



# TEMPLEOGUE SWIMMING CLUB

## CLUB CONSTITUTION

November 2021

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## List of Terms and Abbreviations

<b>TSC</b>	Templeogue Swim Club
<b>SI</b>	Sport Ireland – previously Irish Sports Council (ISC)
<b>AGM</b>	Annual General Meeting
<b>EGM</b>	Extraordinary General Meeting
<b>CCO</b>	Club Children’s Officer
<b>Officer</b>	Officers of a club are the Chairperson, Secretary and Treasurer.

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

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

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

<b>Swim Ireland website</b>	<a href="http://www.swimireland.ie">www.swimireland.ie</a>
<b>Club website</b>	<a href="http://www.teamtsc.net">www.teamtsc.net</a>
<b>Club contact details</b>	Templeogue Swim Club c/o Templeogue College Swimming Pool Templeville Road Templeogue Dublin 6W  Secretary – <a href="mailto:secretarytsc@teamtsc.net">secretarytsc@teamtsc.net</a>  Treasurer – <a href="mailto:treasurer@teamtsc.net">treasurer@teamtsc.net</a>

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

- The name of the club shall be Templeogue Swim Club (also using the abbreviation TEAM TSC).
- The colours of the club shall be Red.
- The headquarters of the club shall be c/o Templeogue College Swimming Pool, Templeville Road, Templeogue, Dublin 6W.

## 2 Objectives

### 2.1 The objectives of TSC are:

- Provide a positive and safe environment which is swimmer-centred and promotes a holistic and enjoyable approach to the development of swimmers.
- Provide a pathway for those young people who have learned to swim to improve their fitness, and to develop the relevant skills on all strokes.
- Introduce young swimmers to competitive swimming, initially at the appropriate graded level and, if they have the interest, commitment and skills, then gradually to higher levels of the sport.
- Encourage the enhancement of the skills of the Club's coaches by supporting their training pathways in order to progressively improve the technical assistance they provide to swimmers.
- To accept and enforce the rules and regulations set down by Swim Ireland in accordance with the affiliation status afforded to the club.
- 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.

### 2.2 TSC is fully committed to safeguarding the wellbeing of its members. Every individual in TSC should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of TSC and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent.

## 3 Affiliation

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

- Swim Ireland, the governing body for the whole of the island of Ireland.
- Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
- Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

## 4 Membership

- 4.1 All members are subject to the rules and constitution of TSC and rules and regulations of Swim Ireland, LEN and FINA.

### 4.2 Membership Categories

The following constitute as members of the club:

- 4.2.1 Competitor: members of TSC who are registered to participate in competitive events.
- 4.2.2 Non-Competitor: This category includes but is not limited to: Coaches; Administrators; Team Managers; and CCO's.
- 4.2.3 Honorary Life Membership: awarded by unanimous decision of the committee for extraordinary purposes such as but not limited to competitive achievement and service to the club

### 4.3 Conditions of Membership

- 4.3.1 The Club Management Committee reserves the right to accept or reject applications for membership of the club. All existing members must re-apply every year. Membership is only valid where a subscription fee has been paid in full or in a manner agreed by the Club Management Committee
- 4.3.2 The Club may terminate or suspend the membership of any person owing, but not limited to, violation of the Club constitution and/or rules, criminal behaviour, or any activity deemed by the Management Committee to be inconsistent with the ethos of the Club. All membership terminations and suspensions will be reported to Swim Ireland, and can also be appealed to Swim Ireland.
- 4.3.3 Members may not participate in any activities of the club until all subscriptions have been paid and all liabilities to the club cleared.
- 4.3.4 Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland in accordance with that organisation's procedures. In the event of membership being refused or withdrawn by Swim Ireland, no such person may remain a member of the Club
- 4.3.5 TSC will publish all relevant club and Swim Ireland rules and regulations on the club's website or provide a link to Swim Ireland's website for a complete listing of abiding policies. Such documents will include but not be limited to; Swim Ireland Code of Ethics and Good Practice for Children's Sport, Swim Ireland Guidelines for Safeguarding Children, Swim Ireland Complaints and Disciplinary Rules and Procedures and (club) constitution.

### 4.4 Duration of Membership and Annual Subscriptions

- 4.4.1 Membership fees shall be due monthly and from 1<sup>st</sup> of September of each year.
- 4.4.2 Any variation from this must be agreed by the management committee.
- 4.4.3 The membership year shall run from the 1st of September to the 31st of August each year.
- 4.4.4 Club fees will be determined by the management committee.
- 4.4.5 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.

#### **4.5 Application & Resignation Procedures for Club Members**

- 4.5.1 All members must complete the required application forms and pay the requisite fees as set down by TSC.
- 4.5.2 All members must also be familiar with and comply with Swim Ireland and TSC rules and read and sign the relevant codes of conduct annually.
- 4.5.3 The forms must then be forwarded to the management committee for approval. Parents must sign the application form where the applying member is under 18.
- 4.5.4 A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the club and if this person wishes to renew membership at a later date they must re-apply.
- 4.5.5 Membership status is only valid where a subscription has been paid in full or in a manner agreed by the club management committee.
- 4.5.6 Members are required to renew their membership annually with TSC and Swim Ireland.

## **5 Club Management**

### **5.1 Membership of the Management Committee**

- 5.1.1 A Management Committee shall be elected by the members to manage the business and affairs of the Club.
- 5.1.2 The Management Committee shall comprise:
  - the Club Chairperson,
  - the Club Secretary,
  - the Club Treasurer,
  - the Club Children's Officer

And at least four other members, representative of the body of the Club's members.

- 5.1.3 The Chairperson, Secretary and Treasurer shall be regarded as officers of the Club. It would be advisable for an officer to have spent some time on the Management Committee as an ordinary member in advance of taking up position as an officer.
- 5.1.4 Other members of the Management Committee may be assigned tasks or projects associated with the affairs or objectives of the Club (e.g. fund raising, social activities, etc.).
- 5.1.5 The Committee may appoint a Vice Chairperson from within their number to act, where appropriate, in the absence of the Chairperson.

## **5.2 Roles and Responsibilities of Management Committee Members**

### **5.2.1 Duties of the Chairperson**

- Support the efficient running of the club
- Chair regular committee and annual general meetings
- Help others understand their roles and responsibilities
- Communicate with various members within the club
- Represent the club at local and regional events as required
- Assist the club to fulfil its responsibilities to safeguard young people at club level
- Support understanding of the legal responsibilities of the club to which the Club complies
- Comply with Swim Ireland rules and regulations

### **5.2.2 Duties of Club Secretary**

- Be the first point of contact for club enquiries
- Organise and attend key meetings (including Annual General Meetings)
- Keep proper records of membership, complaints and contracts in relation to the dealings of the club
- Take and distribute minutes
- Delegate tasks to club members
- Deal with all correspondence
- Attend to club affiliations
- Ensure insurance is up to date and relevant
- Arrange handover or succession planning for the position
- Comply with Swim Ireland rules and regulations

### **5.2.3 Duties of the Treasurer**

- Co-ordinate the clubs financial planning
- Manage the club's income and expenditure in accordance with club rules
- Produce an end of year financial report
- Regularly report back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Propose amendments to annual and monthly subscriptions as appropriate
- Deposit cash and cheques that the club receives
- Keep up to date financial records
- Arrange handover or succession planning for the position
- Comply with Swim Ireland rules and regulations

### **5.2.4 Other Committee Members**

- Duties of other committee members will be agreed by the Management Committee

### **5.3 Club Children's Officer**

- 5.3.1 The Club shall have a least one Club Children's Officer (CCO), and preferably more than one, with a balance of male and female representation.
- 5.3.2 The CCO(s) shall be appointed by the Management Committee.
- 5.3.3 The CCO(s) shall have, as a primary aim, the establishment of a child-centred ethos within the Club and shall be the link between the children and adults in the Club on matters of child welfare.
- 5.3.4 The CCO(s) must comply with Swim Ireland rules and regulations
- 5.3.5 Ensure completion of required training and awareness of the role within the club
- 5.3.6 Act in the best interest of young people
- 5.3.7 Ensure young people have opportunity to express opinions and views
- 5.3.8 Ensure safeguarding policies and procedures are implemented and effective in all areas of the club
- 5.3.9 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)
- 5.3.10 The CCO(s) shall maintain a record of any incidents impacting on child welfare in the Club. These records will be maintained in confidence and will only be discussed with the Club Chairperson and/or the Head Coach if the CCO is of the opinion that a matter needs to be brought to the attention of one or more of those parties in the interests of child welfare in the Club. Records relating to any individual incident will be destroyed after an appropriate time period in accordance with Swim Ireland and/or Management Committee guidelines.
- 5.3.11 The CCO - or where there is more than one CCO, one of their number by agreement - shall be co-opted as a member of the Management Committee, but may not hold any other position on that Committee while serving as CCO. The CCO shall update the Committee on matters concerning child welfare generally, but shall maintain confidentiality in relation to individual cases at all times. Where relevant, the CCO member on the Management Committee shall act as a liaison between the other CCOs and the Committee.
- 5.3.12 No individual CCO shall be a member of the Management Committee for more than four years.
- 5.3.13 The Management Committee may at any stage remove a CCO whom they deem to be unsuitable to continue to perform the duties of the position.



## 5.4 Coaches

- 5.4.1 The Club shall engage a Head Coach and such other coaches as may be appropriate to provide instruction to the members of the Club.
- 5.4.2 All coaches shall have written contracts which outline their terms of engagement, as well as their duties, functions and responsibilities.
- 5.4.3 All coaching staff will undergo Garda vetting in accordance with Swim Ireland guidelines and procedures. If the applicant is from a jurisdiction outside Ireland, enquiries will be made to the relevant statutory bodies via Swim Ireland.
- 5.4.4 All Coaches must be affiliated to Swim Ireland, must be familiar with and comply with Swim Ireland regulations and must possess the appropriate qualifications for their coaching position within the Club.
- 5.4.5 All coaching duties are the ultimate responsibility of the Head Coach. These duties include:
  - a. Training content
  - b. Training schedule
  - c. Team selection
  - d. Organising competitive swimmers into respective groups according to their ability
  - e. Reporting to and acting as liaison with Swim Ireland on coaching matters.
- 5.4.6 The Head Coach shall be accountable to the Management Committee but shall not be a member of that Committee. The Head Coach shall attend a minimum of 50% of the Committee's meetings per year to report on coaching developments and matters within and affecting the Club.
- 5.4.7 Any coach against whom an allegation of child abuse or other misconduct is made shall step down pending the outcome of an investigation by the relevant authorities. If the person refuses to step down, they shall be suspended (without prejudice) by the Management Committee until the matter is resolved.
- 5.4.8 The Head Coach shall ensure all coaches hold an up to date Swim Ireland Licence.
- 5.4.9 All coaching staff must be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP)

## **5.5 Role of the Management Committee**

- 5.5.1 The management committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The management committee must ensure the club's rules are made available to all members
- 5.5.2 The committee have the power to appoint such sub committees as they may consider necessary. These sub committees will act on behalf of the management committee and follow procedures and relay information as directed by the management committee.
- 5.5.3 The management committee shall be responsible for all assets of the club.
- 5.5.4 The management committee, in conjunction relevant parties; i.e. head coach and coaching staff, will be responsible for formulating club policy in accordance with the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent edition, and on the direction the club takes in the future in all its activities.
- 5.5.5 The members of the management committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- 5.5.6 Committee members must declare any personal or business interest, which may conflict with their duties as a member of the management committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves content, discussions and decisions.
- 5.5.7 The management committee will be expected to sign and follow codes of conduct in relation to their obligations to TSC members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to TSC and its members. The committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future
- 5.5.8 Committee members, Team Managers and other members carrying out functions on behalf of the Club shall be required to undergo Garda vetting and other child safeguarding procedures as may be specified by Swim Ireland from time to time.
- 5.5.9 Any Committee member, Team Manager or other member carrying out functions on behalf of the Club against whom an allegation of child abuse or other misconduct is made, shall step down pending the outcome of an investigation by the relevant authorities. If the person refuses to step down, they shall be suspended (without prejudice) by the Management Committee until the matter is resolved.

## **5.6 Meetings of the Management Committee**

- 5.6.1 The management committee shall meet a minimum of 6 times per year with a minimum quorum of 50% plus 1 of the members of the committee present.
- 5.6.2 The chairperson and the secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the club.
- 5.6.3 A minimum of 7 days notice will be given to management committee members save with exceptional circumstances. The management committee shall agree how notice shall be provided.

- 5.6.4 The management committee should set out its agenda for a meeting no less than 4 days prior to the meetings.
- 5.6.5 The chairperson has the casting vote on any motion arising during the meetings.
- 5.6.6 The chairperson's decision on a Point of Order is final
- 5.6.7 The chairperson shall preside at all meetings; however in the chairperson's absence a member of the management committee may be nominated.
- 5.6.8 The secretary, or in her/his absence a member of the committee, shall take minutes.
- 5.6.9 The treasurer shall relay the financial position of the club at each meeting.
- 5.6.10 The CCO and other committee members must also relay details on the areas of the club they are designated to.
- 5.6.11 The head coach shall be given the opportunity to report and voice their concerns of their designated areas within the club, as well as to advise the management committee on relevant issues.
- 5.6.12 The management committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.
- 5.6.13 Any person in attendance at a meeting of the Management Committee must declare any conflict of interest in relation to any matter for discussion and may be required to absent themselves from discussions and decisions on a matter where such conflict arises

## 6 Annual General Meeting (AGM)

- 6.1 The AGM will be held annually in November
- 6.2 Members shall be informed of the date, time, place and order of business of the AGM at least 21 days prior to the meeting. Members will also be reminded of the requirement below.
- 6.3 Nominations for membership of the Management Committee and notice of any motions must be received by the Secretary no less than 14 days prior to the AGM.
- 6.4 An agenda, names of candidates seeking election to the management committee and any motions/resolutions for discussion shall be sent to all members no later than 7 days prior to the AGM.
- 6.5 At the AGM, the annual report shall be presented, which shall consist of a: chairperson's report; secretary's report; treasurer's report; head coach's report and the CCO report.
- 6.6 Any changes or updates to the club constitution or club rules will be notified to the members and Swim Ireland within one month following the AGM
- 6.7 Any resolution to amend the club's constitution which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.
- 6.8 Two delegates for the club will be elected to represent the club at the Swim Ireland AGM. These appointments do not necessarily have to be made at the club's AGM.

## 7 Extraordinary General Meeting (EGM)

- 7.1 An Extraordinary General Meeting may be called at any time in the following circumstances:
- 7.2 If a resolution to convene a club EGM is passed at the preceding club AGM
- 7.3 If 20% of club members serve on the club secretary a written notice duly signed seeking the holding of such a club EGM
- 7.4 Where two-thirds of the club management committee resolve to convene a club EGM
- 7.5 A club EGM must be held within 14 days of receiving such a request and must allow for 7 days' notice to all club members.
- 7.6 The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.
- 7.7 The total number of eligible voting club members will be made available by the management committee to club members.
- 7.8 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

## 8 Procedures at General Meetings (AGM & EGM)

- 8.1 No business shall be transacted at a general meeting unless a quorum is present. A quorum of 25% of the eligible voting members is the number required
- 8.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the club committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
- 8.3 Members who are fully paid up and over 18 years of age are eligible to vote.
- 8.4 No voting by proxy is allowed.
- 8.5 Parents shall hold one vote on behalf of their child/children within the club. Only one parent may exercise this vote and this must be so agreed between the parents (i.e. that is one vote only and not one vote per child). Parents who are club members in their own right may vote with this right for themselves and also cast one vote on behalf of their child/children.
- 8.6 Voting shall be conducted via a show of hands, which will be counted by the secretary. The management committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote. Nominations will be passed at AGM's by simple resolution of 50%.
- 8.7 Motions for a change to the club constitution must be passed by a special resolution of 75% of persons entitled to vote present at the meeting.
- 8.8 The chairperson will have a casting vote if there is an equality of votes.

## 9 Nominations, Notice of Motions and Election of the Management Committee

- 9.1 Election of the management committee members takes place at the club AGM each year. At this time the officers of the club shall be elected - chairperson, treasurer and secretary, along with at least four other members of the management committee.
- 9.2 If an officer of the club must step down during their term the management committee may appoint an existing committee member to fill this vacancy to hold office from the date of such appointment until the expiry of the term of office that would have been served by that officer where he or she had completed a full term.
- 9.3 An Officer may only hold their position for a maximum of four consecutive years. After this time period they must stand down for a period of 2 years and cannot remain on the committee.
- 9.4 Nominations for office and notice of motions must be received in writing by the club secretary no less than 14 days prior to the general meeting.
- 9.5 A proposer and seconder are required for all nominations and notice of motions.
- 9.6 Notices of motions and nominations for the management committee shall be circulated to members at least 7 days prior to the AGM. They will also be available on request from the club secretary. Motions and nominations without due notice will not be discussed.
- 9.7 If insufficient nominations are received by the Secretary prior to the general meeting additional nomination from the floor at the AGM can take place.
- 9.8 A Club Children's Officer must be appointed by the Management Committee and fulfil the criteria laid down by the most recent 'Swim Ireland Safeguarding Children Policies and Procedures'.
- 9.9 A Club Head Coach must be appointed by the Management Committee and fulfil the criteria laid down by Swim Ireland Rules and Regulations.

## 10 Transfers

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

## 11 Finance

- 11.1 The financial affairs of the club shall be the responsibility of the management committee in general and in particular, the treasurer. Correct accounts and book keeping shall be done by treasurer or under his/her supervision.
- 11.2 Annual accounts of TSC should be prepared for the Annual General Meeting by treasurer.
- 11.3 The management Committee shall be empowered to open bank accounts in the name of TSC 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.
- 11.4 The treasurer will receive all money paid to the TSC and ensure all such sums are lodged to TSC bank account as soon as possible.
- 11.5 Any assets invested in by the management committee will be used for TSC purposes only. The management committee will delegate the use of these assets under advisement from coaches, teachers, club children's officers and others within the club
- 11.6 The committee will have the power to negotiate sponsorships on behalf of TSC and engage from time to time fundraising activities. Any financial returns from these activities will be used for TSC development purposes only.

## 12 Complaints and Disciplinary Procedures

- 12.1 The club hereby adopts The Swim Ireland complaints & disciplinary rules and procedures as amended by Swim Ireland from time to time.
- 12.2 All members of TSC must abide by the Swim Ireland complaints and disciplinary procedures
- 12.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures
- 12.4 The management committee may appoint a complaints and disciplinary committee in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures
- 12.5 Any matter involving members under 18 must also be brought to the attention of the CCO

## 13 Cessation/Suspension/Expulsion of Membership

- 13.1 TSC have the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unseemly by the management committee in line with Swim Ireland complaints and disciplinary policies
- 13.2 All club terminations and suspensions will be reported to Swim Ireland.  
All club terminations and suspensions can be appealed in line with the Swim Ireland complaints and disciplinary policy
- 13.3 Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.

## 14 Dissolution

14.1 TSC may be dissolved:

- By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
- A Court Order where a dispute exists within its membership

14.2 Notice must be given to member and Swim Ireland for any dissolution to come into effect, owing to a resolution at a general meeting.

14.3 All aspects of the club, having discharged debts and liabilities, shall be distributed to charity, charities or other non-profit making organisation having an agenda similar to those of TSC or Swim Ireland.

14.4 The management committee shall be responsible for the winding up of assets and liabilities of TSC.

## 15 Equality

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

## 16 Criminal Allegations

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

## 17 Data Protection

17.1 TSC hereby adopts the S.I data protection policy as amended by S.I from time to time.

## 18 Club Constitution Template

This constitution is based upon the Swim Ireland Constitution Template. Swim Ireland has asserted its rights under the Copyright & Related Rights Act, 2000 to be identified as the author of this work