

Approved by Swim Ireland Board



Swim Ireland Rule Book

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Swim Ireland Rule Book

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2. INTRODUCTION

The Irish Amateur Swimming Association Limited 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 the Irish Sports Council, Sport N.I., the Olympic Council of Ireland and the Irish Government.

Swim Ireland is a company limited by guarantee and its constituent documents are its Memorandum and Articles of Association (the “Company”). The Memorandum and Articles of Association of a company provides the framework within which the Company will operate. The Swim Ireland Memorandum and Articles deals primarily with the functioning of Swim Ireland as a legal entity (ie 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 from the Swim Ireland offices and/or on the Swim Ireland website at www.swimireland.ie.

2.1 Definitions

- “**Affiliate Member**” has the meaning ascribed to it in the Articles;
- “**Articles**” means the Articles of Association of Swim Ireland for the time being and as amended from time to time;
- “**Associate Member**” has the meaning ascribed to it in the Articles;
- “**Board**” means the Board of Directors of Swim Ireland for the time being;
- “**Club**” has the meaning ascribed to it in the Articles;
- “**Club Committee**” means the Club Management Committee and any other committee or sub-committee established by the Club for any purpose;
- “**Club Member**” has the meaning ascribed to it in the Articles;
- “**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”	Irish Amateur Swimming Association Limited trading as Swim Ireland;
‘Connacht Region’	means the counties of Galway, Leitrim, Longford, Mayo, Roscommon and Sligo;
“Designated Person”	has the meaning ascribed to it in the Swim Ireland’s Child Welfare Guidelines “Safeguarding Children” as amended from time to time.
“FINA”	has the meaning ascribed to it in the Articles;
“High Performance Swimming”	means the high performance programme established by Swim Ireland for its high performance swimmers;
“IWPA”	means the Irish Water-polo Association to whom the general operation of water-polo in Ireland has been delegated by the Board;
“Leinster Region”	means the counties of Carlow, Dublin, Kildare, Kilkenny, Laois, Louth, Meath, Offaly, Westmeath, Wexford and Wicklow;
“LEN”	has the meaning ascribed to it in the Articles;
“M&A”	means the Memorandum and Articles of Association of Swim Ireland;
“Members”	means Club Members, Associate Members and Affiliate Members;
“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 National Open Water Committee;
“National Plan”	means the Swim Ireland Strategic Plan and any annual plans prepared therefrom;
“Region”	means the geographical provinces of Connacht, Leinster, Munster and Ulster;
“Regional Bodies”	means the Regional Management Committees, their sub-committees and any other governing bodies of the Regions;
“Regional Management Committee”	Has the meaning ascribed to it in the Articles;
“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”	has the meaning ascribed to it in the Articles;
“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;

2.2 Interpretation

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.

3. GENERAL

- 3.1** All Members, Clubs and Regions must affiliate to Swim Ireland on an annual basis based on the rules in operation at that time (see Section 5).
- 3.2** 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)*:
- i. Swim Ireland's M&A
 - ii. Swim Ireland's Rule Book
 - iii. The Irish Sports Council's and Sport Northern Ireland's Code of Ethics and Good Practice in Children's Sport in Ireland
 - iv. Swim Ireland's Child Welfare Guidelines and Regulations
 - v. Swim Ireland's Codes of Conduct
 - vi. Swim Ireland's Complaints and Disciplinary Procedures
 - vii. The Irish Anti-Doping Rules (or equivalent rules produced by the Irish Sports Council) and the FINA Technical and Anti-Doping Regulations
 - viii. Swim Ireland's, LEN's and FINA's Competition Rules
 - ix. applicable Regional Bodies' and Clubs' constitutional documents, rules and regulations
 - x. any other rules, directions and regulations adopted by the Board.
- 3.3** All Regions and 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. All Regions and Clubs must provide an up to date copy of their constitutional documents, rules and regulations to Swim Ireland and its representative within 7 days of receipt of a request for such documents from Swim Ireland.
- 3.4** All Clubs must provide Swim Ireland with an up-to-date list 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.
- 3.5** Each Club must make available to all its Club Members the documents at 3.2 above. -Make available' means notify Club Members of the existence of this documentation and offer them the opportunity to view it, if requested.
- 3.6** All those involved in the operation and management of Regions/Clubs must be Members of Swim Ireland both for compliance with the Rule Book and for insurance purposes.
- 3.7 Non Compliance:** 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 will be dealt with through the Swim Ireland Complaints and Disciplinary Procedures.

**Members should note that the above documentation is available on the Swim Ireland website (www.swimireland.ie) and/or through the Swim Ireland Office*

4. COMMITTEES

4.1 General

- 4.1.1** All Committee members must be Associate Members or Club Members unless otherwise specifically approved by the Board;
- 4.1.2** 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.

4.2 Regional Committees

- 4.2.1** Regional Management Committees exist to run the affairs of the Region in accordance with the National Plan and the specific needs of the Region
- 4.2.2** Each Regional Management Committee must develop 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 has not complied with this requirement in full.
- 4.2.3** Regional Management Committees 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 and any other regulations, programmes or directions issued by the Board.
- 4.2.4** Regional Management Committees must forward Swim Ireland a copy of their regional handbook/events guide for that season prior to 1 December of each year.
- 4.2.5** Regional Bodies must comply with the Rule Book (and the documentation outlined in 2.2 above) and any other regulations, directions or programmes set down by the Board.
- 4.2.6** Regional Bodies shall promptly provide Swim Ireland with all financial and other information requested by Swim Ireland.
- 4.2.7** Regions shall establish committees to assist in the management of regional matters. In particular each Region must appoint a Regional Complaints Committee in accordance with the provisions of the Articles.
- 4.2.8** 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.
- 4.2.9** All Regions must adopt and comply with the Swim Ireland Regional Accreditation Programme and any failure by any Region to do so shall result in the withdrawal of Swim Ireland funding from that Region or such other sanction as is deemed appropriate under the Swim Ireland Complaints and Disciplinary Procedures.

4.3 National Committees

4.3.1 In order to be eligible for election onto National Committees, the following qualifications/experience is required of an Associate Member or Club Member as a minimum unless specifically otherwise approved by the Board:

- **National Performance Committee:** All members of the High Performance Committee must be currently active and licensed as a coach within Swim Ireland and be a Qualified Coach Level 2 (or recognised equivalent thereof).
- **Education Technical Committee:** All member nominees to the Education Technical Committee must be currently active and licensed as a swimming teacher/coach within Swim Ireland and be either:
 - a) qualified teacher Level 2 of aquatics; or
 - b) qualified Level 2 Coach of swimming; or
 - c) recognised by the Company as a holder of a recognised equivalent qualification; or
 - d) qualified Level 2 coach of one of the disciplines or holder of the highest level of qualification of one of the disciplines currently offered by the Company
- **Competitions Committee:** All members of the Competitions Committee must have a basic knowledge and experience of organisation and operation of competitions at Club and Regional level.
- **Child Welfare Committee:** All members of the Child Welfare Committee must have successfully completed:
 - (a) the Child Protection in Sport awareness (Irish Sports Council) or Safeguarding Children Course (Sport NI); and
 - (b) the Club Children's Officer training as provided by the Irish Sports Council or Sport NI (this course may be completed within an agreed timeframe upon appointment); and
 - (c) have one year as a Swim Ireland Club Children's Officer or two years experience being involved in the organisation and operation of a Swim Ireland club.
- **Masters Committee:** All members of the Masters Committee must be either:
 - a) a current competitor in a discipline within the sport of swimming (including synchronized swimming), diving, water polo or associated disciplines; or
 - b) an organiser of Master swimming.
- **Selection Committee:** All members of the Selection Committee must have knowledge of High Performance Swimming and of current swimmers' performances.
- **Complaints & Disciplinary Committee:** All members of the Complaints & Disciplinary Committee must have either past or present experience as a member of their Club's Committee or a regional or national committee and must have successfully completed as a minimum the Irish Sports Council or Sport NI basic awareness training course.
- **Diving Committee:** All elected members of the Diving Committee must be involved in the sport of diving in Ireland either as an active competitor or organiser of the sport.
- **Officials Committee** ó All members of the Officials Committee must be on the current FINA Officials List or a registered Swim Ireland Referee.
- **Audit Committee** ó At least one member of the Audit Committee must be a member of either the Institute for Chartered Accountants in Ireland, or the Institute of Certified Public Accountants in Ireland or the Association of Chartered Certified Accountants

(or the equivalent of one of the above) and hold a valid practising certificate from such body.

- 4.3.2 All National Committees must operate in line with its terms of reference as set by the Board and as amended from time to time.
- 4.3.3 All National Committee members shall be entitled to expenses in accordance with Swim Ireland's expenses policy as amended from time to time. Details of Swim Ireland's expenses policy shall be available from Swim Ireland on request.
- 4.3.4 Each incoming National Committee shall at its first meeting receive the existing yearly plan (including financials) from the outgoing National Committee. Each National Committee shall, by April 30 each year (or such other time as required by the Board), prepare and submit a yearly plan to Swim Ireland for approval by the Board. The yearly plan shall run from September of that year to the end of August of the following year. Templates of the yearly plan shall be provided by Swim Ireland.

4.4 Club Committees

- 4.4.1 Each Club must appoint a Club Management Committee which shall be responsible for the day to day management of the Club. 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.
- 4.4.2 Coaches should not be members of Club Committees but should liaise with and report on a regular basis to their Club Committee. For the purpose of this regulation Coaches are defined as those involved in the practice of teaching and coaching for more than three hours per week on an ongoing basis. Club Coaches should be required and invited to attend a minimum of three Club Committee meetings per year to discuss and report on club coaching matters.
- 4.4.3 Each Club must appoint a Children's Officer who shall be responsible for overseeing the safety and welfare of any children involved in the Club. Every Children's Officer should be consulted with regularly by their Club Committee and required to attend a minimum of three Club Committee meetings per year to discuss and report on child welfare matters.
- 4.4.4 All Club Committees must ensure that a formal written agreement is in place with the owner(s) of any pool and facilities used by the Club
- 4.4.5 All Club Committees must ensure that written terms and conditions are in place with all teaching, coaching and other staff (such as sports science and medical support staff) involved in the Club whether they are acting on a voluntary basis or paid by the Clubs.

5. MEETINGS

5.1 Annual General Meetings (AGMs)

5.1.1 Club AGM:

- Each Club must hold an Annual General Meeting (**Club AGM**) of its members. Details of Club AGMs must be contained in each Club Constitution.
- 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).
- 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.
- Each Club shall ensure that proxy voting is not allowed at general meetings of the Club.

5.1.2 Regional AGM:

- Each Region shall hold a Regional Annual General Meetings (**Regional AGM**) at least two months prior to the Swim Ireland AGM. Each Region must advise the Swim Ireland Secretary and Swim Ireland Office within 10 days of its Regional AGM of the Regional representatives appointed to the Board and National Committees.
- Each Region shall ensure that proxy voting is not allowed at general meetings of the Region.

5.2 Extraordinary General Meetings (EGMs)

5.2.1 Club EGM:

All general meetings of Clubs other than Club AGMs shall be called Club Extraordinary General Meetings (**Club EGMs**). Clubs shall provide in their constitutional documents for the taking place of Club EGMs in the following circumstances:

- if a resolution to convene a Club EGM is passed at the preceding Club AGM; or
- if 20% of Club Members serve on the Club Secretary a written notice duly signed seeking the holding of such a Club EGM; or
- where two-thirds of the Club Management Committee or Club Management Committee resolve to convene a Club EGM.

5.2.2 Regional

All general meetings of Regions other than Regional AGM shall be called Regional Extraordinary General Meetings (**Regional EGMs**). Regions shall provide in their constitutional documents for the taking place of Regional EGMs in the following circumstances:

- if a resolution to convene a Regional EGM is passed at the preceding Regional AGM; or
- if 20% of Clubs in the Region serve on the Regional Secretary a written notice duly signed seeking the holding of such a meeting; or
- where two-thirds of the Regional Management Committee resolve to convene such a meeting.

5.3 Standing Orders for Meetings

5.3.1 Clubs shall have Standing Orders for the running of Club general meetings and Club Committees. Templates of the Club Standing Orders may be provided by the Company. Clubs shall ensure that their Standing Orders do no conflict with this Rule Book or any other guidelines or directions issued by Swim Ireland.

5.3.2 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 no conflict with this Rule Book or any other guidelines or directions issued by Swim Ireland.

6. MEMBERSHIP

6.1 General

- 6.1.1** Any person who wishes to participate in activities under the auspices of Swim Ireland 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.
- 6.1.2** 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
- i) Swim Ireland's Rule Book
 - ii) The Irish Sports Council's and Sport Northern Ireland's Code of Ethics and Good Practice in Children's Sport in Ireland
 - iii) Swim Ireland's Child Welfare Guidelines and Regulations
 - iv) Swim Ireland's Codes of Conduct
 - v) Swim Ireland's Complaints and Disciplinary Procedures
 - vi) applicable Regional Bodies' and Clubs' constitutional documents, rules and regulations

This is a fundamental condition of membership of the parent's child/children whom they represent and which the parent(s) is deemed to accept by applying for membership on their child's/children's behalf.

- 6.1.3** 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.
- 6.1.4** 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.
- 6.1.5** 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.
- 6.1.6** 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 other relevant sporting or anti-doping bodies.

6.2 Associate Members

6.2.1 All 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 Pack and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland.

6.3 Club Members

6.3.1 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 Club Member Membership Pack and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland.

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

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

6.4 Affiliate Members

6.4.1 All 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.

6.4.2 All Affiliate Members shall promptly submit all requested information to Swim Ireland.

6.4.3 All Affiliate Members must 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.

6.4.4 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 Member's membership of Swim Ireland.

6.4.5 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.

6.4.6 All Affiliate Members shall comply with Swim Ireland's complaints and disciplinary procedures

6.4.7 All 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.

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

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

6.5 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. A Swim Ireland number will be allocated to new Members which will last for the duration of membership. If membership is not renewed annually then it will be discontinued.

6.6 Renewal of Membership

Renewal of membership will take place at the time specified by Swim Ireland each year. If the required documentation and fee is not received within 2 weeks of the relevant date the membership status of the Member will lapse. Lapsed Members are not insured and cannot partake in any activity which takes place under the auspices of Swim Ireland. If the documentation received does not satisfy the terms and conditions of membership, the Member will have 2 weeks from the date of notification to rectify the situation.

6.7 Adult Clubs

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**". It is recognised that the Swim Ireland Child Welfare Guidelines will not be applicable to Adult Clubs and as a result they will have different affiliation requirements to other Clubs which must comply with the child protection and welfare elements of the Swim Ireland membership process.

6.8 Clubs

6.8.1 Clubs may offer the following categories of Swim Ireland Membership for Club Members:

- **Club Competitor:** Competitive Swimmers, Water-polo players, Divers, Masters, etc.
- **Non Competitor Club Member:** Those who wish to participate in Club activities but who do not want to compete.
- **Learn-to-swim:** Class members (learn to swim). Such members will be covered under Club Insurance and no Swim Ireland membership fees will be levied for their first year **ONLY** of membership.

6.8.2 All Clubs must affiliate annually to Swim Ireland, by paying the annual affiliation fee as determined by Swim Ireland and completing the Club Affiliation Pack and any other documentation required by Swim Ireland to the satisfaction of Swim Ireland.

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

6.8.4 All Clubs must have constitutional documents and rule books in place which comply with Swim Ireland based guidelines and which do not contain any provisions which conflict

with Swim Ireland M&A, Rule Book or any other rules, regulations or directions issued by Swim Ireland.

- 6.8.5** A Club Management Committee must be appointed by each Club and must always be in existence to operate the Club in line with best practice.
- 6.8.6** All Club Committees must consult regularly Club personnel (including teachers, coaches and Children's Officers) and must fully consider any reports, recommendations or complaints of such Club personnel.
- 6.8.7** All persons working in Clubs as teachers or coaches must be suitably qualified, insured and licensed to carry out such work and must be Members of Swim Ireland.
- 6.8.8** 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.
- 6.8.9** All Clubs shall ensure that terms and conditions and/or written contracts exist in relation to all leaders (i.e. coaches, teachers) in the Club and records are kept of same.
- 6.8.10** All Clubs shall ensure that they have a safety statement and that a recording of incidents/injuries is maintained including incident-action-outcome
- 6.8.11** All Clubs shall ensure that the rules of the Club are set up and implemented.
- 6.8.12** All Clubs shall ensure that correct recruitment procedures are followed in the appointment of teachers/coaches and leaders.
- 6.8.13** All Clubs shall ensure that minutes of Club Committee meetings and Club General Meetings are kept (including Club Treasurer's reports).
- 6.8.14** All Clubs shall ensure that they encourage regular turnover of Club Committee membership while ensuring continuity and experience.
- 6.8.15** Clubs shall comply with all the affiliation regulations drawn up by the Company from time to time.
- 6.8.16** Swim Ireland must approve the Club name, colours and location.
- 6.8.17** A new Club may affiliate to Swim Ireland if it meets the following requirements:
- It comprises of eight or more Club Members.
 - It must have a duly appointed Club Management Committee consisting of at least three members including a Club President or Club Chairman, Club Secretary and Club Treasurer.

- It must also comply with the Child welfare and protection requirements for the setting up of a new Club to the satisfaction of Swim Ireland.
- It must have appointed a Club Children's Officer and Designated Person.
- it must complete a Club Affiliation Form and 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 affiliation is not renewed annually then it will be discontinued.
- New Clubs will be required to increase their number of Club Members over a period of time as agreed with Swim Ireland and failure to meet this schedule may lead to suspension or termination of the Club's affiliation to Swim Ireland.

6.9 Transfers

6.9.1 Where a member of a Club wishes to leave one club and join another Club (new or existing)

- (a) in the same membership year, they must arrange for the Swim Ireland Transfer form to be completed and returned to the Swim Ireland office together with the relevant transfer fee;
- (b) within 24 months of the date of leaving the original Club, a Swim Ireland Transfer form must be completed and returned to the Swim Ireland office together with the relevant transfer fee.
- (c) After 24 months or more has passed since the date of leaving the original Club, no transfer form or fee is required.

6.9.2 If the transferring member owes fees to Swim Ireland or the Club or 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 otherwise the Club must complete the transfer form as appropriate within 7 days of receipt of the transfer request.

6.9.3 Transfers are automatically in force within 7 clear days of their confirmed receipt by the Swim Ireland office. Responsibility for obtaining confirmation of receipt rests with the Club or the relevant transferee.

6.9.4 Where the member's original Club does not re-affiliate with Swim Ireland in the relevant year or is dissolved 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

6.9.5 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.

6.9.6 Water-polo transfers must be submitted to both the Swim Ireland office and the IWPA

to be effective.

6.10 First Claim

- 6.10.1** A Member may be a member of more than one Club. But a Member who is a member of more than one Club can only compete in open competition for the Club with whom they first registered as a member of Swim Ireland. 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 6.10.4 below.
- 6.10.2** A Member may take part in swimming competitions for one Club and in another discipline's events (e.g. water polo) for another Club. However 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.
- 6.10.3** Members who are members of a Club and enrolled in a university or school swimming club as well must compete in priority for their university or school against their Club 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.
- 6.10.4** 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.

6.11 Licensing

- 6.11.1** All Swim Ireland tutors, teachers, coaches, 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.
- 6.11.2** All license requirements as set down from time to time must be complied with in order for the license to be maintained.

7. AQUATICS GENERAL

Swim Ireland recognizes FINA as the governing body of swimming, synchronized swimming, diving and Water-polo internationally, and recognises the national federations affiliated to FINA as the governing bodies of sport in their respective countries. Swim Ireland recognizes LEN as the European governing body.

7.1 Swimming Meet Rules - National, Regional and Club

- 7.1.1** All regional, national and international competitions shall be run in accordance with FINA Rules save for unless otherwise specifically agreed with Swim Ireland.
- 7.1.2** All persons must abide by the Swim Ireland Meet Conditions for the relevant discipline as amended from time to time.
- 7.1.3** All events run by Clubs and Regions must comply with these Swim Ireland Meet Conditions and Health and Safety rules as issued and amended from time to time by Swim Ireland.
- 7.1.4** Each meet must clearly state who is eligible to compete in the meet. If a meet is 'Open' it is deemed to mean that non Members can enter and compete in the meet provided that they are members of another federation recognised by LEN & FINA. Such competitors may win medals at the relevant meet however, titles shall only be awarded to Members in the case of national meets and to Members of the relevant Region in the case of regional meets.
- 7.1.5** The 'age up' date for competitions is the age on the first day of the relevant competition. All meets run under the auspices of Swim Ireland must abide by this rule.

7.2 Meet Grievances (Swimming)

- 7.2.1** A protest may be made if the officials have not observed the relevant FINA and Swim Ireland rules and regulations for the conduct of the competition or have misinterpreted such rules and regulations as provided for in the Swim Ireland Swim Meet Conditions. The protest must be made within 30 minutes of the end of the respective heats or finals session in which the matter giving rise to the protest took place and must be in writing to the referee and accompanied by the relevant fee.
- 7.2.2** Any other grievance or complaint shall be made and dealt with pursuant to the Swim Ireland Complaints and Disciplinary procedures.

7.3 Swim Meet Fines

- 7.3.1** All withdrawals from heats or timed finals must be made at the technical meeting. If a club is not represented at the technical meeting and has not previously advised the organizer/recorder of their scratches it will be deemed that all swimmers are competing in their entered events. Withdrawals from heats or timed finals or no show after the technical meeting will be subject to a fine.
- 7.3.2** A swimmer will not be subject to a fine in the event that they produce a doctor's certificate to Swim Ireland within 72 hours after the end of the competition. Once a swimmer has been declared unfit to swim they will not be eligible to compete in the remainder of the competition.
- 7.3.3** Withdrawals from semi finals or finals (including reserves) may be made up to 30 minutes from the publication of the semi final or final. Withdrawals after this time or no show (including reserves) will be subject to a fine.
- 7.3.4** A fine will apply to swimmers who fail to achieve the standard for the entered meet and who cannot provide proof that they achieved the standard for the event since the required date.
- 7.3.5** The amount of any fine will be determined by Swim Ireland.

7.4 Irish Records General

- 7.4.1** To be eligible for an Irish Record a swimmer must be registered with a Swim Ireland club for a period of at least 3 months and if changing his or her affiliation from one country to another must have resided in the country for at least 12 months.
- 7.4.2** Records will only be accepted on the basis of electronic timing or the intermediate of three digital stopwatches
- 7.4.3** Applications for Swim Ireland Records must be made on the official Record Claim Form (separate one for Masters swimmers) and forwarded to the Swim Ireland Office, within 3 months of the swim having been completed. In the case of Masters Swimmers the claim must be submitted within 1 month of the swim having been completed.
- 7.4.4** The received Claim Form shall be issued to the Swim Ireland office who will forward the form to the Honorary Recorder or whoever is appointed by the Board to be responsible for Irish Records, who, if satisfied that all conditions have been met, shall forward the Claim to the Board of Swim Ireland for ratification and for issuing of a Swim Ireland Record Certificate to the swimmer.
- 7.4.5** 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 Gala Referee indicates that the intermediate distance is finished correctly.
- 7.4.6** 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.
- 7.4.7** Only the first swimmer in a relay may apply for a Swim Ireland record. Should the first swimmer in a relay team complete the distance in record time in accordance with the rules

his performance shall not be nullified by any subsequent disqualification of their relay team for violations occurring after their distance has been completed.

- 7.4.8 In order for a relay team to break or hold a national record all members of that relay team must individually be eligible to hold an individual national record.
- 7.4.9 In the event of any dispute the FINA rules will apply.
- 7.4.10 If the above rules are not satisfied, any record claimed shall not be granted/ratified.

7.5 Irish Records Masters

- 7.5.1 The above on Irish Records General also applies in respect of Masters Swimmers.
- 7.5.2 Claimants must swim for an Irish Club, be registered as a competitive Swim Ireland member and swim in a Masters competition.
- 7.5.3 The following hard copy documentation must accompany the application for a Masters Irish records:
 - (a) Fully completed Swim Ireland Masters Record Application Form
 - (b) Hard copy of event results signed by gala referee (World & European Championships are exempt from this requirement)
- 7.5.4 Only the fastest Irish swimmer in the age group in the event may claim the record
- 7.5.5 Any time achieved in a freestyle race will be recorded as a freestyle time regardless of the stroke used.
- 7.5.6 For the purposes of claiming Irish Masters records relay records all members of relay team must be in the 25-29 age group or older.
- 7.5.7 For the purposes of claiming Irish Masters records, FINA rule MSW 8 – a swimmer can compete only once per relay event will apply.

7.6 National Swimmers

All national level swimmers (i.e. those accepted onto Swim Ireland National or international squads and/or who are directly or indirectly financially supported by Swim Ireland) shall compete in a minimum of one Irish national meet each year save in exceptional circumstances agreed with the National Performance Director.

7.7 Representation - Irish Team

- 7.7.1 Members must achieve certain published standards/criteria to become members of the National Team or any Swim Ireland team or to represent Ireland at international competition and must submit required documentation.
- 7.7.2 When representing Ireland at such competitions swimmers shall only wear the gear of Swim Ireland's sponsor or as directed by Swim Ireland.
- 7.7.3 When a swimmer is selected to represent Ireland at international meets and where the swimmer accepts that selection, the swimmer shall be responsible for Swim Ireland's costs if they withdraw from the trip once the bookings have been made save in exceptional circumstances agreed with the National Performance Director.

- 7.7.4 Swim Ireland shall be responsible for appointing staff to such trips.
- 7.7.5 All swimmers (or parent/guardian where they are underage), coaches, officials and managers participating on such trips must be aware of and adhere to Swim Ireland's Codes of Conducts.
- 7.7.6 No team unless approved in advance by Swim Ireland shall be designated Irish, Ireland, International or accorded any other title calculated to give it apparent national status

7.8 Team Staff and Officials

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

- 7.8.1 Team staff and officials must be selected in accordance with Swim Ireland selection procedures as amended from time to time.
- 7.8.2 All team managers, coaches and officials must be Swim Ireland members.
- 7.8.3 All team managers and coaches must have been successfully vetted and have completed the Swim Ireland/Irish Sports Council/SNI basic awareness training (child welfare training) in order to be selected and/or work with Irish teams and swimmers.
- 7.8.4 Officials, team managers and coaches must be licensed in accordance with Swim Ireland procedures and must complete relevant Swim Ireland training.

8. CONDUCT/COMPLAINTS AND DISCIPLINARY PROCEDURES

- 8.1** All members of Swim Ireland must abide by the Swim Ireland complaints and disciplinary procedures.
- 8.2** All Regions and Clubs must adopt the Swim Ireland complaints and disciplinary procedures.
- 8.3** 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** All complaints must be dealt with in accordance with the relevant complaints and disciplinary procedures.

9. HEALTH AND SAFETY

- 9.1** All Clubs are required to have a health and safety statement which is updated on a bi-annual basis or as required. A template statement shall be available from Swim Ireland.
- 9.2** All Members must abide by the Health & Safety Statement and rules of Swim Ireland. This includes health and safety at events etc.
- 9.3** All meets run by Clubs and Regions must be run in accordance with this Rule Book.
- 9.4** 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** 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** Except in exceptional circumstances, no gala, event, training session or exhibition shall be televised without the prior consent of Swim Ireland.
- 10.3** In particular, Swimmers are required to co-operate with the media so long as such cooperation does not interfere with their race preparation or the instructions of the meet organiser.

11. FINANCE

11.1 General

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

11.1.5 Regional management committees shall provide Swim Ireland with annual accounts for January-December each year by end February having been approved at the Regional AGM for that year.

11.1.6 In the event that 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 dependant 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 (and other required information) based on the national development plan and the required financial information.

11.1.7 Expenses necessarily incurred for travelling, hotel and meals may be offered to and accepted by an official, committee member or swimmer 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.

11.1.8 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.

11.1.9 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. CHILD WELFARE

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 guidelines contained in the 'Code of Ethics and Good Practice for Children's Sport'. This Code is part of Swim Ireland regulations and is in operation within our sport.

Swim Ireland has also produced Child Welfare Guidelines which are a sports specific addition to the Code of Ethics and Good Practice in children's sport in Ireland. All Members, Clubs and Regions should be aware of the contents of the Child Welfare Guidelines and use best endeavors to conform and comply with the non-mandatory aspects of the guidelines. In the event that Members, Clubs and Regions fail to use best endeavors to comply with the non-mandatory guidelines sanctions may be applied.

All Members, Clubs and Regions must comply with the mandatory sections of the Child Welfare Guidelines (as amended from time to time) and sanctions will be applied where these mandatory guidelines are not strictly adhered to.

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

An individual not convicted of alleged child abuse charges, but where the offences are considered by the Director of Public Prosecutions as chargeable is above the threshold of risk considered acceptable by Swim Ireland and this outcome will result in immediate and permanent exclusion from membership of that individual from Swim Ireland.

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 The Anti-Doping Rules of Swim Ireland are the Irish Anti-Doping Rules as published by the Irish Sports Council and as amended from time to time by the Irish Sports Council. Swim Ireland accepts the right of FINA, the Irish Sports Council, the Northern Ireland Sports Council, 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 It shall be a fundamental condition of membership of the 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 on immediately on becoming a Member of Swim Ireland.

- 13.3** 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. A complete copy of the Irish Anti-Doping Rules are available through Swim Ireland. They are also available on the Irish Sports Council website (www.irishsportsCouncil.ie).
- 13.4** 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.

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