



**Sundays Well  
Swimming Club**  
est. 1924  
Affiliated to Swim Ireland

# **Sundays Well Swimming Club**

## **Members Handbook**





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## **1 Introduction**

Welcome to the Sundays Well Swimming Club (SWSC) handbook. It is designed to bring you information considered important to parents with swimmers in the club.

All information is also on the club website - [www.sundayswellsc.com](http://www.sundayswellsc.com).

The website is updated regularly and it is essential that parents and swimmers monitor it on a regular basis for any up to date information and news.

The club constitution, codes of conduct, events and parent rosters can also be found there using the appropriate tabs.

SWSC was founded in 1924 by members of SW Rugby Club. In those days rugby was a winter sport and swimming was confined to the summer months. Over the years the club prospered and now has a membership of over 700 and caters for all standards and categories of swimmers – from learners to internationals, from age 5 to as long as one wants to swim. It is considered one of the largest competitive clubs in Ireland with numerous annual successes regionally, nationally and internationally by our athletes, young and old.

**Club Colours and Coat of Arms:** Green, red and white are the colours of all the Sundays Well group of clubs. The right to use the Arms of the City of Cork was granted to SWSC by Cork Corporation for services rendered to the community.

The motto of Cork City is 'statio bene fide carinis', which means 'a safe harbour for ships'.

## *2 Mission Statement*

The Mission of SWSC is:

- To provide comprehensive teaching and coaching facilities and to engage in all aspects of competitive swimming to the highest level.
- To provide a positive and safe environment for all its members.
- To foster and develop swimming and to use the same in promoting the development of physical and moral qualities that come from swimming, whether in competition or otherwise.

To achieve our mission statement our objectives are:

- To foster and develop the sport of swimming and its participants.
- 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 SI regarding teaching, coaching, and practice of swimming in accordance with the affiliation status afforded to SWSC.
- To provide a positive and safe environment for all its members and staff.
- To ensure sport for young people in SWSC is fun and conducted in an encouraging atmosphere in line with SI guidelines and best practice.
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so all individuals can be involved in sports activities in an integrated and inclusive way.

SWSC is fully committed to safeguarding the well-being of its members.

Every individual in SWSC 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 SWSC and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent.

### *3 Squads*

SWSC caters for all types of swimmers, ranging from 5 years of age to adults. For those interested in progressing to competitive swimming SWSC affords these swimmers that opportunity.

For those that wish to swim for other reasons, SWSC offers those the opportunity to remain as a club member and swim non – competitively.

SWSC swimming year is divided into 2 terms: term 1 from September – February, term 2 from February – June.

We are a non- profit organisation and the club is run by committed volunteers ranging from the committee to teachers.

#### *3.1 Learn to Swim*

The Learn to Swim Programme at SWSC teach children aquatic skills as early as 5 yrs old.

Our teaching sessions range from levels 1 – 9 and are taught by qualified instructors with a vast knowledge, experience, and understanding of aquatic skills. The main body of instructors have progressed through the SWSC swimming programme from an early age and advanced to become top competitive swimmers. They are committed and passionate about teaching the next generation in SWSC and to passing on their knowledge to develop and progress the aquatic skills of the younger swimmers

##### *3.1.1 Aqua Skills Level 1 - 2*

In Aqua Skills Level 1 and Level 2, several Core Aquatic Skills are introduced, reinforced and consolidated, whilst developing water confidence. These skills, which are made up of Entries and Exits, Submersion and Aquatic Breathing, Rotation, Floatation, Streamlining, Sculling, Movement and Propulsion, and

Co-ordination and Balance, will “waterproof” children and lay the foundation for the development of stroke technique.

### *3.1.2 Aqua Strokes Level 3 - 7*

These later stages will build on the Core Aquatic Skills of the first two levels, encouraging the development of body position, leg action, arm action, breathing and timing of all four competitive strokes. The short and quality practices encouraged in these levels will develop efficient swimmers and, as a result, individuals who will understand the aquatic environment and be equipped to maintain their own safety for longer.

### *3.1.3 Aquatic Strokes level 8 – 9*

Building on the aquatic strokes learned in the previous levels, these groups develop stamina and endurance while maintaining stroke technique, streamlining and introducing starts and turns to prepare the swimmer for lane swimming in pre-competitive or non-competitive swimming.

Whether choosing this programme to make sure children are safe in the water, to develop and maintain their aquatic fitness or with future Irish medals in mind – The Learn to Swim Programme will deliver.

### *3.1.4 Schedule*

Monday	19.00-20.00	Douglas Pool
Tuesday	19.00-20.00	Douglas Pool
Thursday	19.00-20.00	Douglas Pool
Saturday	11.00-12.00	Douglas Pool

### *3.1.5 Notes for Parents*

Before beginning swimming lessons with SWSC, all children are assessed by the head teacher. This is to ensure each swimmer are placed in the right level and to match the swimmer’s aquatic skills to the appropriate level.



The Learn to Swim Programme does not operate on a 'pass' or 'fail' system. We work from an achieved to the progressing system.

Each level has an objective/aim for all swimmers to achieve before they move onto the next level. The objective/aim in each level differs from the previous level, this simplifies the development of strokes, skills and encourages the swimmer.

For a swimmer to progress onto the next level, the objective/aim needs to be achieved and be consistent. This method ensures that the swimmer does not move on before they are ready, otherwise the swimmer could become distressed and lose interest if their ability does not match the level.

For example, level 1 objective/aim is saturation, submerging, movement, exits, entry, water confidence, floating unaided both front and back without a floatation device. Level 2 objective/aim is push & glide front and back with kicking. If a swimmer progressed from 1 to 2 without water confidence or floating, then they will struggle in this level and their confidence may diminish.

- Movement between levels is made possible if there is space in the next group. If perhaps a swimmer is ready to move, but there is no space in the next level. Then the instructor will teach the objective/aim for the next level and we will work hard to create space.
- We cannot compare one swimmer's ability to the next nor the length of time a swimmer has been in a level, e.g. one swimmer could achieve the objective/aim before a swimmer that's being the level for a longer period. As you are aware all children progress at a different speed and ability. The main thing to remember is the swimmer is progressing each session.



- The Learn to Swim Programme does not have official assessment sessions for progression to the next level, for this creates pressure and undue stress for the swimmer. The headteacher and instructors are continuously observing and assessing each swimmer weekly.
- Assessment is continuous, and swimmers maybe moved up at any given session, once the objective/aim has been achieved.
- If parents would like feedback about a swimmer's progress this can be requested through the headteacher via email (email address is on SWSC website as headteacher) or organise to meet with the headteacher before or after the session.
- When corresponding with the SWSC or head teacher please state the name of swimmer, the day they swim and the level they swim in, to ensure a prompt response.
- These later stages will build on the Core Aquatic Skills of the first two levels, encouraging the development of body position, leg action, arm action, breathing and timing of all four competitive strokes. The short and quality practices encouraged in these levels will develop efficient swimmers and, as a result, individuals who will understand the aquatic environment and be equipped to maintain their own safety for longer.

#### **3.1.5.1 Frequently Asked Questions**

*What happens if my husband brings my daughter to her lesson?*

In Douglas there is a communal area within both dressing rooms for changing. It is not acceptable for a mother to enter the boys changing room, or a father the girls.

*Can we drop our child and collect them afterwards?*

Parents are expected to stay for the duration of the class. If your child wishes to leave for the bathroom we would request that you bring them, or they tell you they are going, as they may be in the bathroom and become unwell and it would not be possible for a teacher to leave her class to attend to your swimmer.

*Where do I find details of holidays and starting days?*

On the WhatsApp's group, we usually post details on our web site News page as well. Sometimes it is necessary to scroll down the page to find the details.

*I would like to switch days to a different one?*

Please contact [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) to ask for a change. The head teacher will be able to advise if there are places in the other session, or if places are due to come up.

*I would like my swimmer to swim more than once per week.*

If there are places in the group your swimmer wishes to move into swimming twice a week is no problem. Contact [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) with your request. The fees will increase accordingly also.

*My son/daughter is in the same group for a long time.*

Any queries re your swimmer's progress are welcome and will be dealt with by our Head Teacher. You can contact the Head Teacher at [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) to arrange a meeting.

*My son/daughter has been asked to move to lanes but doesn't want to.*



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Congratulations on your swimmer's progress. Sometimes a swimmer is nervous about moving. I would encourage them to come to at least one session before deciding they do not wish to move.

If your swimmer is not moving to lanes for whatever reason we would like to be able to keep them swimming in the top group in teaching until the end of term. However, if they are too advanced or there is a large number unwilling to move, we may have to request they stop coming in order to allow other swimmers to progress. Any pre-paid fees can be credited against siblings swimming or refunded.

Please note this would be a very rare occurrence as we would do our best at all time to continue to accommodate your son/daughter.

*My son/daughter is not willing to move up a group.*

This happens very regularly. Sometimes swimmers get comfortable with a teacher or group and are nervous or frightened about moving. We will do all in our power to encourage them to move, but in the event, they do not, don't worry. Your son/daughter will continue to improve and will in time move on.

*My son/daughter is unable to attend and will not be swimming for a long time.*

Please advise the Head Teacher at [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) if this is the case.

*My son/daughter is being splashed, skipped, or is unhappy within their group.*

Please let their teacher know if they are unhappy for any reason. Generally, we can help sort out issues easily. If it is not sorted please

contact the Head Teacher by email at  
[headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com)

*I have a sibling who is five. Can they join?*

Please ensure we have details on our waiting list. Contact Affiliation secretary at [affiliation@sundayswellsc.com](mailto:affiliation@sundayswellsc.com) to ask about places.

*How early should I put my child's name on the waiting list?*

No swimmer's names are taken before four years of age for the waiting list.

*My son/daughter was swimming lanes elsewhere, why are they doing widths in SWSC?*

In SWSC our lanes are of a very high standard. Before leaving teaching and becoming a Junior Squad member, swimmers must be very proficient in frontcrawl, backcrawl and breaststroke, be able to dive and also kick to a high standard.

*What are the Awards?*

Twice a year we look at each swimmer in a group and grade them on different skills depending on which group they are in. We then 'award' them a standard.

This allows us as teachers ensure that all swimmers are progressing at a reasonable rate. It also allows parents and swimmers see what level they have reached and where problems may arise.

Each award has two levels, ie 2a and 2b. 2a is of a lesser standard than 2b and means they didn't quite make the standard of level 2. If your swimmer gets a 2b it means they have passed all skills at that level.



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Some of the levels are a significant jump and it is not uncommon for a swimmer to be at a level for one year. Any longer and I advise you to please make contact with the Head Teacher at [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) to discuss your son/daughters progress.

*Will my son/daughter be moved up after they get their award?*

No. We operate a policy of continuous assessment in SWSC which means we do not wait until after awards to move swimmers up.

*My son/daughter got the same award as previously.*

It takes some time for a swimmer to progress from one award to the next. On occasions something holds them back. It may be body position, breathing, kick, backcrawl, breaststroke or diving. If you have concerns or wish to discuss an award please contact the Head Teacher at [headteacher@sundaywellsc.com](mailto:headteacher@sundaywellsc.com)

*I am not receiving any WhatsApp's messages.*

Please contact [secretaryswsc@sundayswellsc.com](mailto:secretaryswsc@sundayswellsc.com) with your name, number and day you attend.

*Can my son/daughter swim twice a week?*

If a coach agrees and there are spaces available yes, your son/daughter can swim twice a week.

Whether choosing this programme to make sure children are safe in water, to develop and maintain their aquatic fitness or with future Irish medals in mind – Swim Ireland's Learn to Swim Programme will deliver.



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### *3.1.6 Moving Between Squads*

After Learn to Swim, swimmers move to the Junior Squad. Moving on depends upon an assessment of their skill level by the Head Teacher and the availability of spaces in the Junior Squad (as per the Junior Squad Lead Coach). Both these criteria are periodically reviewed and the Head Teacher will notify parents to offer swimmers places in the Junior Squad.

### *3.1.7 Contact*

Coaches and teachers are happy to discuss swimmers progress briefly, after a session. However, if you have something you would like to discuss in more detail please email, [headteacher@sundayswellsc.com](mailto:headteacher@sundayswellsc.com) and arrange a time.



### *3.2 Junior Squad*

#### *3.2.1 Schedule*

Wednesday	15.20-17.00	Douglas
Friday	19.00-20.00	Douglas (Pre-teen/ teen lane swim)
Sunday	09.00-11.00	Douglas

#### *3.2.2 Notes for Parents & Swimmers*

##### *3.2.2.1 Training*

Swimmers should have the following equipment:

- Swim Fins
- Swim Snorkel (Centre Snorkel for swim training)
- Pull Buoy (Smaller Pull Buoys are better for younger kids)
- 1 litre of water

Ideally these should be brought in a mesh bag

Please ensure all equipment is indelibly labelled with the child's name.

There are three sessions within the Junior Squad:

- Friday night, our pre- teen/ teen hour is 19.00 to 20.00, ideally for 10-13-year olds





- Sunday morning is 09.00am to 10.40. Within this session there are two 40-minute groups<sup>1</sup> (starting 09.00 and 09.40) and a group that does the full session.
- Wednesday afternoon is 15.20 to 16.50. Younger swimmers start at 16.00 and move to the 15.20 start as they progress.

You don't have to accept an offer to join the Junior Squad. But we cannot guarantee when we will have places to next offer your swimmer a chance to move.

The focus in Junior Squad continues to be primarily on the fundamentals of swimming and core Swim Skills. As a competitive club, our focus is on the long-term outcomes of swimmers and that means teaching excellent technique before looking at speed and endurance. As swimmers learn to swim more efficiently, they will find the time and distance of their sessions increases but at all times we strive to teach and enforce good practice, rather than allowing bad habits to develop by pushing swimmers to the point where their technique fails.

There are a variety of swimmers in the Junior Squad. As well as continuing to develop their swimming skills and fitness, they are introduced to competitive aspects of swimming. Junior Squad Swimmers will be given the opportunity to swim in local Novice Galas but is not expected that all Juniors will be competitive swimmers and progress to the competitive squads (Intermediate and Senior Squads). Regardless of whether they are to be competitive or not, all swimmers are instructed to a very high level of proficiency in all strokes and are regarded equal members to those in our competitive squads.

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<sup>1</sup> In practice teachers are given the latitude swap the groups between 9:00 and 9:40 depending on when they actually get started and how they progress through the session. We ask that all swimmers for the second session be on deck for 9:40 so we can get them started as soon as the first group is done.

Some Juniors may also be given the opportunity to Enter Munster Development Level 1 galas. The standard of these galas is higher than Novice galas and additional criteria are imposed on entering these galas. There is a requirement for each swimmer to swim 100m events as well as 50m events. The coaches will decide who is ready for these gala when the time comes for entries. There is the expectation that a swimmer will gain experience at Novice Galas before moving to Development Level 1.

### **3.2.2.2 Galas**

A Novice/Minnow/Cadet or Development Gala (level 1) is usually a very enjoyable gala. There should be no pressure put on any child re competing.

It is important to note this gala is all about experience, not success.

We as coaches would hope it whets their appetite for competition and training.

The warm up time for the gala and the schedule of events will be in the gala pack posted on the club web site. Each session in the gala will usually last around 3 hours and galas have 1 or 2 sessions per day. The duration depends on the number of swimmers taking part and the number of events. Swim Ireland imposes limits on the length of each session for the benefit of swimmers and officials.

Before leaving home please eat a breakfast. It is a very long day and a good breakfast is essential.

What you will need to bring.

- Togs (a couple of pairs if you have them)
- Towels, more than one,
- SWSC hats (these are compulsory as with so many swimmers swimming in these galas it is the best way of ensuring coaches do not miss your child's race)

- Two pairs of goggles if possible.
- Two or more t shirts
- Flip flops or clean runners for around the pool.

Swimmers wear a t-shirt and footwear between races. Between events it is important to drink and have an occasional snack, jelly sweets, biscuits, fruit etc. Water is perfect there is no need to buy sports drinks. No Fizzy drinks.

Between events swim hats should not be worn. They should be put on as the swimmer is lining up. Please give hats to a parent so you don't lose them.

When a swimmer arrives, they should immediately find their coach to let them know they have arrived.

The coach will introduce them to the team manager who is responsible for getting them to their races and answering all swimming questions. The team manager will write on the swimmer's hand what heat and lane they will be swimming in. The Team manager will tell the swimmers when to line up for their event.

All swimmers should report to their coaches before and after their swim.

All swimmers should ask the time keepers on their lane what time they achieved for their race.

We request that all swimmers sit together. Swimming can be a very solitary sport, galas are a great opportunity for swimmers to make friends and exist as a team.

We would like if swimmers shouted for and cheered on their fellow club swimmers as they are racing.

At lunch swimmers should eat something healthy and filling such as a roll, pasta or noodles.

Information on the Competitive Pathway – including criteria for entering and progressing through the gala structure in Munster – is available on the club web site

### *3.2.2.3 Parents Roster*

Parents of swimmers must perform supervision duties on deck. This is a requirement set by Swim Ireland as one of their child protection policies. The Parent on Duty should:

- Ensure an attendance record for the session is kept (if asked) – this can be kept with the coach and should be signed by the coach and supervisor
- Take note of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee, usually the secretary
- Have temporary access to children's contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- The parent on duty should be on site 15 minutes prior to the session so as to supervise the swimmers arrival at the front door, stay at the front door until 10 minutes after the session

has commenced and then at this point lock the front door and proceed to the pool deck area, should supervise the swimmers departure for at least 10 minutes after the end of the session. Note that parents should be onsite within 10 minutes of session ending. In the event of parents running late, swimmers should be encouraged to wait in the swimming pool lobby rather than in the car park.

- A roster is produced by the committee and circulated by email to the parents. It is also posted on the website under the tab “Parent Roster”
- It is the responsibility of the parent to arrange a swap if this is not convenient, either way your slot **MUST** be covered.
- If Parent on Duty fails to show the session will have to be cancelled and swimmers will need to contact their parents to pick them up.
- If a parent fails to show up on 2 or more occasions sanctions will be undertaken which may include a letter of warning and a fine of €50.

#### ***3.2.2.4 Gala Duties***

All parents with swimmers at a gala should expect to be rostered for a duty, either as an official or as a team manager/chaperone

The gala roster will be produced as soon as possible once notification is given to SWSC.

Parents will be notified if they have a duty, it is then the responsibility of the parent to ensure that duty is covered. It is **NOT** the responsibility of the committee to organise swaps or alternatives if you are not able to do the duty.

Team Managers must attend from the start of the warm up until the end of the gala and the last SWSC swimmer has swam, including relays.

### *3.2.2.5 Frequently Asked Questions*

*Why has my son/daughter different coaches?*

We like to get to know all swimmers at SWSC. Our sessions are managed and coordinated by the Coach in charge and all coaches follow an agreed programme.

*Why is my swimmer last in the lane?*

The bulk of training in Juniors is technical work: progression of drills towards teaching better practice. During this kind of work the objective of the coach is to ensure that everyone in the lane has space to do their best to execute the practice as directed. They then receive corrections where necessary and continue repeating and progressing the practice to develop the habit of good technique. It's not unusual in these sessions to see swimmers at the back of the lane actually doing the best drills because they are taking the time to do it correctly rather than trying to race the others and not doing the practice.

Sessions also contain elements of speed and endurance work. Again the aim here is that the lane is organised so each swimmer can do their best. Coaches will generally adjust the lane order as the set progresses to keep swimmers off each other's feet and allow them to complete the set to the best of their ability on that particular day.

*What do I do if other swimmers are pushing ahead of my swimmer?*

We are dealing with young swimmers and some are more 'competitive' than others. The coaches try to moderate this to make sure everyone has space to train. Occasionally they will try swimmers in different positions in the lane to see how they respond. If your swimmer is unhappy within a lane for whatever reason please let the coach know. Swimming fast is not always what we are looking for and your swimmer, further back the lane, may be doing exactly what the coaches ask and the coaches will know that.

*Why does the coach move my swimmer back the lane?*

Swimming sessions are not competitions. If a coach moves a swimmer back, it can be for a variety of reasons. If you have any queries, please speak with the coach involved after the session or contact the coach in charge by email.

*What do I do if my swimmer is in the same lane for a long time?*

If you have any queries re your swimmer's progress please contact the coach in charge. Most of the time progression is dependent on availability of space in the next group. However in Juniors being in the same lane doesn't mean a swimmer isn't progressing: the programme progresses their technique week on week and as a group they are progressing and becoming better swimmers together.

Also note that where possible we tend to mix up lanes so that swimmers do not become entrenched. Where two lanes are on the same programme we will balance the lanes for numbers and mix them up to better integrate the group.

*Why was my son/daughter not asked to enter a competition?*

Not every swimmer in Juniors will be asked to compete as it is not a competitive squad. On occasions galas may come up but they are not always suitable for all the squad.

*What is so important about being on time?*

Apart from the practice and good discipline of being on time and the courtesy to coaches, the warm up is a very important part of your swimmer's session. It is also often a complicated series of swims. If your swimmer arrives late they disrupt other swimmers warmups and distract the coach as they must instruct each late swimmer what the warm up is.

*Why is my swimmer not being offered more hours?*

SWSC offers up to two hours swimming a week<sup>2</sup> for non- competitive swimmers. Moving to longer hours is determined by a number of factors including, age, ability, attendance, training ability and space.

*My son/daughter was asked to enter a gala. What do I do?*

If you received a message asking if you would like to enter a gala please email the address given to advise them of your interest.

The club will do the entries and unless you have specific requests re stroke, sessions etc, the coaches will decide what events to enter. Fees are collected online and show on your bill.

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2 Due to the restrictions on use of Douglas Pool, the last 20 minutes of each booked session is lost to changeover between bookings – we are generally restricted to 40 minutes for a '1 hour' booking and 1:40 for a '2 hour' booking. We make every attempt to optimise time available to swimmers with the help of Leisureworld staff without compromising the structures they work to. But a '1H' lesson will last 40 – 45 minutes and a '2H' will last 1:40



*Where can I see details of the competition?*

All competitions are on our website under the Events tab. If you click on the name of the competition all details will show.

*Where can I find details of all competitions for the coming year?*

This is posted on the web site under Events. The majority of these competitions are not suitable for the Juniors.

*How do I know what my son/daughter is swimming in a competition?*

Go to our SWSC website and click the events button. Next to the competition will be a pdf file. Click on that and your daughter/son's entries will be listed.

*My daughter/son's entry is not on the pdf file.*

If you emailed a coach with your swimmer's details and they do not appear in the pdf file contact your swimmer's coach ASAP.

*What does my swimmer need to bring to a gala?*

We request all swimmers wear a SWSC swim hat when competing. The reason for this is that in a busy pool it is easy to miss a swimmer's race if they are not easily identified as a SWSC swimmer.

Around the pool we would request that swimmers wear t-shirts and flip-flops at all times. They do not need to be SWSC club gear but if they are entering our competitive squads we would like them to have a club t-shirt.

So ideally you will need: a SWSC hat, togs (more than one pair if they have them instead of wearing wet togs all day), t-shirt, flip-flops, at

least two towels and plastic bag for wet gear. All gear should be given to parents to take care of instead of leaving in the dressing room. Club gear needs to be labelled.

*What time must I be at the gala?*

All galas begin with a warm up. This allows swimmers get used to a different pool and blocks if they have travelled to an away gala. In many competitions boys and girls do separate warm ups. Details are on the gala details on the web. Please check which warm up is first and be at the pool at least ten minutes before the appropriate warm up.

*How long is the gala?*

Most galas are a full day from 09.00 to 17.00 depending on what your swimmer is entered.

*What time is the break?*

We never know in advance what time the break is until close to lunch as it depends on delays and entry numbers.

*How long is the break?*

We do not know until close to lunch how long the break is. We are advised by whoever is running the gala.

*Do Parents have to stay for the full day?*

All parents are expected to remain at the gala for as long as their son/daughter is there.

*What happens at a gala?*

We prefer, if possible that as many parents as possible, sit together as a group. Swimmers are encouraged to sit with their fellow team mates as much as possible as this is how they make friends and bond as a team.

Swimmers will be called by the team manager when their race is approaching. It is important to have your swimmer with or close to other swimmers as it is impossible for a TM to do their job if they have to wander all over the pool searching for swimmers.

Swimmers will be lined up ready for their race. Young inexperienced swimmers should not be worried about missing their race, or not knowing what to do, as a team manager will be there to ensure all is okay.

After swimming a swimmer should exit the pool and immediately ask the time keepers what time they did.

After a race a swimmer must return briefly to their coach, after which they are welcome to go to parents and family for well-deserved praise.

*What food can they eat?*

A gala is a very long day. It is really important that swimmers have a good breakfast as by mid-morning, with the effort of swimming and the heat of the pool, swimmers will begin to get fatigued. After swims it is okay to have a snack. Plenty of water or non-fizzy drinks are necessary. Chocolate is a bad idea as it will melt in the heat.

Lunch is as important as breakfast for the same reason. A filled roll, pasta or noodles are a good beginning, along with a drink and a snack.

*How do I know if my swimmer is on a relay?*

As soon as coaches themselves know the relay teams they will let the team managers know. They will alert the swimmers.

*My swimmer is faster than another swimmer and did not make the relay.*

While generally we try to pick the fastest teams for relays, it's not always that straightforward to work out in advance who is the fastest. It however often necessary to give as much notice as possible to swimmers that they are in a relay so that they can prepare themselves (and in some cases not go home early). So we do our best to pick the best teams based on the information available.

But also note that at this level there is a focus on participation and fairness, rather than winning. So at Novice galas we will also look to involve as many swimmers in relays as possible in order for them to gain experience and have fun. Generally we'll do this by entering additional teams for events ('B' and 'C' teams) but at times we may vary the selection of the teams so give other swimmers a chance to swim on a team.

These are not championship galas: it's about getting experience and doing their best.

*When can we leave the gala?*

As soon as your son/daughter is finished their swims for the day they can leave. Before leaving they must check with the team manager to ensure that it is okay. If a swimmer leaves between swims they do so at their own risk of missing their race.

*My son/daughter cannot attend the gala.*

If you know in advance you cannot make the gala please let the coach know or email them ASAP. Once you agree to go to a gala and entries are made, you are liable for the fees, irrespective of whether your son/daughter swims.

*I've been asked to time keep. What must I do?*

At most galas we, as a club, are expected to provide x number of timekeepers. If we do not we are fined. All parents will, at some stage be asked. If your swimmer is swimming you are obliged to time keep if asked or you will need to find a replacement if you cannot make the particular slot.

Before the gala begins a gala official will explain to all timekeepers what is involved.

*Where can I see the gala results?*

Results are posted on our website next to the gala.

### **3.2.3 Development Group**

Once swimmers progress to the groups that do the full 2-hour sessions on Wednesday and Sunday, the next step is the Intermediate Development Group.

This group train with the Intermediate Squad for three of their sessions and therefore have a total of 6 hours of training available to them:

Wednesday	17.00-19.00	Douglas Pool
Saturday	07.45-10.00	Douglas Pool
Sunday	11:00-13:00	Douglas Pool

It is an opportunity to do more training and gives swimmers and their families experience of what's involved in training in a competitive squad and the coaches a chance to see how they respond to the programme.

Since training times coincide with the Intermediate Squad, parents should be part of the Intermediate Squad WhatsApp group so that they receive announcements regarding training times etc.

### *3.2.4 Moving Between Squads*

Progression to the Development Group and then on to Intermediate Squad depends on a number of factors:

- Capacity of the next group to take new swimmers
- Progress of Swim Skills. As they progress, their ability to hold good technique for longer swims is important.
- Training Behavior (listening, concentrating, taking feedback, attention to coaches' direction, diligence, attendance, punctuality etc)

In addition, movement to the Development Group is the pathway to a competitive squad so this group is only really open to swimmers who expect to partake in the competitive side of the sport.

### *3.2.5 Contact*

WhatsApp groups are in place for all the Squads.

The Friday group and the Sunday/Wednesday group run pretty independently and there are separate WhatsApp groups for each. A lot of information regarding sessions, galas and general information is put out via the WhatsApp groups so it's important to be engaged with the appropriate group.

Coaches and teachers are happy to discuss swimmers progress briefly, after a session. However, if you have something you would like to discuss in more detail please email, the Junior Squad Lead Coach via WhatsApp direct message and arrange a time.

Engaging during a session is a distraction from the whole group: coaches and teachers need to be able to give their groups their full attention during a session both for the successful delivery of the session and the safety of the kids in the group.



### *3.3 Intermediate Squad*

#### *3.3.1 Schedule*

Tuesday	06.00-07.30	Douglas Pool
Wednesday	17.00-19.00	Douglas Pool
Friday	06.00-07.30	Douglas Pool
Saturday	07.45-10.00	Douglas Pool
Saturday	16.00-18.00	Douglas Pool (with Seniors)
Sunday	11:00-13:00	Douglas Pool

#### *3.3.2 Notes for Parents & Swimmers*

##### *3.3.2.1 Training*

Swimmers should have the following equipment:

- Pull Buoy (sized to suit build of child)
- Fins (not too long please!)
- Paddles (preferably 'agility', 'skill' or 'instinct' paddles but if you have paddles already then they'll be fine). Paddles should only marginally (10%) bigger than a child's hand at this level
- Snorkel
- 1 liter of water
- All in a mesh bag for portability

Please ensure all equipment is indelibly labelled with the child's name.

Swimmers are expected to maintain 90% attendance.



Swimmers who cannot attend a session need to inform the coaches as to the reason.

Swimmers in Leaving Cert year can swim a reduced schedule with a reduction in fees but this must be pre-approved by both the Coaches and the Treasurer.

Swimmers are expected to be on time for their training sessions to allow for a proper warm-up and reduce disruption to other swimmers.

Although the lanes in the Intermediate Squad progress broadly across the pool, specific lane assignments will vary from session to session depending on a number of factors: overall attendance (we try to balance numbers per lane), the specifics of the session, whether a swimmer is more or less suited to that particular session (including taking injuries and absence into account). In addition, we may try out swimmers in different positions in different lanes to see how they respond to new challenges. In all cases the coaches are responsible for lane assignments and their aim is to give all swimmers the opportunity to execute the session to the best of their ability – whether that is about pacing, speed or technique. It is therefore rare that a swimmer gets 'stuck' in a lane but if they do seem to be with the same group for some time it doesn't mean that they are not progressing. Generally, the group improves together the more they train. Nor should a swimmer assume a hierarchy to the lane structure: swimmers in the next lane are not 'better' or 'worse', they have been grouped together to meet the needs of the specific session for that day. Swimmers are expected to comply with the coach's direction for lane allocation and in turn coaches will explain the criteria for their assignments if asked.

### **3.3.2.2 Galas**

Swimmers are expected to attend the galas specified by the coaches

Entries are done through the coaches ONLY and galas attended are determined by the coaches. Any entries sent to the competition secretary independently will be returned and the swimmer will not be entered.

Entries are posted on the website. Once the closing date for the gala has passed if for any reason swimmers cannot attend the gala you will still be billed for the entries as the club will have already paid for that swimmer's entries.

Relay selection is completed by the coaches either before the gala or on the day depending on rules set by the gala. Coaches will agree on the criteria for selection and select teams based on that criteria and their decision is final. At major galas, swimmers may be expected to attend sessions where they don't have individual events to swim in the relay. Swimmers will be notified in advance of this. Swimmers should not leave the deck before checking with coaches and team managers that they are not needed for a relay. Swimmers need to inform coaches beforehand if they are not available for a relay and give reasons for this. If you are not happy with the relay selection or have a concern you need to arrange a time to discuss this with the coaches, it is not appropriate for this to be done during the gala itself.

It is the responsibility of parents to book accommodation for swimmers for longer galas. SWSC coaches or committee are not responsible for swimmers outside of the official gala times and they are the responsibility of the parents.

### ***3.3.2.3 Gala Duties***

All parents with swimmers at a gala should expect to be rostered for a duty, either as an official or as a team manager/chaperone

The gala roster will be produced as soon as possible once notification is given to SWSC.

Parents will be notified if they have a duty, it is then the responsibility of the parent to ensure that duty is covered. It is NOT the responsibility of the committee to organise swaps or alternatives if you are not able to do the duty.

Team Mangers must attend from the start of the warm up until the end of the gala and the last SWSC swimmer has swam, including relays.

#### *3.3.2.4 Team Captains*

Two team captains will be chosen from this squad, 1 male, and 1 female. They must be 15 years of age and over to be considered for this role. They will act as a link between the swimmers and the committee as well as helping in the organising of social events for the squad.

#### *3.3.2.5 Parents Duties*

Parents of swimmers must perform supervision duties on deck. This is a requirement set by Swim Ireland as one of their child protection policies. The Parent on Duty should:

- Ensure an attendance record for the session is kept (if asked) – this can be kept with the coach and should be signed by the coach and supervisor
- Take note of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view



- Take note of any problems that occur – refer child related issues to the Club Children’s Officer/all other issues to Committee, usually the secretary
- Have temporary access to children’s contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- The parent on duty should be on site 15 minutes prior to the session so as to supervise the swimmers arrival at the front door, stay at the front door until 10 minutes after the session has commenced and then at this point lock the front door and proceed to the pool deck area, should supervise the swimmers departure for at least 10 minutes after the end of the session. Note that parents should be onsite within 10 minutes of session ending. In the event of parents running late, swimmers should be encouraged to wait in the swimming pool lobby rather than in the car park.
- A roster is produced by the committee and circulated by email to the parents. It is also posted on the website under the tab “Parent Roster”
- It is the responsibility of the parent to arrange a swap if this is not convenient, either way your slot MUST be covered.
- If Parent on Duty fails to show the session will have to be cancelled and swimmers will need to contact their parents to pick them up.

If a parent fails to show up on 2 or more occasions sanctions will be undertaken which may include a letter of warning and a fine of €50.



### *3.3.3 Moving Between Squads*

The Senior Squad is our Senior Competitive Squad and represents an increased opportunity to train towards competing at IAG Division 1 and National Events. Limited spaces are available, and the Head Coach has the responsibility of ensuring that places are allocated to swimmers who can make the most of the opportunity.

An assessment of a swimmer's potential is made based on their performance and behavior in the club to date. Places are offered to swimmers who have demonstrated:

- Desire, Determination, and Dedication during their time in the Intermediate Squad
- Commitment to training and competing with SWSC
- Sufficient support network to ensure success at the top level of swimming

SWSC is committed to Swim Ireland's Long-Term Athlete Development Pathway (LTADP). This identifies the training needs of developing athletes aiming towards competing at Senior National / International Level.

The process for movement of swimmers from Intermediate to Senior Squad is as follows:

- The Head Coach periodically reviews the capacity of the Senior squad to accept new members
- When there is space for new members, the Intermediate Squad Coaches draw up a list of candidates which is reviewed by the Head Coach.
- Swimmers are ranked based on the following criteria:
  - Achievement of Irish Age Group Standards (Div 1 and National Championship qualification)

- Age (with reference to the LTADP)
- Demonstrated commitment to Intermediate Squad (including attendance)
- Ability to integrate into the Senior Squad training environment.

The Coaching Team will select from the candidate list and the Head Coach will invite swimmers to train with the Senior Squad according to the spaces available. A trial period may be used to determine whether candidates fit in and can handle the schedule.

The Head Coach will review performance and behavior during the initial period and only offer permanent places to swimmers who are suitable at this time. This may include a meeting with the swimmers' parents and input from the Intermediate Squad Coaches as required.

Swimmers who do not move will continue to train with the Intermediate Squad without prejudice. They may be considered in the next iteration of assessment with the same criteria applied.

The Head Coach may also determine the need for individual swimmers to be moved to the Senior Squad where it becomes clear that it is in the best interests of the swimmer to do so and the swimmer can be accommodated in the squad.

All athletes develop at different rates and with the age profile of the Intermediate squad, many develop quickly in response to their training. The ranking is most significantly influenced by current performance and behaviors, so everyone has the opportunity to show their potential between assessments.

On occasion, it is appropriate for Senior Swimmers to move to the Intermediate Squad due to specific personal circumstances as agreed with the Head Coach. Any specific conditions for returning to the Senior Squad will be

agreed with the Head Coach at that time. Otherwise, the swimmer will be assessed with the other Intermediate Swimmers in the next cycle.

Membership of all squads is at the discretion of the Head Coach. The make-up of the squads has a key role in the training environment and the Head Coach will ensure that all movements between squads are done with the best interests of all children in mind.

### ***3.3.4 Contact***

There is a WhatsApp group for the Intermediate Squad a lot of important information regarding sessions, galas, rosters and general information is disseminated via the group. It is important that all parents are engaged with the WhatsApp group.

Any parent/guardian wishing to speak to their child's coach is requested to approach the coach after the session or write a note and a suitable time to meet can be arranged.



### *3.4. Senior Squad*

#### *3.4.1 Schedule*

Monday	05.50-07.45	Douglas Pool
Tuesday	05.50-07.45	Bishopstown Pool
Wednesday	05.50-07.45	Douglas Pool
Thursday	05.50-07.45	Douglas Pool
Saturday	06.00-08.00	Douglas Pool
Saturday	16.00-18.00	Douglas Pool
Sunday	12.40-14.40	Douglas Pool

#### *3.4.2 Notes for Parents & Swimmers*

##### *3.4.2.1 Training*

Swimmers should have the following equipment:

- Pull Buoy
- Fins
- Paddles
- Snorkel
- Parachute or Sponge
- Alignment Board/ Kick Board
- 1 litre of water or isotonic drink



Swimmers are expected to maintain 90% attendance.

Swimmers who cannot attend a session need to inform the coaches as to the reason why.

Swimmers are expected to be on time for their training sessions to allow for a proper warm-up and reduce disruption to other swimmers.

Any additional training outside of the club should be agreed with the head coach in advance.

Swimmers in Leaving Cert year can swim a reduced schedule with a reduction in fees, but this needs to be pre-approved by both the Coaches and the Treasurer.

#### **3.4.2.2 Galas**

Swimmers are expected to attend the galas specified by the coaches

Entries are done through the coaches ONLY and galas attended are determined by the coaches. Any entries sent to the competition secretary independently will be returned and the swimmer will not be entered.

Entries are posted on the website. Once the closing date for the gala has passed if for any reason swimmers cannot attend the gala you will still be billed for the entries as the club will have already paid for that swimmer's entries.

Relay selection is completed by the coaches either before the gala or on the day depending on rules set by the gala. Coaches will agree on the criteria for selection and select teams based on that criteria and their decision is final. At major galas, swimmers may be expected to attend sessions where they don't have individual events to swim in the relay. Swimmers will be notified in advance of this. Swimmers should not leave the deck before checking with coaches and team managers that they are

not needed for a relay. Swimmers need to inform coaches beforehand if they are not available for a relay and give reasons for this. If you are not happy with the relay selection or have a concern you need to arrange a time to discuss this with the coaches, it is not appropriate for this to be done during the gala itself.

It is the responsibility of parents to book accommodation for swimmers for longer galas. SWSC coaches or committee are not responsible for swimmers outside of the official gala times and they are the responsibility of the parents.

#### ***3.4.2.3 Team Captains***

Two team captains will be chosen from this squad, 1 male, and 1 female. They must be 16 years of birth and over to be considered for this role. They will act as a link between the swimmers and the committee as well as helping in the organising of social events for the squad.

#### ***3.4.2.4 Parent Roster***

Parents of swimmers must perform supervision duties on deck. This is a requirement set by Swim Ireland as one of their child protection policies. The Parent on Duty should:

- Ensure an attendance record for the session is kept (if asked) – this can be kept with the coach and should be signed by the coach and supervisor
- Take note of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view



- Take note of any problems that occur – refer child related issues to the Club Children’s Officer/all other issues to Committee, usually the secretary
- Have temporary access to children’s contact details in cases of illness or emergency or in the event the session is cancelled
- In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- The parent on duty should be on site 15 minutes prior to the session so as to supervise the swimmers arrival at the front door, stay at the front door until 10 minutes after the session has commenced and then at this point lock the front door and proceed to the pool deck area, should supervise the swimmers departure for at least 10 minutes after the end of the session. Note that parents should be onsite within 10 minutes of session ending. In the event of parents running late, swimmers should be encouraged to wait in the swimming pool lobby rather than in the car park.
- A roster is produced by the committee and circulated by email to the parents. It is also posted on the website under the tab “Parent Roster”
- It is the responsibility of the parent to arrange a swap if this is not convenient, either way your slot MUST be covered.
- If Parent on Duty fails to show the session will have to be cancelled and swimmers will need to contact their parents to pick them up.
- If a parent fails to show up on 2 or more occasions sanctions will be undertaken which may include a letter of warning and a fine of €50.

#### *3.4.2.5 Warm Weather Camp*

There is the option of attending a yearly warm weather camp for swimmers who have qualified for Division 1 and Irish Short Course Championships.

#### *3.4.3 Contact*

Any parent/guardian wishing to speak to their child's coach is requested to approach the coach after the session or write a note and a suitable time to meet can be arranged.

There is a WhatsApp group for the Intermediate Squad a lot of important information regarding sessions, galas, rosters and general information is disseminated via the group. It is important that all parents are engaged with the WhatsApp group.

### 3.5. Masters Squad

SWSC Masters is an active group of swimmers over the age of 18, operating under the auspices of Swim Ireland. Masters swimming is generally recognised as competitive swimming for adults who are over 25 years of age, though all competitions these days are open to swimmers aged 19 and over. The focus of SWSC Masters swimming is to participate in and enjoy the sport, build friendships, encourage a healthy lifestyle, improve swimming capability, technique, stroke & fitness, and to compete against swimmers of similar age.

The ability of Masters Swimmers varies considerably, from elite swimmers, triathletes, open water swimmers and fitness enthusiasts, to social swimmers and improvers. The emphasis, as with all swimming, is not on how your competition is doing, *but on how you are improving*.

The social side of SWSC Masters is equally important to us, especially after the swimming, with strong bonds and great friendships being formed.

SWSC Masters currently has 50 + regular members & swimmers. Swim galas are held in many centres throughout the country and abroad, with competition in age groups in 5-year increments, 19-24, 25-29, 30-34 35-39, etc,(with 100-104 being the oldest age group for which world records have been set). Events usually conclude with a social gathering. Our own annual open gala, usually held in February, is a key calendar event.

#### 3.5.1 Schedule

Tuesday	20.50-21.35	Douglas Pool
Thursday	20.50-21.35	Douglas Pool
Saturday	09.45-10.30	Douglas Pool (with Cork Masters)

#### *4 Filming and Photography Policy*

A strict filming and photography policy applies in line with Swim Ireland Guidelines below.

##### **Safe use of images**

Images can be taken for a variety of purposes, including for administration or personal use, publicising the sport or aiding skill development within the particular aquatic discipline. Only appropriate images of children should be used. For example:

- Posed images such as during medal ceremonies, presentations or team shots where young people must be wearing t-shirt and shorts/tracksuits,
- Action shots of young people where the focus is on the participation in the sport, not the athlete. (Note: anyone taking images should be aware of action poses that may be inappropriate and not suitable for use/publication).

Flash photography is prohibited in an environment where any performance may be affected or there is the potential for its use to cause harm to the young person.

##### **Types of images:**

- a) Personal images – images taken by parents/guardians or other family members during an event as a celebration of a young person's attendance or achievement. This includes the use of a professional photographer, with permission, taking images for the personal use of those attending. Other people may be included in an image and we expect parents/guardians and other family members to respect this by not distributing images publicly.
- b) Training images – these are images or footage taken during a training sessions or during an event specifically to aid the young person in the development of a skill or technique. We expect these images to be taken by a qualified coach or a person specifically appointed by the young person's coach. These images may be used as examples of technique or mastery of a skill for teaching/coaching purposes and should not be distributed outside this specific use.

c) Media images – these are images taken by an individual from the media, i.e. TV, newspaper or professional photographer where the images are to be used for publicity or promotion of the event or future events.

d) Administration images – these are images taken for general administration purposes; including images used for membership cards, competition entries and could also include images that form part of an archive record.

Swim Ireland members and third party photographers, film/videographers or other organisations shall ensure that images are not taken in environments considered inappropriate, irrespective of any permission sought. In certain cases it may be an offence to take such images. Images of children should not be taken where the pose is inappropriate e.g. open legs; bending over from behind, etc.

Taking images using any type of equipment is banned in an area where people are changing or would normally expect their privacy to be recognised.

Examples of such areas would include:

- Changing rooms
- Open changing areas such as ‘villages’,
- Individual changing/private cubicles provided for personal use
- Toilets
- Medical/physio treatment rooms

### **Swim Policy for Events and Galas**

The club/region/Swim Ireland should ensure the following announcement is read out at the start and during an event to ensure everyone is clearly aware of the need to register:

*“All persons wishing to take photographs or film footage at this event must*



*first register their device(s) with (name of organiser). Please note photographic identification will be required as proof of identity. If a company/person has been authorised by completing the Self Declaration Form the following should be included in the announcement: (Name of company) has been authorised to take photographs of individuals in accordance with Swim Ireland policy."*

If any other person wishing to use photographic devices at events they must first register their device with the organiser. Each person registering a device will be required to produce photographic identification as proof of identity.

### **Use of images on social media**

Where images of young people are used on social media, the person responsible for posting an image must be aware of the potential for an image to be used inappropriately. The following safeguards must be in place to protect young people:

- i) Personal details of a young person should not be included
- ii) Captions should be in keeping with the sport represented
- iii) The posting and any purpose should not breach the codes of conduct
- iv) The type of image should not breach guidance in this policy

### **Storage of Images**

Storage includes any image stored as a hard copy and/or electronically as a soft copy. This includes images on social media, photographic archives, individual personal databases e.g. personal cameras, phones, etc.

How personal images are stored is the responsibility of parents/guardians with their child/young person. All other images should only be stored for defined and intended purposes e.g. membership, promotion, and/or archiving.

- If storage of images is required the images must only be stored for the length of time for which they are needed
  - If possible, avoid using the names of children, or any other identifying feature
- Once images are no longer required they must be properly destroyed.

Digital images stored on computer systems need to be fully deleted, including



deletion from the cache memory and/or temporary files.

### **Non-authorised taking of images / Inappropriate Images**

If you are concerned about an individual taking images at an event, this should be verbally reported to the relevant responsible person. It may be necessary to report the non-authorised taking of images to the appropriate statutory authorities.

The responsible person will identify the person and check if their device is registered for the event. If not registered, the person must be asked to register their device, with appropriate identification. If the person is not willing to register their device they should be asked to leave.

Where the event is open to the public e.g. where only part of the facility is being used, it will be necessary to report non-authorised taking of images to the facility manager.

If there is any concern about the nature of any image taken, this should be reported to the responsible person (in the club or event/activity) who will refer to the statutory authorities. The concerned individual may also report their concern directly to the statutory authorities. The contact details for the statutory authority can be found in the Swim Ireland Safeguarding Policies and Procedures (latest update).

Where there is a concern about the use of images this should be reported to the responsible person who will take appropriate action. This will include reporting the alleged use to:

- The parent/guardian of any young person involved
- The person responsible for posting the image
- The media platform i.e. twitter, Facebook, WhatsApp, Instagram, print media etc.
- The statutory authorities

Inappropriate use of images is a breach of this guidance and the code of conduct and may result in a complaint/disciplinary procedure against those involved in Swim Ireland.



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### *5 Coaches & Teachers*

Head Coach                      Richard Cassidy

Coaches

Rob Lamb

Tom Cross

Kelly Gallagher

Frank Lynch

Head Teacher                  Tammy Kenny



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## *6 Management Committee*

### *6.1 Roles and Responsibilities*

#### **Chairperson**

- Comply with Swim Ireland rules and regulations
- Act as official spokesperson for SWSC
- Support the efficient running of the club
- 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.
- In order to maintain order and unnecessary disruption – the Chair will ensure the principles of due process and natural justice are applied in all decisions made by SWSC.

#### **Vice Chairperson**

- Will chair meetings and fulfil the duties of the Chairperson in the Chairperson's absence.



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### **President**

- To represent SWSC at all public and club functions.
- Has the right to attend and participate in all Management Committee Meetings.

### **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
- Deal with all correspondence
- Attend to club affiliations
- Keep records of all membership
- Keep records of all complaints
- Ensure insurance is up to date and relevant
- Maintain up to date records and reference files
- Keep records of all assets and goods held in trust.
- Act as co-signature on Club cheques.
- Arrange handover or succession planning for the position



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### **Assistant/Affiliation Secretary**

- Will be responsible for the above in the absence of the Secretary.
- Will be responsible for all club membership/affiliations/SI Insurance.

### **Treasurer**

- Comply with Swim Ireland rules and regulations
- Co-ordinate the clubs financial planning
- Manage the club's income and expenditure in accordance with SWSC rules and present a financial report at the monthly Management Committee Meetings.
- Keep accurate records of all financial transaction concerning SWSC in line with good accounting practices.
- Produce an end of year financial report
- 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
- Deposit cash and cheques that the club receives
- Keep up to date financial records
- Act as co-signature on club cheques.
- Arrange handover or succession planning for the position.

### **Vice- Treasurer**

- Will assist the Treasurer in all of the above.



### **Competition Secretary**

- Will keep up-to-date records of all swimmers times.
- Provide entries for galas.

### **Master Swimmer Representative**

- Will manage all Master events.
- Will liaise with the Management Committee on all matters relating to Masters Swimming.
- Will present Master's report.

### **Head coach**

- Development of an annual training and competition programme based around the principles of long term athlete development (LTAD).
- Support the preparation of training session plans for all squads and allocate water time to the squads accordingly.
- Devise and implement suitable squad criteria
- Coaching training sessions of the Senior squads
- Assist the club in recruitment of teaching and coaching team members
- Perform a management role and supporting/organising all coaching staff.
- Ensure that the appropriate level of teaching and coaching is available for all training sessions including land training. Some of this responsibility may be delegated to other teachers and coaches where appropriate.



- Provide a swimmer/parent education programme focussing on a variety of swimming related topics and lifestyles issues.
- Provide suitable and relevant feedback on progress to both parents and athletes as required
- Attend all appropriate competitions and training camps. Delegate to appropriately qualified coaches where necessary.
- Monitor athletes progress and co-ordinating movements between squads, including the teaching programme in conjunction with the Head Teacher, and in conjunction with club committee
- Attend club committee meetings as a member and provide regular teaching and coaching updates
- Be aware and understand the facility emergency action plan and normal operating procedures.
- The role will also involve overall management of all the teachers and coaches, co-ordinating the entire programme from learning to swim through to top competitive participation, and chairing monthly teaching and coaching meetings.

### **Ordinary Members (2)**

- Will attend 75% of committee meetings
- Chair sub-committee meetings
- Assist in the management of the Club's affairs

### **Club Children's Officer**

- Comply with Swim Ireland rules and regulations

- Ensure completion of required training and awareness of the role within the club and for other CCO's.
- Act in the best interest of young people
- Ensure young people have opportunity to express opinions and views
- Ensure safeguarding policies and procedures are implemented and effective in all areas of the club
- Act as advisor for and report concerns of abuse to the appropriate authorities
- Be child centred in focus and have as the primary aim, the establishment of the child centred ethos within SWSC.
- Be the link between the children and adults in SWSC.
- Shall hold an up-to-date certificate of Child Protection and be familiar with the Code of Ethics and Child Welfare Guidelines of Swim Ireland.
- Shall take responsibility for monitoring and reporting to SWSC Management
- Committee on how club policy impacts on young people and their Sports Leaders.
- Act as the Designated Person

(Further details are contained in the latest Swim Ireland Safeguarding Policy document)

### **Designated Officer**

Any concerns or disclosures relating to child abuse be reported to the DP who is responsible for reporting this to the statutory authorities.



The Designated Person shall hold a current certificate of Child Protection and also be familiar the Code of Ethics and Child Welfare Guidelines of Swim Ireland.

The Designated Person shall be the CCO, with this individual acting in a dual role capacity, performing both their existing role in conjunction with that of Designated Person.

## *6.2 Management Committee 2019/2020*

President	Tom Cross
Chairperson	Eamon Curtin
Vice-Chairperson	Ursula Kennedy
Secretary	Pat O'Driscoll
Assistant/Affiliation Secretary	Dave Curtin
Treasurer	tbd
Assistant Treasurer	Cathy Farr
Competition Secretary	Robert Sárkány
Head coach	Richard Cassidy
Committee Member	Pat Myers
Committee Member	Katarzyna Sech
Masters Representative	Richie Walsh
Club Childrens Officer	Michael Murphy



### 6.3 Club Children's Officers

Chair	Michael Murphy
Senior squad	Michael Murphy
Intermediate squad	Karen Connolly
Junior squad	Jamie Olden
Learn to Swim	Michael Murphy

### 6.4 Club Disciplinary Committee

Chair	Derek Glynn
Member	Catherine Phelan
Member	Alex Heaslip
Member	Bernard Lynch

### 7 Fees 2019/2020

<b>Membership Fees (per annum)</b>	
Family Membership	€160
Single Child Membership	€95
Single Adult Membership	€115
Full time student in Masters	€35
Administrative Membership (Committee and Coaches)	€20



<b>Swim Ireland Insurance Fees (per annum)</b>	
Competitive	
First family member	€45
Second family member	€40
Third & subsequent family members	€35
Non-Competitive	
First family member	€30
Second family member	€25
Third & subsequent family members	€20
<b>Competitive Squads Fees (per month)</b>	
Senior	€90
Intermediate	€90
Development Squad	€65
Junior 4-hour	€55
Junior 3-hour	€40
<b>Junior Squad Fees (per 5-month term)</b>	
1 hour	€85



# Sundays Well Swimming Club

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2 hours	€165
<b>Teaching Group Fees (per 5-month term)</b>	
1 session	€145
2 sessions	€245
<b>Masters</b>	
Per session	€6



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Notes:

- Membership & SI Insurance is included in Teaching Group Fees.
- Family Discounts: 2nd child 5%, third child and subsequent children 10%
- SI Insurance discounts apply to members 20 years of age and under
- A Discount may be available to Leaving Cert Students who are not attending all sessions. Please contact the Treasurer for details on how to apply.
- Non-attendance for your assigned Roster Duty at galas may result in the appropriate fine imposed by Munster or Swim Ireland being passed on to the parent.

Please help us to reduce costs by making payments online or by EFT using the bank information below. Cash will NOT be accepted.

Sort Code: 902709

Account Number: 97079893

BIC: BOFIE2D

IBAN: IE40BOFI90270997079893

AND

It is ESSENTIAL that you tag the message with your **Name or Invoice #** to allow us to post the credit to your account.