

POLICIES & PROCEDURES

(For further information on the following policies and procedures please refer to Swim Ireland Guidelines for Safeguarding Children 2008 available to order from Club Children's Officer)

Safety Statement

1. Springboard and Platform Diving are high risk activities. A number of procedures are in place to minimise the risk to a diver:
 - Suitable mode, intensity, frequency, duration, and degree of difficulty of training/competition and type of dive shall be selected for a diver based on his/her ability, age and development
 - A diver will not be asked/permitted to do a dive/exercise that the coach feels he/she is not ready for
 - A progressive approach will be taken towards a diver's development i.e. gradually increasing the degree of difficulty of dives over time
 - Where possible, divers will be grouped together according to ability
 - Suitable preparatory exercises will be completed prior to attempting a new dive/exercise
 - The Diver:Coach ratio shall not exceed 12:1 for juvenile diving sessions
 - The coaches shall have the necessary qualifications to teach the particular activity
 - There will be appropriate use of land training and trampolining to prepare a diver for dives with a higher degree of difficulty
 - Adequate warm-up/cool-down periods will be incorporated into the session
2. Swim Ireland Guidelines state that specific and potential risks should be highlighted to members. For Springboard and Platform diving these include the following:
 - There is a risk that a diver may strike the springboard/platform during a dive if he/she fails to provide adequate distance between him/herself and the board/platform
 - A sub-optimal entry angle/position can result in a diver receiving a transient superficial "stinging" pain with associated redness of the skin. On occasion, there may be residual bruising
 - If a diver has insufficient body tension / core stability on entry to the water, he/she may potentially injure his/her back
 - If a diver fails to grab his/her hands or has insufficient tension in his/her arms on entry to the water he/she may potentially injure his/her neck
 - As with all physical exertion there is a risk of various musculoskeletal injuries such as muscle/tendon/ligament strains/sprains
3. A first aid kit will be available at all training sessions
4. The coaches/teachers/supervisors shall be aware of the contact numbers for the emergency services and parents/guardians
5. If an incident occurs, a brief record of injury and action shall be taken. In the case of a young person, his/her parents shall be informed as required
6. A diver must alert the coach to any injuries or any changes in his/her health
7. A diver must alert the coach to any factor that may influence his/her performance
8. There will be adequate insurance cover for all activities
9. In the case of young people, parents/guardians should be present at finishing times of training/events
10. The divers/coaches/supervisors/parents/guardians shall adhere to the codes of conduct, Training policy and procedures, and Competition Policy and procedures
11. Equipment shall be checked regularly by appropriate personnel

Communication

1. The Committee can be contacted by emailing the Club Secretary.
2. Coaches/teachers are available to meet with members/parents/guardians by arranging an appointment through the Club Secretary.
3. Please see club notice board (adjacent to lift) for contact details of the Club Children's Officers and Designated Person.

Training

1. The Committee shall ratify the Training programme for the year for the club and individual divers based on the recommendations of the Head Coach.
2. The Diver:Coach ratio should not exceed 12:1 for a juvenile session.
3. Adequate supervision shall be provided.
4. A diver must be prepared to give the appropriate level of commitment and participation as determined by his/her assigned pathway.
5. The Club shall not accept responsibility for any divers taking part in additional training that lies outside the training programme ratified by the Committee. The Committee must be informed of any additional exercise/training undertaken by a diver.
6. Where possible please avoid bringing any valuables to the pool. If this cannot be avoided please use the lockers provided.
7. Entry to the pool: please ensure that divers report to the reception prior to entering the changing rooms.

Supervision

1. A parent/guardian supervision rota shall be prepared in advance for a given period.
2. The supervision rota shall consist of one parent/guardian being present for each training session with a second parent/guardian on standby.
3. The rota shall be circulated to parents/guardians and coaches in advance.
4. The coach shall keep a supervision log-book which must be signed by the supervisor at each session.
5. The Club Children's Officers shall ensure that the supervision of training sessions is in line with Swim Ireland Guidelines.
6. If a parent/guardian is unable to fulfil his/her supervision duties, the onus is on that person to arrange for an alternative adult to supervise.
7. If no adult attends to supervise a training session the class must not go ahead.
8. Contact details for all individuals on the rota should be available to coaching/teaching staff (kept confidential).

Competitions

1. The Committee shall ratify the Competitive programme for the year for the club and individual divers based on the recommendations of the Head Coach.
2. The Club can not accept responsibility for any divers taking part in a competition that lies outside the competitive programme ratified by the Committee. A diver can not enter a competition under the name of the club if the competition has not been ratified by the Committee
3. When representing his/her club, a diver should wear club apparel.
4. A Team Manager should be appointed for each competition.
5. A Captain should be appointed for each competition.
6. A consent form must be signed by a parent/guardian prior to entry into a competition.

Photography & Filming Equipment

(Please refer to Swim Ireland Guidelines for Safeguarding Children 2008)

1. Parents are welcome to video diving sessions or take photographic stills but due to child protection issues anyone who wishes to do so must sign a register at the swimming pool reception.
2. If there is a possibility that a diver other than your own child may appear in the footage please be advised that you may only film/photograph your own child if you gain permission from the parents of the other divers involved.

Fundraising

1. Any ideas for fundraising are welcome and should be forwarded to the committee via the Club Secretary
2. Any approaches to organisations/individuals in relation to fundraising/sponsorship must be done with the prior approval of the Club Committee
3. “Fundraising Credits” will be issued to members who participate in fundraising events.
 - “Fundraising Credits” refers to a member being able to use a proportion of the money raised to offset against personal costs incurred by him/her in relation to the club.
 - This includes cost of travel/accommodation for away competitions or training camps.
 - This does not include membership or subscription fees payable to the club or Swim Ireland or day to day costs incurred during training.
 - The Committee shall determine from time to time the proportion of funds that a member may use for personal costs incurred.
 - Parents/Guardians etc. can earn fundraising credits for their children by participating in fundraising events
 - If a diver does not use the credits that he/she has accumulated by the end of the financial year of the club these funds will be made available for use by the club
 - If a member leaves the club the remaining fundraising credits that he/she has accumulated shall be transferred to the general pool of funds available to the club

Anti-Bullying

1. Bullying is defined as repeated aggression, be it verbal, psychological or physical, conducted by an individual or group against others
2. Bullying is not an accepted behaviour towards anyone at the Club be they child, adult, coach, volunteer or parent/guardian
3. Anyone found to be bullying others will be dealt with seriously both in regards to the behaviour exhibited and the reasons for the behaviour
4. Anyone can be the victim of bullying and being or feeling bullied is not a sign of weakness and does not make the victim a less valuable person
5. If a young person states that he/she is being bullied:
 - They should be given the time and the opportunity to say how they are being bullied
 - The young person should be reassured that they were right to tell
 - The Club Children's Officer (CCO) should keep the young person informed of the proposed action and take the young person's feelings into account
 - The young person's parents should be informed and guided as to how the bullying will be dealt with
 - The Complaints procedure may be used as a mechanism to deal with the issue
 - The CCO should inform the committee to ensure policies and practices can be reviewed on a regular basis
6. The Complaints procedure may be used as a mechanism to deal with bullying
7. Policies and practices should be reviewed on a regular basis
8. The club shall do its utmost to create an environment where an individual who feels bullied is able to safely tell someone who can help them

Disputes/Complaints/Disciplinary Process

The Investigation of suspected child abuse is the responsibility of the Statutory Authorities and should not be undertaken by Children's Officers / Designated Persons or other club/organisation Sports Leaders. If a serious misconduct charge or complaint against a member relates to child abuse the person involved must step down immediately pending a full investigation.

1. Club members/parents/guardians with concerns should consider whether the matter could be dealt with by discussion with the relevant officials (either club or Swim Ireland). Complaints should always attempt to be resolved informally. If that process does not lead to a satisfactory conclusion then a formal complaint should be made to the club.
2. The Swim Ireland Complaints Committee shall deal with complaints of a serious nature which involve alleged contravention of Swim Ireland's Articles of Association or Rules, Regulations, Policies or Procedures in force from time to time or complaints which are considered to bring the Member or Swim Ireland into disrepute, all of which will be dealt with by the Swim Ireland Complaints Committee at first instance.
3. On receiving a complaint, the club committee should appoint a Disputes/Complaints/Disciplinary Committee (hereafter referred to as "Complaints Committee") to resolve problems relating to the conduct of its members. This should include bullying.
4. The complaint should be in writing to the secretary or Children's officer and should be responded to within 5 working days.
5. The Complaints Committee should consist of a representative from the Management Committee and ordinary registered members of the club.
6. If the complaint involves suspected abuse or a criminal offence the children's officer/designated person should be consulted and the disciplinary committee disbanded. The statutory authorities will then be informed.
7. The Complaints Committee should review any relevant paper work and hold any necessary meetings with all parties to proceed with complaints into any incident of suspected misconduct that does not relate to child abuse. It should, as soon as possible inform the Management Committee of the progress of the disciplinary process. This should be done within 10 working days.
8. The Complaints Committee should furnish the individual with the nature of the complaint being made against him/her and afford him/her the opportunity of providing a response either verbally or in writing, but usually at a meeting with the Complaints Committee. If the member involved is less than 18 years of age the complaint should be sent to the parents/guardians who should accompany the young person to the meeting. The Club Children's Officer should also be present at the meeting.
9. Written confidential records of all complaints should be safely and confidentially kept by the Secretary of the Club for a period of 5 years in a complaints book. In the event of election of new officers the complaints book should be forwarded to the new Secretary.
10. Where it is established that an incident of misconduct has taken place, the Complaints Committee should notify the member of any sanction being imposed. The notification should be made in writing, setting out the reasons for the sanction. If the member is under 18 years of age, correspondence should be addressed to the parents/guardians.
11. If the member against whom the complaint was made is unhappy with the decision of the Complaints Committee he/she should have the right to appeal the decision to an appeals committee (independent of the Complaints Committee). Any appeal should be made in writing within 14 days of the decision of the Complaints Committee. In the case of a club, the Appeals committee shall be the Swim Ireland Complaints Committee.
12. The Appeals committee should have the power to confirm, set aside or change any sanction imposed by the disciplinary committee.
13. Efforts to resolve the issue at local level should be exhausted before the Governing Body is engaged in attempts to resolve the matter.
14. Please refer to Swim Ireland Guidelines for Safeguarding Children 2008 and Swim Ireland website for further details and appeals process.

Disciplinary Action

1. The Committee shall have the power to expel a member when, in its opinion, it would not be in the interest of the Club for him/her to remain a member. The Chief Executive Officer of Swim Ireland must be notified if this action is taken.
2. The Committee may temporarily suspend or exclude a member from particular training sessions and/or Club activities, when, in their opinion, such action is in the interest of the Club.
3. The Head Coach of the club may impose appropriate sanctions on a member when it is deemed necessary. Where such action is undertaken, it will be done so in accordance with Swim Ireland Guidelines.
4. Physical punishment or physical force shall never be used as a disciplinary action; exercise/physical activity including diving should not be used as a sanction
5. Any member whose subscriptions or training fees are unpaid by the date falling 30 days after the due date of payment may be suspended by the Committee from some or all Club activities from a date to be determined by the Committee until such payment is made
6. The Club shall adopt the Swim Ireland Complaints & Disciplinary Procedures (2008) when this document has been published.
7. The Club shall adopt the disciplinary sanctions suggested within the Swim Ireland Complaints & Disciplinary Procedures (2008) when this document has been published to ensure fair and consistent measures for issues arising.
8. In relation to young people, the age and developmental stage should be taken into consideration when using sanctions
9. Sanctions should be fair and consistent and in the case of persistent offence, should be progressively applied

Recruitment

1. Any individual expected to take on a role and responsibility for children should undergo a recruitment and selection process
2. A formal application process should be followed for all employed personnel and adults that will have access to or involved in the management of policies concerning children.
 - These would include: Club Children's Officer; Designated Person; Coach; Teacher; Team Manager/Chaperone; Some Officials; Committee Officers
3. An informal process may be used for other volunteers that may have a role in the Club but will not have substantial access to children
 - These would include: Parent supervisors; Some Officials; Ordinary Committee members
 - For such roles all personnel should complete an application form with a self-declaration which should be held in the Club
4. A formal recruitment process should include:
 - A job description including role and responsibilities, necessary qualifications, level of experience, requirement to undergo Garda Vetting
 - The post/position needs to be publicised
 - Each applicant should complete an application form (including declaration)
 - A selection group should be appointed to examine all applications which must be kept confidential and only viewed by the members tasked with the recruitment
 - In relation to the recruitment of coaches/teachers the Head Coach may sit on the selection group
 - If necessary an interview may be held with the applicant
 - A meeting should be held with the successful candidate to ensure clarity of the role and responsibilities and allow for questions
 - The applicant's identity should be verified and noted on the application form
 - Garda Vetting
 - References
 - All appointments should be ratified by the Club Committee
 - Final selection should not be the responsibility of one individual
5. An informal procedure should include:
 - A job description including role and responsibilities, requirement to undergo Garda Vetting
 - Each applicant should complete an application form (including declaration)
 - A meeting should be held with the individual to ensure clarity of the role and responsibilities and to allow for questions
 - The applicant's identity should be verified and noted on the application form
 - Garda Vetting
 - References
 - All appointments should be ratified by the Club Committee
 - Final selection should not be the responsibility of one individual
6. The Club should keep confidential records of the individuals appointed/recruited
7. Leaders, following recruitment, should receive some form of induction training and be adequately supervised in their position
8. Leaders should avoid working alone with children
9. The club should facilitate continuous professional development of coaches/teachers
10. All coaches/teachers and leaders who have supervisory responsibility for children must complete an annual self-declaration form, as contained in the Code of Conduct, as part of the Club registration
11. The club shall inform Swim Ireland each year with an updated list of the persons they have registered
12. Newly recruited personnel should be notified to Swim Ireland using the New Members Registration Form