

Swim Ireland Rule Book

for Clubs, Members & Affiliates

SWIM IRELAND

**SWIM
IRELAND**

Me and
the water

Approved by the
Board of Swim Ireland
September 2018



Please check the Swim Ireland website for the most up-to-date version

Contents

INTRODUCTION	7
1. DEFINITIONS & INTERPRETATIONS	8
1.1 Definitions	8
1.2 Interpretations	10
2. GENERAL GOVERNANCE RULES	10
2.1 Affiliation	10
2.2 Compliance	10
2.3 Complaints and Disciplinary Procedures	10
2.4 Voting Rights	10
2.5 Right of Refusal to events	10
3. NATIONAL GOVERNANCE STRUCTURE	11
3.1. Board	11
3.1.2 Requirements	
3.2. National Committees	11
3.2.1 Committee Members	
3.2.2 Requirements	
3.2.3 Terms of Reference	
3.2.4 Conflicts of Interest	
3.3 Meetings	11
3.3.1. Annual General Meeting (AGM)	
3.3.2 Extraordinary General Meeting (EGM)	
3.3.3 Notice	
3.3.4 Quorum	
3.3.5 Standing Orders	
3.3.6 Voting	
3.3.7 Voting Rights	
4. REGIONAL GOVERNANCE STRUCTURE	12
4.1 Regional Executive	12
4.1.1 Composition	
4.1.2 Requirements	
4.1.3 Documentation requirements	
4.1.4 Development Planning	
4.1.5 Competition Rules	
4.1.6 Meet Licencing	
4.1.7 International Travel Permits	
4.1.8 Rule Book	
4.1.9 Complaints and Disciplinary Procedures	
4.1.10 Information	
4.1.11 Regional Representation on National Committees	
4.2 Regional Sub-Committees	13
4.2.1 Eligibility	
4.2.3 Terms of Reference	
4.2.4 Conflicts of Interest	
4.3 Regional Meetings	13
4.3.1. Annual Regional Conference	
4.3.2 Emergency General Meeting (EGM)	
4.3.3 Notice	
4.3.4 Quorum	
4.3.5 Standing Orders	
4.3.6 Voting Rights	

5.	CLUBS	14
5.1	Club Structure (New and Existing)	14
5.2	Club General Rules	14
5.2.1	Affiliation	
5.2.2	Registration	
5.2.3	Requirements of Membership	
5.2.4	Request for information	
5.2.5	Document requirements	
5.2.6	Availability of Documentation	
5.2.7	Complaints and Disciplinary procedures	
5.2.8	Membership	
5.2.9	Learn to Swim	
5.3	Club Committees	15
5.3.1	Eligibility	
5.3.2	Vetting	
5.3.3	Club sub-committees	
5.3.4	Children's Officers	
5.3.5	Coaches	
5.3.6	Duties of Committee	
5.4	Club Meetings	17
5.4.1	Annual General Meetings	
5.4.2	Emergency General Meeting	
5.4.3	Notice	
5.4.4	Quorum	
5.4.5	Standing Orders	
5.4.6	Voting Rights at General Meetings	
5.5	Club Transfers	17
5.5.1	Release	
5.5.2	Right to withhold transfer	
5.5.3	Timeframe for Transfers	
5.5.4	Eligibility to compete post transfer	
5.5.5	Exceptions to transfer requirements	
5.6	First Claim Club	18
5.6.1	Eligibility to compete	
5.6.2	Multiple disciplines	
5.6.3	University and School Teams	
5.6.4	International Competition - Masters	
6.	MEMBERSHIP	18
6.1	General	18
6.1.1	Registration	
6.1.2	Conditions of Membership	
6.1.3	Media and Photographs	
6.2	New Members	19
6.3	Renewal of Membership	19
6.3.1	Requirements for renewal	
6.3.2	Lapsed Membership	
6.3.3	Membership Fees	
6.4	Suspension of Membership	19
6.4.1	Right to Suspend	
6.4.2	Conditions of Suspension	
6.5	Parents/Guardians	19
6.6	Club Members	19
6.6.1	Conditions of Club Membership	
6.6.2	Cessation of Club Membership	
6.6.2	Suspension of Club Membership	
6.6.3	Dissolving a Club	

6.7 Associate Members	20
6.7.1 Associate Membership	
6.7.2 Renewal of Associate Membership	
6.8 Licensing for Members	20
6.8.1 Requirements	
6.8.2 Compliance	
6.8.3 Non-Compliance	
6.9 Affiliate Members	20
6.9.1 Requirements	
6.9.2 Failure to comply	
6.9.3 Management Committee	
6.9.4 Complaints and Disciplinary Procedures	
6.9.5 Terms and Conditions	
6.9.6 Rules	
6.9.7 Recruitment	
7. AQUATICS GENERAL	21
7.1 Swimming Competition Rules	
7.1.1 International Competitions	
7.1.2. Championship Events	
7.1.3 Other Events	
7.2 Eligibility	21
7.2.1 Change of Residence	
7.2.2. Proof of Residence	
7.2.3 International Representation	
7.2.4 Temporary Change of Residence	
7.2.5 Representation	
7.3 Irish National Records General (Swimming and Diving)	22
7.3.1 Eligibility	
7.3.2 Electronic Timing	
7.3.3 Claims	
7.3.4 Ratification	
7.3.5 General	
7.3.6 Age Groups	
7.3.7 Relays	
7.3.8 National Team Relay Records	
7.3.9 National Club Team Relay Records	
7.3.10 Synchronised Diving Team Records	
7.3.11 Dispute	
7.3.12 Failure to comply with Rules	
7.4 Irish Masters National Records	23
7.4.1 General	
7.4.2 Eligibility	
7.4.3 Documentation	
7.4.4 Claims	
7.4.5 Freestyle	
7.4.6 Relay Records Age Eligibility	
7.4.7 Relay Records General	
7.5 Irish National Championship Medals General	23
7.5.1 Eligibility	
7.5.2 Non-eligible competitors	
7.5.3 Disputes	
7.6 National Centre, National Team, National Squad and/or Regional Squad Competitors	23
7.7 Representation - Irish National Team	23
7.7.1 Eligibility	
7.7.2 Uniform	

7.7.3	Withdrawal Costs	
7.7.4	Appointment of Team Staff	
7.7.5	Codes of Conduct	
7.7.6	Approval of National Team Status	
7.8	National Team Staff and Officials for International Events	24
7.8.1	Selection Policies	
7.8.2	Eligibility	
7.8.3	Safeguarding requirements	
7.8.4	Licencing Requirements	
7.8.5	Codes of Conduct	
8.	CONDUCT/COMPLAINTS AND DISCIPLINARY PROCEDURES	24
8.1	Jurisdiction	24
8.2	Adoption	24
8.3	Enforcement	25
8.4	Procedures	25
9.	HEALTH AND SAFETY	25
9.1	Health and Safety Statements	25
9.2	Member's obligations	25
9.3	Events	25
9.4	Reporting	
10.	MEDIA	26
10.1	Authorised Representatives	26
10.2	Consent	26
10.3	Co-operation	26
11.	FINANCE	26
11.1	General	26
11.1.1	Currency	
11.1.2	Financial Control	
11.1.3	Use of Funds	
11.1.4	Dissolution	
11.1.5	Financial Support	
11.1.6	Expense Policy	
11.1.8	Expense Claims	
11.1.9	Rules for Reimbursement	
11.2	Sponsorship	26
12.	SAFEGUARDING	27
12.1	Obligations	27
12.1.1	Policies	
12.1.2	Non-Compliance	
12.1.3	Statutory Authorities	
13.	ANTI-DOPING	28
13.1	Rules	28
13.2	Compliance	28
13.3	Club Responsibility	28
13.4	Compliance	28
14.	DATA PROTECTION	28
14.1	Obligations	28

INTRODUCTION

The Irish Amateur Swimming Association Company Limited by Guarantee, trading as Swim Ireland is the national governing body for swimming, water-polo, diving and associated aquatic sports in Ireland (including Northern Ireland) and is recognised as such by Sport Ireland, Sport Northern Ireland, the Olympic Council of Ireland and the Irish Government

The objects for which the Company is established are:

- a) to foster and develop swimming, diving, water polo and associated disciplines whether in competition or otherwise and to use the same in promoting the development of physical, moral and social qualities that come from swimming (including synchronised swimming) and associated disciplines whether in competition or otherwise;
- b) to promote the teaching and practice of swimming, diving and water polo and associated disciplines in accordance with current best practice; and
- c) to draw up, publish and enforce uniform rules and regulations for the control and regulation of swimming, diving and water polo and associated disciplines in Ireland and to deal with any infringement thereof.

Swim Ireland is a company limited by guarantee and its constituent documents are its Memorandum and Articles of Association (M&A). The Memorandum and Articles of Association of a company provides the framework within which the Company will operate. The Swim Ireland M&A deals primarily with the functioning of Swim Ireland as a legal entity (i.e. as a company) but does not provide the level of detail required for the day-to-day operating of the organisation. Therefore, this Rule Book deals with the more general aspects of the day-to-day operations of Swim Ireland.

Please note that this Rule Book refers to other documentation that may be pertinent for the purposes of Swim Ireland Rules and Regulations. Such documentation can be obtained on the Swim Ireland website (www.swimireland.ie) or by application from the Swim Ireland offices.

1. DEFINITIONS & INTERPRETATIONS

1.1 Definitions

Affiliate member means any person, entity, body or association, whether incorporated or not, which the Board decides, in its absolute discretion, is in the best interest of the Company to admit as an affiliate member, subject to and in accordance with the terms of membership for affiliate members as set in the Articles and the Rules.

Articles means the Articles of Association of Swim Ireland for the time being and as amended from time to time.

Associate Member means a swimming teacher or swimming coach duly qualified and recognised as such by the Company and who is affiliated to the Company subject to and in accordance with the terms of membership for Associate Members as set out in the Articles.

Board means the Board of Directors of Swim Ireland for the time being.

Club means any club involved in the teaching, operation and/or management of swimming (including synchronised swimming), diving, water polo and associated disciplines in Ireland which is affiliated to the Company in accordance with the Articles and these Rules.

Club Committee means the Club Management Committee and any other committee or sub-committee established by the Club for any purpose.

Club Committee Officer means the Chairman, Secretary or Treasurer of any Club Committee.

Club Member means any individual including each member of a group (e.g. a family) that has been accepted into membership by a Club and whose membership of the Club has not either lapsed or been terminated by such Club and who has paid a fee to the Company in accordance with the Rules and paid any fees, subscriptions or periodic contributions payable to the company under Article 13.

Commercial Partners means those sponsors, licensees, supporters, official suppliers and any other commercial entity providing financial and/or technical support or goods and/or services directly or indirectly to Swim Ireland from time to time in consideration of publicity, rights of association or other commercial benefit to them (other than for consideration of payment in full of the retail cash value of the goods or services supplied).

Committee means a National Committee, Regional Committee or Club committee or a sub-committee of any of them.

Company means the Irish Amateur Swimming Association Company Limited by Guarantee trading as Swim Ireland.

Connacht Region means the counties of Galway, Leitrim, Longford, Mayo, Roscommon and Sligo.

Designated Liaison Person has the meaning ascribed to it in the Swim Ireland's Safeguarding Policies as amended from time to time.

FINA means Federation International de Natation (International Swimming Association).

Honorary Member means a membership that is conferred on an individual in recognition of achievement or service without right to vote in elections.

Immediate Family Member means, in relation to a person, his/her parents or legal guardian, siblings, spouse or children.

Leinster Region means the counties of Carlow, Dublin, Kildare, Kilkenny, Laois, Louth, Meath, Offaly, Westmeath, Wexford and Wicklow.

Leisure Member means any person who makes use of a public or private leisure facility who is not a Club Member and who satisfies such other criteria as the Board decides.

LEN means Ligue Europeenne de Natation (European Swimming Association).

M&A means the Memorandum and Articles of Association of Swim Ireland.

Masters means a specific discipline whereby competitors are over 25 years of age at international level and in Ireland this also includes Junior Masters 19 to 24 years of age.

Members means Club Members, Associate Members, Affiliate Members, Leisure Members and Special Members or others as may be established by Swim Ireland.

Munster Region means the counties of Clare, Cork, Kerry, Limerick, Tipperary and Waterford.

National Committee:

means any one of the Standing Committees, and/or such other Board appointed committee such as the Officials Committee.

National Plan means the Swim Ireland Strategic Plan and any annual plans prepared there from.

Performance Swimming means the performance programme established by Swim Ireland for its high-performance swimmers.

Region means the geographical provinces of Connacht, Leinster, Munster and Ulster.

Regional Bodies means the Regional Executives, their sub-committees and any other governing bodies of the Regions.

Regional Management Committee means a committee elected at the Annual Regional Conference of the relevant Region (Connacht, Leinster and Munster) and referred to in Articles 151 and 152, and in the case of Ulster, Swim Ulster.

National Team means the team of athletes which is selected by Swim Ireland from time to time as the national representative team of Ireland for any discipline within the sport of swimming (including synchronized swimming), diving, water polo and associated disciplines in any international competition;

Rule Book means this rule book as amended by the Board from time to time;

Standing Committee means one of the committees listed in Article 122 of the M&As and any committee created as a Standing Committee by the Board;

SI: means Swim Ireland

SI Complaints and Disciplinary Procedures means the Complaints and Disciplinary Procedures adopted by Swim Ireland as amended from time to time;

Swim Ireland Meet Conditions means the rules and guidelines published by Swim Ireland from time to time governing the holding of events, demonstrations or competitions in the various disciplines of the sport at Club, Regional or National Level;

Ulster Region means the counties of Antrim, Armagh, Cavan, Derry, Donegal, Down, Fermanagh, Monaghan and Tyrone;

1.2 Interpretations

In this Rule Book:

The singular shall include the plural and vice versa.

Unless the context or subject otherwise requires, references to words in one gender include references to the other genders.

Reference to a person shall include an individual, partnership, corporation, limited liability company, business trust, joint stock company, trust, unincorporated association, joint venture, governmental entity or authority or other entity of whatever nature.

2. GENERAL GOVERNANCE RULES

2.1 Affiliation

All Members, Clubs and Regions must affiliate to Swim Ireland on an annual basis based on the rules in operation at that time.

2.2 Compliance

All Members, Clubs and Regions are bound by and must comply with the rules and regulations contained in the following documents (as amended from time to time):

- a) Swim Ireland M&A
- b) Swim Ireland Rule Book
- c) Swim Ireland Safeguarding Policies and Procedures, incorporating safeguarding guidance by Sport Ireland and Sport NI.
- d) Swim Ireland Codes of Conduct
- e) Swim Ireland Complaints and Disciplinary Procedures
- f) The Irish Anti-Doping Rules (or equivalent rules produced by Sport Ireland) and the FINA Technical and Anti-Doping Regulations
- g) Swim Ireland, LEN and FINA Competition Rules
- h) Applicable Regional Bodies', Clubs' and Disciplines constitutional documents, rules and regulations
- i) Any other rules, directions and regulations adopted by the Board
- j) Copies of all documents are available on the Swim Ireland website, www.swimireland.ie or by application to the Swim Ireland offices.

2.3 Complaints and Disciplinary Procedures

Any claim that a Member, Club, Region or any other person bound by the provisions of this Rule Book has breached any provision of the Rule Book or brings the organisation into disrepute, will be dealt with through the Swim Ireland Complaints and Disciplinary Procedures.

2.4 Voting Rights

Members right to vote in elections of the Company shall be consistent with the conditions of their category of membership.

2.5 Right of Refusal to events

Swim Ireland reserves the right to refuse admission to any event organised by the Company.

3. NATIONAL GOVERNANCE STRUCTURE

3.1. Board

The Board of Swim Ireland shall consist of 11 persons elected or appointed annually at the Company Annual General Meeting in accordance with the provisions of the Swim Ireland Articles of Association. The Board shall be responsible for managing the affairs of the Company.

3.1.2 Requirements

All Board members must be fully compliant with Swim Ireland Safeguarding procedures and must possess the relevant qualifications and experience specified in the Swim Ireland Memorandum and Articles of Association.

3.2. National Committees

The Board may delegate any of its powers to a committee or a sub-committee established by the Board including the Standing Committees

3.2.1 Committee Members

All Committee members must be Associate Members or Club Members unless otherwise specifically approved by the Board;

3.2.2 Requirements

In order to be eligible for election onto National Committees, the Associate Member or Club Member must be fully compliant with Swim Ireland Safeguarding procedures and possess the relevant qualifications and experience specified in the Terms of Reference for the Committee. These are available by application to the Swim Ireland Offices.

3.2.3 Terms of Reference

All National Committees must operate in line with its terms of reference as set by the Board and as amended from time to time.

3.2.4 Conflicts of Interest

All Committee members must declare conflicts of interest prior to any discussion on the relevant topic and shall leave the meeting during the discussion and decision making on the relevant topic.

3.3 Meetings

3.3.1. Annual General Meeting (AGM)

The Company will hold a general meeting each year in accordance with the provisions of the Articles of Association.

3.3.2 Extraordinary General Meeting (EGM)

- a) All general meetings other than AGMs shall be called Extraordinary General Meetings (EGMs). The Board shall convene an EGM, giving at least 21 days prior notice if:
- b) A resolution to convene an EGM is passed at the preceding AGM; or
- c) On the requisition of Members pursuant to the provisions of the Acts; or
- d) Where ten (10) Clubs each having held an EGM requisition such a meeting by service on the Board Secretary of a written notice duly signed by two officers from each Club seeking the holding of such a meeting; or
- e) Where two-thirds of the Board resolve to convene such a meeting.

3.3.3 Notice

Notice of the AGM shall be given to Members at least 60 clear days prior to such a meeting. Notice of all other general meetings shall be given to Members at least 21 clear days prior to such a meeting.

3.3.4 Quorum

No business shall be conducted at any general meeting of the company unless a quorum is present. Fifty (50) Delegates entitled to attend and cast votes at a general meeting of the Company and who are present in person shall constitute a quorum.

3.3.5 Standing Orders

All general meetings shall be run in accordance with Swim Ireland Standing Orders.

3.3.6 Voting

- a) Each Club shall be entitled to send two (2) Voting Delegates to general meetings.
- b) All Voting Delegates must be Members of the Company in their own right.
- c) Proxy voting shall not be allowed.

3.3.7 Voting Rights

Member's right to vote in elections of the Company shall be consistent with the conditions of their category of membership.

4. REGIONAL GOVERNANCE STRUCTURE

4.1 Regional Executive

4.1.1 Composition

The Regional Executive shall consist of a maximum of 10 persons, who must all be members of Swim Ireland, elected at an Annual Regional Conference of Clubs situated within the Region. The Regional Executive shall report to the Board of Swim Ireland and in accordance with the specific duties outlined in the M&A shall be responsible for regional competitions, regional squad development, the development of all aquatic disciplines in the Region and for the election of regional nominees.

4.1.2 Requirements

All members of the Executive must be members of the Clubs situated within the Region and must be fully compliant with Swim Ireland Safeguarding procedures and possess the relevant qualifications and experience specified for their role.

4.1.3 Documentation requirements

All Regions must have constitutional documents and rules in place which support and do not conflict with Swim Ireland's M&A, Rule Book and any other regulations, programmes or directions issued by the Board. All Regions must provide an up to date copy of their constitutional documents, rule and regulations to Swim Ireland and its representative within 7 days of receipt of a request for such documents from Swim Ireland.

Each Region must make available to all of its members copies of the documents at 4.1.2 above. 'Make available' means to notify Regional Clubs of the existence of this documentation and offer them the opportunity to view it, if requested.

4.1.4 Development Planning

Each Regional Executive must agree a regional development plan (which shall include financial planning) in consultation with Swim Ireland and based on the National Plan. Each regional development plan will be reviewed and agreed on an annual basis with Swim Ireland. Such plans must be submitted to Swim Ireland as required each year. No funding shall be released directly to any Regions which have not complied with the above requirements in full.

4.1.5 Competition Rules

Regional Executives may establish rules regarding the running of competitions, events, courses and any other matters they consider necessary within the Region provided that such rules do not conflict with the M&A, Rule Book, Standing Orders or any other by-laws of the Company.

4.1.6 Meet Licencing

Regional Executives must ensure that all competitions which are run by the Region are fully licensed and are run in accordance with Swim Ireland Meet Licencing conditions in place at the time.

4.1.7 International Travel Permits

Ensure that all teams/members travelling overseas under the auspices of Swim Ireland submit documentation in line with the Swim Ireland International Travel Permit.

4.1.8 Rule Book

Regional Bodies must comply with this Rule Book (and the documentation outlined in 4.1.2 above) and any other regulations, directions or programmes set down by the Board.

4.1.9 Complaints and Disciplinary Procedures

Any claim that a Region has breached any provision of the Rule Book or brings the organisation into disrepute will be dealt with through the Swim Ireland Complaints and Disciplinary Procedures.

4.1.10 Information

Regional Bodies shall promptly provide Swim Ireland with all financial and other information requested by Swim Ireland.

4.1.11 Regional Representation on National Committees

Each Region shall use its best endeavours to ensure all relevant regional representation on National Committees is fulfilled within the timeframe required. Failure to do so may result in the position being filled from outside the Region.

4.2 Regional Sub-Committees

The Regional Executive shall establish committees to assist in the management of regional matters. In particular each Region must appoint a Regional Complaints Committee to deal with Complaints and Disciplinary matters occurring at Regional level

4.2.1 Eligibility

In order to be eligible for election onto Regional Committees individuals must be Associate Members or Club Members and must be fully compliant with Swim Ireland Safeguarding procedures and possess the relevant qualifications and experience specified in the Terms of Reference for the Committee.

4.2.3 Terms of Reference

All Regional Committees must operate in line with its terms of reference as set by the Regional Executive and as amended from time to time.

4.2.4 Conflicts of Interest

All Committee members must declare conflicts of interest prior to any discussion on the relevant topic and shall leave the meeting during the discussion and decision making on the relevant topic.

4.3 Regional Meetings

4.3.1. Annual Regional Conference

Each Region shall hold a general meeting each year in accordance with the provisions of the Articles of Association which shall be called an Annual General Meeting (AGM) (in the case of Ulster) or Annual Regional Conference (ARC) (in the case of Connacht, Leinster and Munster).

4.3.2 Emergency General Meeting (EGM)

All general meetings other than AGMs or ARCs shall be called Extraordinary General Meetings (EGMs). A Region shall convene an EGM, giving at least 21 days prior notice if:

- a) A resolution to convene an EGM is passed at the preceding General Meeting; or
- b) On the requisition of Members pursuant to the provisions of the Acts; or
- c) Where 20% of registered clubs in the region, each having held an EGM, requisition such a meeting by service on the Regional Secretary of a written notice duly signed by two officers from each Club seeking the holding of such a meeting; or
- d) Where two-thirds of the Regional Executive resolve to convene such a meeting.

4.3.3 Notice

Notice of any general meeting shall be given to Members at least 21 clear days prior to such a meeting.

4.3.4 Quorum

No business shall be conducted at any general meeting of the Region unless a quorum is present. The number required to constitute a quorum shall be specified in the Constitution of the Region.

4.3.5 Standing Orders

Regions shall have Standing Orders for the running of Regional general meetings and Regional Committees. Templates of the Regional Standing Orders may be provided by the Swim Ireland. Regions shall ensure that their Standing Orders do not conflict with this Rule Book or any other guidelines or directions issued by Swim Ireland.

4.3.6 Voting Rights

- a) Each Club shall be entitled to send two (2) Voting Delegates to general meetings. All Voting Delegates must be members of the Company in their own right. Proxy voting shall not be allowed.

5. CLUBS

5.1 Club Structure (New and Existing)

A Club may affiliate to Swim Ireland if it meets the following requirements:

- a) It comprises of eight or more Club Members.
- b) It must have a duly appointed Club Management Committee consisting of at least seven members including a Club Chairman, Club Secretary and Club Treasurer and four Committee members.
- c) Where membership of the Club is open to under 18's, the Club Management Committee must include a Children's Officer as an additional member of the Committee.
- d) The Club Head Coach may be an additional member of the Club Management Committee. This is mandatory for all Clubs from September 2019.
- e) Clubs whose membership is open to those under the age of 18 must comply with the relevant Swim Ireland Safeguarding Policies and Procedures to the satisfaction of Swim Ireland and must have appointed a Club Children's Officer.
- f) Clubs which do not allow children under the age of eighteen to be in any way involved in the Club either regularly or occasionally, will be designated "Adult Clubs". Some elements of The Swim Ireland Safeguarding Policies and Procedures will not be applicable to Adult Clubs as determined by Swim Ireland.
- g) Application for Club affiliation is made on the Club Affiliation Form and must satisfy the terms and conditions of affiliation as specified by Swim Ireland at that time. A Swim Ireland number will be allocated to new Club which will last for the duration of affiliation. If a club does not renew annually then affiliation to Swim Ireland will be discontinued.
- h) Swim Ireland must approve the Club constitution, name, colours and location.
- i) Clubs affiliated to Swim Ireland must comply with the governance procedures outlined in Clubmark and aim to complete it within 3 years of startup.
- j) All new and existing Clubs seeking affiliation must be approved by Swim Ireland annually.

5.2 Club General Rules

5.2.1 Affiliation

All Clubs must affiliate annually to Swim Ireland through the online membership database, pay the annual affiliation fee and complete any documentation required by Swim Ireland to the satisfaction of Swim Ireland within the required timelines.

5.2.2 Registration

All Clubs must register all of their Club Members as part of the annual affiliation process and must ensure new members are registered with Swim Ireland within 14 days of stating their intention to join the Club and commencement of participation in Club activities.

5.2.3 Requirements of Membership

All those involved in the operation and management of Clubs must be registered members of Swim Ireland.

5.2.4 Request for information

All Clubs shall promptly submit all requested information to Swim Ireland.

5.2.5 Document requirements

All Clubs must have constitutional documents and rules in place which support and do not conflict with Swim Ireland's M&A, Rule Book and any other regulations, programmes or directions issued by the Board, including but not limited to:

- Club Constitution
- Club Rule Book/Handbook

Templates of such documents can be provided by Swim Ireland. All Clubs must provide an up to date copy of their constitutional documents, rules and regulations to Swim Ireland within 7 days of receipt of a request for such documents from Swim Ireland.

5.2.6 Availability of Documentation

Each Club must make available to all its Club Members the documents at 5.2.5 above. 'Make available' means notify Club Members of the existence of this documentation, where appropriate publish such documentation on the club noticeboard or website and offer members the opportunity to view it, if requested.

5.2.7 Complaints and Disciplinary procedures

All Clubs shall adopt and comply with Swim Ireland's Complaints and Disciplinary Procedures. In the event of a Club failing to comply with or enforce any disciplinary or other measure determined by Swim Ireland, the Board may suspend or terminate the affiliation of such Club with Swim Ireland. Any proceeding against a Club shall be brought in accordance with the provisions of the Swim Ireland Complaints and Disciplinary Procedures.

5.2.8 Membership

Clubs will ensure, as far as possible, that they are open to the widest possible membership including Competitors and Non-Competitors, Water Polo Players, Divers and Masters.

5.2.9 Learn to Swim

Learn to swim members will be covered under Club Insurance and no Swim Ireland membership fees will be levied for their first year ONLY of membership.

5.3 Club Committees

A Club Management Committee must be appointed by each Club in accordance with affiliation requirements at 5.1 and must always be in existence to operate the Club in line with best practice.

5.3.1 Eligibility

All Committee members must be members of the Club and must be fully compliant with Swim Ireland Safeguarding procedures and possess the relevant qualifications and experience specified for their role. Where any member of a Club Committee has served as a Club Committee Officer for four years (whether consecutive or not) he may not serve as a member of the Club Committee until at least two (2) consecutive years have elapsed since he last served.

5.3.2 Vetting

All committee members must agree to vetting checks which will be carried out by Swim Ireland and Swim Ulster through the National Vetting Bureau (NVB) for those who working in a relevant role in Ireland and through Access NI (ANI) for those working in a regulated position in Northern Ireland.

5.3.3 Club sub-committees

The Club Management Committee may delegate any of its powers to a committee or sub-committee established by the Club Management Committee. Any such delegation may be made subject to any conditions the Club Management Committee may impose and may be revoked or altered at any time by the Club Management Committee.

All Club Committees must operate in line with its terms of reference as set out by the Management Committee.

5.3.4 Children's Officers

Each Club, whose membership includes young people under 18 years must appoint two Children's Officers, one male and one female, who shall be responsible for overseeing the safety and welfare of any children involved in the Club. One Children's Officer must sit on the Club committee. All Club Children's Officers must meet the safeguarding and training requirements as set out in the Swim Ireland Safeguarding Policies as amended from time to time. The Club Children's Officer must not hold any other role on the Club Management Committee.

5.3.5 Coaches

Club Head Coaches must be invited to and must attend Club Committee meetings to discuss and report on club coaching matters. The Club Head Coach may be an additional member of the Club Management Committee, appointed for their coaching expertise. This is mandatory for all Clubs from September 2019. The Club Head Coach must not hold any other role on the Club Management Committee.

5.3.6 Duties of Committee

All Club Committees must:

- a) Ensure that the rules of the Club are set up and implemented
- b) Minutes of Club Committee meetings and Club General Meetings are kept (including Club Treasurer's reports).
- c) Ensure that they encourage regular turnover of Club Committee membership while ensuring continuity and experience and where possible terms of office are limited to four consecutive years in line with the Swim Ireland M&A
- d) Where any member of a Club Committee has served as a Club Committee Officer for four years (whether consecutive or not) he may not serve as a member of the Club Committee until at least two (2) consecutive years have elapsed since he last served
- e) Consult regularly with Club personnel (including teachers, coaches and Children's Officers) and must fully consider any reports, recommendations or complaints of such Club personnel.
- f) Ensure that all persons working in Clubs as teachers or coaches are suitably qualified, insured and licensed to carry out such work and are Members of Swim Ireland.
- g) Ensure that correct recruitment procedures are followed for the appointment of teachers/coaches and leaders.

- h) Ensure that terms and conditions and/or written contracts exist in relation to all leaders (i.e. coaches, teachers) in the Club whether they are acting in a voluntary capacity or on a paid basis and records are kept of same.
- i) Carry out a Safeguarding Risk Assessment every two years
- j) Ensure that all teams/members travelling overseas under the auspices of Swim Ireland submit documentation in line with the Swim Ireland International Travel Permit.
- k) Ensure that there is a written Child Safeguarding Statement displayed and updated every two years following the completion of the Safeguarding Risk Assessment
- l) Ensure that a formal written agreement is in place with the owner(s) of any pool and facilities used by the Club
- m) Ensure that there is a written Safety Statement in place in regard to all facilities used by the Club.
- n) Ensure that a record is maintained of all incidents/injuries and these are reported in a timely fashion to Swim Ireland
- o) Ensure that any Club competitions are fully licensed and run in accordance with current Swim Ireland Meet Licencing conditions
- p) Ensure that all data held by the Club is processed and stored in accordance with General Data Protection Regulations

5.4 Club Meetings

5.4.1 Annual General Meetings

Each Club shall hold an Annual General Meeting (AGM) of its members each year. Details of Club AGMs must be contained in the Club Constitution.

5.4.2 Emergency General Meeting

All general meetings other than AGMs shall be called Extraordinary General Meetings (EGMs). A Club shall convene an EGM if:

- a) A resolution to convene an EGM is passed at the preceding General Meeting; or
- b) 20% of Club Members serve on the Club Secretary a written notice duly signed seeking the holding of such a Club EGM; or
- c) A minimum of two-thirds of the Club Committee resolve to convene such a meeting.

5.4.3 Notice

Notice of any general meeting shall be given to Members at least 21 clear days prior to such a meeting.

5.4.4 Quorum

No business shall be conducted at any general meeting of the Club unless a quorum is present. The number required to constitute a quorum shall be specified in the Club Constitution.

5.4.5 Standing Orders

Clubs shall have Standing Orders for the running of all general meetings which do not conflict with this rule book or any other guidelines or directions issue by Swim Ireland. Templates of the Club Standing Orders may be provided by the Swim Ireland.

5.4.6 Voting Rights at General Meetings

- a) Each Club Member shall be entitled to speak or vote at a general meeting in accordance with the conditions of their Membership. A Parent or guardian of Club Members who are under the age of eighteen and who are not Club Members in their own right may represent his/her child/children (one parent only) at general meetings of the Club and may cast one vote only (regardless of the number of his/her children who are Club Members).
- b) Where a parent or guardian is a Club Member in his/her own right, he/she may exercise a vote on his/her own behalf independently of any vote he/she exercises on behalf of his/her child/children at general meetings of the Club i.e. such person may cast two votes, one on behalf of their children and one on their own behalf.
- c) Honorary/Lifelong members shall not have voting rights at general meetings.
- d) Each Club shall ensure that proxy voting is not allowed at general meetings of the Club.

5.5 Club Transfers

5.5.1 Release

Where a member of a Club leaves one club and wishes to join another Club within a 24-month period of leaving the original club, a transfer request and payment of the relevant transfer fee, must be made through the Swim Ireland Membership Database and must be approved by Swim Ireland.

5.5.2 Right to withhold transfer

If the transferring member owes fees to Swim Ireland or the Club, holds Club property and/or has had a complaint made against them which is in process or pending or in relation to which a sanction has been issued but not yet served, then the Club may withhold the transfer form until the matter is reasonably resolved. Where there is no valid reason to withhold the transfer, the Club must complete the transfer as appropriate within 7 days of receipt of the transfer request.

5.5.3 Timeframe for Transfers

Transfers are automatically in force within 7 clear days of their confirmed receipt by the Swim Ireland office, unless there is a valid reason to withhold the transfer. Responsibility for obtaining confirmation of receipt rests with the Club or the relevant transferee.

5.5.4 Eligibility to compete post transfer

For the purpose of Relay Events, a swimmer may not compete for the Club to which they have transferred within three calendar months of the completion of the transfer in accordance with the procedure set out above.

5.5.5 Exceptions to transfer requirements

- a) If 24 months have elapsed since the date of leaving the original club, no transfer form or fee is required.
- b) Where the member's original Club is dissolved or does not re-affiliate with Swim Ireland a transfer is not required by the member joining another Club and there will be no transfer fee. In this case, the member is free to take part in relay events immediately.

5.6 First Claim Club

5.6.1 Eligibility to compete

A Member may be a member of more than one Club but may only compete in open competition within an aquatic discipline for the Club with whom they first registered as a member. If they wish to compete in open competition for any other club they must transfer to that club in accordance with the Transfer Rule above save for clause 5.6.3 below.

5.6.2 Multiple disciplines

A Member may compete for one Club in one discipline and compete in a second or further discipline for another Club(s). E.g. a member may take part in swimming competitions for one Club and water polo competitions for another club. Swim Ireland must first be informed of the Member's membership of the other Club(s) before the Member competes in a second discipline's events.

5.6.3 University and School Teams

Members of a Club who are also enrolled in a university or school swimming club, may compete for their university or school, except when a swimmer's university or school and club are competing in the same Regional or National competition in which case, the Member can only compete in open competition for the Club with whom they first registered as a member of Swim Ireland.

5.6.4 International Competition - Masters

When Masters Swimmers are competing in Open Masters Competitions in Ireland they must compete for their first claim club. However, when competing in Open Masters competitions abroad, they may compete for their other club(s) if not required by their first claim club.

6. MEMBERSHIP

6.1 General

6.1.1 Registration

Any person who wishes to participate in activities under the auspices of Swim Ireland, (other than specified for occasional events) or who is involved in the operation of a Club or Region (whether as a competitor, official, organiser, committee member, coach, teacher, Children's Officers or Designated Persons) must be a registered fully paid up member of Swim Ireland in accordance with the Swim Ireland Articles of Association. Swim Ireland has the right to refuse membership or affiliation to any person, Club or Region and is not required to give an explanation for refusal.

6.1.2 Conditions of Membership

It is a fundamental condition of membership that members are automatically required to comply with the conditions of their membership category and abide by;

- a) Swim Ireland M&A
- b) Swim Ireland Rule Book
- c) Swim Ireland Safeguarding Policies and Procedures, incorporating safeguarding guidance by Sport Ireland and Sport NI
- d) Swim Ireland Codes of Conduct
- e) Swim Ireland Complaints and Disciplinary Procedures
- f) The Irish Anti-Doping Rules (or equivalent rules produced by Sport Ireland) and the FINA Technical and Anti-Doping Regulations
- g) Swim Ireland, LEN and FINA Competition Rules
- h) Applicable Regional Bodies', Clubs' and Disciplines constitutional documents, rules and regulations
- i) Any other rules, directions and regulations adopted by the Board

6.1.3 Media and Photographs

It is a condition of membership or affiliation to Swim Ireland that persons are deemed to have agreed to participate in photographs and other media coverage at Swim Ireland events (home and abroad) which have been specifically approved by Swim Ireland with the relevant media.

6.2 New Members

New Members joining Swim Ireland for the first time must complete a Membership Form and satisfy the terms and conditions of membership as specified by Swim Ireland at that time.

6.3 Renewal of Membership

6.3.1 Requirements for renewal

Renewal of membership will take place at the time specified by Swim Ireland each year. All documentation must be submitted to Swim Ireland via the Membership Database when required. If the required documentation is not completed within 2 weeks of the relevant date the membership is deemed lapsed.

6.3.2 Lapsed Membership

Lapsed members are not insured and cannot partake in any activity which takes place under the auspices of Swim Ireland.

6.3.3 Membership Fees

Membership is not valid until full payment has been made in respect of any fees due.

6.4 Suspension of Membership

6.4.1 Right to Suspend

Swim Ireland may suspend or terminate the membership or affiliation of any person, Club or Region in accordance with the M&A and the Swim Ireland Complaints and Disciplinary procedures.

6.4.2 Conditions of Suspension

Any Member, Club or Region suspended from membership shall not, during the period of suspension take part in any activity under the auspices of Swim Ireland.

6.5 Parents/Guardians

It is a fundamental condition of membership that Parents/guardians who are not Members in their own right but who register their child or children who are under eighteen years are automatically required to comply with and abide by Rule 6.1.2

6.6 Club Members

6.6.1 Conditions of Club Membership

All members of Clubs must become Club Members on an annual basis, by paying the annual membership fee as determined by Swim Ireland and completing the relevant Club membership process and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland.

6.6.2 Cessation of Club Membership

A Club Member who ceases to be a member of the Club automatically ceases to be a member of Swim Ireland.

6.6.2 Suspension of Club Membership

Any Club Member suspended from membership of a Club shall not, during the period of suspension play or take part in any activity under the auspices of Swim Ireland

6.6.3 Dissolving a Club

Where a Club is dissolved, all Club members automatically cease to be members of the Company.

6.7 Associate Members

6.7.1 Associate Membership

Associate Members must affiliate to Swim Ireland through the Membership Database, pay the annual membership fee as determined by Swim Ireland and complete the relevant documentation required by Swim Ireland to the satisfaction of Swim Ireland.

6.7.2 Renewal of Associate Membership

Associate Members must renew their membership annually to Swim Ireland, by paying the annual membership fee as determined by Swim Ireland and completing the Associate Membership registration through the Membership Database and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland.

6.8 Licensing for Members

6.8.1 Requirements

All Swim Ireland tutors, teachers, coaches, team managers and officials must be licensed pursuant to the Swim Ireland licensing procedures in order to be recognised by Swim Ireland to operate in this capacity.

6.8.2 Compliance

All Licence requirements as set down from time to time must be complied with for the Licence to be maintained.

6.8.3 Non-Compliance

Any breach of Licensing Rules will be subject to the Swim Ireland Complaints and Disciplinary Process.

6.9 Affiliate Members

6.9.1 Requirements

Affiliate Members must become Members of Swim Ireland on annual basis, by paying the annual membership fee as determined by Swim Ireland and completing the Affiliate Member Membership Pack and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland and must:

- a) Submit all requested information to Swim Ireland
- b) Have constitutional documents, rule books and regulations which comply with any applicable Swim Ireland guidelines or directions and which does not contain any provision which conflicts with the M&A, Rule Book and any other regulations or directions issued by Swim Ireland.

6.9.2 Failure to comply

In the event of an Affiliate Member failing to comply with or enforce any disciplinary or other measure determined by Swim Ireland, the Board may suspend or terminate the Affiliate Members membership of Swim Ireland.

6.9.3 Management Committee

Affiliate Members must appoint an Affiliate Management Committee which will be responsible for the day to day management of the Affiliate Member's operations and must always be in existence to operate the Affiliate body in line with best practice.

6.9.4 Complaints and Disciplinary Procedures

Affiliate Members shall comply with Swim Ireland's Complaints and Disciplinary Procedures

6.9.5 Terms and Conditions

Affiliate Members shall ensure that terms and conditions and/or written contracts exist in relation to all leaders (i.e. coaches, teachers) in the Affiliate Member body and records are kept of same.

6.9.6 Rules

Affiliate Members shall ensure that the rules of the Affiliate Member are set up and implemented.

6.9.7 Recruitment

Affiliate Members shall ensure that correct recruitment procedures are followed in the appointment of teachers/coaches and leaders.

7. AQUATICS GENERAL

Swim Ireland recognises FINA as the international and world governing body of swimming, synchronised swimming, diving and water-polo, and recognises the national federations affiliated to FINA as the governing bodies of aquatic sport in their respective countries. Swim Ireland recognises LEN as the European governing body of aquatic sports. The Swim Ireland Swimming Technical Committee shall govern the General Event regulations in consultation with all relevant groups.

7.1 Swimming Competition Rules

7.1.1 International Competitions

All international competitions shall be run in accordance with FINA Rules

7.1.2. Championship Events

All Swim Ireland National and Regional Championships shall be run in accordance with FINA Rules, these Swim Ireland Rules, the General Events Regulations and specific Competition Conditions as published from time to time unless otherwise specifically agreed with Swim Ireland.

7.1.3 Other Events

All other events run under the auspices of Swim Ireland must comply with the Swim Ireland Rules and Swim Ireland Licencing requirements as amended from time to time.

7.2 Eligibility

7.2.1 Change of Residence

A competitor from another FINA member country who permanently or temporarily changes residence to Ireland may join a club affiliated to Swim Ireland and shall be regarded as coming under the jurisdiction of Swim Ireland. In this case, “residence” shall mean the place or country where the competitor “lives and sleeps” and where he/she can be found in the majority of the days of the year.

7.2.2. Proof of Residence

Proof of residence must include documentation establishing that the competitor resides in Ireland. In this regard the official school or university or employer confirmation or any other relevant documentation may constitute evidence.

7.2.3 International Representation

In the case of International representation, proof of residence and jurisdiction may be required in accordance with FINA rule

7.2.4 Temporary Change of Residence

A competitor who is eligible to represent Swim Ireland as per FINA General Rules 1 and 2 (GR1 and GR2) and who holds residence within another FINA member federation may join a club affiliated to that federation in accordance with the rules of that federation. Such a competitor shall be eligible to retain his/her membership of their Swim Ireland club and shall be eligible to compete for that club when in Ireland.

7.2.5 Representation

With the exception of Rule 7.2.4 any competitor who is not eligible to represent Ireland as per FINA GR 1 and GR2 and who wishes to compete in an Irish competition must compete for the club in the country in which they reside.

7.3 Irish National Records General (Swimming and Diving)

7.3.1 Eligibility

To be eligible for an Irish National Record a competitor must be eligible to represent Ireland in accordance with FINA rules and must be a member of a Swim Ireland club.

7.3.2 Electronic Timing

In the case of swimming, National Records will only be accepted on the basis of electronic timing.

7.3.3 Claims

Where a record is broken at an event which is not run by Swim Ireland and where there is no Irish team in attendance, application for the Record must be made to the Swim Ireland office within 3 months of the achievement. In the case of Masters competitors, the claim must be submitted within 1 month of the achievement.

7.3.4 Ratification

The received claim shall be issued to the Honorary Recorder or whoever is appointed by the Board to be responsible for Irish National Records, who, if satisfied that all conditions have been met, shall ratify the record and issue a Swim Ireland Record Certificate to the competitor.

7.3.5 General

A swimmer in an individual event may apply for a record at an intermediate distance provided that the swimmer completes the scheduled distance without disqualification and that the Referee indicates that the intermediate distance is finished correctly.

7.3.6 Age Groups

A Junior Male swimmer may set a Swim Ireland Junior Record up to a 19th birthday whilst a Junior Female swimmer may set a Swim Ireland Junior Record up to a 17th birthday.

7.3.7 Relays

Only the first swimmer in a swimming relay may apply for an individual Swim Ireland record. Should the first swimmer in such a relay team complete the distance in record time in accordance with the required rules, their performance shall not be nullified by any subsequent disqualification of their relay team for violations occurring after their distance has been completed.

7.3.8 National Team Relay Records

In order for a National Relay Team to break or hold a swimming national record all members of that relay team must individually be eligible to represent Ireland as per FINA Rule GR 1 and GR2.

7.3.9 National Club Team Relay Records

In order for a Club relay team to break or hold a swimming National Club Record, all members of that relay team must individually be registered members of the club, must be eligible to represent Ireland as per FINA GR1 and GR2 and must be members in good standing with the club and with Swim Ireland.

7.3.10 Synchronised Diving Team Records

In order for a National synchronised diving team to break or hold a diving National record, both members of the synchronised team must be eligible to represent Ireland as per FINA Rules GR1 and GR2 and must be members of a Swim Ireland Club

7.3.11 Dispute

In the event of any dispute the FINA rules will apply.

7.3.12 Failure to comply with Rules

If the above rules are not satisfied, any record claim shall not be granted/ratified.

7.4 Irish Masters National Records

7.4.1 General

Rule 7.3 applies in respect of Masters swimming.

7.4.2 Eligibility

Claimants must swim for an Irish club, be registered as a competitive Swim Ireland member and swim in a Masters competition.

7.4.3 Documentation

The following hard copy documentation must accompany the application for a Masters National record:

- a) Fully completed Swim Ireland Masters National Record Application Form
- b) Hard copy of event results signed by the competition referee (World & European Championships are exempt from this requirement)

7.4.4 Claims

Only the fastest Irish swimmer in the age group in any one competition may claim the National Record.

7.4.5 Freestyle

Any time achieved in a freestyle race will be recorded as a freestyle time regardless of the stroke used.

7.4.6 Relay Records Age Eligibility

For the purposes of claiming Irish Masters Relay National Records, all members of relay team must be in the 25-29 age group or older.

7.4.7 Relay Records General

For the purposes of claiming National Masters Records, FINA Rule MSW 8 'a swimmer can compete only once per relay event will apply.

7.5 Irish National Championship Medals General

7.5.1 Eligibility

To be eligible for an Irish National Championships medal, a competitor must be eligible to represent Ireland as per FINA GR1 and GR2 and must be a member in good standing of and compete for a Swim Ireland Club.

7.5.2 Non-eligible competitors

Competitors finishing in a medal position at an Irish National Championships who are not eligible for an Irish National Championships medal will receive a Commemorative Award

7.5.3 Disputes

In the event of any dispute, FINA Rules will apply

7.6 National Centre, National Team, National Squad and/or Regional Squad Competitors

All athletes accepting their place as part of a Swim Ireland National Centre, National Team and National Squad shall compete in Irish National Championships/competitions each year as directed by the National Performance Director.

7.7 Representation - Irish National Team

7.7.1 Eligibility

Members must achieve certain published standards/criteria via the Selection Policy to become members of a National Team or any Swim Ireland team or to represent Ireland at international competition and must submit all required documentation as requested.

7.7.2 Uniform

When representing Ireland at such competitions, competitors shall only wear the official uniform of Swim Ireland (or the Olympic Council of Ireland, Student Sport Ireland) and/or their sponsor/s as directed by Swim Ireland.

7.7.3 Withdrawal Costs

When a competitor is selected to represent Ireland at an international competition and where the competitor accepts that selection, the competitor shall be responsible for Swim Ireland's costs should they withdraw or be deselected from the event once the bookings have been made save in those exceptional circumstances agreed with and by the National Performance Director.

7.7.4 Appointment of Team Staff

Swim Ireland shall be responsible for appointing National Team staff to such trips.

7.7.5 Codes of Conduct

All competitors (and parents/guardians where competitors are under 18 years of age), participating in such events must be aware of and adhere to Swim Ireland's National Team Codes of Conducts.

7.7.6 Approval of National Team Status

No team, unless approved in advance by Swim Ireland, shall be designated as Irish, Ireland, International or accorded any other title calculated to give it apparent National status.

7.8 National Team Staff and Officials for International Events

In order to be eligible for selection to an Irish National team or to represent Ireland abroad:

7.8.1 Selection Policies

National Team staff and officials must be selected in accordance with the published Swim Ireland Selection Policies as amended from time to time.

7.8.2 Eligibility

All Coaches, Team Managers and Officials must be Swim Ireland members in good standing.

7.8.3 Safeguarding requirements

All Coaches, Team Managers and Officials must meet the Swim Ireland Safeguarding requirements in order to be selected for and/or work with Irish National Teams and competitors.

7.8.4 Licencing Requirements

Coaches, Team Managers and Officials must be licensed in accordance with Swim Ireland procedures and must complete relevant Swim Ireland training.

7.8.5. Codes of Conduct

All National Team staff must commit to compliance with the relevant National Team Codes of Conduct.

8. CONDUCT/COMPLAINTS AND DISCIPLINARY PROCEDURES

8.1 Jurisdiction

Members of Swim Ireland must abide by the Swim Ireland Complaints and Disciplinary Policies and Procedures.

8.2 Adoption

Regions and Clubs must adopt the Swim Ireland Complaints and Disciplinary Policies and Procedures.

8.3 Enforcement

It is the responsibility of each Club and Regional Management Committee to ensure the enforcement of the decisions and/or recommendations of the relevant Complaints Committee.

8.4 Procedures

All complaints must be dealt with in accordance with the relevant complaints and disciplinary procedures.

9. HEALTH AND SAFETY

9.1 Health and Safety Statements

Clubs are required to have a health and safety statement which is updated on a bi-annual basis or as required. A template statement is available from Swim Ireland.

9.2 Member's obligations

Members must abide by the Health & Safety Statement and rules of Swim Ireland. This includes health and safety at events etc.

9.3 Events

All events run by Clubs and Regions must be run in accordance with this Rule Book.

9.4 Reporting

All accidents must be reported to Swim Ireland as soon as possible after the event (and not later than one week from the date of the event) with a full report presented (see template accident report form).

10. MEDIA

10.1 Authorised Representatives

Only designated Swim Ireland persons shall speak on behalf of Swim Ireland on any matter and in particular with regard to child welfare or protection matters, anti-doping and legal matters. Swim Ireland, regional or club PROs are not deemed to be Swim Ireland spokespersons. Swim Ireland members should refrain from speaking to the media on any of the above issues without prior discussion with Swim Ireland as they may be deemed to be speaking on behalf of Swim Ireland due to the nature of their position.

10.2 Consent

Except in exceptional circumstances, no gala, event, training session or exhibition shall be televised without the prior consent of Swim Ireland.

10.3 Co-operation

Athlete members are required to co-operate with the media so long as such cooperation does not interfere with their event preparation or the instructions of the event organiser.

11. FINANCE

11.1 General

11.1.1 Currency

The currency of Swim Ireland shall be euro save that the Ulster region may for its own internal structure use sterling. Swim Ireland shall maintain euro and sterling accounts.

11.1.2 Financial Control

The control and management of the financial affairs of Swim Ireland shall be vested in the Board of Swim Ireland which shall have powers to create special funds for any specific purpose consistent with the M&A of Swim Ireland. The day to day management of the financial affairs shall be delegated to Swim Ireland staff.

11.1.3 Use of Funds

All funds or other property of Swim Ireland shall be applied to the furtherance of the objects of Swim Ireland (contained in the Swim Ireland M&A) or for any charitable purpose approved by the Board and permitted under the Memorandum of Swim Ireland.

11.1.4 Dissolution

In the event of dissolution, the funds remaining shall be devoted to objects similar to those of Swim Ireland.

11.1.5 Financial Support

If Swim Ireland provides financial support directly or indirectly to the Regions, Affiliate Members or any one of them, the amount of these monies will be dependent upon Swim Ireland funding and proposals of each region/affiliate for that year. No monies shall be paid unless the relevant region/affiliate submits the required regional development plan, budget and other required information based on the national development plan and the required financial information.

11.1.6 Expense Policy

Expenses necessarily incurred for travelling, hotel and meals may be offered to and accepted by an official, committee member or athlete in the circumstances and on the scales set out by Swim Ireland, provided that in no case shall the amount paid or reimbursed exceed the total sum actually expended. This will be contained in a separate document which shall be amended from time to time (Swim Ireland Expenses Document) and shall be available from Swim Ireland.

11.1.7 Expense Claims

All expense claims must be submitted to Swim Ireland within 1 month of the date of the event taking place. No monies shall be paid for claims received outside of these dates.

11.1.8 Rules for Reimbursement

Expenses shall only be paid in accordance with the rules contained in this Rule Book and the circumstances outlined in the Swim Ireland Expenses Document.

11.2 Sponsorship

Members, Clubs and Regions shall not enter into any individual or event sponsorship contracts or commitments for any event, demonstration or competition run under the auspices of Swim Ireland without the prior approval of Swim Ireland such approval not to be unreasonably withheld or delayed. In the case of Swim Ireland, withholding consent would be reasonable where (amongst other things) in the honest opinion of Swim Ireland the giving of consent would have a detrimental effect on the functioning of one of its programmes or a detrimental effect on the relationship of Swim Ireland with its Commercial Partners.

12. SAFEGUARDING

12.1 Obligations

Swim Ireland is fully committed to safeguarding the well-being of all its Members. Every Member should at all times, show respect and understanding for members' rights, overall development, safety and welfare. They should conduct themselves in a way that reflects the principles of the organisation and the guidance contained in Swim Ireland Safeguarding Policies and Procedures, incorporating safeguarding guidance by Sport Ireland and Sport NI.

12.1.1 Policies

Swim Ireland has published Safeguarding Policies and Procedures which are a sports specific incorporating the safeguarding guidance by Sport Ireland and Sport NI. All Members, Clubs and Regions should be aware of the contents of the Swim Ireland Safeguarding Policies & Procedures, must comply with all mandatory requirements.

12.1.2 Non-Compliance

All Members, Clubs and Regions must comply with the mandatory sections of the Safeguarding Policies and Procedures (as amended from time to time) and where these mandatory guidelines are not strictly adhered they may be subject to disciplinary procedures. Members, Clubs and Regions who fail to comply with the non-mandatory requirements may be subject to disciplinary procedures.

12.1.3 Statutory Authorities

Any person reported to Swim Ireland by the Statutory Authorities in respect of a Safeguarding matter may be subject to disciplinary procedures. The Disciplinary body may impose any sanction it deems appropriate.

An individual convicted of any child abuse charges will be immediately and permanently excluded from membership of Swim Ireland in any capacity.

An individual who is subject to a statutory authority investigation will be dealt with through the process specified in the Swim Ireland Safeguarding Policies and Procedures, Vetting Policy and Complaints and Disciplinary Policies and Procedures.

13. ANTI-DOPING

Swim Ireland's policy is that doping is contrary to the spirit of sport and every Member, Club and Region has a duty to ensure that the sport is free of doping. Membership of Swim Ireland means that all competitors may be chosen for testing and must submit to same.

13.1 Rules

The Anti-Doping Rules of Swim Ireland are the Irish Anti-Doping Rules as published by Sport Ireland and as amended from time to time by Sport Ireland. Swim Ireland accepts the right of FINA, Sport Ireland, Sport Northern Ireland, LEN, the Olympic Council of Ireland, or duly authorised representatives of such bodies, to dope test, in accordance with law, any competing Member both in-competition and out of competition (i.e. un-announced testing).

13.2 Compliance

It shall be a fundamental condition of membership of Swim Ireland that Members submit to and comply with any dope testing by Swim Ireland or any of the bodies referred to above. This is deemed to be accepted immediately on becoming a Member of Swim Ireland.

13.3 Club Responsibility

All Club personnel have a responsibility to ensure that Club Members are aware of the Irish Anti-Doping Rules and that there is an atmosphere supporting a drug free sport within the club. Copies of the Irish Anti-Doping Rules are available through Swim Ireland. They are also available on the Sport Ireland website (www.sportireland.ie).

13.4 Compliance

All members are strictly and solely responsible for ensuring compliance for themselves with the Irish Anti-Doping rules and Swim Ireland accepts no liability in this regard.

14. DATA PROTECTION

14.1 Obligations

Clubs, Regions and Members must be aware of how they collect, store and use the personal information of other members and must comply with the requirements of General Data Protection Regulations (GDPR) and Swim Ireland.

NOTES

Toe in the water. Face in the water. Staying afloat. Touching the bottom. One length without stopping. Fifty lengths without stopping. Diving from the 10 meter board, without a toe out of place. Wading in amongst the horde, without running back out again. Lying flat on my back. Out to the buoy and back. Holding my breath. Holding court. Relaying. Relaxing. Getting used to the water. Getting fit. Getting faster.

— Me and the water.

**SWIM
IRELAND**

Main Contact

Irish Sport HQ
National Sports Campus
Abbotstown
Dublin 15

+353 1 625 1120
admin@swimireland.ie

**SWIM
IRELAND**