**Member Participation Policy Template**

Note to clubs – this is a template document and should be edited to meet your individual club needs. Text in red should be replaced with your own club information or deleted as necessary. The template document is primarily aimed at junior clubs but can be adapted for Masters clubs.

(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 (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:

(Discipline specific suggestions below, delete and edit as needed)

**Diving**

1. Year 1 – we expect members to attend a diving competitions workshop. This will include an introduction to competition rules, the process of directing competitors during a competition, organising athlete parades and victory ceremonies.
2. Year 2 – we expect members to attend a Dive Recorders course. This will introduce you to the software used to manage competitions and will progress your understanding of the rules of diving.
3. Year 3 - 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.
4. Year 4 - 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.

**Swimming**

1. Year 1 - we expect members to complete a level 1 officials’ course, which is an introduction to officiating and covers the role of timekeeper at a competition. The course is 1 ½ hours long.
2. Year 2 - members will be expected to complete the 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.
3. Year 3 - 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.
4. Year 4 - 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.

**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 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. More information is available on [Swim Ireland website](https://www.swimireland.ie/files/documents/Person-on-Duty-rota.pdf) 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. (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 (insert contact email)

*Failure to attend official duty will result in disciplinary action.*

**Club Competition/ Club Fundraising**

As a club we run (insert number and types of events) throughout the season, these are important fundraising events, with the proceeds 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 these (insert event type).

*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 (club email address) 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/ Access NI and safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

(Discipline specific official’s suggestions below, delete and edit as needed)

**Official (Diving)**

(club) requires members to complete diving competition workshop and Dive Recorder course. These courses provide you with an understanding of the rules of diving 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 officials, including Judge, Referee and Secretariat at competitions. This role is suitable for those with an interest in the technical aspect of the sport.

**Official (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)**

(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.

(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**

(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/ teachers are required to maintain their license on an annual basis which includes keeping their Garda vetting/ Access NI, 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/ Access NI 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, head coach, club children’s officer and a minimum of four other committee members (edit roles as required). The committee is elected annually at the club AGM, which is held in (insert month). Committee members are required to complete Garda Vetting/ Access NI 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 (insert email).

**Complaints and Disciplinary Committee**

It is a Swim Ireland requirement that (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/ Access NI 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**

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| **Mandatory training and roles(required):** | | |
| **I confirm that I have read and understand the following:** | | **Checkmark** |
| 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):** | | **Checkmark** |
| 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 |  | |