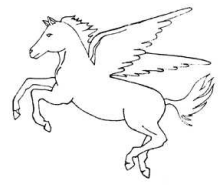


# City Of Belfast Swimming Club Constitution 2008 - 2009



1) The Club shall be known as City of Belfast Swimming Club (hereinafter called "the Club").

2) The Objectives of the Club shall be:

- To promote the physical, personal and social development of young people through the sport of swimming;
- To provide teaching, coaching, training arrangements / facilities and opportunities for entry into competitive events, within a framework designed to ensure the safety, health and welfare of children and young people.
- To ensure that all Club activities are conducted in an atmosphere of fair play, defined by the European Code of
- Ethics, as "fair play is much more than playing within the rules. It incorporates the concept of friendship, respect for others and always playing within the right spirit. Fair play is defined as a way of thinking, not just a way of behaving. It incorporates issues concerned with the elimination of cheating, gamesmanship, doping, violence (both physical and verbal), exploitation, unequal opportunities, excessive commercialisation and corruption".

The following Policy Statement will apply:-

The Club is fully committed to safeguarding the well being of its members. Every individual in the Club should, at all times show respect and understanding for their rights, safety and welfare and conduct themselves in a way that reflects the principles of the Club and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport in Ireland.

3) The Club promotes cross-community involvement irrespective of social or religious background and welcomes membership from all sections of the community.

4) The Club shall be affiliated to Swim Ireland.

5) The Club shall operate in an open and fair manner. Any complaints against the Club, or any of its officers, will be investigated thoroughly and appropriate measures taken.

The Club Committee is responsible for drawing up and implementing a Complaint and Discipline Procedure (see Appendix 1).

6) To ensure that the best practice is followed, the Club shall work closely with the Governing Body. In order to promote the best practice in children's sport the Club shall comply with the Guidelines of the Code of Ethics and Good Practice for Children's Sport in Ireland (as set out in Section 2.7 of the Code).

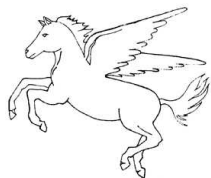
The Club shall hold an annual review of its Child Welfare Guidelines and Procedures through an appropriate Sub-Committee.

7) The Committee shall, on a voluntary basis, appoint two Club Children's Officers (CCO). At least one of these shall be female and both shall be Non-Committee members.

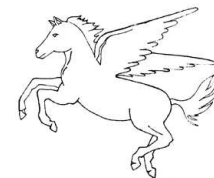
Notice of the Club Children's Officers appointments together with contact details shall be made to all members, parents, Committee Members and teachers/coaches.

The Club's Club Children's Officers shall adhere to the current Code of Ethics and Good Practice in Children's Sport at 2.6.1 and under take their responsibilities as directed by Swim Ireland as contained in their Child Welfare Guidelines and Procedures document.

8) The Management Committee (the Committee) shall be responsible for managing the general business of the Club. It shall be comprised of at least four officers: Honorary Chairperson, Honorary Secretary, Honorary Treasurer and Vice-Chairperson plus a minimum of four (4) other Committee members, elected at the Annual General Meeting (AGM) (in addition Club coaching and / or swimmer Representatives may attend meetings as "ex officio" members of Committee). A majority of the four (4) principal officers plus other members of the Club at the discretion of the incumbent Chairperson, may make urgent decisions i.e. until the Committee can ratify them.



## City Of Belfast Swimming Club Constitution 2008 - 2009



9) The Honorary Chairperson shall;

Oversee the activities of the Committee and its Sub-Committees;  
Chair Club Committee Meetings;  
Represent the Club as and when required;  
Participate in the management of the Club as per Clause 8.

10) The Honorary Treasurer shall;

Report the Club's financial position at Committee Meetings;  
Participate in the management of the Club as per Clause 8;  
Maintain a record of all income and expenditure of the Club and,  
Prepare a financial account each year for submission to the Annual General Meeting;  
Ensure the Club Accounts are audited annually as per Clause 26.

The Financial Year shall be from April 1 to March 31. All cheques drawn on the Club's bank accounts shall be signed by two signatories authorised by the Committee. (No signatory shall be related to any teacher or coach). The Committee may from time to time set aside funds for specific purposes. No expenditure over £500.00, which will ultimately become the Club's liability, shall be incurred without prior sanction of the Committee.

11) The Honorary Secretary shall be responsible for:

Notifying club members of meetings within the Club;  
Writing the minutes of the Committee Meetings;  
Dissemination of information and details of correspondence received by the Club, plus reply as required;  
The maintenance of all Club records per Calendar year (including a General Complaints Book containing written details of all complaints);  
Participate in the management of the club as per Clause 8;  
Notifying Swim Ireland of any changes to the Constitution or significant changes in the Information Pack.  
The outgoing Secretary shall pass on all Club records to the incoming, newly elected, Secretary. (All Club records are to be retained by the Secretary for a minimum of seven years, after which they should be disposed of).

12) The Honorary Vice Chairperson shall;

Deputise for the Chairperson when he or she is unavailable;  
Support the Chairperson in carrying out his or her duties;  
Participate in the management of the Club as per Clause 8.

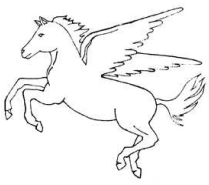
13) Up to two (2) Delegates shall be elected at the AGM (or an EGM) to represent the Club at the Swim Ireland AGM. (Delegates do not have to be Committee Members. They will receive their mandate from the AGM or an EGM).

14) Officers and Swim Ireland Delegates shall remain in office for one (1) year, after which they must be re-elected at the AGM. The maximum number of years that can be served by a Club Officer or Swim Ireland Delegate shall be five (5) years.

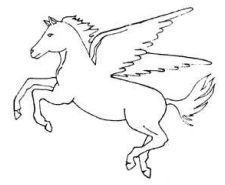
15) All candidates nominated for positions as Club Officers and Swim Ireland Delegates must be fully paid up voting members of the Club (as per clause 23 of the Club's Constitution) at the time of the AGM. Their nominations must be obtained from a minimum of two (2) persons eligible to vote at the AGM and be lodged with the Club's secretary seven (7) days before the date of the AGM.

16) Committee Members and coaching Representatives are elected annually and may be nominated by anyone present at the AGM, but nominees must be fully paid up voting members of the Club (as per clause 23 of the Club's Constitution) at the time of the AGM.

17) The Members of Committee shall appoint a Registration Secretary, Recorder and any additional officers as from time to time may be considered necessary.



## City Of Belfast Swimming Club Constitution 2008 - 2009



The members of Committee (in conjunction with the teachers and coaches) shall arrange galas and Club events e.g. fund-raising, fitness /dietary and social activities (including any non-swimming relating activities).

18) The Members of Committee shall appoint a 'Teaching and Coaching' Sub Committee of at least three (3) members who will be responsible for all aspects of teaching and coaching i.e.

Coaching policy implementation, as recommended by the teachers and coaches;  
Management and discipline of teachers and coaches;  
The Pool-side teaching and coaching Structure;  
Written Procedures for Appointing teachers and coaches (Appendix 2);  
Minutes of the Sub-Committee meetings (to be supplied to the Secretary).  
All Club Officials including teachers and coaches are required to complete Officials Record Forms (ORF's) and the Official Code of Ethics.

All policies / structures / recommendations must be ratified by the Management Committee. (No member of the 'Teaching and Coaching' Sub-Committee shall be related to any teacher or coach).

19) The Members of the Committee shall appoint Sub-Committees to manage special aspects of Club activities whenever necessary. Such Sub-Committees shall make recommendations to the Management Committee for ratification.

20) If a vacancy occurs in the Committee, the members of the Committee may fill the vacancy by co-opting until the next Annual General Meeting.

21) The Committee shall meet on a regular basis, not less than nine (9) times in any calendar year. The quorum for a meeting of Committee shall be five (5) members personally present.

22) The Club Committee is responsible for drawing up and implementing procedures to govern the following situations, plus the communication of these to parents, teachers and coaches using all appropriate methods of communication e.g. Club Information Boards and the Information pack;

'Away Trip Procedure' - Appendix 3;  
'Alteration to the Club Training or Competition Arrangements' ---Appendix 4;  
'Child Collection and Delivery' --- Appendix 5.

23) The Annual General Meeting of the Club shall be held in June. At least fourteen (14) days notice of the AGM shall be given to voting members. Parents (or legal guardians) of fully paid up members under eighteen, voluntary helpers and members of sixteen (16) years of age and over are eligible to vote.

24) Amendments to the Constitution and proposals for inclusion in the Agenda of the AGM must be received by the Honorary Secretary twenty-one (21) days before the meeting. They shall be in writing and signed by at least two (2) voting members. A two-thirds majority of those present and entitled to vote shall be sufficient to change or amend the Constitution. Any other proposals require a simple majority only.

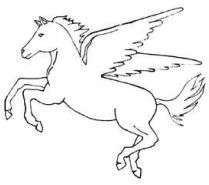
25) In addition to Annual General Meetings; upon the request of the majority of the Committee or upon the written request of twenty (20) members, the Chairperson shall call an Extraordinary General Meeting (EGM), for which twenty-one (21) days clear notice shall be given to members.

26) Two (2) members shall be elected at the Annual General Meeting to carry out an audit of the books, documents and accounts of the club, maintained by the Honorary Treasurer.

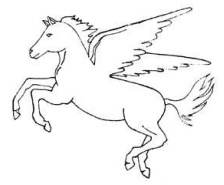
27) The quorum for an 'EGM' or 'AGM' shall be fifteen (15) Club members personally present.

28) The President and Vice Presidents shall be elected by the Committee and ratified at an Annual General Meeting. Both posts are Honorary (and ex officio if non Committee members) and shall remain in office until; death, resignation or termination at an AGM (or EGM).

29) The Club accepts all Swim Ireland and FINA Rules. Applications for membership shall be to Swim Ireland, made on the appropriate forms provided by the Club and signed by a parent or guardian where the applicant is under the legal age of consent.



## City Of Belfast Swimming Club Constitution 2008 - 2009



30) Applications for membership must be recommended by a Club coach / teacher and ratified by the Committee. In addition, ratification of membership shall not proceed until the applicant, together with parent / guardian\*, have successfully completed:

- 1) An interview with a Club panel (consisting of the relevant coach and at least one other Committee member. The Club representatives shall have no personal connection with the applicant(s));
- 2) A probationary period set at the discretion of the Committee, up to a maximum of one year.

\* when an applicant under 18 years of age.

31) The procedure for the transfer of membership from other clubs shall comply with Swim Ireland Regulations. In addition ratification of membership shall not proceed until the applicant, together with parents / guardians\*, have successfully completed:

- 1) An interview with a Club panel (consisting of the relevant Coach and at least one other Committee member. The Club representatives shall have no personal connection with the applicant(s));
- 2) A probationary period, set at the discretion of the Committee, up to a maximum of one year.

\*when applicant under 18 years of age.

32) The committee's proposal for the membership fees for the following year shall be submitted for approval to the Annual General Meeting.

The Club members at the Annual General Meeting set fees annually, and currently fees vary between squads and are generally set in proportion to pool time and coaching input.

Each Club member is required to pay the full annual fee, which is non-returnable. (Except by the discretion of the Club's Committee).

Whilst the Club facilitates payment in installments (usually 1 or 2), Club members must pay all increments due regardless of their usage of the Club facilities. If a member leaves for any reason, including transfer to another swimming club, refunds shall not be due.

33) Club Membership shall cease if:

1. Fees are not paid within two months of the date due (unless by special arrangement);
2. In the opinion of the Committee, a member brings the Club into disrepute;
3. A member fails to comply with the Constitution, Rules of the Club and /or a breach of Swim Ireland Guidelines. When the Committee has imposed this or any other sanction the person affected has the right of appeal in accordance with the Club's Complaint and Discipline Procedure (see Appendix 1).

34) Teaching and Training sessions shall be under the direction and control of the Club Coaches and/or Teachers who shall be appointed by the Committee to whom Coaches/Teachers shall report.

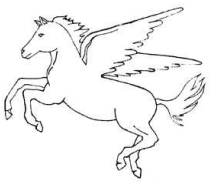
35) On an annual basis the swimmers shall be invited to elect a Representative/s e.g. Club Captain (or Captains, male and female) who may represent the swimmers at Committee meetings in accordance with Clause 8.

36) In the event of the dissolution of the Club, any Monies and assets shall be devoted to objects similar to those of the Club in accordance with Swim Ireland Laws.

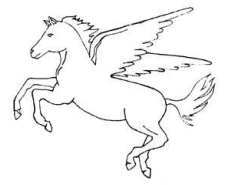
37) All Club members shall be issued with a copy of the Club Constitution (and revisions as and when appropriate).

38) An Information pack, containing details of the Club, rules and procedures (as they affect swimmers, coaches and officials) shall be issued to all Club members. The pack shall be up-dated as and when required.

39) Participants in any Learn-to-Swim programme organised by the Club shall be regarded as temporary members of the Club.



# City Of Belfast Swimming Club Constitution 2008 - 2009



## **Appendix 1 --- Complaint and Discipline procedure**

Also see Code of Ethics and Good Practice for Children's Sport and Swim Ireland's Child Welfare Guidelines and Procedures. (All references in this Appendix are from the Code of Ethics).

All Club officials are required to be aware of the contents of these documents and conform to their guidelines. (Coaches and teachers need to be particularly aware).

All minor complaints are those capable of being addressed by either the Club's coaches/teachers or the Head Coach.

For complaints of a more serious nature the complaint should be dealt initially at an appropriate level within the Club's complaint and discipline procedures. (This shall be determined by the Club Complaints and Disciplinary sub-committee, who shall inform the Club's Children's Officers).

If the complaint is deemed to be sufficiently serious concerning actions or behaviour of a (potentially) criminal nature the Club Complaints and Disciplinary sub-committee shall be informed. The Complaints and Disciplinary sub-committee shall inform the Club's Chairperson, who shall then refer the matter immediately to the appropriate Authorities, who will take over the complaint.

All complaints shall be dealt with expeditiously.

The initial stage in relation to any complaint is to gather information, (if needs be) in written form, relating to the concerns and allegations expressed in the complaint.

Where a complaint of a more general nature is received by the Club's Complaints and Disciplinary sub-committee concerning the actions of a member of the Club in relation to the administration of the Club or their behaviour in activities organised by the Club, the complaint shall be investigated by that sub-committee.

If the complaint relates to a Club official according to the seriousness of the complaint the Club's Complaint and Disciplinary sub-committee shall decide whether or not any Club official against whom an allegation has been made should step down until the matter is resolved.

## **GENERAL COMPLAINTS**

The Club's Complaints and disciplinary sub-committee should initiate an investigation following a complaint that does not relate to child abuse, nor deemed as a minor complaint. It should, as soon as possible inform the Club's Committee through the Club's Chairperson of the progress of the investigation process.

The recommended procedures as set in 3.4.1 of the code shall be followed.

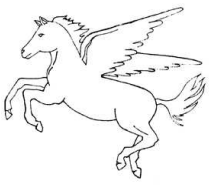
## **SANCTIONS**

Sanctions should be fair, consistent and in the case of persistent offence, should be progressively applied as recommended in 4.10.1 of the Code.

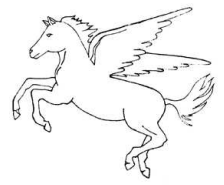
NB: Discipline should always be positive in focus, providing the structure and rules that allow participants to learn to set their own goals and strive for them. (It should encourage young people to become more responsible for themselves and therefore more independent).

The age and development stage of the child should be taken into consideration when using sanctions.

If any party is dissatisfied with the outcome of the process as set out above the matter can be referred to Swim Ireland, in accordance with Swim Ireland complaints procedures. (However efforts to resolve the issue at local level should be exhausted before the Governing body is engaged in attempts to resolve the matter).



# **City Of Belfast Swimming Club Constitution 2008 - 2009**



## **COACHING/TEACHING COMPLAINTS**

### **FROM PARENTS/SWIMMERS**

- 1) Firstly they should speak to their respective coach/teacher in private, either before or after a session to air their problems.
- 2) If an agreement or understanding cannot be reached at this meeting, then the matter should be brought before the Club's Head Coach.
- 3) If an agreement or understanding still cannot be achieved at this meeting then the matter will be placed before the Club's Teaching & Coaching sub-committee by the Head Coach.

NB: If the complaint is dealt with at the Teaching & Coaching sub-committee level, the full Club Committee shall be informed as a point of information at the next committee meeting.

- 4) If either party wish to appeal the matter it will be taken to full Club Committee for their decision. The decision will be communicated to all those involved and will be final.

NB: Teachers and Coaches must remember they are required to behave appropriately and to treat all swimmers equally and fairly.

### **FROM COACH/TEACHER**

- 1) For minor problems the coach/teacher should speak in private to the parent/swimmer outlining the problem.
- 2) If of a more serious nature the coach/teacher should bring the situation to the notice of the Head Coach for discussion. If an agreement or understanding cannot be reached at this meeting then the matter should be brought before the Club's Teaching & Coaching sub-committee who will hold a joint meeting with the parent/swimmer and their coach/teacher to resolve the problem.

NB: Again if dealt with at the sub-committee level, full Club Committee to be informed as above.

Again if either party wish to appeal the matter it will be treated as (4) above.

NB: Persons responsible for the well-being of young people will not consume alcohol or smoke in their presence, or behave in any fashion inconsistent with their position of responsibility.

## **CHILD ABUSE**

The primary preventative measures for child abuse, are awareness, education and monitoring. (No Club official, coach or teacher may work alone at the poolside, or elsewhere with swimmers. Another responsible person must always be present).

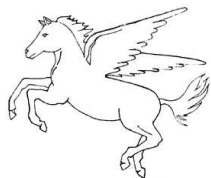
Investigation of suspected, or alleged child abuse is the responsibility of the statutory authorities and should not be undertaken by Club Children's Officers or other Club officials.

A guarantee of confidentiality or undertaking regarding secrecy cannot be given, as the welfare of the child will supersede all other considerations.

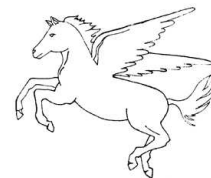
All information will be treated in a careful and sensitive manner and discussed on a strict need to know basis.

If appropriate, information should be conveyed to the parents/guardians of the child about whom there are concerns in a sensitive way.

A willingness to tackle the issue head on is the most likely to achieve effective implementation of child protection measures



## **City Of Belfast Swimming Club Constitution 2008 - 2009**



Awareness of the behavioural and physical indicators of various forms of abuse.

NB: Coaches and teachers should be familiar with categories of abuse along with signs and behaviours that may be indicative of child abuse, as defined in 5.9 and 5.10 of the Code.

Knowledge of the appropriate response and action to be taken where abuse is revealed or suspected, as outlined at 5.13.2 and 5.14 of the Code.

NB: ALL within the Club should be aware of how to report and to whom concerns should be reported within the Club. (Should be consistent with statutory authority guidelines i.e. Children First, Our Duty to Care, and the Code of Ethics and Good Practice for Children's Sport).

Everyone involved in Child Protection matters should be aware of their responsibilities.

**REPORTING OF CHILD ABUSE SHOULD BE AS PER THE RECOMMENDED PROCEDURES AT 5.13.2 OF THE CODE OF ETHICS & GOOD PRACTICE FOR CHILDREN'S SPORT**

NB: Full copies of the Code of Ethics and Good Practice for Children's Sport and Swim Ireland's Child Welfare Guidelines and Procedures are available from the Club Children's Officers and are also issued to all new Club members in the Club's Information Pack.

Allegation of abuse against coach/teacher, (if such an allegation is made two procedures should be followed)

The reporting procedure in respect of the child as 5.13.2 of the Code.

The procedure for dealing with the coach/teacher.

NB: Consider

1) The safety of the child making the allegation and any others who are/may be at risk, should be ensured. (This takes precedence over any other consideration).

2) Coach /teacher is the subject of the concern he/she should be treated with respect and fairness.

The Club should take if reasonable grounds for concern exist as outlined at 5.13.1 of the Code the steps set out at 5.15.2.

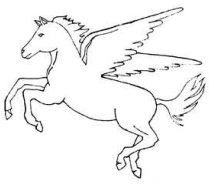
NB: At all times detailed notes should be kept and all persons involved (child his/her parents/guardians, the alleged offender, his/her family, coaches/teachers should be afforded appropriate respect, fairness, support and confidentiality at all stages of the procedure.

(Confidentiality should be maintained in respect of all issues and people involved. It is important that the rights of both the child and the person about whom the complaint has been made are protected).

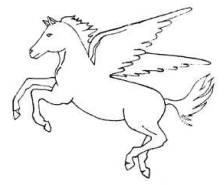
**Incidents of BULLYING, ANONYMOUS COMPLAINTS, and RUMOURS**

should be dealt with immediately and in accordance with Code sections 5.4.3, 5.17 and 5.18.

NB: Complaints of abuse in swimming not at a Swim Ireland event or by person(s) who are not Swim Ireland members should be dealt with in accordance with Swim Ireland's Child Welfare Guidelines and Procedures.



## City Of Belfast Swimming Club Constitution 2008 - 2009



### Appendix 2 --- Appointment Procedure for Teachers and Coaches

Appointing Assistant Teachers/Teachers/Coaches

Selection process to schedule:-

- 1) - Completion of an Officials Registration form.
- Detailed checking of curriculum vitae, or similar information.
- (a) A Police background check - where considered necessary - Inquiries to previous clubs or sports organisations.

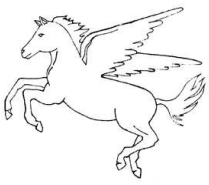
Parents are entitled to know and should be informed of the qualifications of Club coaches/teachers. They may phone the Swim Ireland office to enquire about such qualifications.

2) At present Swim Ireland recognises all IASA and ASA qualifications including the following:-

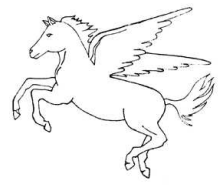
- (a) Assistant Teachers Certificate.
- (b) Swimming Teachers Certificate.
- (c) Lane Helpers (must hold Teachers Certificate or be working to achieve same),
- (d) Club Coaches Certificate.
- (e) Coaches Certificate.

3) All adults working with children should be carefully selected. If they are teaching or coaching they should have the necessary qualifications to do so and should be insured members of the ASTCI.

Part of the membership process will involve the completion of Swim Ireland's Officials Registration Form and Swim Ireland's Code of Ethics.

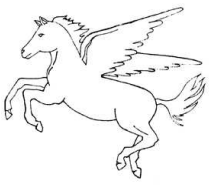


# City Of Belfast Swimming Club Constitution 2008 - 2009

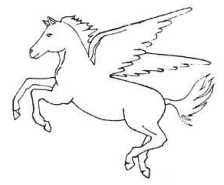


## Appendix 3 -----Away Trip Procedure

- 1) On the occasion of any away trip undertaken by the Club a Team Manager shall be appointed to organise and take responsibility for the said trip.
- 2) A suitable number of mixed gender team Officials shall be appointed according to the age group and numbers going on the trip.
- 3) Mixed gender Officials shall be appointed to all away trips (where the swimmers are of both genders).
- 4) The responsibilities of the Team Manager are as follows: -
  - (a) To communicate details of the trip within the Club;
  - (b) To receive the numbers, names and addresses of all Club members going on the trip;
  - (c) To ensure all swimmers complete and return a Code of Conduct and Consent Form;
  - (d) To plan the budget for the trip and to make bookings for accommodation, meals, travelling arrangements and any other arrangements for the trip;
  - (e) To hold a team meeting prior to the event or at an early stage at which the Code of Conduct can be read, rules of behaviour established and any other arrangements announced;
  - (f) To liaise with Club coaches as necessary regarding swimming-related matters and to support them during competition/training sessions to enable them to attend to the swimmers;
  - (g) The good behaviour and well being of the swimmers and the adequate supervision of the squad at all times on the trip;
  - (h) To complete the Swim Ireland Trip Report and to submit a written report, including references to any concerns, to the Club Secretary within 14 days of the trip end;
  - (i) to keep clear financial accounts, in association with the Club Treasurer and to report these to the Club members as necessary.
- 5) Aside from matters relating to in-pool activities, coaches are responsible to the Team Manager.
- 6) Child Protection concerns must be reported to a Club Children's Officer immediately upon return to the Team.
- 7) All team Officials must be members of the Club and Swim Ireland.



# City Of Belfast Swimming Club Constitution 2008 - 2009



## Appendix 4 ---Alteration to the Club Training or Competition Arrangements

Ref; Pool Closure, Gala Arrangements, Unavailability of Teachers and Coaches / Rota alteration

1) Coaches should make a personal attempt to make alternative arrangements in the event of their own unforeseen absence. If unsuccessful it is their responsibility to contact the Head Coach or the Honorary Chairman, who will be responsible for making alternative arrangements.

2) Communication of arrangements or alteration of arrangements for competitions or other Club events shall be managed by a variety of methods:-

(a) Verbal instructions from coaches:- The coach should make all reasonable effort to contact those absent from their squad when the verbal instructions are issued (if necessary the coach should commission help from other coaches, Committee members, parents or other responsible swimmers);

(b) Notes placed on Club Notice boards;

(c) Notes given to parents;

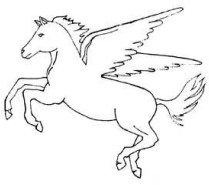
(d) Phone calls e.g. through the squad contact system;

(e) The Club News Letter.

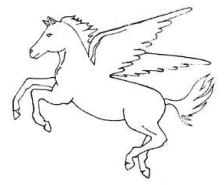
3) It is the responsibility of parents (or guardians) to check notice boards and consult with their children, with reference to any verbal or written communication from the Club, with regard to any arrangements for Galas or other organised events.

4) The committee may operate a 'Squad Contact System'; whereby particular Club officials shall have the responsibility for contacting swimmers and / or parents to ascertain their availability to represent the Club or participate in forthcoming events / competitions. The event organiser shall be informed of the swimmer availability or otherwise.

5) In the event of unforeseen circumstances (such as emergency pool closure or a last minute cancellation of training), a member of the Club Committee or other official shall wait at the pool entrance (or other meeting point), to inform parents and swimmers of the circumstances, until all affected parties have been informed.



## **City Of Belfast Swimming Club Constitution 2008 - 2009**



### **Appendix 5 ---- Child Collection and Delivery**

- 1) When children are being delivered to a meeting point for a Club event or to the pool for training it is the responsibility of the parents / or guardians to ensure that the session or the event is actually taking place before they leave.
- 2) In the circumstances outlined above parents should ensure, that a minimum of two swimmers plus a Club official, or responsible adult, are present before leaving their children.
- 3) The Club will make all reasonable efforts to inform parents of the correct time to collect their children. However it is the parents' responsibility to find out all collection details and to make appropriate arrangements for the collection of their children, at the specified time.
- 4) If, for any reason, a child is not collected at the expected time e.g. after an event, away trip or training session, at least two responsible adult/s, Club official/s shall ensure that the child is supervised, until satisfactory arrangements are made with his or her guardians.
- 5) With reference to away trips, it is the responsibility of the designated team manager to ensure that all children are collected, by their guardians, in accordance with the above Clause 4.
- 6) It is the responsibility of parents / guardians to ensure safe transport for their children (wards) to and from the venues of any event, competition or otherwise organised by the Club, or in which the Club participates.
- 7) Club coaches shall not be involved in transport arrangements for swimmers, to avoid any compromise of Child Welfare Guidelines.
- 8) The safety of the child is the primary consideration in all arrangements made under the provisions detailed above.
- 9) During a session swimmers are not permitted to leave the pool early unless instructed by or with the permission of the coach. In these circumstances swimmers are not permitted to leave the pool complex until they are collected by a responsible adult.

**REMEMBER WHEN LEAVING YOUR CHILD OFF WAIT UNTIL HE OR SHE HAS ENTERED THE SWIMMING POOL FACILITY AND A MINIMUM OF TWO SWIMMERS AND A CLUB OFFICIAL, OR RESPONSIBLE ADULT, ARE PRESENT BEFORE LEAVING.**