

# United Swimmers Club Handbook

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# Introduction to United Swimmers

## Club description

United Swimmers is a Swim Ireland–affiliated Masters swimming club established in 2025 to provide structured coached training and community for adult swimmers aged 18 and over. The club is non-junior and will not initially have any members under 18 years of age. United Swimmers train together where possible in United Swimmers' weekly sessions with a focus on unity and swimming.

United Swimmers will be a club like no other. It is being founded with a specific focus on bringing different and diverse swimmers together, to achieve their own individual and collective swimming successes. Whilst having a Leinster / Dublin general base, it will be location agnostic, and bring together swimmers who are different, or who are looking for something different. Through an intentional welcome and design for diversity, United Swimmers will thrive as a club for swimmers whoever they are and whatever their background, be it older or younger, nervous or confident, neurodivergent or neurotypical, queer or straight, differently able, experienced or novices, dippers or swimmers!

## Objectives of the club

United Swimmers aims to:

- To provide a secure, professional, empowering space for swimmers
- To celebrate everyone's swimming successes - whatever they are for each person
- To offer training ideally once a week aiming to enable people from various locations to participate;
- To deliver open water acclimatisation and introduction programme in advance of the summer sea swimming season
- To participate as a proud, inclusive, diverse team of United Swimmers in a wide variety of open water and masters events
- To empowering all swimmers to explore opportunities to meet and beat their own swimming goals
- Promote the coaching and practice of swimming in line with current best practice.
- Support the physical, moral, and social qualities associated with sport and lifelong participation.
- Accept and enforce the rules and regulations set down by Swim Ireland for swimming, including Masters swimming, in accordance with the club's affiliation.
- Provide a positive, safe, inclusive, and athlete-centred environment for all members.
- Provide equal opportunities for participation irrespective of ability or disability, enabling integrated and inclusive involvement in aquatics.

United Swimmers is fully committed to safeguarding the wellbeing, rights, and dignity of all members and to operating in line with the latest Swim Ireland policies and procedures.

## Section 1 — Membership

### Disciplines offered -

- United Swimmers offers masters swimming training and related dry land strength and conditioning suitable for adult athletes across a range of ability levels, from fitness focused to competitive Masters swimmers.

### Squad structure and movement criteria

Squad structure will depend on the number of lanes in any one session and the attendees present. There will always be ample space and opportunity for all levels to comfortably train.

### Becoming a member -

- Membership of United Swimmers is accepted at the discretion of the Management Committee.
- Membership will be contingent on safety considerations and demonstrated commitment to the goals and purpose of United Swimmers
- The membership year runs from 1 September to 31 August annually.
- United Swimmers is affiliated to Swim Ireland..

### New and renewing members must complete:

1. Club membership form (Appendix A).
2. Relevant code(s) of conduct (member, coach, committee as applicable).
3. Payment authorisation or direct debit standing order form, if used.

### Codes of conduct

- Members must read and sign the appropriate Swim Ireland and club codes of conduct annually.
- Breaches will be managed under Swim Ireland Complaints and Disciplinary Rules and Procedures, with emphasis on fair, proportionate, and timely resolution.

### Joining the club

- Entry is subject to lane/squad capacity and safety.
- To enquire, contact the Club Secretary at [unitedswimmers@gmail.com](mailto:unitedswimmers@gmail.com).

United Swimmers is passionate about diversity and empowering all swimmers to achieve their swimming goals. If any swimmer has practical requirements or accommodations which would facilitate their participation within United Swimmers activities, we look forward to hearing those and endeavouring to facilitate them. You should contact the Secretary in confidence

### Membership fees

- Club fees are payable [monthly/termly/annually—insert model].
- Swim Ireland membership fees are payable annually in addition to club fees - where relevant.
- Invoices will issue when fees fall due and must be paid by the stated date.
- Queries should be directed in confidence to the Treasurer at [treasurer email].
- Persistent non-payment beyond [insert timeframe] may be referred under Swim Ireland Complaints and Disciplinary procedures and may lead to suspension of membership.

### Fee structure

- United Swimmers club fee: [insert amounts and schedule].

- Swim Ireland Masters membership fee: €55 p.a..

## Transfers

- A member wishing to transfer from or to another Swim Ireland club must follow Swim Ireland transfer rules.
- United Swimmers may withhold a transfer where permitted by Swim Ireland rules (e.g., unpaid fees, outstanding club property, ongoing disciplinary matter or unserved sanction).

## Adult membership and safeguarding

- United Swimmers is a Masters club with over-18 members only. The club nonetheless upholds Swim Ireland's safeguarding principles for adults at risk, respectful conduct, and safe sport practices.
- The Club Children's Officer role and parent-on-duty rota are not applicable while the club has no under-18 members.
- If the club admits members under 18 in future, it will immediately implement Swim Ireland's full safeguarding framework for juniors, including appointment of at least one Club Children's Officer, adoption of a child safeguarding statement and risk assessment, and parent-on-duty procedures.

## Training timetable

Wednesdays 6am UCD (sprint session high intensity)

Sundays 5pm UCD (two lanes, mixed levels)

## Club gear and equipment

Members should bring appropriate training kit including

- For pool sessions
  - swimsuit,
  - goggles,
  - hat,
  - fins,
  - pull buoy, and
  - water bottle.
- For open water sessions – in addition to the above
  - Tow Float (training sessions only)
  - Warm clothes
  - HAT
  - Warm drink

Coaches will advise on additional equipment as needed.

## Section 2 — Club roles and contact details

### Management Committee

- United Swimmers' Management Committee oversees all aspects of club governance and operations in line with Swim Ireland rules.
- All management committee members must be Swim Ireland members and comply with vetting and safeguarding requirements relevant to their role.
- Meetings are held monthly, with points of note issued to members within one week of each meeting.

### Current committee and key contacts

- Chairperson: Jess Webbley-O'Gorman — [chair.unitedswimmers@gmail.com](mailto:chair.unitedswimmers@gmail.com)
- Secretary: Sophie Ryan — [unitedswimmers@gmail.com](mailto:unitedswimmers@gmail.com)
- Treasurer: Ferenc Bagdi — [treasurer.unitedswimmers@gmail.com](mailto:treasurer.unitedswimmers@gmail.com)
- Head Coach: Sophie Ryan — [unitedswimmers@gmail.com](mailto:unitedswimmers@gmail.com)

*Compliance note on dual roles: Swim Ireland guidance provides that coaches/teachers who coach in excess of three hours per week should not hold committee positions. United Swimmers plan to ensure compliance by*

- (a) confirming the Head Coach's coaching hours and*
- (b) where coaching exceeds the threshold, we will endeavour to move the Secretary role to an alternative committee member as quickly as practicable, including appointing an Assistant Secretary from within the committee to support administration during transition.*

*This will be reviewed at least annually and at each AGM.*

### Coach and Committee Agreement

- United Swimmers adopts the Swim Ireland Coach and Committee Agreement.
- The Head Coach and Chairperson will sign the agreement on behalf of the club on commencement and review it at least every two years or on significant personnel changes.
- The agreement covers ethos, safe environment, communication, planning, decision-making, trust, and role boundaries, consistent with Swim Ireland templates.

### Coaches and teachers

All coaches/teachers must be

1. appropriately qualified,
2. Swim Ireland-licensed,
3. vetted where applicable, and
4. current with safeguarding training and CPD.

### Coaches will

1. plan and deliver sessions appropriate to lane/squad goals,
2. ensure safe environments,
3. provide feedback,
4. support competition planning, and
5. model the club ethos of full inclusivity and diversity

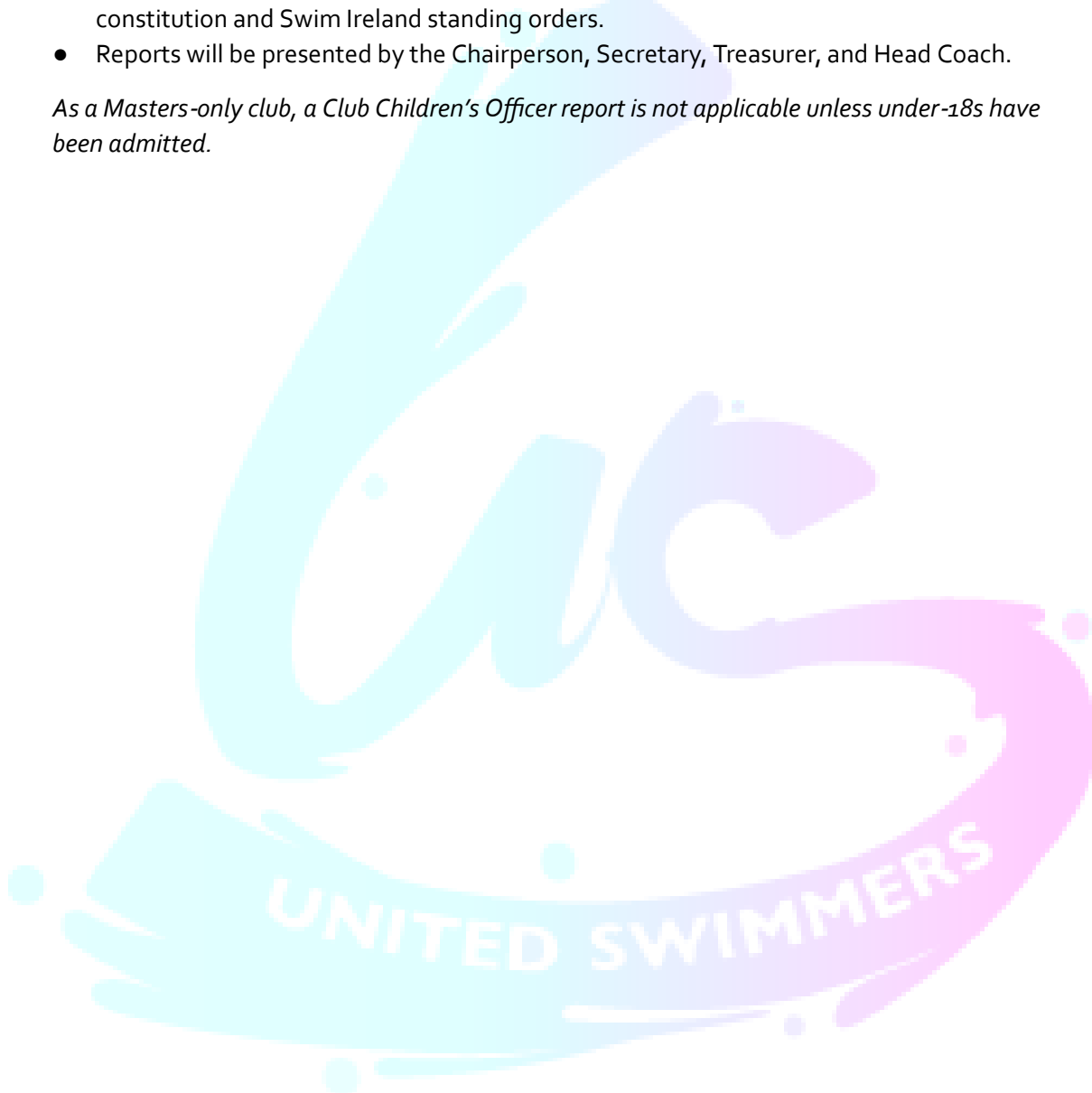
### Officials and volunteers

- Masters competitions may require team managers, meet entries volunteers, and technical officials.
- United Swimmers encourages members to undertake Swim Ireland officials' training (Level 1 and 2) to support the sport.
- Volunteers must comply with applicable vetting and safeguarding requirements.

### Annual General Meeting

- The club AGM will be held in September each year, run in accordance with the club constitution and Swim Ireland standing orders.
- Reports will be presented by the Chairperson, Secretary, Treasurer, and Head Coach.

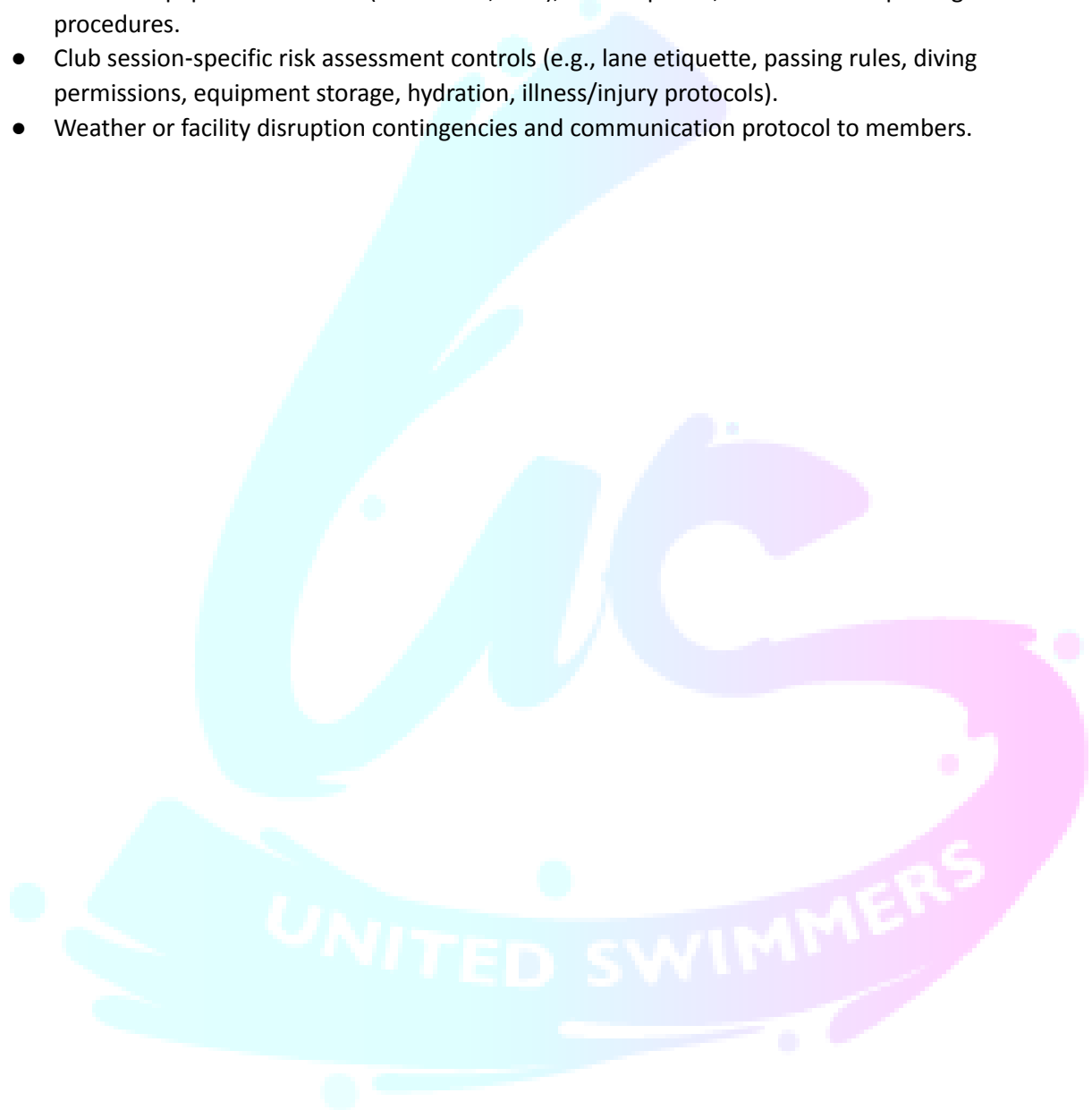
*As a Masters-only club, a Club Children's Officer report is not applicable unless under-18s have been admitted.*



## Section 3 — Facility information and emergency action plan

[Insert the following, derived from the pool provider's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP).]

- Facility address, access and egress points, and parking details.
- Pool specifications (length, depth profile, lane rope/backstroke flags status).
- Changing rooms access and rules, including adult-only considerations.
- Medical equipment locations (first aid kit, AED), muster points, and incident reporting procedures.
- Club session-specific risk assessment controls (e.g., lane etiquette, passing rules, diving permissions, equipment storage, hydration, illness/injury protocols).
- Weather or facility disruption contingencies and communication protocol to members.



## Section 4 — General club information

### Competitions

- Coaches and sub committee members will advise Masters appropriate competitions and closing dates.
- Entry processes will be communicated by email and through the website/noticeboard.
- Entries must be submitted individually or via the designated club process (e.g., through the Secretary or Meet Entries Officer).
- United Swimmers will comply with Meet Conditions and Swim Ireland policies at all competitions.

### Photography and filming

- United Swimmers adheres to Swim Ireland Filming and Photography policy.
- As an adult club, members consent to photography/filming may be managed via the membership form.
- Images will be respectful, relevant to club activities, and not misused.
- Members may withdraw consent at any time by contacting the Secretary.
- External event photography is subject to facility and Meet rules.

### Complaints and disciplinary procedures

- United Swimmers adopts the Swim Ireland Complaints and Disciplinary Rules and Procedures.
- Complaints should be raised with the Club Secretary in the first instance to explore informal resolution where appropriate.
- Formal matters will be managed in accordance with Swim Ireland procedures.
- Where the club operates a Complaints and Disciplinary Committee (CDC) panel, members of that panel will be vetted and trained in line with Swim Ireland guidance.

### Data protection and privacy

- United Swimmers adopts Swim Ireland's Data Protection Policy template for clubs and maintains:
  - A club Privacy Notice (Appendix E or via club website).
  - A Processing Activities Log (GDPR Article 30).
  - A Data Breach Policy and response plan.
  - A Data Subject Access Request procedure and register. Personal data will be processed lawfully, fairly, and transparently, with appropriate technical and organisational security measures, and in line with stated retention periods.

### Communications

- The club operates official email addresses for the Chairperson, Secretary, Treasurer, and Head Coach.

Role	Name	Email	Back up
Chair	Jess Webbley-O'Gorman	chair.unitedswimmers@gmail.com	Secretary
Secretary	Sophie Ryan	unitedswimmers@gmail.com	Chair
Treasurer	Ferenc Bagdi	treasurer.unitedswimmers@gmail.com	Chair

- Communications to members will be via approved channels (email and, where used, opt-in messaging groups).
- Sensitive matters are confidential and handled in line with policy.

### Health, safety, and wellbeing

- Members must complete medical information on the membership form and update it as needed.
- Pre-existing conditions should be disclosed to enable safe participation.
- Members should not attend sessions while unwell or under the influence of alcohol or drugs.
- Emergency contact details must be current.

### Equality, diversity, and inclusion

- United Swimmers is committed to equal status and inclusion.
- Discrimination or harassment is not tolerated.
- United Swimmers is passionate about diversity and empowering all swimmers to achieve their swimming goals. If any swimmer has practical requirements or accommodations which would facilitate their participation within United Swimmers activities, we look forward to hearing those and endeavouring to facilitate them. You should contact the Secretary in confidence. Reasonable accommodations will be considered in consultation with members and facility providers.

### Club Constitution

United Swimmers adopts a constitution aligned with the Swim Ireland Club Constitution Template (April 2023) and Swim Ireland Rulebook.

The constitution will be provided to members and reviewed at least every two years or as required.



## Appendix A — Club membership form (Masters) Member details

First Name			
Surname			
DOB		Title	
Address			
Address cont'd			
Email			
Mobile			
Swim Ireland #			
Emergency Contact Name			
Emergency Contact Phone			
Medical Information (Please provide any relevant medical information (e.g., asthma, allergies, cardiac conditions) or write "None".)			
Consents and Acknowledgements	Yes	No	
<ul style="list-style-type: none"> <li>I agree to abide by the Swim Ireland Rules and Policies and the United Swimmers Club Constitution and Codes of Conduct.</li> </ul>			
<ul style="list-style-type: none"> <li>I consent to the processing of my personal data for membership administration and safe participation, in line with the club Privacy Notice.</li> </ul>			
<ul style="list-style-type: none"> <li>I consent/do not consent to photography and video for club communications and promotion, in line with policy. [select]</li> </ul>			
<ul style="list-style-type: none"> <li>I confirm that my emergency contact details may be shared with appropriate personnel for safety purposes.</li> </ul>			
Signature	Date		

Club Use Only:			
Accepted by Secretary		Date	
SI reg completed		Date	

## Appendix B — Member participation policy (Masters)

- Purpose
  - United Swimmers relies on members' active participation to deliver a safe, high-quality Masters programme.
  - This policy sets out expectations for training conduct, voluntary roles, and (where applicable) officials' development.
- Training expectations
  - Arrive on deck 10 minutes before the session for briefing and activation.
  - Follow lane etiquette and coach instructions; train considerably and safely.
  - Communicate injuries/illness promptly to coaches; complete medical updates as necessary.
  - Use appropriate equipment and keep the pool deck safe and orderly.
- Volunteering and officials' development
  - Masters officials: Members are encouraged to complete Swim Ireland Officials Level 1 (timekeeper) and Level 2 (judge) to support the sport and club meets.
  - Event support: Members may be asked to assist with internal time trials or fundraising events.

Note: Parent-on-duty and team manager roles for juniors do not apply while United Swimmers remains adults-only.

- Sanctions
  - Failure to meet participation standards may be addressed under the club's code of conduct and Swim Ireland disciplinary procedures, with fair and proportionate responses.

## Appendix C — events guide (Masters)

### Gala

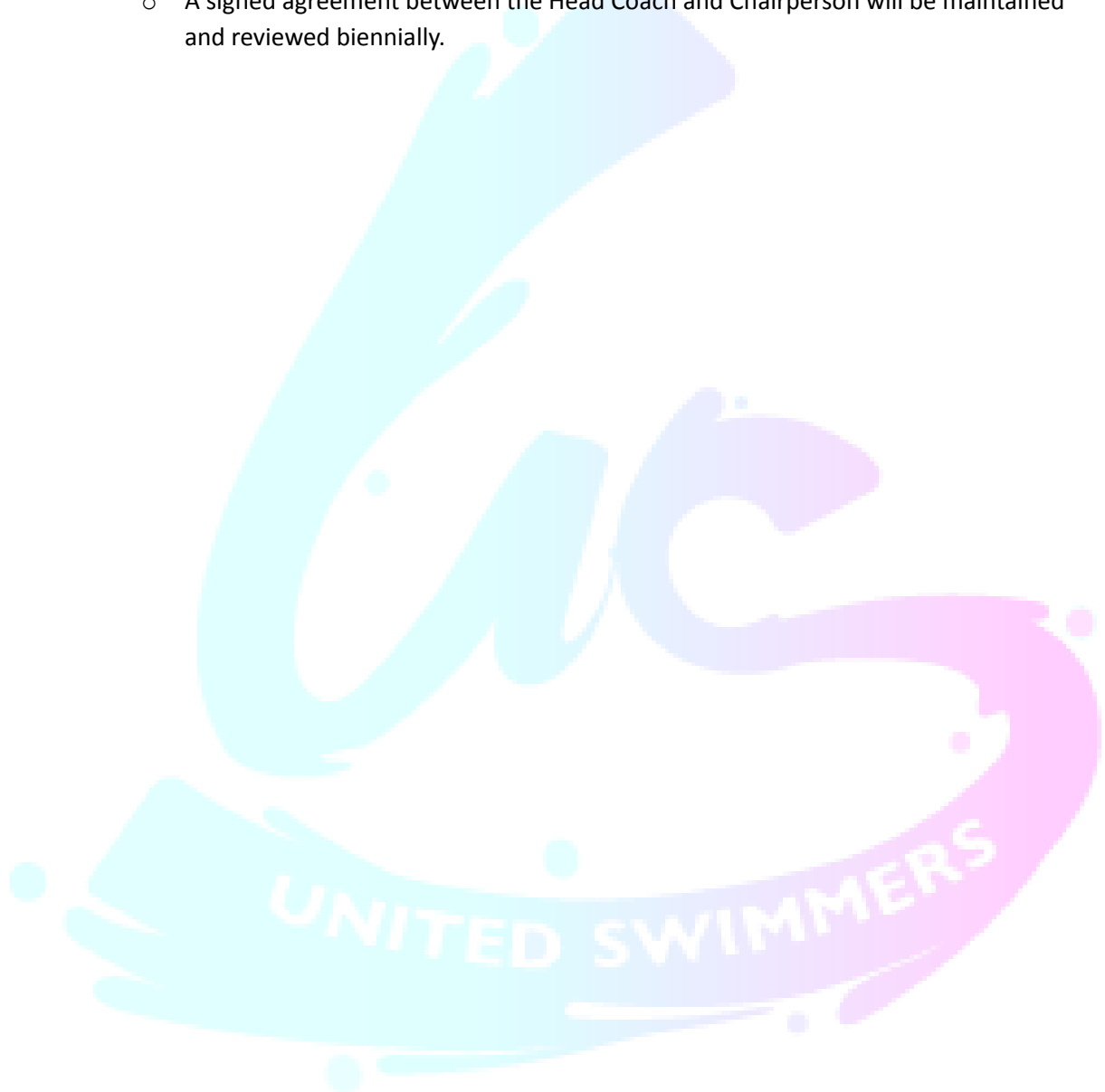
- Before the meet
  - Confirm entries and events; note warm-up times and call room procedures.
  - Bring appropriate nutrition, hydration, and spare kit (goggles/hat).
  - Check in with the coach upon arrival; update on scratches or changes.
- On the day
  - Warm up progressively; adhere to lane direction and etiquette.
  - Race plans agreed with the coach; post-race debrief and cool down.
  - Stay informed for relay selections and session timelines.
- Compliance
  - Meet fines for no-shows without scratch may be charged to the member if incurred by the club under meet conditions.

### Open Water

- Before the meet
  - Confirm meeting place, registration desk and share guidance around parking / travel, if possible.
  - Confirm registration cut off times and anticipated race start times, per swimmer category.
  - Bring appropriate nutrition, hydration, spare kit (goggles/hat) and warm clothes.
- On the day
  - Check in with the coach / team reps on arrival.
  - Register with race organisers and obtain any handicap / start time information.
  - Attend and listen to safety briefing.
  - Follow guidance from race organisers and coach / team reps around equipment, staying warm before the race, and support all United Swimmers members – especially any less experienced members. .
  - Race plans agreed with the coach; post-race debrief and take care to change into warm clothes asap
  - Support event organisers by promptly providing name / details of finish places, and returning any equipment to organisers.

## Appendix D — Coach and Committee Agreement summary

- United Swimmers adopts the Swim Ireland Coach and Committee Agreement covering:
  - Club ethos and athlete-centred practice.
  - Safe environment and safeguarding responsibilities.
  - Clear role boundaries, planning and season structure, and decision-making.
  - Respectful, timely communication and effective meetings.
  - Education, mentoring, and continuous improvement.
  - A signed agreement between the Head Coach and Chairperson will be maintained and reviewed biennially.



## Appendix E — Privacy notice (summary)

**Controller:** United Swimmers (contact: [unitedswimmers@gmail.com](mailto:unitedswimmers@gmail.com)).

**Purpose:** Membership administration, training and safety, competition entries, communications, governance, and statutory compliance.

**Legal bases:** Contract, legitimate interests, legal obligation, consent where required (e.g., marketing, images).

**Data sharing:** Swim Ireland (affiliation and eligibility), meet organisers (entries), service providers (e.g., membership and email systems) under appropriate safeguards.

**Retention:** In line with Swim Ireland templates (e.g., member data retained for up to 12 months after departure unless required longer for lawful reasons).

**Rights:** Access, rectification, erasure, restriction, objection, portability, and complaint to the Data Protection Commission/ICO.

**Contact:** [unitedswimmers@gmail.com](mailto:unitedswimmers@gmail.com).



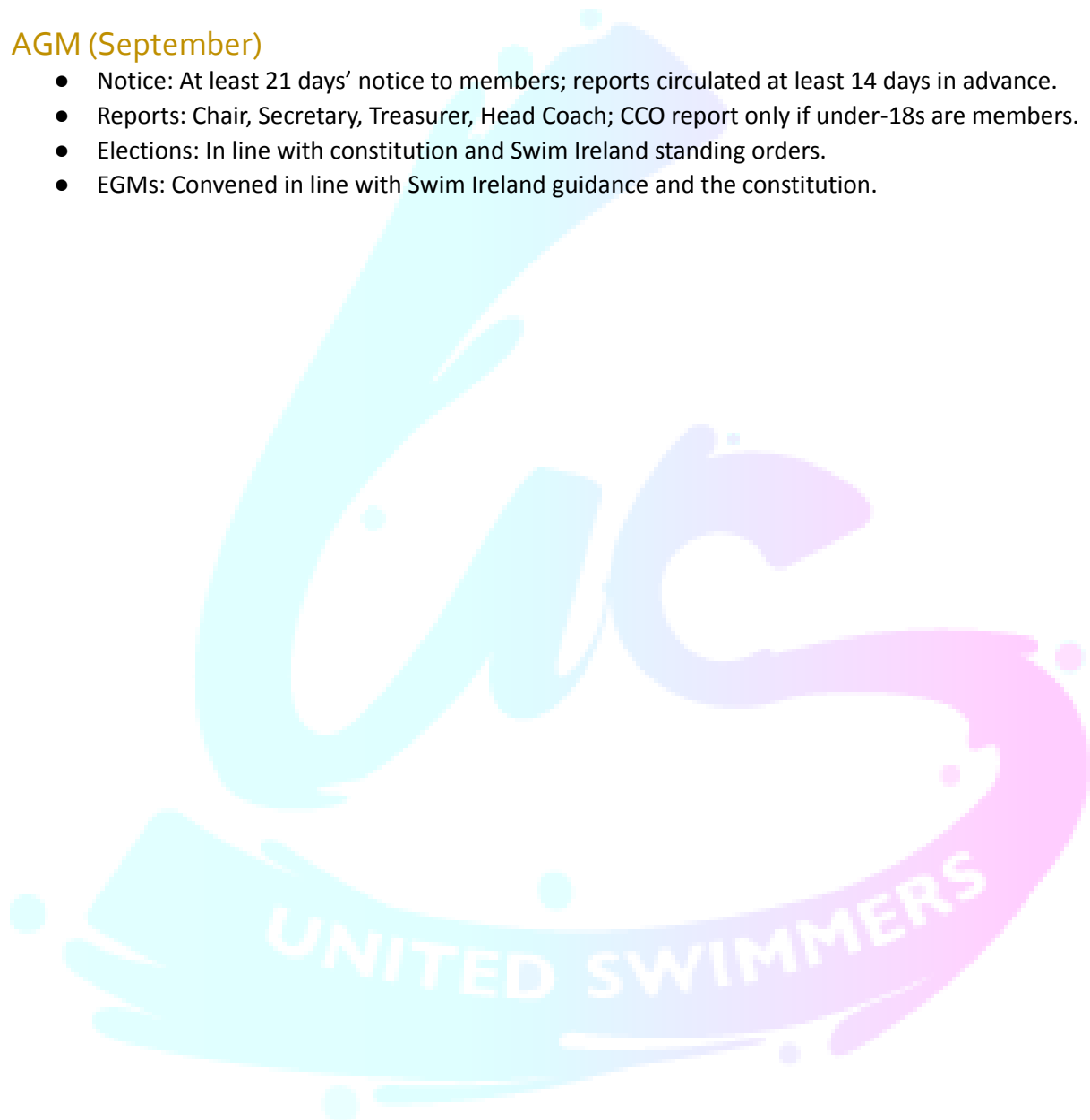
## Appendix F — Effective meetings and AGM

### Committee meetings

- Frequency: [monthly/bi-monthly].
- Agenda and papers: Circulated at least 7 days in advance.
- Quorum: As per constitution (minimum 50% + 1 of committee).
- Minutes and points of note: Issued within 7 days to members.
- Confidentiality and unity on decisions are required.

### AGM (September)

- Notice: At least 21 days' notice to members; reports circulated at least 14 days in advance.
- Reports: Chair, Secretary, Treasurer, Head Coach; CCO report only if under-18s are members.
- Elections: In line with constitution and Swim Ireland standing orders.
- EGMs: Convened in line with Swim Ireland guidance and the constitution.



## Appendix G — Key policies adopted

- United Swimmers adopts the following Swim Ireland policies and templates (latest versions apply):
  - Swim Ireland Rulebook and Masters regulations.
  - Complaints & Disciplinary Rules and Procedures.
  - Data Protection Policy, Data Breach Policy, and Subject Access Request Policy.
  - Safeguarding policies (adult-relevant provisions now; full junior safeguarding if under-18 members are ever admitted).
  - Filming and Photography Policy.
  - Swimming Pool Safety Guidelines.
  - Coach and Committee Agreement.



## Appendix H — Processing activities log (summary fields)

United Swimmers maintains a GDPR Article 30 processing log including:

- Membership administration (paper/electronic forms, SI registrations).
- Communications (email systems; opt-in messaging groups where used).
- Medical information for safe participation (restricted access; secure storage).
- Competition entries (shared with meet organisers via approved systems).
- Qualifications/credentials of coaches and volunteers (for compliance).

[End of Handbook]

