



Sligo Masters and Open Water Swim Club Rules & Information Booklet

Version 1



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1. Introduction

a) Background

- Sligo Masters and Open Water Swim Club (the club) is based Sligo, Ireland. Training will primarily take place in pools around Sligo and at suitable open water locations around Sligo.
- The club caters for master's swimmers from the age 18 years and upwards.
- The club year commences on 1 January, and ends on 31 December.
- The clubs active training programme operates year-round.
- All members of the club should have a copy of the club constitution

b) Committee

- The committee consists of three officers (as specified in the constitution - President, Secretary and Treasurer), and 4 other members.
- From time to time, other defined duties will be allocated to specific committee members, such as gear manager, assistant treasurer.
- A list of currently serving committee members, with duties and contact numbers, will be maintained by the club secretary.

c) Coaching Staff

- Coaching staff will be responsible for the co-ordination of all coaching activity in the club.
- A list of current coaching staff will be maintained by the club secretary.

d) Social Activities

- The club will organise social activities throughout the year, geared towards all members.

e) Swim gear

- The club will organise stock of swim gear for sale to members, at a low mark-up.
- This will include club branded gear such as hats, tee-shirts, hoodies and gear bags, depending on demand.
- Information as to when this gear can be purchased will be emailed to club members.





f) Club Communications

- The primary means of communication within the club are the club facebook page, the club website and e-mail.
- The website should generally contain the following:
 - i. List of currently serving committee members, with duties and contact numbers
 - ii. List of current coaching staff
 - iii. Training timetable
- Members are expected to monitor the contents of the noticeboards and/or website on an ongoing basis.

2. Training Timetable

- A training timetable will be issued at the start of each year, and updated as required.
- The training timetable will set out the standard weekly program of swimming sessions for all members.
- From time to time, changes may be made to this standard timetable. This will be communicated as soon as is practical.
- An up-to-date timetable will be maintained at all times on the club website.

3. Competitive Swimming

- The clubs gala attendance program is agreed between the committee and the head coach, and it tries to ensure that swimmers of all levels within the club are catered for with competitive galas.
- This program will be posted on the club website, as early as possible, and is subject to change.
- Swimmers will all be encouraged to swim in open water swimming events.





4. Club Gala

- An annual club gala will be held each year.

5. Club Swimming Records

- The club maintains a database of all swimming times achieved by members in official galas.
- This record is available upon request from the designated committee member.

6. Swimmer Safety

- Take care! Swimming pools can be hazardous.
- Injuries can occur from slips, trips or falls; from hitting hard surfaces; from misuse of equipment.
- Water adds the risk of drowning.
- Every pool is different.
- Make sure you read and observe the pool rules. Follow advice provided for the safety of yourself and others.
- Horseplay or unruly behaviour is dangerous.
- Observe the Rules at each pool related to wet and dry areas.

7. General Complaints Procedure

- It is the right of a Swim Ireland member to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable.
- All complaints must be dealt with in accordance with Swim Irelands Complaints and Disciplinary Rules and Procedures. These procedures will take precedence over any general complaints procedure within the club as appropriate.
- Complaints (i.e. relating to club activities, procedures, staff etc.) will be dealt with, in accordance with Swim Ireland Guidelines, using the following 4 steps.



- All Complaints/Disputes will be dealt with at a local level until all resolutions at this level have been exhausted.

iv. Step 1 Informal Complaint

If you are dissatisfied with any aspect of the club's service to members you should initially speak to the committee member or coach responsible for that aspect of the club. We hope that most complaints can be settled quickly in this manner.

v. Step 2 Formal Complaint

If you believe your complaint requires further attention, you should write to the Club Secretary. Your complaint will be recorded in the Complaints Register and you will receive a written acknowledgement. The Club Secretary will arrange for your complaint to be considered by the Committee at the next Committee meeting. You will receive a full written reply. All communications will be by email.

vi. Step 3 Complaint Hearing

If you are unhappy with the formal response from the Committee a Complaint Hearing panel consisting of one club member nominated by you, one nominated by the Committee and a third agreed by these two, will be set up to hear and resolve the Complaint. Both parties to the complaint will be contacted by email and requested to attend the Complaint Hearing and to bring any relevant witnesses or documentation. At the Hearing, both parties will be given a fair opportunity to present their views with the Complainant going first. The Complaints Hearing will decide on the complaint within one week of obtaining all information the chairperson deems necessary. Both parties will then be advised of the outcome. A written record will be maintained.

vii. Step 4 Arbitration



If you are not satisfied with the final decision, then you have the right to appeal to the Swim Ireland Complaints and Disciplinary Committee (refer to the Swim Ireland Complaints and Disciplinary Rules and Procedures for advice on how to proceed). You have the right to request that an independent arbitrator be appointed to resolve the matter. Complaints from outside the Club (i.e. from other than members or staff) will be referred directly to the Secretary, who will proceed from Step 2. The Secretary will maintain a general complaint register, recording the details of all general complaints received, whether written or oral, and their outcome/resolution.

8. Disciplinary Procedure

a) Overview

- The disciplinary procedures follow Swim Ireland Complaints and Disciplinary Rules and Procedures and where there are absences the Swim Ireland procedures take precedence.
- The disciplinary procedures set out in this section provide for the impartial investigation and determination of complaints against club members, by the Club Disciplinary and Complaints Committee.
- They set out, inter alia, the matters that are subject to disciplinary action, the process for investigation and determination of complaints and the sanctions that may be imposed.
- In the absence of a formal disciplinary complaint being made in such circumstances, no entry will be made in the disciplinary records of the club.
- These procedures do not apply to complaints against committee members, officials or coaching staff, which are dealt with through the general complaints procedures (section 7 above)

b) Matters subject to disciplinary action



- The following are some of the matters that may be subject to disciplinary action:
 - viii. Any infringement of the rules of the club
 - ix. Any infringement of the various codes of conduct
 - x. Engaging in or associating with unfair practice in the sport
 - xi. Conduct likely to bring discredit to the member or the club
 - xii. Committing unlawful or illegal acts while partaking in club activities or representing the club
 - xiii. Being convicted of a criminal offence
 - xiv. Failure to respond to correspondence from the Secretary
- A Full list of Offences is available in Section 2 of the Swim Ireland Complaints and Disciplinary Rules and Procedures

c) Processing of disciplinary issues

- A disciplinary complaint is defined as any issue that is raised by the Secretary with the Club Complaints and Disciplinary Committee (CCDC).
- All disciplinary issues that are raised with the Club Secretary by email, by an identified complainant, in relation to a specified member or members, will be deemed to be a disciplinary complaint, and will be proffered to the CCDC for investigation and determination.
- The committee will consider all other such issues.
- In certain cases, the committee may consider it more appropriate to deal with the issue informally, for example, through discussions with the member.
- In the absence of a formal disciplinary complaint being proffered to the CCDC, no entry will be made in the disciplinary records of the club.
- Disciplinary complaints will be considered from any source, including:
 - xv. Members
 - xvi. Coaching staff
 - xvii. Committee members



xviii. Representatives of other clubs (e.g. in relation to behaviour at a gala)

- The Secretary is responsible for ensuring that a formal record is maintained of all disciplinary complaints made, and of their outcome.
- Resignation as a member does not excuse a member from obligations of a disciplinary process commenced prior to resignation.

d) Club Complaints and Disciplinary Committee (CCDC)

- The Disciplinary Committee shall be appointed by the club committee, and shall comprise a minimum of three persons who are entitled to attend and vote at an Annual General Meeting.
- They shall serve in this capacity for no longer than four years.
- In addition, an alternate committee member (also a person entitled to attend and vote at an annual general meeting) shall be appointed, to provide cover in the event of a member being unable to attend meetings in relation to a particular issue. A written record of their appointment must
- be maintained.
- No more than one member of the club committee is eligible to be a member of the Club Complaints and Disciplinary Committee.
- Any member of this committee shall decline to participate in the consideration of certain complaints if there are serious grounds to question their impartiality in the outcome of the proceedings.
- In the event of a conflict arising for a committee member in regard to a particular issue being considered, that member should step down from the committee for any meetings where that issue is considered.
- In the event of such a conflict arising for two or more committee members, the club committee shall appoint such further alternate members as are necessary.
- Where the Club Committee makes the complaint or where the complaint is made against Club Committee, the CCDC must be appointed without the inclusion of the Club Committee member.



e) Operation of Club Complaints and Disciplinary Committee (CCDC)

- The function of the CCDC is to investigate and determine complaints and disciplinary issues. It will operate under the following rules:

xix. The committee will meet in private and in confidence

xx. A copy of the complaint will be sent to the member subject to complaint. The member will be given fourteen days to respond in writing to the complaint

xxi. The committee may call the complainant and the member subject to complaint to a hearing.

xxii. Any member who is a complainant or a respondent is obliged to be present at a hearing and shall be obliged to give evidence (either in writing or at the hearing, depending on circumstances)

xxiii. The CCDC makes and records its findings, considering mitigating and aggravating factors once a decision on culpability is reached but prior to the imposition of a sanction. A list of mitigating and aggravating factors are available in Swim Ireland Complaints and Disciplinary Rules and Procedures.

xxiv. The CCDC shall act on a simple majority vote (+51%) in arriving at its decisions.

xxv. Committee findings or sanctions cannot be amended by the club committee

f) Appeals Process

- If either party is dissatisfied with decision of the CDCC then they may appeal the decision to the Swim Ireland Complaints and Disciplinary Committee (SICDC) via the Complaints and Disciplinary Officer.

g) Authority to deal with immediate disciplinary issues – club committee

- In the event of a disciplinary issue arising that the committee considers to be of a potentially serious nature, the committee is authorised to suspend the member, on a temporary basis, pending the outcome of the disciplinary process.



- This may be communicated orally in the first instance to the member by an officer of the club. It should then be confirmed in writing.

9. Committee

- The committee consists of three officers (as specified in the constitution - President, Secretary and Treasurer), and 4 other members.
- From time to time, other defined duties will be allocated to specific committee members, such as gear manager, assistant treasurer.
- A list of currently serving committee members, with duties and contact numbers, will be maintained by the club secretary.

9. Review and update of Constitution and Rules

- The committee will review and update, on a regular basis, the clubs Constitution and Rules and Information Booklet.
- The committee will notify Swim Ireland of all updates or changes to the Constitution or to the Rules and Information Booklet.

10. Maintenance of continuous club records

- Generally, club records are maintained at the homes of the responsible committee members, however these records remain the property of the club.
- The committee has a responsibility to ensure that all club records are passed on to successor members or officers.
- Where applicable, club records may be held electronically.
- Club records include, but are not limited to:
 - xxvi. Committee minutes
 - xxvii. Minutes of other committees (disciplinary, complaints etc.)
 - xxviii. General Complaints book
 - xxix. Financial records



xxx. Correspondence

xxxi. Swimming records, attendance records etc.

xxxii. Membership records

11. Appointment of coaches

- The committee is solely responsible for the appointment of coaches.
- This will be done in consultation with the Head Coach as appropriate.

12. Affiliation to Swim Ireland

- The club is affiliated to Swim Ireland, the governing body for swimming in Ireland, and it agrees to abide by all rules of Swim Ireland and FINA, the governing body for world swimming.
- In accordance with the rules of that body, all club members are obliged to be members of Swim Ireland.
- All committee members and coaching staff are required to be members of Swim Ireland and they are also required to complete annually a Swim Ireland Officials Registration Form.
- Swim Ireland membership operates on a calendar year basis, and all club members should receive a numbered Swim Ireland membership card, on an annual basis.
- All members are bound by the rules contained in the Swim Ireland Operating Manual.

End of Document

