)
2. Regional and National Competition Duty – Every club must supply officials; this is based on the number of entries from that club. If you enter your child in these competitions, you will be included on the roster, in order to assist with these duties.
3. Fundraising Duty – As a club we run a number of fundraising events, with the proceeds going towards our day to day running costs. It is expected that all parents of participating athletes will assist in our fundraising activities.

Anyone requiring further clarification on any of the above, please contact the Club Secretary.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to carry out the above duties and I understand that failure to undertake these will result in refusal of the next competition entry submitted.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent/Guardian Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In addition, please detail below any skills, abilities or talents you as parents may have that you would be willing to share to assist in the running of the club now or in the future:

Bookkeeping/ Accounting / Financial

Computers / Technology

Communications / Media

Sales / Marketing

Artistic / Baking

Organisational / Secretarial

Other (detail)

Membership Form ****

Please complete all details and return to the Membership Secretary – ONLY for those who were not members of Swim Ireland last year (i.e. mainly for new members of the club).

|  |  |
| --- | --- |
| Swim Ireland Number if existing member |  |

SECTION A: MEMBER DETAILS

|  |  |  |  |
| --- | --- | --- | --- |
| Title: |  | Address 1 |  |
| First Name: |  | Address 2 |  |
| Middle Name: |  | Address 3: |  |
| Surname: |  | Town: |  |
| Date of Birth: |  | County: |  |
| Gender |  | Country: |  |
| \*Phone: |  | \*Mobile: |  |
| \*Email: |  |

\*Please note: If the member is U18 contact details should be the parent/carers

Is this person the head of family Yes / No If not can you enter the ID of the head of their family (U21)

SECTION B: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/team managers should be aware of (e.g. epilepsy, asthma, diabetes, allergies) **Please do not leave blank** – If there is no information please write ‘None’

SECTION C: EMERGENCY CONTACT DETAILS

Please indicate the information below to indicate the persons who should be contacted in the event of an incident/accident

|  |  |
| --- | --- |
| Emergency Contact 1 Name: |  |
| Emergency Contact 1 Relationship: |  |
| Emergency Contact 1 Number: |  |
| Emergency Contact 2 Name: |  |
| Emergency Contact 1 Relationship: |  |
| Emergency Contact 1 Number: |  |

SECTION D: PHOTOGRAPHY & VIDEO

In accordance with the Swim Ireland Filming and Photography policy, we only permit photographs, video or other images of children/young people to be taken with consent.

Photographs/videos will be taken by an appropriate person appointed to do so by Shark SC. Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the Swim Ireland Safeguarding Polices. No child/young person will be identified individually in any published image or film footage.

Shark SC request permission to photograph and/or record video footage of your child’s involvement in their sport for the purposes of publicising and promoting the club and/or sport.

SECTION E: CLUB PRIVACY STATEMENT

Shark SC take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current/future data protection legislation.

Please read the full privacy notice carefully to see how Shark SC will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access.

Please see attached to this membership form Shark SC privacy statement

SECTION F: DATA SHARING WITH SWIM IRELAND

When you become a member of or renew your membership with Shark SC you will automatically be registered with Swim Ireland through the Swim Ireland online membership database. We will provide Swim Ireland with your personal data which they will use to enable your personal access to the membership database. Swim Ireland will contact you to sign in and update your profile (which, amongst other things allows you to set and amend your opt-ins and privacy settings). It is vital therefore that a valid email address is given, so that you can ensure that your data is correct and so that you can monitor your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim Ireland, please view the privacy policy on the Swim Ireland website or on sign up through the online membership database you will be presented with the relevant policy.

SECTION G: AGREEMENTS & CONSENTS

Shark SC recognises the need to ensure the welfare and safety of all young people in our sport. Please tick the appropriate boxes below to confirm the declarations.

|  |  |
| --- | --- |
| I agree to abide by the Swim Ireland Safeguarding Policies (latest update) and Rules of Swim Ireland and Shark SC.  | 🞎 |
| I agree to abide by the relevant code of conduct as laid out by Swim Ireland and Shark SC? | 🞎 |
| I have never been asked to leave a sporting organisation? (If you leave blank, we will contact you in confidence) | 🞎 |

By ticking the boxes below, you consent to the following.

|  |  |
| --- | --- |
| I consent to my special category personal data provided in Section B to be shared with coaches/team mangers or other appropriate personnel for the purposes of the delivery of safe participation in club activities. | 🞎 |
| I consent to my emergency contact details to be shared with coaches/team mangers or other appropriate personnel in the case of an emergency. | 🞎 |
| I confirm that I give permission to be filmed and/or photographed. Photographs and/or video may be used in accordance with the Swim Ireland Filming and Photography Policy.  | 🞎 |
| I confirm I have read and understood Shark SC privacy statement  | 🞎 |
| If I am a competitive swimmer I agree to my personal data and swimming times to be held and processed though Hy-Tek’s swimming software | 🞎 |

|  |  |
| --- | --- |
| Members Name: |  |
| Membership Number (if known): |  |
| Members Signature: |  |
| Date:  |  |

If member is under 18 the parent/carer must also sign below.

I confirm I have legal authority to provide these permissions, agreements and consent for the member named above:

|  |  |
| --- | --- |
| Parent/Carer Name: |  |
| Parent/Carer Signature |  |
| Date: |  |

**Declaration of the Club:**

I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*It is your responsibility as club secretary for ensuring the accuracy and validity of the information that you submit using this form and Swim Ireland accept no responsibility whatsoever for any errors or omissions that you may make.*

 ***APPENDIX 1 – Information on Squads and Selection Criteria:***

 **BLACK HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Black with white Shark inscription |  |
| **Lead Coach** | Trevor Collins |  |
| **Selection Criteria** | 1. Demonstrate stroke counting;
2. Demonstrate awareness of pacing;
3. Demonstrate ability to take own heart rate;
4. Show Lane & Clock discipline;

Irish SC Qualified/ Irish Div 1 Qualified – Minimum 2 events. |  |
| **Minimum Attendance requirements to maintain squad membership** | 90% over 8 week cycles |  |
| **Target** | Achieve Irish LC Qualifying Times/Achieve Connacht Squad Selection/Qualify for finals and win medals at Division 1 |  |
| **Training** | 6 Coached Swim sessions 2 Land Training  |  |
| **Equipment** | Kickboard, Pull buoy, Hand paddles (large & finger), snorkel, band, water bottle, Fins, roller. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BLACK TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM | Swim | REST | Swim | REST | REST |   | Swim |
| PM | REST | REST | Gym (TBC) | Swim | Swim | Gym Swim | REST |

**SILVER HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Silver with black Shark inscription |  |
| **Lead Coach** | Trevor Collins |  |
| **Selection Criteria** | 1. Demonstrate stroke counting;
2. Demonstrate awareness of pacing;
3. Demonstrate ability to take own heart rate;
4. Show Lane & Clock discipline;

 Div 2 Qualified – Minimum 2 events*.* |  |
| **Minimum Attendance requirements to maintain squad membership** |  90% over 8 week cycles |  |
| **Target** | Achieve Irish SC & LC Championship qualifying times/ Qualify for Division 1 Finals, Achieve Connacht Squad Selection |  |
| **Training** | 5 Coached Swim sessions 2 Land Training  |  |
| **Equipment** | Kickboard, Pull buoy, Hand paddles (large & finger), snorkel, band, water bottle, Fins, roller. |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SILVER TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM | REST | REST | Swim | REST | REST | Swim | Swim |
| PM | REST | REST | Gym (TBC) | Swim | Swim | Gym | REST |

**BLUE HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Blue with black Shark inscription |  |
| **Lead Coach**  | Brendan Kelly |  |
| **Selection Criteria** | 1. Demonstrate stroke counting;
2. Demonstrate awareness of pacing;
3. Demonstrate ability to take own heart rate;
4. Show Lane & Clock discipline;
5. Regional Championships SC & LC Qualified – Minimum 3 events.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.* |  |
| **Minimum Attendance requirements to maintain squad membership** | 90% over 8 week cycles |  |
| **Target** | Medals at Division 2, Qualify for Division 1, Achieve Connacht Skills Squad Selection |  |
| **Training** | 4 Coached Swim sessions 1 Land Training  |  |
| **Equipment** | Kickboard, Pull buoy, Hand paddles, snorkel, water bottle, Fins, roller. |  |
|  |  |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **BLUE TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM | Swim | REST | Swim | REST | REST | Swim | Swim |
| PM |  | REST |  | REST | REST | Gym |  |

**WHITE HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | White with black Shark inscription |  |
| **Lead Coach** | Brendan Kelly |  |
| **Selection Criteria** | 1. Demonstrate 5m competition turns with streamlining;
2. Show Lane & Clock discipline;
3. Know difference between sprint, fast, steady & slow;
4. Demonstrate stroke counting;
5. Demonstrate ability to take own heart rate;
6. A times – Minimum 3 events.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.* |  |
| **Minimum Attendance requirements to maintain squad membership** | 80% over 8 week cycles |  |
| **Target** | 1. Know difference between sprint, fast, steady & slow;
2. Demonstrate stroke counting;
3. Demonstrate ability to take own heart rate;
4. Qualify for SC & LC Regional Championships;
5. Qualify for Division 2
 |  |
| **Equipment** | Kickboard, Pull buoy, Hand paddles, water bottle, Fins. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **WHITE TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM | Swim |  |  |  |  |  | Swim |
| PM |  |  |  |  | Swim | Swim |  |

**YELLOW HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Yellow with black Shark inscription |  |
| **Lead Coach** | Noel Barrett |  |
| **Selection Criteria** | 1. Minimum B times – 4 events;
2. Demonstrate

5m competition turns with streamlining;1. Show Lane & Clock discipline;
2. Know competition rules;
3. Know difference between sprint, fast, steady & slow;
4. Demonstrate stroke counting.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.* |  |
| **Minimum Attendance requirements to maintain squad membership** | 80% over 8 week cycles |  |
| **Target** | 1. Demonstrate 5m competition turns with streamlining;
2. Show Lane & Clock discipline;
3. Learn and understand stroke counting;
4. Know competition rules;
5. A Times in minimum 3 events.
 |  |
| **Equipment** | Kickboard, Pull buoy, water bottle, Fins. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **YELLOW TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM |  |  |  |  |  |  | Swim |
| PM |  | Swim |  |  |   | Swim |  |

**ORANGE A HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Orange with black Shark inscription |  |
| **Lead Coach** | Roisin Lally |  |
| **Selection Criteria** | 1. Demonstrate sculling front & back;
2. Swim 25m U/w dolphin kick on Front & on Back;
3. Swim 50m BF;
4. Know Swimming Competition Rules;
5. Demonstrate competition starts;
6. Demonstrate 5m competition turns;
7. B times in 2 events in development meets.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.* |  |
| **Minimum Attendance requirements to maintain squad membership** | 80% over 8 week cycles |  |
| **Target** | B Times in all events |  |
| **Equipment** | Kickboard, Pull buoy, water bottle, Fins. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ORANGE A TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM |  |  |  |  |  |  |  |
| PM | Swim - GROUP 1 | Swim -GROUP 2 |  |  |  | Swim -GROUP 1 & 2 |  |

**ORANGE B HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Orange with black Shark inscription |  |
| **Lead Coach** | Lorraine Copely |  |
| **Selection Criteria** | 1. Demonstrate 12.5m U/w dolphin kick off wall;
2. Swim 25m BF;
3. Demonstrate knowledge of pace clock;
4. Demonstrate sculling front & back;
5. Demonstrate 5m competition turns;
6. C times in minimum 2 events at development meets.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.* |  |
| **Minimum Attendance requirements to maintain squad membership** | 80% over 8 week cycles |  |
| **Target** | 1. Demonstrate sculling front & back;
2. Swim 25m U/w dolphin kick on Front & on Back;
3. Swim 50m BF;
4. Know Swimming Competition Rules;
5. Demonstrate competition starts;
6. Demonstrate 5m competition turns
7. Learn relays;
8. B times in 3 events in development meets
 |  |
| **Equipment** | Kickboard, Pull buoy, water bottle, Fins. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ORANGE B TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM |  |  |  |  |  |  |  |
| PM | Swim (8) |  |  |  |  | Swim |  |

**ORANGE C HATS**

|  |  |  |
| --- | --- | --- |
| **Hat Colour** | Orange with black Shark inscription |  |
| **Lead Coach** | Lorraine Copley |  |
| **Selection Criteria** | Entry based on skills1. Demonstrate Dive;
2. Demonstrate front somersault from standing position;
3. Swim 25m FS;
4. Swim 25m BC;
5. Swim 25 BRS;
6. Swim 15m BF;
7. Tread Water for 30sec.

*Swimmer Recommended by Lead Coach/Approved by Head Coach.*  |  |
| **Minimum Attendance requirements to maintain squad membership** | 80% over 8 week cycles |  |
| **Target** | 1. Learn sculling – Front & Back;
2. Swim 12.5m U/w dolphin kick on Front & on Back;
3. Swim 25m BF;
4. Learn Swimming Competition Rules;
5. Learn competition turns;
6. Learn how to use clock;
7. C times in minimum 2 events at development meets.
 |  |
| **Equipment** | Kickboard, Pull buoy, water bottle, Fins. |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **ORANGE C****TIMETABLE** | **Mon** | **Tues** | **Wed** | **Thurs** | **Fri** | **Sat**  | **Sun** |
| AM |  |  |  |  |  |  |  |
| PM |  |  |  |  |  | Swim |  |



SWIM IRELAND

DATA PROTECTION POLICY TEMPLATE:

SWIM IRELAND CLUBS & REGIONS

|  |  |  |
| --- | --- | --- |
|

|  |  |
| --- | --- |
|    |  |

 |
|  |

Shark Swimming Club

**SWIM IRELAND**

**DATA PROTECTION TEMPLATE**

**FOR CLUBS AND REGIONS**

**REVISED JUNE 2018**

# BACKGROUND

## During the course of your activities within your Club or Region you will collect, store and process the personal information of individuals. Under Irish law, this information must be treated in an appropriate and lawful manner.

## The Data Protection laws in this area are the EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) and other regulations. These Laws impose legal safeguards on how personal information which may be held on paper, computer or other media, may be treated.

## Under the Laws, each Swim Ireland Club or Region is a ‘Data Controller’ of all personal data collected and used in that Club or Region. Swim Ireland clubs and regions are also data processors for Swim Ireland as they collect and provide Swim Ireland with membership, competition and squad information.

## As a Data Controller you have a responsibility to establish practices and policies in line with the Laws. As Club/Regions are not required to appoint a Data Protection Officer to oversee compliance with data protection laws, Club/Regional Committees have overall responsibility for data protection compliance and implementation of this policy in your Club or Region. To contact Swim Ireland for further advice and or information please contact our Data Protection Compliance Committee at dataprotection@swimireland.ie.

## One of the main policies required under the Laws is a Data Protection Policy which sets out how personal data will be treated. Swim Ireland has put in place its own Policy and has prepared this Data Protection Policy Template that each Club/Region and Region can use in preparing its own Policy.

## To prepare your own Data Protection Policy, please review below carefully and amend as you require. If you decide to use this template, this Background section should be deleted and the items in yellow square brackets below should be completed. You will see that some of the information in this background is duplicated below so that this background can be deleted without affecting your Policy.

## Sarah Keane Adam Cox

## Chief Executive Officer Membership Manager

## Swim Ireland Swim Ireland

## July 2018

# POLICY STATEMENT

## Everyone has rights regarding how their personal information is handled. During the course of our activities Shark Swimming Club (“we”) will collect, store and process personal information and we recognise the need to treat it in an appropriate and lawful manner.

## The types of information that we may be required to handle include details of current, past and prospective members, volunteers, contractors and others with whom we communicate.

## The information, which may be held on paper or on a computer or other media, is subject to certain legal safeguards specified in the EU Regulation 2016/679 General Data Protection Regulation (“GDPR”) and other regulations. The Acts imposes restrictions on how we may use that information.

## Under the Acts, we are known as the ‘Data Controller’ of all personal data used in our club. A Data Controller is the person who or organisation which determines the purposes for which, and the manner in which, any personal data is processed (“Data Controller”). As a Data Controller we have a responsibility to establish practices and policies in line with the Acts.

## As we collect and pass data to Swim Ireland (“Data Controller) we also act as a ‘Data Processor’ of personal data. We will only process personal data in accordance with instructions from the data controller.

## We require each member, volunteer, contractor or other worker (“you”) to fully comply with this Policy. Any breach of this Policy will be taken seriously and may result in disciplinary action.

## As [Shark Swimming Club is not required to appoint a Data Protection Officer to oversee compliance with data protection laws, Shark Swimming Club Committee have overall responsibility for data protection compliance and implementation of this policy within Shark Swimming Club. Any questions or concerns about the operation of this Policy should be referred in the first instance to Shark Swimming Club.

## If you cannot answer the question internally the query can be referred to the Swim Ireland’s Data Data Protection Compliance Committee at dataprotection@swimireland.ie.

## For further advice the Data Protection Commissioner can be contacted in the ROI at 1890 252 231 or 057 868 4800 and its website is [www.dataprotection.ie](http://www.dataprotection.ie). There is also a specific GDPR website which can be found at [www.gdprandyou.ie](http://www.gdprandyou.ie). Within Northern Ireland further information can be found at <https://ico.org.uk>

# STATUS OF THE POLICY

## This Policy has been approved by Shark Swimming Club It sets out our rules on Data Protection and the legal conditions that must be satisfied in relation to the obtaining, handling, storage, transportation and destruction of personal information.

## If you consider that the Policy has not been followed in respect of personal data about yourself or others you should raise the matter with the Committee of our Shark Swimming Club.

# DEFINITION OF DATA PROTECTION TERMS

##  “Data” is information which is stored electronically, on a computer, or in structured paper-based filing systems.

## “Data subjects” for the purpose of this Policy include all living individuals about whom we hold personal data. A data subject need not be an Irish national or resident. All data subjects have legal rights in relation to their personal data.

## “Personal data” means data relating to a living individual who can be identified from that data (or from that data and other information in our possession). Personal data can be factual (such as a name, address, date of birth, image, sound recording or phone number) or it can be an opinion (such as the report of a competition).

## “Data Controller” include employees or volunteers whose work involves deciding how personal data is used for. Data Controllers have a duty to protect the information they handle by following this Data Protection Policy at all times.

## “Data Processors” include any person who processes personal data on behalf of a data controller. Employees of data controllers are excluded from this definition, but it could include suppliers which handle personal data on our behalf. Where we work with outside bodies or organisations and only process personal data on their behalf and under their instruction we may be the data processor of that organisation’s personal data.

##  “GDPR” The General Data Protection Regulation (GDPR) will replace current data protection laws in the European Union. The new law will give individuals greater control over their data by setting out additional and more clearly defined rights for individuals whose personal data is collected and processed by organisations.

## “Processing” is any activity that involves use of the data. It includes obtaining, recording or holding the data, or carrying out any action using the data including organising, amending, retrieving, using, disclosing, erasing or destroying it. Processing also includes transferring personal data to third parties.

## “Sensitive personal data” includes information about a person's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition or sexual life, or about the commission of, or proceedings for, any offence committed or alleged to have been committed by that person, the disposal of such proceedings or the sentence of any court in such proceedings.

# DATA PROTECTION PRINCIPLES & MAIN OBLIGATIONS

## The Data Protection laws set out six principles for maintaining and protecting personal data, which form the basis of the legislation. All personal data must be:

### processed lawfully, fairly and in a transparent manner and only if certain specified conditions are met;

### collected for specific, explicit and legitimate purposes, and not processed in any way incompatible with those purposes (“purpose limitation”);

### adequate and relevant, and limited to what is necessary to the purposes for which it is processed (“data minimisation”);

### accurate and where necessary kept up to date;

### kept for no longer than is necessary for the purpose (“storage limitation”);

### processed in a manner that ensures appropriate security of the personal data using appropriate technical and organisational measures (“integrity and security”).

## The main themes of the Data Protection laws are:

### good practices for handling personal data;

### rights for individuals in respect of personal data that data controllers hold on them; and

### being able to demonstrate compliance with Data Protection laws.

## In summary, the Data Protection laws require us to:

### only process personal data for certain purposes;

### process personal data in accordance with the 6 principles of ‘good information handling’ (including keeping personal data secure, processing it fairly and in a transparent manner and keeping it for no longer than is required);

### provide certain information to those individuals about whom we process personal data which is usually provided in a privacy notice, for example you will have received one of these from us as a member of our club and one from Swim Ireland as a member of the organisation.

### respect the rights of those individuals about whom we process personal data (including providing them with access to the personal data we hold on them); and

### keep adequate records of how data is processed and, where necessary, notify the regulator and possibly data subjects where there has been a data breach.

## **Your Main Obligations**

### Treat all personal data with respect;

### Treat all personal data how you would want your own personal data to be treated;

### Immediately notify your committee if any individual says or does anything which gives the appearance of them wanting to invoke any rights in relation to personal data relating to them;

### Take care with all personal data and items containing personal data you handle or come across so that it stays secure and is only available to or accessed by authorised individuals; and

### Immediately notify our Committee if you become aware of or suspect the loss of any personal data or any item containing personal data. For more details on this see our separate Data Breach Policy which applies to all members regardless of their position or role in Shark Swimming Club.

# PRACTICAL GUIDANCE ON GDPR

## Whilst you should always apply a common-sense approach to how you use and safeguard personal data, and treat personal data with care and respect, set out below are some examples of dos and don’ts:

### Do not take personal data out of the organisation’s premises (unless absolutely necessary).

### Only disclose your unique logins and passwords for any of our IT systems to authorised personnel (e.g. IT support) and not to anyone else.

### ONLY use specified club/region email addresses not personal email for undertaking club or region business

### Never leave any items containing personal data unattended in a public place, e.g. on a train, in a café, etc. and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.

### Never leave any items containing personal data in unsecure locations, e.g. in car on your drive overnight and this would include paper files, mobile phone, laptops, tablets, memory sticks etc.

### If you are staying at a hotel then utilise the room safe or the hotel staff to store items containing personal data when you do not need to have them with you.

### Where possible club/regions should purchase laptops for the sole use of club/region business and DO encrypt laptops, mobile devices and removable storage devices containing personal data.

### Do password protect documents and databases containing personal data.

### Never use removable storage media to store personal data unless the personal data on the media is encrypted.

### Use confidential waste disposal for any papers containing personal data or have them shredded before placing them in the ordinary waste disposal.

### When in a public place, e.g. a train or café, be careful as to who might be able to see the information on the screen of any device you are using when you have personal information on display. If necessary, move location or change to a different task.

### Do not transfer personal data to any third party without prior consent or inline with your privacy policy

### If any personal data is lost, or any devices or materials containing any personal data are lost, report it immediately to the Club Committee and Swim Ireland. For more details on this see our separate Data Breach Policy which applies to all members regardless of their position or role within the club.

### If using messaging services i.e. WhatsApp, ensure that all members sign up to or opt into be contacted through this way and provide a means to opt out

### Review membership/entry forms and adopt Swim Ireland templates where applicable

# LAWFUL, FAIR AND TRANSPARENT PROCESSING

## For personal data to be processed lawfully, certain conditions must be met. These may include, among other things, requirements that the data subject has consented to the processing, or that the processing is necessary for our legitimate interest. Where an individual fills out a membership application form, enters a competition or joins a squad then it is understood that they consent to us having this information to process their membership or entry. However, if we wanted to use that membership data for another purpose, for example, to pass it to a third party, we will ask the individual for consent to this.

## The GDPR seeks to ensure that personal data is processed lawfully, fairly, and transparently, without adversely affecting the rights of the data subject. The GDPR states that processing of personal data shall be lawful if at least one of the following applies:

1. The data subject has given consent to the processing of their personal data for one or more specific purposes. In respect of our club the processing is required for application of membership.
2. The processing is necessary for the performance of a contract to which the data subject is a party, or in order to take steps at the request of the data subject prior to entering into a contract with them
3. The processing is necessary for compliance with a legal obligation to which the data controller is subject
4. The processing is necessary to protect the vital interests of the data subject or of another natural person
5. The processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller or
6. The processing is necessary for the purposes of the legitimate interests pursued by the data controller or by a third party, except where such interests are overridden by the fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.

## When sensitive personal data is being processed (e.g. medical records of athletes), the data subject's explicit consent to the processing of such data will be required. Swim Ireland has amended its medical consent form to add in a Data Protection section and also declarations on Data Protection for the individual. An individual must declare he or she read and understood Shark Swimming Club privacy Policy and consents to Processing his or her sensitive personal data information. See Club/Region Privacy Policy on website for more information.

## Where an outside organisation seeks to transfer personal data or sensitive personal data from its members, customers or suppliers to us, we must first ask that outside organisation to ensure that it is entitled to transfer that data to us and, where relevant, that it has obtained the consent from the relevant data subjects to the transfer to us. If an outside organisation proposes to transfer third party personal data to us and you are unsure whether you should accept such information, please contact our Committee for assistance.

## If an outside organisation that you need to transfer personal data to is based outside the EEA, then special considerations may apply. This includes informing the data subject and asking for his or her consent to the transfer. Shark Swimming Club has included a section in its privacy Policy that informs individuals that their data may be transferred outside the EEA for processing and that the individual consents to this transfer. Where you think a transfer outside the EEA may take place and are concerned about the transfer, please contact our Committee

# KEPT AND PROCESSED FOR SPECIFIED AND LAWFUL PURPOSES

## Personal data may only be kept and processed for the specific purposes notified to the data subject when the data was first collected or for any other purposes specifically permitted by GDPR. This means that personal data must not be collected for one purpose and then used for another (e.g. videos taken of members competing at a swimming competition for training purposes and then used in a marketing campaign). If it becomes necessary to change the purpose for which the data is processed, the data subject will be informed of the new purpose and written consent must be sought before any processing occurs.

## Sensitive personal data such as medical records must be restricted to those who specifically need to access it. Physical records should be stored in locked filing cabinets. Electronic records should be encrypted with a password that is only known to those who need to access it. Those who do not need to access sensitive personal data are prohibited from accessing it.

## Shark Swimming Club will complete an Club Processing Activities Log, this is a key step towards compliance with the GDPR’s accountability principle, which requires us to demonstrate (and, in most cases, document) the ways in which we comply with data protection principles when transacting business.

# DATA SECURITY

## Shark Swimming Club shall ensure that all personal data collected, held and processed is kept secure and protected against unauthorised or unlawful processing and against accidental loss, destruction or damage.

## GDPR requires us to put in place procedures and technologies to maintain the security of all personal data from the point of collection through to the effective and safe destruction of that personal data. Personal data may only be transferred to a third-party organisation if it agrees to comply with those procedures and policies or puts in place its own adequate security measures.

## Maintaining data security also means ensuring that the personal data is kept confidential. Only people who are authorised to access or use personal data should have access to it. This can be achieved by storing physical data in a filing cabinet or room that can be locked and the key is kept securely by one authorised person who can monitor access. On a computer security can be achieved by using document passwords and limiting access to shared folders.

## Data Security storage and disposal procedures include:

1. All electronic copies of personal data should be stored securely using passwords and data encryption
2. All hard copies of personal data, along with any electronic copies stored on physical, removable media should be stored securely in a locked box, drawer, cabinet, or similar;
3. It is best practice that personal data should not be stored on any mobile device (including, but not limited to, laptops, tablets and smartphones), whether such device belongs to the club or otherwise without the approval of the committee and, in the event of such approval, strictly in accordance with all instructions and limitations described at the time the approval is given, and for no longer than is absolutely necessary
4. No personal data should be transferred to any device personally belonging to a volunteer/member and personal data may only be transferred to devices belonging to the club/region, coaches, or other parties working on behalf of the Club/Region where the party in question has agreed to comply fully with this Policy and of the GDPR (which may include demonstrating to the Club/Region that all suitable technical and organisational measures have been taken)
5. Create specified email contacts for completing club/regional business
6. Paper documents should be shredded. Hard disc storage devices and other electronic storage devices should be physically destroyed when they are no longer required.
7. When any personal data is to be erased or otherwise disposed of for any reason (including where copies have been made and are no longer needed), it should be securely deleted and disposed of.

# ACCURATE DATA

## Shark Swimming Club shall ensure that all personal data collected, processed, and held by it is kept accurate and up-to-date. This includes, but is not limited to, the rectification of personal data at the request of a data subject,

## The accuracy of personal data shall be checked when it is collected and at regular intervals thereafter. If any personal data is found to be inaccurate or out-of-date, all reasonable steps will be taken without delay to amend or erase that data, as appropriate.

## Data subjects have the right to require Shark Swimming Club to rectify any of their personal data that is inaccurate or incomplete. Shark Swimming Club shall rectify the personal data in question, and inform the data subject of that rectification, within 30 days of the data subject informing Shark Swimming Club.

# ADEQUATE, RELEVANT AND NON-EXCESSIVE PROCESSING

## Personal data should only be collected to the extent that it is required for the specific purpose notified to the data subject. Any data which is not necessary for that purpose should not be collected in the first place. For example, where we do not need to know the religious beliefs of an individual to register them as a member, this will not be asked on membership application forms.

# DATA RETENTION

## Personal data will not be kept longer than is necessary for the reason it was collected. This means that data will be destroyed or erased from our systems when it is no longer required. For example, when a person does not renew his or her membership with us then we will not keep prior information collected on him or her indefinitely and we will delete it in line with our retention periods in appendix 1.

## The Swim Ireland head office has a detailed Data Retention Policy in place. Where you have questions on how long you should retain certain data for that is not covered in the table below, you can request to see this Data Retention Policy or request the relevant maximum data retention period under this Policy. Please see appendix 1 for recommended retention periods.

# DATA SUBJECT RIGHTS

## Under GDPR Laws individuals have certain rights (Rights) in relation to their own personal data. In summary these are:

### The rights to access their personal data, usually referred to as a subject access request

### The right to have their personal data rectified;

### The right to have their personal data erased, usually referred to as the right to be forgotten;

### The right to restrict processing of their personal data;

### The right to object to receiving direct marketing materials;

### The right to portability of their personal data;

### The right to object to processing of their personal data; and

### The right to not be subject to a decision made solely by automated data processing.

## The exercise of these Rights may be made in writing, including email, and also verbally and should be responded to in writing by the committee of Shark Swimming Club without undue delay and in any event within one month of receipt of the request. That period may be extended by two further months where necessary, taking into account the complexity and number of the requests. We must inform the individual of any such extension within one month of receipt of the request, together with the reasons for the delay. Where a club/region has received a request in line with these rights, then the club/region will notify Swim Ireland (dataprotection@swimireland.ie) of this request

## Where the data subject makes the request by electronic form means, any information is to be provided by electronic means where possible, unless otherwise requested by the individual.

## If we receive the request from a third party (e.g. a legal advisor), we must take steps to verify that the request was, in fact, instigated by the individual and that the third party is properly authorised to make the request. This will usually mean contacting the relevant individual directly to verify that the third party is properly authorised to make the request.

# DEALING WITH DATA ACCESS REQUESTS

## Data subjects may make Subject Access Requests (“SARs”) at any time to find out more about the personal data which the Shark Swimming Club] holds about them, what it is doing with that personal data and why.

## Data subjects wishing to make a SAR may do so in writing, using the Club/Regions Subject Access Request Form (this can be found as Appendix 2), or other written communication. SARs should be addressed to the Shark Swimming Club Secretary. Swim Ireland will be notified of all requests at dataprotection@swimirelnd.ie.

## Responses to SARs shall normally be made within 30 days of receipt, however, this may be extended by up to 60 days if the SAR is complex and/or numerous requests are made. If such additional time is required, the data subject shall be informed.

## All SARs received shall be handled by Shark Swimming Club Committee.

## Shark Swimming Club does not charge a fee for the handling of normal SARs. Shark Swimming Club reserves the right to charge reasonable fees for additional copies of information that has already been supplied to a data subject, and for requests that are manifestly unfounded or excessive, particularly where such requests are repetitive.

# DATA BREACH NOTIFICATION

## A “Personal data breach” is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed. This includes breaches that are the result of both accidental and deliberate actions.

## Examples of a personal data breach include the following:

1. Access by an unauthorised third party
2. Deliberate or accidental action (or in-action) by Club/Region or processor
3. Sending personal data to an incorrect recipient
4. Computing devices containing personal data being lost or stolen.
5. Alteration of personal data without permission
6. Loss of availability of personal data, e.g.
7. Where personal data has been deleted accidentally or maliciously
8. Where for example an encryption key has been lost.

## All personal data breaches must be reported immediately to Shark Swimming Club Committee and Swim Ireland dataprotection@swimireland.ie.

## If a personal data breach occurs and that breach is likely to result in a risk to the rights and freedoms of data subjects (e.g. financial loss, breach of confidentiality, discrimination, reputational damage, or other significant social or economic damage), the Data Protection Commissioner’s Office is informed (breaches@dataprotection.ie) without delay, and in any event, within 72 hours after having become aware of it. Swim Ireland and the Club/Region will decide who will notify/report breach to the Data Commissioner’s office in line with the data breach policy.

## If a personal data breach is likely to result in a high risk to the rights and freedoms of data subjects, all affected data subjects are informed of the breach directly and without undue delay. Swim Ireland and the Club/Region will decide who will notify/report breach to the subject in line with the data breach policy.

## Data breach notifications shall include the following information:

### a description of the nature of the breach

### the name and contact details of the data protection officer or other contact point

### a description of the likely consequences of the breach

### a description of the measures taken or proposed to be taken by the controller to address the breach, including, where appropriate, measures to mitigate its possible adverse effects.

## The club/region has a detailed data breach policy which outlines the process in more detail.

# PROVIDING INFORMATION OVER THE TELEPHONE

## We will not provide personal data over the phone unless we are sure you have the right to receive. Where you are asked to provide personal data, we should:

### Check the caller's identity to make sure that information is only given to a person who is entitled to it.

### Suggest that the caller put their request in writing if they are not sure about the caller's identity and where their identity cannot be checked.

### Refer to Shark Swimming Club committee for assistance in difficult situations. No-one should be pressurised into disclosing personal information.

# MONITORING AND REVIEW OF THE POLICY

## This Policy should be reviewed periodically to ensure it is achieving its stated objectives. Swim Ireland will review its own Data Protection Policy and will issue and recommendations or updates that may be of assistance.

## This Policy was adopted in January 2022.

**APPENDIX 1**

|  |  |  |
| --- | --- | --- |
| type of information | maximum retention period | how to destroy/archive |
| Member data including contact details, emails and correspondences  | 12 months from member’s departure from Club/Region | Archive in a secure location Delete from lists within 12 months of cancellation of membership (unless member requests immediate removal)Shred physical files and delete from IT systems, address books, mobile phones 12 months |
| Member images and video footage | This data should be deleted as soon as it is not required but see ‘How to Destroy/Archive’ column for more detail. | Our privacy Policy informs members that images, or video footage may be taken at training, events or competitions.  If a member objects or ask you to delete footage or an image this must be carried out immediatelyDestroy the video once it is no longer required or within 6 months of a member leaving the Club/Region/Swim IrelandIf you would like to retain the image or video for longer than 6 months, the written permission of the member featured in that video or image must be sought. This permission must be retained to prove that you have the right to hold this video. If the video or image is destroyed at a future date, this written permission should be kept for a further 2 years past this date and then it can be destroyed |
| Member Medical Records | On departure | Shred physical files and delete from IT systems on departure  |
| Credit or debit card details | 1 day where no valid reason for holding this data. Where a reason exists, the maximum retention period is 12 months | Shred physical records and delete from IT systems immediately after processing unless there is a valid reason for holdingIf retained on foot of a valid reason, shred physical files and delete from IT systems within 12 months |
| Bank account details | 2 months from date when individual is no longer engaged with Club/Region | Treasurer to delete it from his or her own records (unless you have a valid reason for holding it)Treasurer to shred physical files and delete from IT systems within 2 months |
| Complaints or Disciplinary Matters | 12 months from member’s departure from Club/Region or whilst any sanction is active | Shred physical records and delete from IT systems after 12 months |
| Garda Vetting Information | DO NOT RETAIN | Transfer to National Children’s Officer at Swim Ireland Head Office |
| Documents relevant to current or potential litigation, investigations, inquiries | DO NOT DESTROY | Transfer this information to Club/Region Chair or Secretary Under Irish Law there is a positive obligation to preserve documents where litigation is anticipated or ongoing. These documents must be preserved and not destroyed |

**Appendix 2 – Sample Subject Access Request Form**

In compliance with Article 15 of the General Data Protection Regulation, [Club/Region] can use the following sample form for subject access requests however it is not mandatory to do so.

**Sample Subject Access Request Form:** Request for a copy of Personal Data

**Important: a photocopy of your proof of identity (e.g. passport or driver’s licence) and a photocopy of proof of address (e.g. utility bill) must accompany this Access Request Form (see Note below).**

**Section A - please complete this section**

Full Name:

Postal address:

\*Telephone/e-mail:

(include area code)

\*As we may need to contact you to discuss your Access Request

**Section B - please complete this section**

I, …………………………………………………... [insert name] wish to have access to data that I believe [Club/Region] retains on me as outlined below (please include the name of service(s) and anything relevant to your access request)

Signed……………………………………………..Date……………

Please return this form to the club/regional secretary at sharksecretary@gmail.com

Note: we require proof of the applicant’s identity and address to ensure that the person making this access request is acting legitimately