



Wexford Swimming Club Handbook

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Clubs and
Community

Version 3

Contents

Wexford Swimming Club Handbook	0
Introduction to Club Handbook.....	4
Club Description	4
Objectives of the Club	4
Section 1 - Membership	5
Becoming a member	5
Member Participation Policy.....	5
Codes of Conduct	6
Joining the club.....	6
Membership Fees.....	6
Fee Structure	8
Squads/ Teams	8
Drop Off and Collection.....	9
Duty rota for sessions.....	9
Duties of the person on duty.....	9
No person on duty.....	10
Transfers.....	10
Club Gear	11
Squad Criteria:.....	12
A Squad:.....	12
A1 Squad:.....	12
B & C Squad:	12
D Squad:	12
Moving between squads	12
Session Timetable – refer to club website for latest session timetable	13
Section 2 - Club Roles and Contact Details.....	14
1. Management Committee	14
2. Club Children’s Officer (CCO)	14
3. Coaches, Trainee Coaches and Teachers.....	14
4. Team Managers.....	15
5. Officials	15
Club AGM	16
Section 3 - Facility Information and Emergency Action Plan	17

Facility Information	17
Emergency Action Plan for Wexford Swimming Pool	17
Rescue:	17
Fire Control:.....	17
Section 4 - General Club Information.....	18
Competitions	18
Photography and Filming	18
Complaints and Disciplinary Procedures.....	18
Discipline	19
Complaints.....	19
Club Links and Policies.....	19
Swim Ireland Policies and Procedures.....	19
Appendix A – Club Membership Form	20
Appendix B – Member Participation Policy.....	24
Mandatory training	24
Swimming.....	24
Water Polo.....	24
Mandatory roles.....	25
Person on duty rota.....	25
Regional and National Competition Duty.....	25
Club Galas and Club Competitions	25
Voluntary roles	25
Team Manager	26
Official (Swimming)	26
Official (Water Polo).....	26
Coach/ Teacher.....	26
Fundraising Committee	26
Management Committee	26
Complaints and Disciplinary Committee	27
Member Participation Form	27
Appendix C – Gala Guide.....	28
Level 1 Galas:.....	28
Level 2 Galas:.....	28
Level 3 Galas:.....	28

Level 4 Galas:.....	28
Level 5 Galas:.....	28
Arriving at a gala.....	30
Food and Drink	30
What to bring to a gala?	30
Personal Belongings at Galas	31
Summary	31
Appendix D – Team Manager (TM)	32
Before a gala.....	32
On the day of the gala	32
After the gala.....	33
Benefits.....	33
Appendix E - Beginners Guide to Water polo.....	34
Important Rules:.....	34
Definitions:	34
Minor Foul –	34
Major Foul –	34
Brutality –	34
Important Rules:.....	34
Examples of Minor Fouls:	34
Examples of Major Fouls:	35

Introduction to Club Handbook

Club Description

- Name of Club: Wexford Swimming and Water Polo Club
- Type of Club: Competitive and Non-Competitive swimming and Competitive and Non-Competitive water polo
- Wexford Swimming Club was established around 1974.
- Wexford Swimming Club caters for both Competitive and Non-Competitive swimmers and water polo players
- The Club is based and trains in Wexford Swimming Pool, Ferrybank, Wexford, Y35 Y184.

Objectives of the Club

- To foster and develop swimming and water polo and its participants
- To promote the teaching/coaching and practice of swimming and water polo in line with current best practice
- To promote the development of physical, moral and social qualities associated with sport, within the participants
- To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming and water polo in accordance with the affiliation status afforded to the club
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the club is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

Wexford Swimming Club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/ carers, coaches/ teachers and volunteers, in Wexford Swimming Club should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of Wexford Swimming Club and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2019' or most up to date equivalent.

Section 1 - Membership

- Disciplines offered: Swimming (competitive and non-competitive) and water polo
- Squads/ Teams that the club can offer: A, A1, B, C, D, Water polo
- Squad/ Team structure and movement criteria: This is decided by coaches. Squad moves are done in consultation with swimmers and their parents.
- Swimming practice structure:
 - A squad trains 10 hours/week: Mon 6-8am, Tues 6-8am, Thurs 6-8am, Fri 6-8am, Sun 8-10am*
 - A1 squad trains 8 hours/week: Mon 6-8am, Tues 6-8am, Thurs 6-8am, Fri 6-8am
 - B squad trains 6 hours/week: Tues 6-8pm, Thurs 6-8pm, Sun 8-10am*
 - C squad trains 4 hours/week: Tues 6-8pm, Thurs 6-8pm
 - D squad trains 2 hours/week:
 - D1 squad – Tuesday evening 18:00-19:00 and Friday evening 18:00-19:00
 - D2 squad – Tuesday evening 19:00-20:00 and Friday evening 18:00-19:00
 - D3 squad – Thursday evening 18:00-19:00 and Friday evening 18:00-19:00
 - D4 squad – Thursday evening 19:00-20:00 and Friday evening 18:00-19:00
 - *Sunday training will occasionally be from 9-11am as per the training schedule.

Becoming a member

Membership of Wexford Swimming Club is accepted at the discretion of club management committee. The membership year is from 1st September annually. Wexford Swimming Club is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland. Associate membership of Wexford Swimming Club is available. Associate members are entitled to a vote at the AGM

The following must be completed when applying for membership on an annual basis:

- | | |
|--------------------------------------|--------------------------------------|
| 1. Club membership form (Appendix A) | } Club documents sent out separately |
| 2. Relevant code of conduct | |
| 3. Data permission form | |

Member Participation Policy

Wexford Swimming Club is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties. More details are outlined in the member participation policy in Appendix B.

Codes of Conduct

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in sport.

Breaches of the codes of conduct will be dealt with through the complaints and disciplinary process with the emphasis on resolution through the informal route.

The relevant code of conduct should be signed annually by young people, parents, committee members, leaders, coaches and teachers, returned to the CCO (cco@wexfordswimmingclub.ie) and they will be kept on record.

Joining the club

The entry standard is the ability to complete 25m front crawl, 25m back stroke and 25m breast stroke. Trials for joining the club are offered at the start of the season during the open day and subject to demand during the season. If you are interested in becoming a member please contact secretary@wexfordswimmingclub.ie or fill in the form on our website. Places will be offered based on availability.

Wexford Swimming Club endeavours to facilitate all athletes who wish to become members of the club. If you or your child/ children have any special requirements please contact

secretary@wexfordswimmingclub.ie martin@wexfordswimmingclub.ie

For information on accessibility to the facility/ facilities we use contact secretary@wexfordswimmingclub.ie with your requirements.

Membership Fees

Club fees are payable, in advance, on the 1st day of every month. Invoices will be issued when fees are due. Payment options available: Bank transfer, direct debit or standing order. Any queries regarding club fees should be directed to club treasurer (treasurer@wexfordswimmingclub.ie).

All financial queries will be treated with confidentiality. Should you experience any difficulties paying fees, please contact the treasurer. By paying your fees you are committing to membership of the club for that period. Refunds will not be offered to members who decide to leave before the end of that term.

Should a member request the suspension of fees due to sickness or injury, the minimum period of fee suspension is 4 weeks and must be supported by documentation. Should a member request the suspension of fees for other reasons, for example, sitting State exams, partaking in other sports, one month's notice is required. There is no guarantee of their place in their squad on their return.

Unpaid fees that are outstanding for more than two months may be referred to the club complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedures.

Fee Structure

Each member is required to pay club fees. The annual Swim Ireland fee is also mandatory, full details of fees are listed below. Refer to the club website for the latest fees.

Swim Ireland Fees	Swim Ireland Fees are €70 per person each year
Squad/ Team Fees	<u>A Squad</u> • Annual €1,400 • Quarterly €350 • Monthly €140 <u>A1 Squad</u> • Annual €1,200 • Quarterly €300 • Monthly €120 <u>B Squad</u> • Annual €1,000 • Quarterly €250 • Monthly €100 <u>C Squad</u> • Annual €800 • Quarterly €200 • Monthly €80 <u>D Squad</u> • Annual €600 • Quarterly €150 • Monthly €60 Reminder: Non-payment of fees may result in sanctions in accordance with SI complaints and disciplinary procedures

A family discount will be subtracted from the final instalment each year as follows: €60 for second and subsequent children in A, A1, B and C squads and €20 for D squad.

Squads/ Teams

- Names of squads: A, A1, B, C, D, Waterpolo team
- Frequency of training – see Session timetable on page 7
- Squad entry criteria are set by the coaches.
- Trials for joining the club are offered at the start of the season during the open day and subject to demand during the season

Drop Off and Collection

Swimmers are required to be on poolside 10 minutes prior to start of their session for land based warm up. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians should not drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with child if they require assistance. Parents/ guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished and have left poolside.

Duty rota for sessions

- There must be a pool and/or a dry-land duty rota for coaching and teaching activities. This is a mandatory role.
- The person on duty rota is organised in advance on a monthly basis and communicated to all involved by WhatsApp and OnDeck
- Contact details for all individuals on the rota will be available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them via our Team Unify database)
- The person on duty must be over eighteen, and may be an older member of the club, i.e. it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad
- The coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning

Duties of the person on duty

The person scheduled to be on duty must:

- In the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to find an alternative parent to stand in
- Turn up at least 10 minutes before the start of the training session and remain on deck (or at venue of dry land training) until the last swimmer/water polo player has left the session.
- The person on duty should have a full view and hearing of the pool area/ dry land area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.
- Ensure the attendance record for the session is completed and signed. Confirm the number of swimmers in attendance with the coach(es) on duty. Instructions on how to fill it in is provided in the document. Record the name and time a swimmer leaves and returns to the pool and reason, e.g. water/bathroom. Ensure swimmers return to pool.
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view

- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
- Take note of any problems that occur – refer any issues directly to the coach in charge of the session or, if not possible, to the Children’s Officer or club secretary.
- To inform the coach in the case a swimmer who temporarily left the session for whatever reason (eg. toilet break, etc) seem to take longer than expected to return on deck.
- Know how or where to access young people’s contact details in cases of illness or emergency or in the event the session is cancelled. This is done via the coach.
- In cases of emergency, help the coach by being an extra adult to supervise children or to assist with a response to the emergency.
- Copies of Swim Ireland Incident Report form and associated procedure are available at the back of the parent on duty record. In the event of an incident the parent on duty will alert the coach and parent or coach will alert the lifeguard on duty. An Incident Report form must be completed and submitted to the Club Secretary Secretary@wexfordswimmingclub.ie.
- Concerns should be brought to the coach in charge of the session or the Children’s Officer following a session
- When the swimmers/water polo players have left the pool side, their parents/guardians are responsible for them. Any parent/guardian persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee – this is a breach of the code of conduct and will be dealt with accordingly.

No person on duty

It is a breach of Swim Ireland rules to not have a person on duty for Swim Ireland sessions, either pool or dry land activities. If a person on duty does not turn up the coach will take the best courses of action to ensure the safety of the young people and themselves, this may mean cancelling the session unless a replacement is found. The person on duty who did not turn up may be subject to disciplinary action.

Transfers

If a member wishes to leave Wexford Swimming Club and join another club, they must communicate with the club secretary in writing.

The club may withhold a transfer if:

1. The member owes fees to Swim Ireland or the club
2. The member holds club property
3. The member has a complaint made against them which is in process or pending, or in relation to a sanction which has been issued but not yet served.

If you transfer to another club, you will cease to be a member in Wexford Swimming Club.

Club Gear

Essential kit for training includes swimsuit, swim hat and goggles.

Other recommended equipment includes:

- Flip Flops or Sliders
- Water bottle
- Kickboard
- Pull buoy
- Snorkel
- Fins
- Hand Paddles
- Water polo cap
- Water polo ball
- Mouth guard
- Shammy towel
- Net bag to hold the kit above

Coach will advise of other kit which may be required. Wexford Swimming Club swimming hat must be worn at competition, hats are available from the Secretary. The use of Club T-shirt at competitions is welcome to help create a sense of belonging and team spirit.

Additional club gear available is optional and can be ordered from the club Gear Coordinator.

Squad Criteria:

A Squad:

Coaches approval based on the following

- a. Good Attendance
- b. Good Stroke Technique
- c. Commitment, drive and determination
- d. Good effort and attitude at training
- e. Availability of space for the swimmer

A1 Squad:

Coaches approval based on the following

- a. Good Attendance
- b. Good Stroke Technique
- c. Commitment, drive and determination
- d. Good effort and attitude at training
- e. Availability of space for the swimmer

B & C Squad:

Coaches approval based on the following

- a. Good Attendance
- b. Good Stroke Technique
- c. Commitment, drive and determination
- d. Good effort and attitude at training
- e. Availability of space for the swimmer

D Squad:

Coaches assessment will be carried out. Swimmer must be competent at Freestyle 25m, Backstroke 25m, Breaststroke 25m and confident in deep water and have Level 10 in Irish Water Safety classes. Level 10 is not compulsory but a marker as not all swimmers go through water safety lessons.

Moving between squads

When a swimmer is selected by a coach to move squad, they will be invited to meet with the coach (bringing along their parent/guardian) and the new squad training schedule and expectations will be explained and commitment agreed.

Session Timetable – refer to club website for latest session timetable

Squad/ Team Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
A Squad	AM	6-8am	6-8am		6-8am	6-8am		9-11am
	PM		Land Training 8-9pm					
A1 Squad	A	6-8am	6-8am		6-8am	6-8am		
	PM		Land Training 6:15-7:15pm					
B Squad	AM							8-10am and on occasion 9-11am
	PM		6-8pm		6-8pm			
C Squad	AM							
	PM		6-8pm		6-8pm			
D Squad	AM							
	PM		D1 squad: 6-7pm D2 squad: 7-8pm		D3 squad: 6-7pm D4 squad: 7-8pm	D1 & D2 & D3 & D4 squads: 6-7pm		
Water polo	AM							
	PM					8-9 pm		

Section 2 - Club Roles and Contact Details

The roles covered are:

1. Management Committee
2. Club Children's Officer (CCO)
3. Coaches and Teachers
4. Team Managers
5. Officials

1. Management Committee

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, secretary, treasurer, club children's officer, head coach and a minimum of 4 other members and these are elected at the AGM each year. The chairperson, secretary and treasurer may stand for election for 4 consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years. 12 Club Committee Meetings take place each year, in line with the Club Constitution. The Club Constitution is available at:

https://uk.gomotionapp.com/irewsc/UserFiles/Image/QuickUpload/wexford-swimming-club-constitution_035055.pdf

All committee members must be Swim Ireland members; vetted through Swim Ireland/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding course. All committee members must abide by and annually sign the relevant code of conduct. All communication by the committee will be done by email, WhatsApp and OnDeck, please ensure you have provided correct contact details to the club secretary.

2. Club Children's Officer (CCO)

Wexford Swimming Club is committed to the creation of a child centred atmosphere within our club. The CCO ensures that young people can talk freely and have a voice in the running of the club. The CCO is also a member of the club management committee.

The CCO is available via email at CCO@wexfordswimmingclub.ie.

The CCO must be Swim Ireland member, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The CCO must complete the Safeguarding level 1, 2 and 3. CCO's must abide by and annually sign the relevant code of conduct.

3. Coaches, Trainee Coaches and Teachers

Coaches in Wexford Swimming Club have the responsibility for teaching the development of core swim and water polo skills and abilities, and for coaching skills and abilities in a progressive way. Coaches must have access to emergency contact details for athletes and must not hold committee positions if they are coaching for more than 3 hours weekly. The head coach is a member of the club management committee. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of

conduct. Wexford Swimming Club encourages trainee coaches to pursue coaching training and practice.

4. Team Managers

Team managers are appointed for all events and away trips. Parents are expected to help and are encouraged to get involved by attending team manager courses. The club need properly trained people/staff to take responsibility for young people at competitions and away trips. Team managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The team manager, in conjunction with management committee and head coach will organise away trips in line with Swim Ireland's travel policy.

Team managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The team managers must complete the relevant safeguarding course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

5. Officials

Swimming - Officials include timekeepers, turn & stroke judges, referees, starters.

Water polo – Officials include referees, goal judges and table officials.

Officials are an essential part of competition for all clubs. Wexford Swimming Club is required to provide officials at regional and national competitions and parents will be asked to assist with these roles. Training will be provided, as necessary.

Current Club Management Committee

Position	Name	Email address
Chairperson*	Niall Reck	chairperson@wexfordswimmingclub.ie
Secretary*	Sarah Mills	secretary@wexfordswimmingclub.ie
Treasurer*	Brian Lambert	treasurer@wexfordswimmingclub.ie
Assistant Secretary	Niamh McEvoy	assistantsecretary@wexfordswimmingclub.ie
Assistant Treasurer*		fundraising@wexfordswimmingclub.ie
Club Childrens Officer	Daniela Infante	cco@wexfordswimmingclub.ie
Water polo Secretary	Jackie Furlong	waterpolo@wexfordswimmingclub.ie
Gala Secretary	Ciara O'Grady	galasecretary@wexfordswimmingclub.ie
Competitions Manager	Paul McCarthy	compmgr@wexfordswimmingclub.ie
POD rota manager	Malgorzata Nowak	pod@wexfordswimmingclub.ie

Public Relations Manager	Niall Reck	pro@wexfordswimmingclub.ie
Head Coach	Martin Kirby	martin@wexfordswimmingclub.ie

*Executive Officers of the Committee

Club AGM

Wexford Swimming Club holds an AGM annually in May. Members are requested to attend and contribute to the successful running of the club.

Committee members are elected annually; these positions are filled by members and parents of members in the club. At the AGM, the officers and head coach will provide an annual report to members.

Parents/ guardians of club members who are under 18 may attend and represent their child/children and may cast one vote only (regardless of number of children who are club members). Parents/ guardians who are members of the club may cast a vote for themselves and on behalf of their child/ children. Proxy voting is not permitted.

Section 3 - Facility Information and Emergency Action Plan

Facility Information

Wexford Swimming Club trains in Wexford Swimming Pool & Leisure Ltd., Ferrybank Wexford, Y35 Y184. 053 9185256, info@wexfordswimmingpool.ie. It is a 25m long, 1m-1.8m deep swimming pool with 5 lanes. The facility has individual shower facilities, individual changing cubicles and lockers to store personal items. A one-euro coin is required to secure the lockers. Fully qualified lifeguards are on duty at all times the pool is in use. Free parking is available adjacent to the facility. Club members are required to store personal items in lockers during training sessions.

On occasion, Wexford Swimming Club conducts long course training (in a 50m pool), usually for A1 and A squads in the National Aquatic Centre or University College Dublin pools.

Emergency Action Plan for Wexford Swimming Pool

Emergency Personnel are as follows: All Staff

Fire Assembly Points are as follows: Island across from main entrance.

If you discover a fire:

- Immediately raise the alarm
- Inform the manager/person in charge of evacuation procedures
- Evacuate the building immediately. Do not take anything with you.
- Close all doors and windows behind you.
- Once evacuated, no person should be allowed back into the building under any circumstances.
- Do not go home. You must wait until you have been given permission to leave.

Rescue:

If any staff are discovered missing, please inform the Fire Brigade. You should only re-enter the area if it is not placing yourself in danger.

Fire Control:

You should only attack the fire, if you know what you are doing and if you are not placing your own life in danger. Fire extinguishers and fighting equipment are provided for this purpose.

Section 4 - General Club Information

Competitions

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by WhatsApp and on the Team Feed on the OnDeck app. Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before entering.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through the gala secretary and via OnDeck.

Each gala incurs fees – this is how a club raises money. Usually each swim entered incurs a fee; sometimes clubs charge a flat fee; this is published in the event info on OnDeck. The host club sends participating clubs a bill after the gala for all of the swims. Fees are added to your account (details available on OnDeck). If you cancel (scratch) a swim at a late stage, you may still be charged; this is out of our control. Submit scratches to the Gala Secretary as soon as possible to avoid unnecessary charges. A helpful Gala Guide is included at **Appendix C** and a beginner's guide to Water polo is included at **Appendix D**.

Photography and Filming

In line with Swim Ireland policy Wexford Swimming Club would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of Swim Ireland membership that all members have agreed to this permission. Wexford Swimming Club will not name children in photographs and any image will be in keeping with the ethos of the sport.

For all Swim Ireland, regional and club events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group. When attending events please check with competition manager or facility about permission to video, film or take photographs.

Children under 18 must be wearing a t-shirt and bottoms/ shorts when having photograph taken out of the pool.

The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.

Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with Wexford Swimming Club will be dealt with in accordance with the Swim Ireland complaints and disciplinary procedures. The full complaints and disciplinary procedures are available on the Swim Ireland website or through the club secretary.

Discipline

The disciplinary processes for young people and adults are in place to ensure fair and consistent measures for issues such as breaches of rules of codes of conduct. The procedures clearly state the circumstance under which these may be imposed in order to ensure a process that is fair for all young people involved.

Complaints

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

Club Links and Policies

Club website	http://www.wexfordswimmingclub.com
Swim Ireland	www.swimireland.ie
Swim Leinster	www.swimleinster.com
Ireland Water polo	http://irelandwaterpolo.wordpress.com/

Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on Swim Ireland website.

- Swim Ireland Rulebook
- Water Polo Rulebook
- Complaints and disciplinary rules and procedures
- Safeguarding children policies and procedures
- Data Protection and privacy policies
- Swimming pool safety guidelines

Appendix A – Club Membership Form

Membership Form

Please complete all details and return to the Membership Secretary



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 Wexford 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 Policies. No child/young person will be identified individually in any published image or film footage.

Wexford Swimming Club 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

Wexford Swimming Club 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 Wexford Swimming Club will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access. The privacy statement is available at

<https://uk.gomotionapp.com/PrivacyPolicy.jsp?team=irewsc>

SECTION F: DATA SHARING WITH SWIM IRELAND

When you become a member of or renew your membership with Wexford Swimming Club 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

Wexford Swimming Club 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 Club?	☐
I agree to abide by the relevant code of conduct as laid out by Swim Ireland and Wexford Swimming Club?	☐
I have never been asked to leave a sporting organisation (If you leave blank, we will contact you in confidence)	☐
I agree to perform the duties of parent on duty in accordance with Wexford Swimming Club Handbook	☐

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 managers 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 managers 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 Wexford Swimming Club privacy statement	☐
If I am a competitive swimmer I agree to my personal data and swimming times to be held and processed through Hy-Tek's swimming software	☐

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

If member is under 18 the parent/guardian must also sign:

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.

Accident/Emergency authority

In the event of an accident or illness, I give permission for medical treatment to be administered where considered necessary by a nominated First Aider, or suitably qualified medical practitioners.

In the event of the requirement for emergency hospital treatment, I authorise a qualified medical practitioner to provide emergency treatment or medication.

Signed: _____ (Parent/Guardian to sign for under 18)

Appendix B – Member Participation Policy

Wexford Swimming Club is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties.

Mandatory training

To support our members in understanding the roles we are asking you to fill and to grow the knowledge base within our club we have implemented a training and development plan for Wexford Swimming Club. Where possible we endeavour to offer training in-house and at times that are convenient to our members. Training expectations are outlined below, there is no restriction on members completing training in advance of the timeline:

Swimming

1. Year 1 (aimed at D squad) - parents/guardians will be expected to complete the Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport and is 3 hours long.
2. Year 2 (aimed at C squad) - parents/guardians will be expected to complete a Team Manager level 1 course and a level 1 officials' course. The Team Manager course which will give you an understanding of the role a team manager fulfils at competitions and on away trips. The course is 3 hours long. Parents will be supported by experienced team managers and will act in an assistant capacity until confident to act as Team Manager. The level 1 officials' course, is an introduction to officiating and covers the role of timekeeper at a competition. The course is 1 ½ hours long.
3. Year 3 and 4 (aimed at parents of A and B squads) - parents/guardians will be expected to complete a level 2 officials' course, which will progress your understanding of the rules and procedures in the role of judge (stroke and turn). The course is 5 hours long.

Water Polo

1. Year 1 - we expect members to attend a water polo rules seminar, which is an introduction to officiating and covers the rules of the game. The course is 2 ½ hours long.
2. Year 2 - members will complete the Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport and is 3 hours long.
3. Year 3 - members will be required to complete Team Manager level 1 course, which will give you an understanding of the role a team manager fulfils at competitions and on away trips. The course is 3 hours long.

4. Year 4 - members will be expected to complete the water polo referees course, which will progress your understanding of the rules and procedures in the role of referee. The course is aimed at candidates aged 18 years or over who wish to begin the process of training to become a Water Polo Referee. The course has 12 hours of theory and 4 hours of practical work.

Please note – vetting is a requirement for any individual acting in a role, i.e. team manager, licensed official, committee, coach and teacher.

Failure to participate in training will result in disciplinary action.

Mandatory roles

Person on duty rota

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching staff to oversee the coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise. More information is available on [Swim Ireland website](#) and in the club handbook.

Failure to attend as person on duty will result in disciplinary action.

Regional and National Competition Duty

Every club must supply officials at competitions, 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. Wexford Swimming Club provide training to club volunteers at regular intervals to ensure you are knowledgeable in the role you are required to complete. If you are interested in learning more about training opportunities, please contact secretary@wexfordswimmingclub.ie.

Failure to attend official duty will result in disciplinary action.

Club Galas and Club Competitions

As a club we run two home galas throughout the season. These are important events, with the proceeds of galas going towards our day to day running costs. It is expected that all members or parents of participating athletes will assist in the running of home galas.

Failure to participate will result in disciplinary action.

Voluntary roles

There are several essential roles fulfilled for club volunteers throughout the season to support the club and athletes. We welcome and encourage club members to get involved in a role that matches their skills and interests. A short description of roles is available below, please contact secretary@wexfordswimmingclub.ie for further information or indicate your preference on form below.

Team Manager

At competitions and away trips our club provides team managers to support and safeguard our athletes. Team Managers are required to attend a team manager level 1 course, complete Garda vetting and safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

Official (Swimming)

Wexford Swimming Club requires members to complete officials' level 1 and 2 courses. These courses provide you with an understanding of the rules of swimming and the role of an official at a competition. If you are interested in progressing further Swim Ireland offer additional training for individuals who act as licensed officials at competitions. This role is suitable for those with an interest in the technical aspect of the sport. The licensed officials' roles include Judge, Referee and Starter.

Official (Water Polo)

Wexford Swimming Club requires members (over 18 years) to complete the water polo referee course. The course provides the member with a greater understanding of the rules of water polo and the role of a match referee. If you are interested in progressing further the National Water Polo Committee in conjunction with Swim Ireland offer additional training for individuals who act in the role of referee at national league/cup competitions. This role is suitable for those with an interest in the technical aspect of the sport.

Wexford Swimming Club requires junior members (U18) to complete a bench officials' course. The course provides the member with a greater understanding of the rules of water polo and the referees' signals at matches. This role is suitable for those with an interest in the technical aspect of the sport.

Coach/ Teacher

Wexford Swimming Club coaches/ teachers operate on a volunteer basis to support the development of our athletes and are vital to the sustainability of our club. Coaches/ teachers are required to complete the courses relevant to their role and discipline, with most courses being completed through a combination of online and face to face learning. Coaches are required to maintain their license on an annual basis which includes keeping their Garda vetting, safeguarding level 1 and CPD (continuing professional development) up to date. This role is suitable for individuals with an interest in coaching or teaching young people and who can commit to this on a weekly basis.

Fundraising Committee

As a club we fundraise to support the development of our coaches and athletes, and to purchase equipment. The fundraising committee are responsible for planning and running fundraising events at regular intervals during the season. They are also responsible for applying for grants suitable for the club and as they arise and seeking sponsorship for the club. Committee members are required to complete Garda Vetting and safeguarding level 1. This role is suitable for individuals who enjoy organising events and may have some experience with completing applications for funding or sponsorship.

Management Committee

The management committee are responsible for development planning, and the financial and operational management of the club. The committee consists of chairperson, secretary, treasurer,

assistant treasurer, head coach, club children's officer and a minimum of four other committee members. The committee is elected annually at the club AGM, which is held in May. Committee members are required to complete Garda Vetting and level 1 safeguarding. Additional training requirements are in place for the club children's officer. If you are interested in learning more, please contact secretary@wexfordswimmingclub.ie.

Complaints and Disciplinary Committee

It is a Swim Ireland requirement that Wexford Swimming Club have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should a complaint or disciplinary matter arise. Committee members are required to complete Garda Vetting and level 1 safeguarding. This role is suitable for those who have some experience in a management or supervisory role, conflict resolution experience or similar. This committee has no operational role and is only contacted as required.

Member Participation Form

Mandatory training and roles(required):	
I confirm that I have read and understand the following:	✓
Mandatory training	
Mandatory roles	
Sanctions for failing to complete mandatory roles	
Voluntary roles (optional):	
I am interested in finding out more about the following role(s):	✓
Team Manager	
Officials	
Coach/ Teacher	
Fundraising Committee	
Management Committee	
Complaints and Disciplinary Committee	
Please sign and date form below, one form required per family	
Member name(s)	
Parent/ Guardian name	
Date	

Appendix C – Gala Guide

Swimming competitions in Ireland are graded from Level 1 to Level 5.

Level 1 Galas:

Minimum age of competitors: 7 years. Minimum number of licensed officials: 1. Timing System: Stopwatch. Progression for competitors: Gain experience.

Level 2 Galas:

Minimum age of competitors: 9 years (club), 10 years (Regional). Minimum number of licensed officials: 4 (25m pool), 6 (50m pool). Timing System: Stopwatch or semi-automatic. Progression for competitors: Qualify for Level 3 meets.

Level 3 Galas:

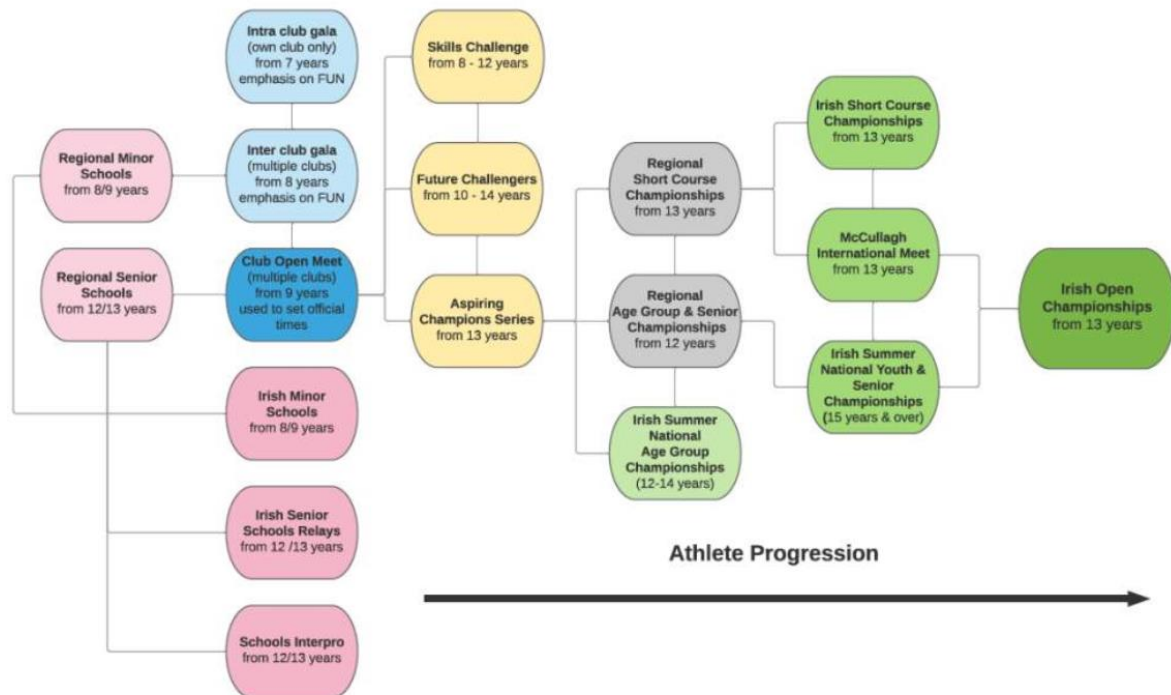
Minimum age of competitors: 9 years (club), 13 years (Regional). Minimum number of licensed officials: 4 (25m pool), 6 (50m pool). Timing System: Electronic timing. Progression for competitors: Qualify for Level 4 & 5 meets.

Level 4 Galas:

Minimum age of competitors: 13 years (except Irish Minor Schools). Minimum number of licensed officials: 7. Timing System: Electronic timing. Progression for competitors: Qualify for Level 5 meets and International competitions.

Level 5 Galas:

Minimum age of competitors: 12 years (Irish SC), 13 years (Irish LC). Minimum number of licensed officials: 9. Timing System: Electronic timing. Progression for competitors: Qualify for Level 5 meets and International competitions.



Arriving at a gala

Always arrive on time. The swimmer should let coach/team manager know that they have arrived. Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties.

The Team Manager will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warmup session. The Team Manager will scratch swimmers that they have been told will not be attending. If athletes are not “scratched” from the start list a fine can be levied against the club ranging from €10 to €50 at Regional and National level. This fine will be passed on to the swimmer.

Food and Drink

Athletes are encouraged to eat healthily. Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking. Eat something for breakfast, even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something they know you like and know agrees with them. Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars. After racing you have used up energy and need to replace it with something. Bring water (write your name on your bottle), or diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated. Pasta followed by fruit makes a good lunch and try to eat as soon as lunch break begins to give your body time to start digesting your food before the afternoon session begins. Keep eating healthy snacks throughout the day and drink plenty of fluids. Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies) and fizzy drinks.

What to bring to a gala?

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Swimsuit/swimwear x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer’s name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck. Floors and stairs become slippery during the day and can be a hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around. Bring something warm to wear such as a half-zip, light fleece, towel robe or dry robe.

Personal Belongings at Galas

Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.

Terminology

PB Personal Best Time	NT No time (probably has not swam this event previously)
FTR Freestyle Team Relay	HDW Heat declared winner (No finals will be taking place for that event)
MTR Medley Team Relay	OPEN A competition or event that is “open” means all ages compete against each other and only one set of medals will be awarded.

A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place. The results are usually (but not always) posted in a prominent place around the pool. The results of the galas are sent to each club gala secretary who will post them on our website. Never leave a gala before checking if you are needed for a relay team.

Summary

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on their aim for the gala/race. It is not realistic for EVERY child to win a medal every time and not realistic to improve on every swim every time. The primary aspect of competitions is to gain experience in various events, distances and as athletes develop to try different race techniques. Younger swimmers will be told to focus on one or two key points so get them to do their best and most of all enjoy the day. Parents should be there to support their child in their attempt rather than “critique” the swim – that is the role of the Coach.

Appendix D – Team Manager (TM)

At each gala, coaches need the support of Team Managers. Ideally every parent/guardian would complete the Team manager course (available to do online and at a time convenient to you – takes approx. 30-40 minutes). Team Managers will be supplied with a club T-shirt from a designated member of the Committee if you don't have your own - the other items you need are a highlighter, a pen and a clipboard. Team Managers should return the borrowed T-shirt at the end of the gala or at their next earlier convenience to a member of the committee. Team Managers need to be Garda Vetted and complete Child Safeguarding course. To ease yourself into the role, you can shadow an experienced Team Manager.

Before a gala

Volunteer for a session at a gala. You won't need to do it all day. Try to shadow an experienced team manager. Liaise with the other TM(s). Print/save the list of swimmers, posted by the gala secretary in the event WhatsApp group. Let the coaches know you are the Team Manager on the day/session of the gala. Collect a tee-shirt, if you need one, and collect the banner from the Gear committee.

On the day of the gala

Arrive early and gather the swimmers. Check who is missing and make contact with parent/guardian if needed. Wear your T-shirt so swimmers can spot you as well as organisers. Let the swimmers know who you are and that you will be in charge of the session/day. Where possible, invite swimmers to put on their club T-shirts and gather for the team picture. Upload the picture in the event WhatsApp group. If a different group are swimming for a subsequent session, a further picture may be taken. If there are relays, confirm with the coaches the relay participants, and the order in which they will swim, and submit the names (if required) to the recording desk as early as possible.

The gala organisers will announce that event sheets are available for collection by Team Managers. Pick up two sets of sheets, which show you the sequence and time of events, heats and swimmers names/times. Highlight the names of Wexford Swim Club swimmers with your highlighter pen and give one set to the coach, if present. Take pictures of the highlighted sheets and post on the event WhatsApp group so that parents can view them. After the warm up or before depending on timings, ask the swimmers to come and write on their hand their swims as per the event sheets. For example, E1 H4 L3 = Event 1, Heat 4, Lane 3. The coaches will let you know how long in advance they want to speak to the swimmers. If the coaches want to speak to swimmers 3 heats ahead, E1, H1, H2, H3 should go straight away to the coaches, then when H1 starts, H4 is sent etc. Remind swimmers to get their time from the timekeeper at the end of the race and then speak to the coach. At the end of the session, record the number of personal bests (PBs), confirm with the coach and post the total number of swims and total number of personal bests in the session and again at the end of the day in the event WhatsApp group.

On the day, talk to the coaches - they will guide you as to what they need. If an incident happens, record the facts and share them with relevant people afterwards. Remind swimmers that if a swimmer needs to leave the group, they must tell a Team Manager, even if it is to see

parents/guardians, going to the toilet, getting food etc. Remind swimmers to stay warm, hydrate and snack between swims. You may need to assist more junior swimmers with hat/goggles.

After the gala

Write a short report to Galasecretary@wexfordswimmingclub.ie Highlight what worked well and what could be improved.

Benefits

You get to know our swimmers. You get to see how a gala runs. You'll be offered coffee, tea, buns from parents and it's wonderful to share the excitement and success of our swimmers - it's the best seat in the house.

Notes for parents

- The Team Manager, where possible, will take a group photograph. If an individual is not present at that time, it may not be possible to take another photograph. The parent is welcome to send in a photograph of their child.
- It is not the responsibility of the Team Manager to take photographs of individuals with their medals/awards. Parents are welcome to send a photograph of their child with their medal to the PRO.
- Relays: If a swimmer or a parent would like their child to be first on the relay team (in order to have their time recorded) it is the duty of the parent to advise/request this with the coach in advance of the gala. The final decision on the order of swimmers within a relay will be made by the coach.

Appendix E - Beginners Guide to Water polo

These are just some the basic rules, to help give you an understanding of the game. The pictures were taken from the official rules of water polo.

- There are 13 players in each team, with 7 players from each team in the water.
- Players can be substituted in and out, throughout the game.
- A player can be tackled when he is holding the ball.
- The ball is not allowed to go under the water when tackled.

Important Rules:

Definitions:

Minor Fouls - Major Fouls - Referee Signals

Minor Foul –

The whistle is blown once and play stops. If the player who is fouled has the ball, they get a free throw. If the player who is fouled is a defender, they are awarded the ball and get a free throw. The referee will point to the player who has the free throw with one arm and the direction of the team with the other.

Major Foul –

The whistle is blown twice. Play stops, and the player who commits the foul gets ejected for 20 seconds. This usually happens to a defensive player. The referee will point to the player who commits the foul (and blow the whistle) and point to the ejection area (and blow the whistle again).

Brutality –

A brutality is called when a player kicks or strikes (or attempts to kick or strike) an opponent or official with malicious intent. The player who is charged with a brutality is excluded from the rest of the game.

Important Rules:

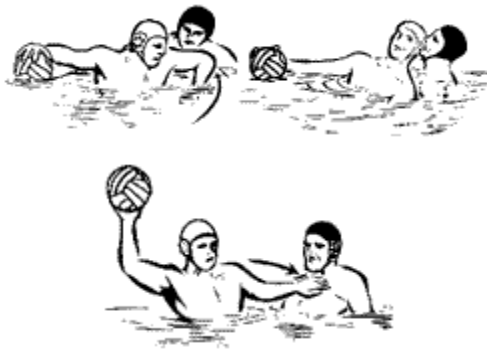
1. Players can touch the ball with only ONE HAND except the goalkeeper.
2. Players cannot stand on the bottom of the pool.
3. Players are allowed only TWO major fouls during a game. On the third, the player is ejected.
4. If a defender interferes with a free throw, it is a MAJOR foul (ejection).

Examples of Minor Fouls:

1. When a player pushes off the side of the pool (or the bottom).
2. A "False Start" at the beginning of play.
3. Holding the ball under water (even if the defensive player is holding your arm down):



4. Touching the ball with two hands.
5. Hitting the ball with a clenched fist.
6. Pushing off a defensive player:



7. When a player is within 2 meters of their opponent's goal (and the ball is behind them). (This is considered off-sides).
8. When the player throws the ball out of bounds.
9. If the team keeps the ball for more than 30 seconds (the length of the shot clock) without taking a shot on goal.

Examples of Major Fouls:

1. If the offensive player intentionally comes in contact with the defensive player:



2. Holding on to the offensive player:



3. Interfering with a free throw:



4. Pulling back on a player:



5. Sinking a player:



5. Misconduct (foul language, etc.)
6. Leaving the ejection area illegally.