

# KELLS SWIMMING CLUB HANDBOOK





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## **Introduction**

This handbook is intended to provide Swimmers, Parents/Guardians, Coaches, Committee members and other Interested Parties, a central point of reference for information relevant to Kells Swimming Club (Kells SC).

Kells Swimming Club was founded in 1976 and is based at Kells Swimming Pool in the town of Kells, Co. Meath.

The Club provides swimming skills development and training opportunities for all levels of swimmers from beginner (age 5 upwards) up to competitive level.

Since its inception the club has played an integral part in promoting the sport of aquatics to the people of Kells and the surrounding areas. The club is also very proud of its annual contribution to local charities.

Volunteers from among the parents of the swimmers run the club with involvement ranging from sitting on the Management Committee, teaching, supervision duty, officials' duties at galas and helping at various club events. The club encourages the parents/guardians of swimmers to become involved and thereby ensuring that the current volunteer ethos of the club continues for future generations.

### **Club Mission Statement**

Kells Swimming Club is dedicated to fostering the sport of competitive swimming in the Kells area and, through this, promote the development of physical, moral and social qualities of our members, in accordance with current best practice in the sport.

### **Objectives of the Club**

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



Kells Swimming Club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/guardians, coaches/teachers and volunteers, in Kells Swimming Club 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 the club and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2019' or most up to date equivalent.

## Club Membership

### Becoming a Member

Due to the very high demand for places, the club operates a waiting list for those wishing to join. Our club membership policy is as follows:

- siblings of existing members
- swimmers who can demonstrate that they are of Competitive Squad standard
- children of former members
- swimmers who are recommended by professionally qualified coaches/teachers, working in the Kells Pool, on the condition that the swimmer can demonstrate that they are of at least Development Squad standard.

The waiting list is normally closed to general application. The waiting list is opened to general application whenever the Management Committee deems it appropriate. Notification will be via the club website and the club notice board.

All applicants will be required to participate in a trial to assess their swimming skills and when a vacancy arises, they will be allocated to a squad most suitable to their skills. Trials for joining the club are offered at various stages during the year, as and when places become available. New members wishing to join Kells SC, who meet the club membership criteria above, should contact the Club Secretary on [secretary@kellssc.ie](mailto:secretary@kellssc.ie) to register their interest.

Membership of Kells SC is accepted at the discretion of the club management committee. Once your swimmer has been offered a place in a squad, they must then become a member of the club. The membership year is from 1<sup>st</sup> September annually. Kells SC is an affiliated member of Swim Ireland and registration fees are also paid annually to Swim Ireland.

The following must be completed when applying for membership on an annual basis:

- Club Membership Form
- Relevant code of conduct – See **Appendix A Codes of Conduct Forms**

Club documents are available on our website and are emailed out separately for membership renewal.



## **Codes of Conduct**

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in sport.

Breaches of the codes of conduct will be dealt with through the complaints and disciplinary process with the emphasis on resolution through the informal route.

The relevant code of conduct must be signed annually by young people, parents/guardians, committee members, leaders, coaches and teachers and returned to the Club Secretary and they will be kept on record. See **Appendix A for our Codes of Conduct forms**

## **Member Participation Policy**

Kells SC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

All parents are requested to contribute their time and effort to the daily running of the club as no club can operate successfully and safely without the help of volunteers.

Parents must be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the club.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties. More details are outlined in the **Member Participation Policy in Appendix B.**

## **Membership Fees**

Kells SC normally runs three terms in line with the Autumn, Winter and Summer school terms. The annual Swim Ireland fees will be collected with the Autumn Term payment.

All communication regarding membership will be via email and renewal notices will be issued at least three weeks before the start of a new term stating when payment is due.

All payments must be made via the online payment system. Queries regarding payment should be directed to the Club Treasurer at [treasurer@kellssc.ie](mailto:treasurer@kellssc.ie)

**Please note: In order to ensure the smooth administration of the Club those members whose fees for a term have not been paid by the renewal closing date will be deemed to have resigned from the Club.**



## **Transfers**

If a member wishes to leave Kells SC to join another club, they must communicate with the club secretary in writing and arrange with the receiving club for the Swim Ireland transfer and pay the necessary fee.

Kells SC reserves the right to withhold a transfer if:

- The member owes fees to Swim Ireland or Kells SC
- The member is in possession of Kells SC property
- The member has a complaint made against them which is in process or pending, or in relation to a sanction which has been issued but not yet served.

Note: Members who transfer to another club will cease to be members of Kells Swimming Club

## **Absences/Departures from the Club**

The Club reserves the right to fill places in squads left vacant by swimmers who are absent from training for 4 consecutive weeks (for reasons other than medical/injury) or who decide to leave the club. Fees for the first 4 weeks of the absence will be only be refunded if advance notice of the absence is provided to the Club Secretary. Fees paid for the remainder of the term will be refunded on request to the Club Treasurer.

**If the swimmer wishes to return to the Club at a later date the Club will endeavour to offer a place in the same squad, however, this offer will be dependent on overall membership numbers and cannot be guaranteed.**



## Squads

Kells SC currently consists of 4 squads. When your swimmer is assessed for entry to the club the coach who assesses your swimmer will decide which squad is the best squad to suit your child's level of swimming ability and age profile.

Squad Name	Description	Training Schedule
<b>White Hats - Little Pool (age 5 and over)</b>	Beginner swimming classes, progressing from little pool to width swimming in main pool	One session per week Tuesday 18:00 – 18:30 Tuesday 18:30 – 19:00 Thursday 18:00 – 18:30 Thursday 18:30 – 19:00
<b>White Hats - Shallow End</b>	Improver swimming classes, width swimming in main pool up to lane 5	One session per week Tuesday 18:00 – 19:00 Thursday 18:00 – 19:00
<b>Red Hats – Deep End</b>	Advanced width swimmers focusing on stroke development	One session per week Tuesday 18:00 - 19:00 Thursday 18:00 – 19:00
<b>Red Hats - Lengths</b>	Advanced length swimming classes suitable for advanced widths swimmers who can swim one length of the pool	One session per week Monday 18:00 – 19:00 Monday 19:00 – 20:00 Tuesday 19:00 - 20:00 Thursday 19:00 – 20:00
<b>Development (Black Hats)</b>	Swimmers learning to train and begin competitions	Swim a minimum of 2 and up to 3 sessions a week Monday 18:00 – 19:30 Tuesday 19:00 – 20:00 Wednesday 18:00 – 19:30 Thursday 19:00 – 20:00
<b>Competitive (Blue Hats)</b>	Main competitive group competing at regional and national level	A minimum of 2 and up to 4 sessions a week Monday 18:00 – 20:00 Tuesday 19:00 – 20:00 Wednesday 18:00 – 20:00 Thursday 19:00 – 20:00



As swimmers learn new skills, they progress from one squad to another. Movement from lane to lane and from squad to squad is determined by the current set of guidelines designed to prepare swimmers for competitive swimming.

## **Progression Pathway**

It is the policy of Kells SC that parents/guardians of swimmers wishing to move into the Development or Competitive Squads must attend a Parent Information Meeting and will be required to complete both the Level I and Level II Officials Courses. See **Appendix B Member Participation Policy**

Swimmers wishing to move from the Development Squad to the Competitive Squad are required to have official times, at any distance, in at least three different strokes.

Swimmers may move from the Shallow End Squad to the Deep End Squad at the discretion of the Teachers/Coaches.

## **Criteria for Squad Progression**

### **Shallow End Lane 5 Squad to Deep End Squad**

- 2 widths front crawl full stroke bilateral breathing
- 2 widths back crawl – high arm recovery
- Breaststroke legs on the front – feet turned out – with float
- Breaststroke arms
- Butterfly legs on back and front
- Head first and feet first sculling on back
- Have spent some time without goggles – retrieve rings from the bottom

### **Deep End Squad to Development Squad**

- Able to “warm up”
- 25m front crawl
- 25m Backcrawl
- 25m Breaststroke – knowledge of timing
- 2 widths Fly kick on front
- Attempt fly arms
- Head and feet first sculling on back
- Front Crawl Tumble turn
- Tread water for three minutes –raise left arm, raise right arm, raise both arms
- Crouching and Standing dive – attempt racing dive
- Dive/jump to bottom of Pool - without goggles – retrieve a small object from deep water





## **Development Squad to Competitive Squad**

- Be able to warm up.
- Able to use the pace clock.
- Knowledge of importance of drills.

Demonstrate acceptable competence of:

- F/C Tumble turn
- Back crawl turn
- Throw away turn (Breast and Fly)
- Underwater phase of turns (streamlined push off and correct kick underwater)
- 100m front crawl - bilateral breathing, high elbow
- 100m back crawl – knowledge of bent arm pull. Correct start, finish and turns
- 50m breaststroke – legal stroke
- 25m Fly – correct timing of kick
- Competent sculling front and back
- Knowledge of IM and turns
- Knowledge of PB concept
- Swim 25m F/C without goggles, demonstrating ability to swim in control
- Demonstrate ability to swim designated Training Sets e.g. 10 x 50m F/C on set times
- Have official times, at any distance, in at least 3 different strokes

***These are GUIDELINES ONLY and are subject to change.***



## **Drop Off and Collection**

Kells SC can only accept responsibility for the safety of children in, and immediately around, the pool area. Children under 18 will remain the responsibility of their parent/guardian until the start of the pool session.

Parents/guardians should ensure their child can change themselves or remain with their child if they require assistance.

Parents/guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished.

When dropping your child off at a club session please check:

- The pool is open
- The session is on
- The swimmer knows who will pick them up after the session

If a swimmer is unwell during a club session, they **must not** leave the building. They should get dressed and sit in spectator area until they are collected by a parent.

Since children are in the Club's care for the duration of the session, if a swimmer needs to leave the pool early for whatever reason the Head Coach must be contacted in advance, giving consent for their swimmer to leave early or the parent must come in and advise the coach that they are collecting them early.

Children who are considered by the coach/teacher to be acting in a manner that endangers themselves or others may be asked to leave the pool and must get changed and sit in the spectator area until the end of the session.

When picking your swimmer up after the session:

- Please arrive at least 10 minutes before the session is over as the Club cannot be responsible for swimmers once the session has finished.
- Please don't leave your child waiting around to be collected
- If you are unavoidably delayed, please phone the pool (046 9240551). Children will wait in the spectator area
- Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee – this is a breach of the code of conduct and should be dealt with accordingly

**Please drive very slowly/safely in the car park area as children have a habit of running out from behind parked cars.**



## Club Sessions

Swimmers are required to be poolside 10 minutes prior to start of their session and not arrive late for training.

- All swimmers are given a free squad hat when they join a squad and are required to use them during sessions - “no club hat, no swim”
- Members of the Competitive and Development Squads may not be allowed into the water if arriving into the pool area later than 10 minutes after the start of a session as there will be insufficient time to warm up
- Swimmers in the Shallow End and Deep End Squads should be ready to start the session as soon as the lane ropes are in place
- Swimmers who are late may not be allowed to swim if the teacher considers that this would disturb the teaching of the class

## Supervision – Person on Duty

Under Swim Ireland rules it is a requirement that a person is present on poolside for all swimming and land training sessions, when the swimmers are under 18 years of age. This is designed to protect both the swimmer and the coach/teacher and needs to be adhered to at all times.

- All pool and dry land session will be supervised in accordance with Swim Ireland policy. **All parents are expected to help with the supervision rota.** Please see below for guidance on supervision requirements.
- The rota will be organised in advanced by the Club Children’s Office (CCO) and communicated to all involved – an email copy of the rota is sent to members and a copy is put on noticeboard at the pool.
- A Person on Duty rota will be issued per term.
- The coach/teacher must be able to rely on the person on duty being present. An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation; **a session cannot proceed without the Person on Duty.**
- Contact details for all individuals are available to coaching/teaching staff concerned by contacting the club secretary (these details will be kept confidential and only available for those that need them)
- The person on duty must be over 18 and may be an older member of the club i.e., it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad.
- The parent/supervisor should arrive (minimum 15 minutes) before the session starts and make themselves known to the coach/teacher in charge. They must register attendance by checking in all the swimmers on the Attendance Sheets.
- The parent/supervisor should have a full view and hearing of the pool area at all times
- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
- Concerns should be brought to the coach or teacher in charge of the session or the Children’s Officer following a session
- The person on duty is required to remain until all the young people have been collected.



- Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/teacher or the committee – this is a breach of the code of conduct and should be dealt with accordingly

## **Role Of Person on Duty**

### On Arriving to the Pool as a Person on Duty

- Arrive a minimum of 15 minutes before the session starts
- Collect the key for the club filing cabinet from reception.
- Make yourself known to the teacher/coach in charge as the Person on Duty for that session
- Retrieve the Person on Duty Log Book and attendance sheets from the club filing cabinet (located in the pool viewing area).
- Position yourself in the viewing gallery by the door
- In the Person on Duty Log Book, note the date and session time, name of the teacher/coach in charge and sign your name. If you have swapped with someone, please note in brackets the name of the person originally scheduled to be there.
- As swimmers arrive for the session, 'tick' them in on the attendance sheet
- You must ensure all children have left the pool before you leave the pool area,
- You must remain supervising all swimmers until they are collected by their parent or in the case of older swimmers who are travelling home by themselves have left the premises.

The person scheduled to be on duty must:

- Find an alternative cover in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this
- Turn up at a reasonable time (a minimum of 15 minutes) before the session starts
- Be in full view of the pool for the duration of the session
- Should not be distracted by mobile phones/laptops while on duty
- Be aware 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 give feedback to individuals on one-to-one basis, this should be in open view
- Take note of any member who is injured, ill or leaves the session early and record this in the Person on Duty Log Book.
- In the event a child becomes ill, contact the parent to arrange collection immediately. The parent/supervisor will stay with the child until collected.
- 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



- Take note of any problems that occur in the Person on Duty Log Book – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Club Children's Officer or club secretary
- The Person on Duty must remain supervising all swimmers until they are collected by their parent or in the case of older swimmers who are travelling home by themselves have left the premises.
- **All parents are required to arrive on time to collect their swimmers so as not to delay the Person on Duty.**

If a person on duty does not turn up or has not made themselves known to the coach/ teacher prior to the start of the session it will be assumed that the person on duty is not present. This may lead to the session being cancelled and may result in sanctions in accordance with SI complaints and disciplinary procedures for the person concerned.

### **Spectators**

Kells SC welcomes parents to observe teaching/training sessions, however, the following rules should be observed:

- Spectators/parents should not distract or interrupt the session/coaching
- No parent is allowed on the pool side without permission of the coach/teacher in charge
- No photography or filming is allowed in Kells SC without express permission of the pool management

### **Club Gear**

- Essential kit for training includes: swimsuit, swim hat and goggles.
- Other recommended equipment includes: flip flops or sandals; water bottle;
- Swimmers in Development and Competitive squads also require: kickboard; pull buoy and fins
- Swimmers names should be clearly written on ALL equipment
- Kells SC swimming hat must be worn at training and competitions, hats are available from any member of the committee.
- Additional club gear available is optional. Please contact the gala secretary on [galas@kellssc.ie](mailto:galas@kellssc.ie) for details.



## **Club Roles & Contact Details**

Volunteers within the club hold a variety of roles including:

- Management Committee
- Club Children's Officer (CCO)
- Coaches and Teachers
- Team Managers
- Officials

### **Management Committee**

The Management Committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer, Club Children's Officers and a minimum of 4 other members, and these are elected at the AGM each year. A committee member may stand for election for 4 consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years. All committee members must be Swim Ireland members; vetted through Swim Ireland prior to taking up their position and must complete the relevant child protection course. All committee members must abide by, and annually sign, the relevant code of conduct.

All communication by the committee will be done by email, please ensure you have provided correct contact details to the Club Secretary.

### **Club Children's Officer (CCO)**

Kells SC is committed to the ongoing provision of a child centered atmosphere within our club. The Club has two Club Children's Officers (CCOs). Their primary role is the welfare of the children in the Club.

They are available to any swimmer or parent who has concerns and they operate a strict code of confidentiality. The CCO ensures that young people can speak freely and have a voice in the running of the club. The CCO is also a member of the Club management committee and can be contacted by emailing [cco@kellssc.ie](mailto:cco@kellssc.ie). The CCO is also a Swim Ireland member and has been vetted through Swim Ireland prior to taking up their position. The CCO has also completed the relevant child protection course and a Club Children's Officer Workshop.

### **Coaches & Teachers**

Coaches and teachers in Kells SC are responsible for teaching the development of core swim skills and abilities and in a progressive way. All coaches and teachers are adequately qualified and licensed for their position. Child Safeguarding, Garda vetting, relevant qualifications and ongoing continuous professional development are required for all coaches and teachers. All coaches and teachers must abide by and annually sign the relevant code of conduct.



## Team Managers/ Chaperones

Team Managers are appointed for all events and away trips. Parents are expected to help and are encouraged to get involved by attending team manager courses. Parents of any swimmer competing from regional qualifier level upwards are required to complete team manager training. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers must be Swim Ireland members, vetted through Swim Ireland prior to taking up their position. Team Managers must complete the relevant child protection course and a team manager course. Team Managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

## Officials

Officials include timekeepers, turn & stroke judges, referees, starters. Officials are an essential part of competition for all clubs. Kells SC is required to provide officials at regional and national competitions and parents will be asked to assist with these roles. Training will be provided, as necessary. All parents of Development and Competitive Squads swimmers are required to complete Level I and Level II Official courses

If you are interested in volunteering in any of these roles please contact the Club Secretary on [secretary@kellssc.ie](mailto:secretary@kellssc.ie)

## Current Club Management Committee

Position	Name	Email address
Chairperson	Elaine Daly	<a href="mailto:chair@kellssc.ie">chair@kellssc.ie</a>
Secretary	<i>Vacancy</i>	<a href="mailto:secretary@kellssc.ie">secretary@kellssc.ie</a>
Treasurer	Alice Cassidy	<a href="mailto:treasurer@kellssc.ie">treasurer@kellssc.ie</a>
Club Children's Officer	Carmel McElroy	<a href="mailto:cco@kellssc.ie">cco@kellssc.ie</a>
Gala Secretary	Diarmuid Mullen	<a href="mailto:galas@kellssc.ie">galas@kellssc.ie</a>
Committee member	Noreen Carwood Smith	Pro
Committee member	Anne-Marie Walker	Education
Committee member	Marion Morris	Community Games
Committee member	Oonagh Dunne	
Head Coach	Emma Reilly	<a href="mailto:headcoach@kellssc.ie">headcoach@kellssc.ie</a>

## Annual General Meeting

Kells SC holds an AGM in the first two months of the membership year (Sept/Oct). There must be a quorum of 12 attendants.

One parent/guardian from each family **must attend** and contribute to ensure the successful running of the club. Committee members are elected onto the Management Committee annually; these positions are filled by members and parents/guardians of members in the club. At the AGM, the officers and head coach will provide an annual report to members.

Parents/guardians of club members who are under 18 may attend and represent their child/children and may cast one vote only (regardless of number of children who are club members). Parents/ guardians who are members of the club may cast a vote for themselves and on behalf of their child/ children. Proxy voting is not permitted.



## Facility Information and Emergency Action Plan

The Club will abide by Kells Swimming Pool normal operating procedures; emergency action plan and rules for athletes and visitors.

### General Safety

Safety is the responsibility of every individual involved in the Club. Identified risks should be reported to a member of the Club Management Committee or a teacher or coach. Kells Swimming Club is committed to ensuring the safety of its members in, and immediately around the Pool area.

In the interest of safety all swimmers and spectators must understand and abide by these simple Pool rules:

- No Running
- No Pushing
- No Bombing
- No Somersaults
- No Backflips
- No Horseplay
- No Diving in the shallow end
- No Outdoor shoes on deck

Children who do not obey these rules or are considered by the teacher/coach to be acting in a manner that endangers themselves or others may be asked to leave the pool and must get changed and sit in the spectator area until the end of the session or until collected by a parent.

- Any requirement for “First Aid” must be reported to the Pool Lifeguard
- Please respect other users of the dressing rooms by keeping your gear/basket tidy.
- Members are responsible for their own property. Baskets/personal belongings must be taken out of the dressing room when you start your session, and must be stored away safely on the racks provided.
- After the session baskets should be returned to the basket point.
- Swimmers should use toilet facilities before entering the water. They may only leave the pool to use the toilets with permission of the teacher/coach.
- Swimmers should establish good habits in relation to hygiene and cleanliness and ensure the cleanliness of swimwear to be used during the session.
- Showers should be used before and after swimming





## Evacuation in an Emergency

The Club and the Pool Safety procedures require that teachers/coaches have a record of every swimmer in every session. These records will be used in the event of an emergency evacuation. For their own safety swimmers and/or parents should ensure that the swimmer's name is recorded.

In the unlikely event of an emergency that requires swimmers to leave the pool/pool building, the emergency alarm OR one long whistle will sound.

- Stop what you are doing and clear to the side of the pool nearest to your teacher/coach, exit the water and await further instruction.
- The pool staff are in charge and will tell your teacher/coach what to do. Do not make unnecessary noise.
- Stay with your teacher/coach and follow his/her instructions.
- You may be asked to leave the pool building. Stay in a group with your teacher/coach and leave by the nearest Emergency exit. **DO NOT TRY TO COLLECT YOUR CLOTHES.**
- When in a safe location your teacher/coach will start a roll call of the class from the attendance book to make sure you everyone is safely out of the building. **Do not leave your teacher/coach without his/her permission.**

Your teacher/coach will tell you what to do when the emergency is over.

Parents/guardians and spectators should exit via the spectators' door if safe to do so. Please refrain from interrupting the swimmer evacuation and the final roll call. Children not accounted for at the roll call will necessitate a complete search of the pool premises.



## General Information

### Galas/Competitions

Galas provide an opportunity for swimmers to get experience in racing and competition. The gala calendar is selected to ensure that each group get an appropriate number of galas at the appropriate level.

**Competitive Squad members are expected to compete in a minimum of one designated gala per term in order to maintain their place in the competitive squad.** They may also enter galas other than the designated galas.

Development Squad members are encouraged to enter galas appropriate to their swimming skills. Swimmers will be notified in advance of their eligibility to swim in upcoming galas.

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by email and displayed on the club notice board which is located on the pool deck.

Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before entering.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through the gala secretary and paid in advance using the online payments system.

All queries relating to competitions may be submitted to the Gala Secretary at [galas@kellssc.ie](mailto:galas@kellssc.ie)

A helpful Gala Guide is included in **Appendix C Guide to Galas**

### Photography & Filming

In line with Swim Ireland guidelines, it is the policy of the Pool and of the Club that photographic or filming equipment such as cameras, video recorders or camera phones may not be used anywhere within the Kells Pool facility for whatever reason without the written permission of the Pool Management. The Club will treat contravention of this policy very seriously and will have no option but to expel any person found using photographic or filming equipment on the pool premises. This includes camera phones.

The Club will seek permission from parents or swimmers to photograph and/or film from time to time. No photographs and/or films will be taken if the permission has not been given.

For all Swim Ireland, regional and club events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group.

When attending events please check with competition manager or facility about permission to video, film or take photographs.

**Children under 18 must be wearing a t-shirt and bottoms/ shorts when having photographs taken out of the pool.**



The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.

## **Good Conduct & Complaints Policy**

Good conduct is necessary to allow teaching and learning to take place and to ensure the safety of all Club members. Good conduct in the Club depends upon the co-operation between parents, teachers and children. We look forward to, and value, your co-operation. Good conduct will be maintained by all members complying with the relevant “Codes of Conduct”.

General behaviour of swimmers is ultimately a parent responsibility. It is not the intention of the Club to discourage reasonable high spirits and fun, however:

- Good behaviour is expected at all times
- Foul or abusive language must not be used
- Swimmers are expected to show respect to all other swimmers, coaches, officials and parents/guardians
- Bullying, harassment and discrimination whether physical, mental or emotional will not be tolerated and disciplinary action will be taken against those who break this code. The negative effects of bullying/harassment on the victim cannot be over-emphasised.
- All reported allegations will be investigated and dealt with effectively and appropriately

Harassment or bullying, either at training or at events by a coach, swimmer or parent is unacceptable. Such behaviour does not comply with the club’s philosophy of fair and equitable treatment of all members. Kells SC adopts a two-tiered approach (i.e., informal and formal procedures) All investigations will be carried out with due respect for the rights of the complainant and of the alleged harasser and with the utmost confidentiality.

It is the right of any Club Member to make a complaint where standards of care, treatment and practice are perceived to fall short of what is acceptable and should be expected. Likewise, it is the right of the Club to take disciplinary action against a member for misconduct.

The Club will deal with complaints as laid out in Swim Ireland’s ‘Complaints and Disciplinary Procedures’, and will adopt Swim Ireland procedures in this regard.

Typical offences include, amongst others:

- Breach of Swim Ireland Codes of Conduct
- Breach of Club rules
- Aggressive or threatening behaviour
- Bullying
- Racism/Discrimination
- Actions which bring the Club into disrepute
- Actions which bring the sport of swimming into disrepute



In the majority of cases disputes can be dealt with informally and every effort will be made to do so. If this is not successful, the complaint will be referred to the Club Complaints and Disciplinary Committee.

Typical sanctions, depending on the severity of the misdemeanor, include:

- Apology
- Verbal warning
- Written warning
- Suspension for a period
- Expulsion from membership

Any complaint or issue concerning any form of suspected child abuse is not covered by these complaints and disciplinary procedures and will be referred by the Club to the relevant authorities in accordance with the reporting procedure in the “Swim Ireland Guidelines for Safeguarding Children” as amended from time to time.

### **Discipline Procedure at Training and Competitions**

It is hoped and expected that swimmers will behave in an appropriate manner at training sessions, competitions or events but in the instance of failure to do so, the following steps may be taken:

- On the first occasion, the coach will speak to the swimmer concerned and clearly explain that their conduct is unacceptable and must stop immediately if they wish to continue in the training session/competition.
- If the swimmer continues to act in an unacceptable manner, the swimmer will be asked to leave the water and sit on poolside for 5 minutes.
- A further instance will indicate that the swimmer does not wish to swim in the training session/competition. The swimmer concerned will be told to leave the pool immediately and get dressed. If a parent/guardian is not in attendance, the swimmer will be required to remain on poolside once dressed in plain sight, until collected.
- The swimmer’s parents will be informed as to why their swimmer has been removed from the training session/competition either via written communication or in person.
- The swimmer will be welcome at the next training session and nothing more will be said about the matter.
- The Club Secretary will be informed that the swimmer was removed. The Secretary will not share the identity of the swimmer.

### **Data Protection Policy**

The club hereby adopts the Swim Ireland General Data Protection Policy as amended by Swim Ireland from time to time



## Club Links and Policies

Club website	<a href="http://www.kellssc.ie">www.kellssc.ie</a>
Swim Ireland	<a href="http://www.swimireland.ie">www.swimireland.ie</a>
Swim Leinster	<a href="http://www.swimleinster.com">www.swimleinster.com</a>

## Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on the Swim Ireland website.

- Swim Ireland Rulebook
- Complaints and Disciplinary Rules and Procedures
- Safeguarding Children Policies and Procedures
- Data Protection and Privacy Policies
- Swimming Pool Safety Guidelines

## Audit History

<b>Document Name</b>	Kells Swimming Club Handbook
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## **Appendix A – Codes of Conduct**

The codes of conduct set out the fundamental behaviours expected from each person involved in the Club.

All members must sign up to the relevant codes of conduct annually as part of the membership renewal.

Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule, and failure to sign cannot be used as a challenge against ignorance of the code of conduct.

For safeguarding and well-being of young people the Club has the following Codes of Conduct in place:

- Young People
- Parents
- Coaches/Teachers
- Committee Members
- Leaders – this covers all roles not otherwise specified



## **The Code for Young People**

As an athlete, you have rights and responsibilities. The following code will help identify these for you – if you are not sure ask your parent or your Children’s Officer to explain them. This is your Code, whatever your ability or wherever you take part in the aquatics. You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat leaders, coaches, teachers, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions.



Note agreement to your Code of Conduct is mandatory as a member of Kells Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Kells Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_





## The Code for Parents/Guardians

Parents/ Guardians have the primary responsibility for the care and welfare of their children.

They should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. **Parents should always remember that children play sport for their own enjoyment not for that of the parents/guardians.**

Parents/ guardians and Leaders will ideally work in partnership to promote good practice in the Club and to support all efforts to protect the children against all forms of abuse.

They should ensure that the Club treats their children with fairness, respect and understanding, and that it is fulfilling its responsibility to safeguard children by ensuring the Code of Ethics and Good Practice for Children's Sport is being implemented in the Club.

They should encourage their children to tell them about anyone causing them harm.

They should become aware of Club procedures and policies, in particular where changes are made that affect them or their children, and be informed of all matters relating to ethics and good practice.

Parents/Guardians should remember that children learn best by example.

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club.
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by The Code for Young People
- Support the ethos of the club
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially



- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
- Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and your own club
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

Note agreement to your Code of Conduct is mandatory as a member of Kells Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Kells Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



## **The Code for Coaches/Teachers**

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct.

You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

Ensure a safe and fun environment for young people you are responsible for by:

- Planning and preparing for sessions; explaining to young people what is planned for each session
- Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
- Having consent and accessible emergency contact details for each young person
- Ensuring your sessions are adequately supervised and you work in an open environment
- Keeping an attendance register
- Being positive in your interactions with young people
- Prioritise young people's skill development and enjoyment
- Setting age appropriate and realistic goals
- Treating each young person equally and fairly; challenging bullying behaviour
- Praising and encouraging effort
- Engaging positively with parents/guardians letting them know how they can help and what you expect from parents

Coaches/teachers must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes



- Not engage in behaviour that is inappropriate e.g., bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes. A coach/teacher in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a coach/teacher your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

Note agreement to your Code of Conduct is mandatory as a member of Kells Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Kells Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



## **The Code for Committee Members**

As a committee member you have a responsibility to provide a safe and secure environment within the club. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct.

### **The Code of Conduct for Committee Members:**

#### **You should**

- Be familiar with and follow the Swim Ireland Safeguarding Policies (latest update), Swim Ireland Rules and any operating procedure of the Swim Ireland/Region/Club
- Appoint suitable qualified and recruited individuals to roles/positions ensuring all requirements are met
- Ensure all roles undertake a safe induction and supervision is in place for all
- Carry out your required duties for Kells Swimming Club with the understanding that the welfare of young people is paramount
- Respect and support the roles of other committee members, coaches and teachers of the club

#### **Committee members must:**

- Create a safe environment for young people
- Provide adequate supervision for training sessions with an attendance record being kept
- Understand and implement the complaints and disciplinary procedures, ensuring complaints (including rumours) are not ignored and dealt with appropriately.
- Ensure any activities, including away trips, are run appropriately and parent/carers consent is sought where required and for activities outside the aquatic disciplines
- Ensure all required procedures contained in the Swim Ireland Safeguarding Policies (latest update) are adopted
- Ensure all relevant legislation is adhered to and implemented
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a committee member your responsibilities are to:

- Keep and store securely all documentation i.e. member details, minutes of meetings and correspondence etc.
- Set up, revise and implement rules in the best interests of the Club. Rules should not contravene any Swim Ireland Rules and must be communicated to the relevant members
- Ensure effective communications with members through recognised means
- Inform parents/carers where a problem arises in relation to their child



- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern the Club
- Respect the confidentiality of sensitive information discussed and/or held by the Club.  
This would constitute:
  - Commercially sensitive information (including but not limited to future plans or details of major organisational or other changes such as restructuring)
  - Personal information
  - Information received in confidence
  - Comply with relevant statutory provisions relating to access to information (e.g., Data Protection legislation)
  - Confidential information discussed by committee members e.g., within committee meetings, phone calls and emails
- Work to create and be part of an environment where members can express their views freely and openly without fear of reprisal
- Declare any conflict of interest prior to any discussion on a relevant topic
- Share joint responsibility for decisions taken and avoid distancing oneself from decisions of the committee

Note agreement to your Code of Conduct is mandatory as a member of Kells Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Kells Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_



## The Code for Leaders

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport. You have volunteered your time and effort and you, and any other person working with you should abide by the Codes of Conduct. You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Support the ethos of the club, region and Swim Ireland
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Ensure a safe and fun environment for young people you are responsible
- Be available for specified duties if and when required;
- Have an awareness of and respect leaders and other adults and their roles
- Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes.  
Any leader in
- a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes
- where an unequal power relationship exists.



As a leader your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity relate to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person.
- Act only within your qualifications and competence within your assigned role
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward
- As a Swim Ireland leader, you should:
  - Be properly recruited and supported in your role
  - Have access to and attend required training for your role

Note agreement to your Code of Conduct is mandatory as a member of Kells Swimming Club.

By signing below, you are committing to abide by the above. Any breach of this code of conduct will be dealt with appropriately and in accordance with the Club, Regional and Swim Ireland complaints and/or disciplinary process.

**Print Name** \_\_\_\_\_

**Club** Kells Swimming Club

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_





## **Appendix B – Member Participation Policy**

Kells Swimming Club is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties.

### **Mandatory training**

It is the policy of Kells SC that parents/guardians of swimmers wishing to move into the Development or Competitive Squads must attend a Parent Information Meeting and will be required to complete both the Level I and Level II Officials Courses.

Level I officials' course, which is an introduction to officiating and covers the role of timekeeper at a competition.

Level II officials' course, which will progress your understanding of the rules and procedures in the role of judge (stroke and turn).

Team Manager. Parents of any swimmer competing from regional qualifier level upwards are required to complete team manager training. The club needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers must be Swim Ireland members, vetted through Swim Ireland prior to taking up their position. Team Managers must complete the relevant child protection course and a team manager course.

Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport.

Please note – vetting is a requirement for any individual acting in a role, i.e. team manager, licensed official, committee, coach and teacher.

### **Mandatory roles**

#### **Person on duty rota**

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise.

*Failure to attend as person on duty will result in disciplinary action.*



## **Regional and National Competition Duty**

Every club must supply officials at competitions, this is based on the number of entries from that club. If you enter your child in these competitions, you will be included on the roster, in order to assist with these duties. Kells SC provide training to club volunteers at regular intervals to ensure you are knowledgeable in the role you are required to complete. If you are interested in learning more about training opportunities, please contact the Club secretary on [secretary@kellssc.ie](mailto:secretary@kellssc.ie)

*Failure to attend official duty will result in disciplinary action.*

## **Voluntary roles**

There are several essential roles fulfilled for club volunteers throughout the season to support the club and athletes. We welcome and encourage club members to get involved in a role that matches their skills and interests. A short description of roles is available below, please contact the Club secretary on [secretary@kellssc.ie](mailto:secretary@kellssc.ie) for further information or indicate your preference on form below.

### **Team Manager**

At competitions and away trips our club provides team managers to support and safeguard our athletes. Team Managers are required to attend a team manager level 1 course, complete Garda vetting and safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

### **Officials**

Kells SC requires members to complete officials' level 1 and 2 courses. These courses provide you with an understanding of the rules of swimming and the role of an official at a competition. If you are interested in progressing further Swim Ireland offer additional training for individuals who act as licensed officials at competitions. This role is suitable for those with an interest in the technical aspect of the sport. The licensed officials' roles include Judge, Referee and Starter.

### **Coach/ Teacher**

Kells SC coaches/ teachers support the development of our athletes and are vital to the sustainability of our club. Coaches/ teachers are required to complete the courses relevant to their role and discipline, with most courses being completed through a combination of online and face to face learning. Coaches/ teachers are required to maintain their license on an annual basis which includes keeping their Garda vetting, safeguarding level 1 and CPD (continuing professional development) up to date. This role is suitable for individuals with an interest in coaching or teaching young people and who can commit to this on a weekly basis.



## **Fundraising Committee**

As a club we fundraise to support the development of our coaches and athletes, and to purchase equipment. The fundraising committee are responsible for planning and running fundraising events at regular intervals during the season. They are also responsible for applying for grants suitable for the club and as they arise and seeking sponsorship for the club. Committee members are required to complete Garda Vetting and safeguarding level 1. This role is suitable for individuals who enjoy organising events and may have some experience with completing applications for funding or sponsorship.

## **Management Committee**

The management committee are responsible for development planning, and the financial and operational management of the club. The committee consists of chairperson, secretary, treasurer, club children's officer and a minimum of four other committee members. The committee is elected annually at the club AGM, which is held in the first two months of the membership year (Sep/Oct). Committee members are required to complete Garda Vetting and level 1 safeguarding. Additional training requirements are in place for the club children's officer. If you are interested in learning more, please contact the Club Secretary on [secretary@kellssc.ie](mailto:secretary@kellssc.ie).

## **Complaints and Disciplinary Committee**

It is a Swim Ireland requirement that Kells SC have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should a complaint or disciplinary matter arise. Committee members are required to complete Garda Vetting and level 1 safeguarding. This role is suitable for those who have some experience in a management or supervisory role, conflict resolution experience or similar. This committee has no operational role and is only contacted as required.



## Member Participation Form

<b>Mandatory training and roles (required):</b>	
<b>I confirm that I have read and understand the following:</b>	<input checked="" type="checkbox"/>
Mandatory training	
Mandatory roles	
Sanctions for failing to complete mandatory roles	
<b>Voluntary roles (optional):</b>	
<b>I am interested in finding out more about the following role(s):</b>	<input checked="" type="checkbox"/>
Team Manager	
Officials	
Coach/ Teacher	
Fundraising Committee	
Management Committee	
Complaints and Disciplinary Committee	
<b>Please sign and date form below, one form required per family</b>	
Member name(s)	
Parent/ Guardian name	
Parent/Guardian Signature	
Date	



## **Appendix C - GUIDE TO GALAS**

### **How do we get there?**

Swimmers should make their own way to the NAC or to the pool where the gala is being run.

### **What do we do when we arrive?**

Always arrive on time for the warm up. The swimmer should let the Coach/Team Manager on duty know that they have arrived. All swimmers must have a parent/guardian with them for the full duration of the gala.

The Coach/Team Manager on duty will normally be evident. They and other Club swimmers will be wearing their Club blue T-shirts.

Ideally if you arrive first to the NAC then you should try and command an area of the balcony to position the Club. As other fellow swimmers arrive, we would like them all located in the same area of the balcony. Kells Club swimmers normally gather on the right-hand side of the pool (looking down the pool towards the diving pools) close to the diving pool area.

### **What do we do if we can't make it?**

Try to let one of the coaches or the gala secretary know as soon as possible.

### **Do we need to bring food and drinks?**

Food can sometimes be purchased at the venue but this is not guaranteed and where possible, ensure you have sufficient snacks, drinks and meals (e.g., pasta, sandwiches etc. if the gala stretches over more than one session).

Athletes are encouraged to eat healthily. Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking. Eat something for breakfast, even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something they know you like and know agrees with you.

Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars and jellies. After racing you have used up energy and need to replace it with something. Bring water (write your name on your bottle), or diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated.

Pasta followed by fruit makes a good lunch and try to eat as soon as lunch break begins to give your body time to start digesting your food before the afternoon session begins.

Keep eating healthy snacks throughout the day and drink plenty of fluids.

Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies), very salty food (crisps) and fizzy drinks



### **Do we need to wear Club gear?**

The only items of Club gear that are ESSENTIAL are the Club hat and T-shirt. We expect you to wear the T-shirt around the pool and for all photos and for presentations. (Don't forget to write your name on all your gear).

### **What else do we need to bring?**

*Make sure all belongings have your name on them*

- Togs x 2 (at least) (warm up and race)
- Club Hat x 2 (in case one rips!)
- Goggles x 2 (in case one breaks BUT – very important - try them all out before the gala!)
- Shorts & t-shirts to wear between races
- Towels x 2
- Flip flops or similar pool shoes
- Drinks bottle already filled

In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck. Floors and stairs become slippery during the day and can be a hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around.

### **What to do with personal belongings when at the venue?**

The only answer to this is to use common sense. The swimmers usually congregate together and the bags are left around where they are sitting. Bring as little as possible. – i-pads, phones and other valuables can easily 'walk' so it is probably best to leave them at home.

### **How do you find out about the times of races?**

The Club Team manager will tell you when it is time to line up if you are in the area in which members of the Club are congregating. Please don't wander off as the Gala officials won't wait for you and you will miss your swim! Ideally Coaches would prefer the Club to be together and support each other for the duration of the meet.

### **What do swimmers do for warm-up sessions and will they get a chance to practice their starts?**

The Coach will take the warm-up session and give any advice necessary. Just as in the Club sessions swimmers should warm up slowly and get a "feel" for the pool. Diving is NOT allowed during the warm-up except when 'sprint lanes' have been allowed by the Gala referee. 'Sprint lanes' are generally available for approx. 10 mins at the end of the warm-up.



### **How do we stop goggles coming off when diving in?**

Talk to your Coach as goggles will NOT come off if they are worn correctly and the swimmers dive in properly. It can take a while for an inexperienced swimmer to master this. Diving in a 'sprint lane' during warm up can be a chance to check your technique and the blocks Please talk to the Coach if in doubt.

### **What happens once the swimmers have lined up?**

The Team Managers will tell swimmers what heat and lane they are in. When their heat is ready to swim they will be told to go to their lanes. It is important that the swimmers make sure that they check in with the timekeepers in their lane and are ready to swim. The Gala referee blows two or three short whistle blows to make sure the swimmers are ready. Then he blows one long whistle to get up on the blocks (or however the swimmer wants to start). Then the Starter says "take your marks" and waits until everyone is ready and stationary. He then starts the race with a whistle/beeper. If any swimmer is moving when he starts the race that swimmer is disqualified.

### **What are the other 'officials' doing?**

Many of them are checking to spot if swimmers break the rules of swimming. If that happens the swimmer is disqualified. Swimmers will have been told the rules during Club sessions but from time to time they make mistakes. If you are disqualified ask the Coach to find out why so that you can learn for the next time.

### **How do we go about getting our official times?**

These are usually (but not always) posted in a prominent place around the pool. Only when all swimmers have finished a race are they asked to get out of the water and they should ask the timekeeper for their time. The Club will be sent the results some time after the Gala finishes.

### **If there is an incident at the pool, who do we raise our concerns with?**

If a child is hurt in an incident it must be reported to the records desk. There is a standard accident/incident report form for use at galas. The staff at the pool hosting the event should also be able to provide immediate assistance.

### **Can we take photos or videos?**

The use of cameras/camcorders/cameraphones is not allowed. At some venues a permit is given to those who register their details with the pool reception or gala organisers/desk. It is a condition of attending a Swim Ireland event that swimmers accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group. Swimmers may also appear in a photograph or video inadvertently.

### **When can we leave?**

Never leave an event until either the gala is complete or you have the agreement of the coach or Team Manager. Always check before you leave whether you are needed for a team relay.



## Terminology

<b>PB</b>	Personal Best Time
<b>NT</b>	No time (probably has not swam this event previously)
<b>HDW</b>	Heat declared winner (No finals will be take place for that event)
<b>FTR</b>	Freestyle Team Relay
<b>MTR</b>	Medley Team Relay
<b>OPEN</b>	A competition or event that is “open” means all ages compete against each other and only one set of medals will be awarded.

A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place.

The results are usually (but not always) posted in a prominent place around the pool. The results of the galas are sent to each club gala secretary who will post them on our notice board/website.

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on improving their times. It is not realistic for EVERY child to win a medal every time and it is not realistic to improve on every swim every time. The main objective is to gain experience in various events, distances and as swimmers develop to try different race techniques. Younger swimmers will be told to focus on one or two key points so get them to do their best and most of all enjoy the day. Parents should be there to support their child in their attempt rather than “critique” the swim – that is the role of the coach.

## Remember

- Galas can be stressful for younger swimmers and all swimmers are encouraged to do their best and to focus on improving their times.
- Report to your coach and/or team manager on arrival.
- As a representative of Kells Swimming Club, swimmer’s behaviour should be of the highest standard at all times. Always behave in a manner that shows respect to other competitors, coaches, officials and team mates.
- Listen to instructions from the coaches and team manager.
- Support your team mates. Everyone likes to be supported and they will be supporting you
- Selection of swimmers for relay teams is at discretion of the coach on duty at gala
- Never leave an event until either the gala is complete or you have the agreement of the coach or Team Manager.
- Do your best and ENJOY!