

## Briefing note for Club Children's Officer Role

### **What is changing for the CCO role?**

As from September the Club Children's Officer will become part of a club committee. The CCO position is an extra position to the existing requirements. The CCO may not have any other position within the committee.

### **What does this mean for the CCO, especially if the club has more than one?**

One Club Children's Officer, in addition to their existing responsibilities, will be appointed to the club committee and will have a vote. The appointment may not be shared between different CCOs where there is more than one in a club. The CCO on the committee will act as a liaison between the other CCOs and the committee.

### **What if a spouse is on the committee?**

Where a CCO is a spouse of an existing member of the committee one of the other CCOs should be appointed to the committee. If the club only has one CCO who is a spouse of a committee member this CCO should be appointed to the committee; however the club must select another CCO as soon as possible as a replacement. The club should ensure a replacement CCO is appointed within six months.

### **Why is Swim Ireland making this change?**

This is to ensure that young people are represented at committee level and safeguarding young people is an integral part of the club's activities. Safeguarding information and guidance from the Children's Officer is readily available, and should reflect the best interests of young people in the club.

Some clubs have already been really proactive with ensuring the CCO is included in club decisions and activities where young people are involved or affected by the outcomes. The committee remain responsible for the governance of the club and the coaches/teachers remain responsible for the coaching and teaching programme.

### **What about the Designated Person?**

The committee will not need to appoint a designated person as the CCO will take this role and carry out the functions where required. The CCO is trained for this, and is better placed to liaise with the National Children's Officer where advice and guidance is needed.

### **What does this mean for club policy?**

The new position of the CCO will be reflected in the Swim Ireland rule book and will need to be included in the club constitution.

The CCO on the committee will be subject to the four year rule as is any other committee member. The person may continue as a CCO, subject of course to the required ratification by the committee. Another CCO will need to be appointed to be part of the committee.

### **Summary of guidance for clubs:**

- The CCO is a member of the club committee in addition to the number specified (usually 7) for the committee in the club's constitution
- The CCO has one vote on the committee
- The CCO takes on the duties of the current designated person; a designated person no longer needs to be appointed
- The CCO may not hold any other position on the committee
- If there is more than one CCO in a club, the committee should agree with the CCOs who is to be on the committee. This must be ratified and recorded in the minutes of the first committee meeting after the appointment.
- CCO should not be a spouse of an existing committee member; where no choice exists the CCO should be appointed to the committee but replaced within six months.

## Template Constitution change

The following wording will be included in the template constitution for clubs, and this change should be made to the club's own constitution at the next available AGM:

### **5. Club Management**

#### *a) Description*

*The Management Committee is the body elected by the Members for the management of the business and affairs of the Club. It consists of [number] 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 in their own right and sits on the committee in addition to the [number] elected.*

#### *b) Membership of the Management Committee*

*Membership of the Management Committee shall consist of the following: - a Chairperson, a Secretary, a Treasurer, a Club Children's Officer and four other adult members.*

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

*(i) Act in the best interests of young people*

*(ii) Ensure young people have opportunity to express opinions and views*

*(iii) Ensure safeguarding policies and procedures are implemented and effective in all areas of the club*

*(iv) 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)*