

Kells Swimming Club

Member Participation Policy

Kells 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

It is the policy of Kells SC that parents/guardians of swimmers wishing to move into the Development or Competitive Squads must attend a Parent Information Meeting and will be required to complete both the Level I and Level II Officials Courses.

Level I officials' course, which is an introduction to officiating and covers the role of timekeeper at a competition.

Level II officials' course, which will progress your understanding of the rules and procedures in the role of judge (stroke and turn).

Team Manager: Parents of any swimmer competing from regional qualifier level upwards are required to complete team manager training. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers must be Swim Ireland members, vetted through Swim Ireland prior to taking up their position. Team Managers must complete the relevant child protection course and a team manager course.

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.

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

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 or teaching staff to oversee the teaching/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.

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. Kells SC 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 the Club secretary on secretary@kellssc.ie

Failure to attend official duty 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 the Club secretary on secretary@kellssc.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.

Officials

Kells SC 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.

Coach/ Teacher

Kells SC coaches/ teachers 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/ teachers 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, 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 the first two months of the membership year (Sep/Oct). 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 the Club Secretary on secretary@kellssc.ie.

Complaints and Disciplinary Committee

It is a Swim Ireland requirement that Kells SC have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should and 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.

Kells Swimming Club

Member Participation Form

Mandatory training and roles (required):	
I confirm that I have read and understand the following:	<input checked="" type="checkbox"/>
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):	<input checked="" type="checkbox"/>
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	
Parent/ Guardian Signature	
Date	