



**Wicklow Swimming Club  
CONSTITUTION 2022 – 2023**

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## List of Terms and Abbreviations

(Club)	Wicklow Swimming Club
(Discipline)	The aquatic discipline(s) in which the members participate
SI	Sport Ireland – previously Irish Sports Council (ISC)
AGM	Annual General Meeting
EGM	Extraordinary General Meeting
CCO	Club Children’s Officer
Officer	Officers of the club are the Chairperson, Secretary and Treasurer.

Committee – This is the body elected by the Members for the management of the business and affairs of the club.

Swim Ireland – is the National Governing Body for the Aquatic Disciplines in Ireland, recognised as such by the Irish Government, the Irish Sports Council, Sport Northern Ireland, the Olympic Council of Ireland and FINA and LEN, the World and European Aquatic Governing Bodies.















National Governing Body (NGB) - The role of a NGB is to organise and administer the sport; train and deploy coaches; organise representative level sport; and provide sporting opportunities and pathways leading from grass root sport to national and international competition.

## Club Contact Details

Swim Ireland website [www.swimireland.ie](http://www.swimireland.ie)

Club website <http://wicklowsc.com/>

Facebook page - [Wicklow Swimming Club](#)

Role	Name	Elected	Appointed	Contact Details
Chairperson	Sharon Vize			<a href="mailto:chairpersonwsc@gmail.com">chairpersonwsc@gmail.com</a>
Vice Chairperson	Jane O'Neill			
Club Secretary	Pam Beacom			<a href="mailto:secretary@wicklowsc.com">secretary@wicklowsc.com</a>
Treasurer	Frank Smith			<a href="mailto:wsctreasurer123@gmail.com">wsctreasurer123@gmail.com</a>
Senior Handicapper	Tom O'Neill			
Club Children's Officer	Catriona Carey			Only one of the CCO's sits on the Committee and Colm Colohan is the appointed Committee member as at today's date <a href="mailto:ccowicklowswimclub@gmail.com">ccowicklowswimclub@gmail.com</a>
Club Children's Officer	Colm Colohan			
Safety Officer	Vacant			
GCM	Elaine Noble			
GCM	Margaret Kavanagh			
GCM	Ruth O'Neill			
GCM	Steve Blount			
GCM	Kieran Ryan			
Rep from Ladies & Gents Captain	Maebhe Connolly			Only one of the Club Captains sits on the Committee and this person is appointed to the Committee each year

### 1. Name(s) and Colour(s)

1.1 Wicklow Swimming Club

1.2 Blue Yellow and White

1.3 The headquarters address of the club shall be provided by the current secretary

## **2. Objectives**

### **2.1 The objectives of WSC are:**

- To foster and develop open water swimming for all members
- To promote the teaching/coaching and practice of swimming in line with current best practice.
- To promote the development of physical, moral and social qualities associated with sport, within the participants.
- To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to the club.
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the club is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice.
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so that individuals can be involved in sports activities in an integrated and inclusive way.

### **2.2 WSC is fully committed to safeguarding the wellbeing of its members. Every individual in WSC should, at all times, show respect and understanding for their rights, safety and welfare and those of others, and conduct themselves in a way that reflects the principles of WSC and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport, the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' and WSC Safety Statement or most up to date equivalent.**

## **3. Affiliation**

### **3.1 By virtue of the affiliation of WSC to Swim Ireland, its members acknowledge that they are subject to the laws, rules and constitutions of:**

- Swim Ireland, the governing body for the whole of the island of Ireland.
- Ligue Européenne de Natation (LEN), the European governing body for the aquatics.
- Fédération Internationale de Natation (FINA), the world governing body for the aquatics.

## **4. Membership**

### **4.1 All members are subject to the rules and constitution of WSC and rules and regulations of Leinster Swimming, Swim Ireland, LEN, and FINA**

### **4.2 Membership Categories**

The following constitute as members of the club:

- A. Senior Competitive Swimmer (only those 16 or over with voting rights)
- B. Club Committee, Race Recorders and Boat Assistant (with voting rights)
- C. Youth Competitive Swimmers
- D. Intermediate Swimmer
- E. Junior Swimmers

## **4.3 Membership Caveats**

- 4.3.1 The club Committee reserves the right to accept or reject applications for membership of the Club. If applicants are refused, they must be notified by the Committee in writing as to the reasons for their refusal. WSC will have rules and criteria covering requirements, trials and waiting lists for admission in place. Please refer to the club rule book in this regard.
- 4.3.2 The Committee may only suspend or cease from membership in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures
- 4.3.3 Lapsed members may not participate in any activities of the club until all subscriptions have been paid and all liabilities to the club cleared
- 4.3.4 Club members with at least fifteen years membership may be elected by the Committee as Honorary Life Members. Life Members are entitled to same rights as Senior Members of Club
- 4.3.5 The Committee shall appoint at its first committee meeting after the AGM a member or former member to act as Club President for a period of two years.

## **4.4 Duration of Membership and Annual Subscriptions**

- 4.4.1 Membership fees shall be due on 1<sup>st</sup> September in each calendar year and should be paid within one calendar month. Any variation from this must be agreed by the Committee.
- 4.4.2 The membership year shall run from the 01 September to the 31 August each year
- 4.4.3 Club fees will be determined by the Committee.
- 4.4.4 Existing members who wish to defer their membership for a maximum of one year must do so in writing to the Secretary of the Club. Any requests for membership deferrals must be submitted within the membership applications timeframe as noted in 4.4.1
- 4.4.5 Any member suffering from any illness or injury, which may be a source of danger to himself/herself or any other Club member, must produce a medical certificate and satisfy the Committee that he/she is of sufficient fitness and well-being to safely participate in the activities of the Club.  
Any member not disclosing a prior illness or injury in accordance with this provision, shall be suspended and the matter will proceed under the Complaints and Disciplinary Procedure
- 4.4.6 If a member is deceased, their legal personal representative is not liable for any balance of subscriptions.

## **4.5 Application Procedures for Club Members**

- 4.5.1 All members must complete the required application forms (including online) and pay the requisite fees as set down by Swim Ireland and WSC.
- 4.5.2 All members must also be familiar with and comply with the Swim Ireland, WSC rules, WSC Safety Statement and read and sign the relevant codes of conduct annually.
- 4.5.3 The forms for membership categories A-E must then be forwarded to the Committee for approval. Parents must sign the application form where the applying member is under 18.
- 4.5.4 On acceptance the member will have access to a copy of the Constitution and Rule Book of WSC via the club's website.
- 4.5.5 A member who wishes to resign as a member of the club must inform the Secretary in writing. No refund of subscription monies will be paid upon resignation from the club and if this person wishes to renew membership at a later date they must re-apply.
- 4.5.6 Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club Committee.
- 4.5.7 Members are required to renew their membership annually with WSC and Swim Ireland.

- 4.5.8 Any person, who was a past member of Wicklow Swimming Club, and who wishes to re-join as a member, should have their application accepted if spaces are available

## **4.6 Ethics and Good Practice**

WSC will publish all relevant club and Swim Ireland rules and regulations on the club's website or provide a link to Swim Ireland's website for a complete listing of current applicable policies. Such documents will include but not be limited to; Swim Ireland Code of Ethics and Good Practice for Children's Sport, Swim Ireland Guidelines for Safeguarding Children, Swim Ireland Complaints and Disciplinary Rules and Procedures and WSC constitution, WSC Rules and WSC Safety Statement.

## **5. Club Committee**

- 5.1 The Committee is the body elected by the members for the management of the business and affairs of the club. It consists of eleven persons who must be members of Swim Ireland in their own right. The Club Children's Officer is an appointed position who must also be a member of Swim Ireland and sit on the committee in addition to the 10 which are elected.

### **5.2 Membership of the Committee**

- 5.2.1 Membership of the Committee shall consist of the following
1. Chairperson
  2. Vice Chairperson
  3. Secretary
  4. Treasurer
  5. Senior Handicapper
  6. Club Children's Officer (appointed)
  7. Safety Officer (appointed)
  8. One position will be held on the committee for the Ladies' and Gents' Club Captains.
  9. and 5 other adult members.
- 5.2.3 The Committee will appoint a Complaints and Disciplinary Committee (CDC) in accordance with the SI Complaints and Disciplinary Rules and Procedures
- 5.2.4 Each year the committee shall set up such sub committees as it sees fit to deal with the Club's requirements for the season
- 5.2.5 Any member of the Committee failing to attend any three consecutive meetings of the Committee shall be taken to have resigned from the Committee, unless a satisfactory explanation is provided

### **5.3 Roles and Responsibilities of Committee Members**

- 5.3.1 **Duties of the Chairperson**
- Comply with Swim Ireland rules and regulations
  - Support the efficient running of the club including the defining of roles and responsibilities of committee members
  - Sit on the Race Committee and ensure that the Safety Statement of Wicklow Swimming Club is always adhered to
  - Set the racecourse in consultation with the Safety Officer and Senior Handicapper
  - Chair regular committee and annual general meetings
  - Help others understand their roles and responsibilities
  - Communicate with various members within the club
  - Be actively involved in developing an action plan for the club
  - Represent the club at local and regional events
  - Assist the club to fulfil its responsibilities to safeguard young people at club level

- Ensure an understanding of the legal responsibilities of the club to which the Club complies
- Arrange handover or succession planning for the position

#### **5.3.2 Duties of Club Secretary**

- Comply with Swim Ireland rules and regulations
- Be the first point of contact for club enquiries
- Organise and attend key meetings (including Annual General Meetings)
- Take and distribute minutes
- Delegate tasks to club members on behalf of the committee
- Deal with all correspondence
- Attend to club affiliations
- Ensure insurance is up to date and relevant
- Maintain up to date membership records and reference files
- Support the Treasurer on all matters relating to club membership in particular the online membership platform
- Arrange handover or succession planning for the position

#### **5.3.3 Duties of the Treasurer**

- Comply with Swim Ireland rules and regulations
- Co-ordinate the clubs financial planning
- Manage the club's income and expenditure in accordance with club rules
- Produce an end of year financial report which will be made available to members 14 days before the AGM
- Regularly report back to the club committee on all financial matters
- Efficient payment of invoices and bills
- Propose amendments to annual and monthly subscriptions as appropriate
- Ensure the efficient running of the club's online membership platform
- Deposit cash and cheques that the club receives
- Keep up to date financial and membership records
- Arrange handover or succession planning for the position

#### **5.3.6 Duties of the Club Children's Officer**

- Comply with Swim Ireland rules and regulations
- Ensure the club, coaching staff and the committee considers a safe, child centred environment in activities and undertakings
- Advocate for safeguarding policy within the club
- Ensure completion of required training and awareness of the role within the club
- Act in the best interest of young people and that they are treated fairly and with equity
- Ensure young people in the club know how to contact the CCO
- Ensure young people have opportunity to express opinions and views and ensure that an appropriate forum in place in the club to capture opinions and views
- Ensure safeguarding policies and procedures are implemented and effective in all areas of the club
- Designated Liaison Person (DLP) for the club, responsible for reporting concerns, disclosures, or allegations of abuse to the statutory authorities
- Assist the committee with the Child Safeguarding Statement and Risk Assessment documents
- Act as advisor for and report concerns of abuse to the appropriate authorities  
(Further details are contained in the latest Swim Ireland Safeguarding Policy document)

#### **5.3.10 The Committee will appoint Pool Coaching and Teaching Staff to support the pool programme, the following responsibilities and obligations are expected of the pool coaching and teaching staff as follows:**



- Comply with Swim Ireland rules and regulations
- Operate within qualified level specifications and confirmation of same to pool sub-committee on an annual basis.
- Ensure all pool coaches/teachers hold an up to date Swim Ireland licence & insurance
- Plan and deliver pool coaching sessions appropriate to the ability of the athletes
- Make athletes aware of their progress.
- A clear understanding of any special needs of the athletes involved i.e. fitness levels, medical conditions, physical impairments, or disabilities.
- Be aware and understand the facility Emergency Action Plan and Normal Operating Procedures (EAP & NOP).
- Ensure appropriate cover for sessions if unable to attend, meeting the requirements for the club, i.e. licensed member of Swim Ireland
- Assist athletes to achieve their full potential

#### **5.4 Rights and Duties of the Committee**

- 5.4.1 The Committee shall be empowered to introduce rules, as the need arises, for the general regulation of the club. No rule shall be inconsistent with anything contained in the Swim Ireland rulebook or this constitution. The Committee must ensure the club's rule book is in place, and is made available to all members
- 5.4.2 The Committee has the power to appoint such sub committees as it may consider necessary. These sub committees will act on behalf of the Committee and follow procedures and relay information as directed by the Committee.
- 5.4.3 The Committee shall be responsible for all assets of the club.
- 5.4.4 The Committee, will be responsible for formulating club policy in accordance with the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or most recent edition, and on the direction the club takes in the future in all its activities.
- 5.4.5 The members of the Committee shall be indemnified by the members of the club against all liabilities properly incurred by them in the management affairs of the club.
- 5.4.6 Committee members must declare any personal or business interest, which may conflict with their duties as a member of the Committee. Such a declaration may be discussed with the other committee members at a designated meeting, and they may be required to absent themselves content, discussions and decisions.
- 5.4.7 The Committee will be expected to sign and follow codes of conduct in relation to their obligations to WSC members. These include, but are not limited to, confidentiality, objectivity, loyalty, fairness and a constant awareness of their obligations to WSC and its members. The committee will familiarise itself with the 'Code of Ethics and Good Practice for Children's Sport' and fulfil the duties required in the Code of Conduct for Club Committees section of the 'Swim Ireland Safeguarding Children Policies and Procedures 2010', or the most recent equivalent. The committee will also adhere to any updated versions of these policy documents which are issued in the future.

#### **5.5 Meetings of the Committee**

- 5.5.1 The Committee shall meet regularly, with a minimum quorum of 50% plus 1 of the members of the committee present.
- 5.5.2 The Chairperson and the Secretary shall have discretion to call further meetings of the committee if they consider it to be in the interests of the club.
- 5.5.3 A minimum of (7 days) notice will be given to Committee members save with exceptional circumstances. The Committee shall agree how notice shall be provided.
- 5.5.4 The Committee should set out its agenda for a meeting no less than (4 days) prior to the meetings.
- 5.5.5 The Chairperson has the casting vote on any motion arising during the meetings.
- 5.5.6 The Chairperson's decision on a Point of Order is final

- 5.6.7 The Chairperson shall preside at all meetings; however, in the Chairperson's absence the vice chairperson shall preside.
- 5.5.8 The Secretary, or in her/his absence a member of the committee, shall take minutes and minutes must be recorded of all committee meetings and held in the minutes book.
- 5.5.9 The Treasurer shall relay the financial position of the club at each meeting.
- 5.5.10 The CCO, Senior Handicapper and other committee members must also relay details on the areas of the club they are designated to.
- 5.5.11 The Committee may also decide upon acceptable means of communication used, during periods between meetings, to ensure the day to day running of club.

## **6. Annual General Meeting (AGM)**

- 6.1 The AGM will be held annually no later than the 20<sup>th</sup> of November.
- 6.2 Members shall be informed of the date, time, place, and order of business of the AGM at least 21 days prior to the meeting. This information shall be emailed to club members as well as posted on the club website. Members should note that in the event of a major disruption and whereby members are not permitted by law or Government guidelines to meet face to face the Committee can determine an alternative communication medium such as a virtual meeting through Zoom or Microsoft Teams.
- 6.3 Those being nominated or nominating for a position of the committee must have Membership fees paid at time of nominations.  
Those attending the AGM must have their fees paid a week in advance of the meeting.
- 6.4 The committee shall distribute to members its annual report and other relevant documents not less than 14 days prior to the AGM, this will include the Chairperson's report, the Secretary's report, the Treasurer's report and the CCO report.
- 6.5 Any changes or updates to the club constitution or club rule book will be notified to the members and Swim Ireland within 30 days following the AGM.
- 6.6 Any resolution passed to amend the club's constitution and rule book which is successful at the general meeting will come into immediate effect upon conclusion of the general meeting.
- 6.7 Two delegates for the club will be elected to represent the club at the Swim Ireland AGM.
- 6.8 The club AGM shall be run in accordance with Swim Ireland standing orders

## **7. Extraordinary General Meeting (EGM)**

- 7.1 An Extraordinary General Meeting may be called at any time in the following circumstances:
- 7.2 Whereby the Club Secretary upon receipt of a requisition signed by twenty members of the club aged 16 or over, specifying the business to be transacted at such meeting and no other business than that so specified shall be dealt with by such meeting.
- 7.3 Members should note that in the event of a major disruption and whereby members are not permitted by law or Government Guidelines to meet face to face the Committee can determine an alternative communication medium such as a virtual meeting through Zoom or Microsoft Teams.
- 7.4 If a resolution to convene a club EGM is passed at the preceding club AGM
- 7.5 Where two-thirds of the club Committee resolve to convene a club EGM
- 7.6 A club EGM must be held within 14 days of receiving such a request and must allow for 7 days' notice to all club members.
- 7.7 The EGM shall be run in accordance with Swim Ireland standing orders, as amended from time to time.
- 7.8 The total number of eligible voting club members will be made available by the Committee to club members.
- 7.9 Only the specific matter outlined in the submitted EGM notice may be dealt with at the EGM.

## **8. Procedures at General Meetings (AGM & EGM)**

- 8.1 No business shall be transacted at a general meeting unless a quorum is present. A quorum of 30 of the eligible voting members is the number required.
- 8.2 If such a quorum is not present within half an hour from the time appointed for the meeting, or if during a meeting such a quorum ceases to be present, the meeting shall stand adjourned to the same day in the next week at the same time and place or to such time and place as the Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
- 8.3 Members who are fully paid up and over 16 years of age are eligible to vote.
- 8.4 No voting by proxy is allowed.
- 8.5 Voting shall be conducted via a show of hands, which will be counted by the Secretary. The Committee may, however, recommend that a vote should be held in a secret ballot format owing to the context of the vote.
- 8.6 Nominations will be passed at AGM's by simple resolution of (50%) plus one.
- 8.7 Motions for a change to the WSC constitution and rule book must be passed by a special resolution and the motion carried by a majority of persons entitled to vote present at the meeting.
- 8.8 The Chairperson will have a casting vote if there is an equality of votes

## **9. Nominations, Notice of Motions and Election of the Committee**

- 9.1 Election of the Committee members takes place at the club AGM each year. At this time the officers of the club shall be elected - Chairperson, Treasurer and Secretary and other members as set out in section 5.2.1 above. The CCO, and the Safety Officer and a representative from the Ladies and Gents captain will be appointed by the committee at the first committee meeting.
- 9.2 If an officer of the club must step down during their term the Committee may appoint an existing committee member to fill this vacancy to hold office from the date of such appointment until the expiry of the term of office that would have been served by that officer where he or she had completed a full term. The committee may co-opt a member of the club to fill any committee vacancy that may arise when filling a vacancy.
- 9.3 Where any member of the Committee has served as an officer of the club namely, the Chairperson, Secretary and Treasurer for four (4) years (whether consecutive or not) he/she may not serve as a member of the Committee until at least two (2) years have elapsed since he/she last served.
- 9.4 The Committee should ensure that they encourage regular turnover of the Club Committee membership while ensuring continuity and experience and where possible terms of office are limited to four consecutive years in line with Swim Ireland recommendations.
- 9.5 Nominations for office and notice of motions for change to the constitution and rule book must be received in writing by the club Secretary no less than 14 days prior to the general meeting.
- 9.6 A proposer and seconder both of whom are paid up members of WSC are required for all nominations and notice of motions.
- 9.7 Notices of motions and nominations for the Committee shall be displayed on the club web site for not less than 7 days prior to the AGM. They will also be available on request from the club Secretary. Motions and nominations without due notice will not be discussed.
- 9.8 A Club Children's Officer must be appointed by the Committee and fulfil the criteria laid down by the most recent 'Swim Ireland Safeguarding Children Policies and Procedures'.

## **10. Transfers**

- 10.1 If a member wishes to leave and join another club, they must follow the Swim Ireland transfer rule (6.9 – Swim Ireland Rule Book).

## **11. Finance**

- 11.1 The financial affairs of the club shall be the responsibility of the Committee in general and, in particular the Treasurer. Correct accounts and bookkeeping shall be maintained by the Treasurer or under his/her supervision.
- 11.2 Annual accounts of WSC should be prepared for the Annual General Meeting by WSC Treasurer and will be provided to members 14 days before the AGM
- 11.3 The Committee shall be empowered to open bank accounts in the name of WSC and all transactions in these accounts shall be authorised by the Committee. All cheques, drafts and so forth shall be signed by the Treasurer and either the Chairperson or Secretary
- 11.4 The Treasurer will receive all money paid to the WSC and ensure all such sums are lodged to WSC bank account as soon as possible.
- 11.5 Any assets invested in by the Committee will be used for WSC purposes only. The Committee will delegate the use of these assets.
- 11.6 The committee will have the power to negotiate sponsorships on behalf of WSC and engage from time-to-time fundraising activities. Any financial returns from these activities will be used for WSC development purposes and or at the direction of the committee.

## **12. Complaints and Disciplinary Procedures**

- 12.1 The club hereby adopts The Swim Ireland Complaints & Disciplinary Rules and Procedures as amended by Swim Ireland from time to time.
- 12.2 All members of WSC must abide by the Swim Ireland complaints and disciplinary procedures and a copy can be found on the WSC website [insert url]
- 12.3 All complaints will be dealt with in accordance with the relevant complaints and disciplinary procedures
- 12.4 The Committee will appoint a complaints and disciplinary committee (CDC) in accordance with the Swim Ireland Complaints and Disciplinary Rules and Procedures
- 12.5 Any matter involving members under 18 must also be brought to the attention of the CCO

## **13. Cessation/Suspension/Expulsion of Membership**

- 13.1 WSC has the power to terminate and suspend membership owing, but not limited to, violation of the constitution and/or rules, criminal behaviour or any activity deemed unacceptable by the Committee in line with Swim Ireland complaints and disciplinary policies
- 13.2 All club terminations and suspensions will be reported to Swim Ireland.
- 13.3 All club terminations and suspensions can be appealed in line with the Swim Ireland complaints and disciplinary policy.
- 13.4 Suspension or termination of an individual's membership to Swim Ireland can only be done by Swim Ireland's Board. These procedures are laid out in the 'Articles of Association of Swim Ireland'.

## **14. Dissolution**

- 14.1 WSC may be dissolved:
  - By a Resolution passed owing to the inactivity of its members. This Resolution would be passed at an EGM, specifically called for that purpose and carried by three quarters of the members present.
  - A Court Order where a dispute exists within its membership
- 14.2 Notice must be given to members and Swim Ireland for any Dissolution to come into effect, owing to a resolution at a general meeting

- 14.3 All aspects of the club, having discharged debts and liabilities, shall be distributed to a charity, charities or other non-profit making organization having an agenda similar to those of WSC or Swim Ireland.
- 14.4 The Committee shall be responsible for the winding up of assets and liabilities of WSC.

## **15. Equality**

- 15.1 In accordance with the Equal Status Act 2000 – 2015, WSC will not discriminate against any persons or visitors within WSC. No discrimination of any kind against employed and voluntary staff, membership applications, members, and individuals within the general public, will be tolerated.

## **16. Criminal Allegations**

- 16.1 WSC shall treat allegations of criminal activity very seriously. Any allegation of a criminal offence will be reported to Swim Ireland and the appropriate policing body and/or An Garda Síochána.

## **17. General Data Protection Regulations (GDPR)**

- 17.1 The club hereby adopts The Swim Ireland General Data Protection Policy as amended by Swim Ireland from time to time. A copy of the policy can be found on the WSC website