



Clubs and  
Community

# Coleraine Amateur Swimming Club Handbook

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**COLERAINE**  
**SWIMMING CLUB**

**swim**  
**ULSTER**





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## Introduction to Club Handbook

### Club Description

Coleraine Swimming Club was found in 1969 by Jim Foote, Helen Birch, Eamon O'Hara, Elsa Rowbottom and others with the aim of promoting the art of swimming. It is a competitive swimming club based at Coleraine Leisure Centre. The club has approximately 18 volunteers who coach children from starting to swim to the competitive level. Club membership stands at around 116 swimmers.

### Objectives of the Club

- To foster and develop Coleraine Swimming Club and its participants
- To provide a positive and safe environment for all its members and staff
- To promote the development of physical, moral and social qualities associated with sport, within the participants
- 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 promote the teaching/coaching and practice of swimming in line with current best practice
- To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to the club
- To provide 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

Coleraine Swimming Club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/guardians/carers, coaches/teachers and volunteers in Coleraine Swimming Club should, at all times, show respect and understanding for the rights, safety and welfare and for those of others. They should conduct themselves in a way that reflects the principles of Coleraine Swimming Club and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2019' or most up to date equivalent.

## Section 1 – Membership

Coleraine Swimming Club offers a squad structure based on the swimmer's:

- Ability
- Age
- Aims
- Attitude

The squad structure for 2025-26 is as follows:

- |                            |   |
|----------------------------|---|
| • <b>Skills</b> .....      | Lead Coach – Julie Agnew                      |
| • <b>Juniors</b> .....     | Lead Coaches – Jude Bingham/Julie Sittlington |
| • <b>Age Group 2</b> ..... | Lead Coach – Sean Smith                       |
| • <b>Senior 2</b> .....    | No nominated lead coaches                     |
| • <b>Age Group 1</b> ..... | Lead Coach – Joanne Ilsley                    |
| • <b>Senior 1</b> .....    | Lead Coach – Chris Little                     |

Any questions regarding squad structure or movement between squads should please be e-mailed to [info@swimcoleraine.com](mailto:info@swimcoleraine.com)

As the child develops as a swimmer the sessions, time permitting, start to follow an idealised structure that includes a warm-up, technical drills, swimming sets (for endurance or speed), skills and a warm-down. Individual sessions slot in to a Scheme of Work that is developed both to permit younger swimmers to become equally proficient in all four strokes and older swimmers to start to specialise. Calendar-based training cycles are followed which aim to maximise swimmers' performance at the right times of year.

### Becoming a member

Membership of Coleraine Swimming Club is accepted at the discretion of club management committee. The membership year is from 1<sup>st</sup> September annually. Coleraine Swimming Club is an affiliated member of both Swim Ireland and Swim Ulster.

All members must also be familiar with and are subject to the rules and constitution of the club and rules and regulations of Swim Ulster, Swim Ireland, LEN and World Aquatics. The following constitute members of the club:

1. Competitor – Members of the club who decide to engage in competitive events.
2. Non-Competitor – This category includes but is not limited to: participants who wish to train but not compete, coaches, administrators, aquatics leaders and Club Children's Officers.

All members and officials must complete the necessary application forms online and attach the necessary fees as set down by Swim Ireland/Swim Ulster and the Club. They must also read and abide by the club Codes of Conduct. These forms must then be forwarded to the Management Committee for approval. Those under 18 must have their parents complete the necessary application forms.



A member who wishes to resign as a member of the club must inform the secretary in writing. No refund of subscription monies will be paid upon resignation from the club. Full membership status is only valid where a subscription has been paid in full or in a manner agreed by the club Management Committee.

The following link can be used to go through the annual membership registration/payment process (when Registration is open):

[Coleraine Swimming Club - Team Registration \(teamunify.com\)](https://teamunify.com/Coleraine-Swimming-Club-Team-Registration)

### **Member Participation Policy**

Coleraine 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/Swim Ulster requirements. To ensure our club is successful we rely on our members' participation. Parents/carers are often needed to time keep/marshal/act as recorder etc. and we are obliged to provide volunteers for various roles at Swim Ireland/Swim Ulster open galas. You will be asked to agree to the following as part of the registration process:

*I understand that by entering my child into any galas, I am also agreeing to provide a volunteer at the event should it be required.*

### **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. Young people, parents, committee members, leaders, coaches and teachers should all abide by their Code of Conduct. The following link can be used to view Codes of Conduct for young people, parents/carers, coaches/teachers and leaders:

[Codes of Conduct](#)

### **Joining the club**

The entry standard is for the child to be able to swim 25m showing good basic technique in two or more strokes, attempt a seated dive, tread water and show a streamlined float on their front and back. Trials for joining the club are offered before the start of the season and exceptionally, at various times throughout the year. All trials will be advertised on social media and places will be offered based on availability.

Coleraine Swimming Club endeavours to facilitate all athletes who wish to become members of the club. If you or your child/children have any special requirements, please contact the Membership Secretary at [info@swimcoleraine.com](mailto:info@swimcoleraine.com)

For information on accessibility to the facility/ facilities contact the Membership Secretary with your requirements.

### **Membership Fees**

Club fees are payable online at initial registration for the year and then in monthly instalments throughout the season (which runs from September through to June). There will be no refunds.

Any queries regarding club fees should be directed to the Club Treasurer [info@swimcoleraine.com](mailto:info@swimcoleraine.com)

All financial queries will be treated with confidentiality.

By paying your fees you are committing to membership of the club for that period.

## Fee Structure

Each member is required to pay club fees.

Squad / Team Fees		£
	Initial Pre-Season Payment	40.00
	9 payments of £32.77	295.00
	<b>Total</b>	<b>335.00</b>
	Reminder: Non-payment of fees may result in sanctions in accordance with SI complaints and disciplinary procedures	

## Club Privacy and Data Sharing

Coleraine Swimming Club take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current future data protection legislation.

We will take exceptional care to keep your information secure and to prevent unauthorised access.

## Data Sharing with Swim Ireland

When you become a member of or renew your membership with CSC you will automatically be registered with Swim Ireland through the Swim Ireland online membership database. We will provide Swim Ireland with your personal data which they will use to enable your personal access to the membership database. Swim Ireland will contact you to sign in and update your profile (which, amongst other things allows you to set and amend your opt-ins and privacy settings). It is vital therefore that a valid email address is given, so that you can ensure that your data is correct and so that your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim Ireland, please view the privacy policy on the Swim Ireland website.



## Medical Release Waiver and Liability

You will be asked to agree to the following as part of the registration process:

*I certify that I am the parent or legal guardian for my child(ren). I hereby give my permission for any supervisor, coach or other team administrator associated with the Coleraine Swimming Club to seek and give appropriate medical attention for our child(ren) in the event of accident, injury, illness. I will be responsible for any and all costs associated with any necessary medical attention and/or treatment.*

*I hereby waive, release and forever discharge Coleraine Swimming Club and associated supervisor, coach or other team administrator from all rights and claims for damages, injury, loss to person or property which may be sustained or occur during participation in Coleraine Swimming Club activities, whether or not damages or loss is due to negligence. I hereby acknowledge that my children is (are) physically fit and capable of participation in all Swim Team activities.*

*By registering my child(ren) with the Coleraine Swimming Club, I agree to participate (or allow my child(ren) and family members to participate) in the Coleraine Swimming Club, and hereby release Coleraine Swimming Club, its directors, officers, agents, coaches, and employees from liability for any injury that might occur to myself (or to my child(ren) and family members) while participating in the Coleraine Swimming Club programme, including travel to and from training sessions, swim meets or other scheduled team activities.*

*I agree to indemnify and hold harmless the above mentioned organizations and/or individuals, their agents and/or employees, against any and all liability for personal injury, including injuries resulting in death to me, my child(ren) and/or other family members, or damage to my property, the property to my child(ren) and/or other family members, or both, while I (or my child(ren) or family members) participating in the Coleraine Swimming Club programme.*

## Squads

- **Skills**

These sessions are for our newest swimmers but will include some existing squad members from last year. They concentrate on developing fundamental movement skills that in time develop into more formally recognisable swimming skills. Skills development in these sessions are well structured, positive and fun. There are two skills sessions per week totalling 2.25 hours. The focus is the achievement of Swim Ireland skills certificates and the older children will be prepared for competition in Aquasprint and Open galas.  
*Long-term Athlete Development Pathway (LTAD) stages: Fundamentals and Swim Skills.*

- **Juniors**

The Junior squad. It can include existing squad members from last year and swimmers should have achieved Swim Ireland Silver or Bronze skills certificates. This is one of the most important periods of motor development and the Juniors train for three 1-hour sessions per week. Their club competition focus is Aquasprint galas (25 metre races) but there may also be opportunities to swim in the Provincial Towns League and other Open galas, locally and province-wide.  
*LTAD stage: Swim Skills.*

- **Age Group 2**

This group is a step up from Juniors where swimmers train for 3.5 hours per week and by now should be developing into proficient swimmers; this is a vital phase of their motor development. These swimmers will be building technique and eradicating flaws in all four strokes whilst refining their starts and turns and developing a feel for the water. Age Group 2 swimmers will still be able to enter Aquasprint galas and will be being steered towards Provincial Towns League and Open galas.  
*LTAD stage: Swim Skills*

- **Senior 2**

Senior 2 is for those would like to either just swim for enjoyment and fitness or if they wish, enter competitions. They may not have attained a Swim Ireland/Swim Ulster competition qualifying standard though. Senior 2 have 4 hours allocated to them per week but are eligible to attend early morning sessions if they wish to increase their swimming time. They have a focus on refining skills in all four strokes, building an aerobic base and developing speed. Swimmers will be encouraged to take part in Provincial Towns League and Open galas which take place throughout the season and in the latter, be selective in entering the events to which they are most suited. The youngest swimmers may also be eligible for Aquasprint and the most capable will be working towards a position in Age Group 1.  
*LTAD stage: Swim Skills/Training to Train/Retention*

- **Age Group 1**

This squad is made of promising swimmers below the age of 15 who are eligible for the Irish National Age Group championships that season. They are just one step away from the Seniors and their training will be aligned with them at times. Age Group 1 make a commitment to train five sessions per week, including some 6.30am starts, for a total of 7.25 hours of pool time. The youngest in Age Group 1 may still be able to enter Aquasprint galas and all will be being steered towards Provincial Towns League and Open galas. Additionally the strongest swimmers may be able to swim in Ulster and Irish Age Group championships if they can attain a sufficiently quick qualifying time in one or more strokes. Although swimmers will continue to train for all four strokes, it will be starting to become clear where particular strengths lie.  
*LTAD stage: Training to Train/ Swim Skills*



- **Senior 1**

The swimmers in this squad make a commitment to train five sessions per week, including some 6.30am starts, for a total of 7.75 hours of pool time. The need for stroke refinement by this stage should be much reduced and the training focus is on optimising the engine: developing speed, endurance and as the swimmer matures, strength. Anaerobic development will become increasingly important and training cycles will be geared towards ensuring the swimmer can be at the peak of their performance at the right time. Swimmers will be eligible for Senior 1 if they achieved a qualification or consideration time for either international or national galas or for regional championships in the previous season. Additionally a swimmer may remain in Senior 1 if they do not meet the aforementioned criteria but swam with this squad in the previous season. Further places may be offered at the coaches' discretion if space is available. Swimmers will be eligible for Provincial Towns League and Open galas, which may include provincial or national age-group competition in both short (25 metre) or long (50 metre) course pools. These are the top swimmers in the club and their training requirements and the standards expected of them reflect that.

*LTAD stage: Training to Train/Training to Compete and Training to Win (Females over 16/Males over 18)*

The above criteria is a general guide to be used when setting up squads at the start of the year. During the year, squad moves may be required to keep squads at capacity – the Lead Coaches have discretion to move swimmers based on swimmers' ability, aims, age and attendance.

### **Drop Off and Collection**

Swimmers are required to be on poolside 10 minutes prior to start of their session. Children under 18 will remain the responsibility of their parent/ guardian until the start of the warm-up. Parents/guardians should not drop off children without ensuring there is a Person on Duty and coach on duty to conduct the session. Parents/guardians should ensure their child can change themselves or remain with 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 and have left poolside.

### **Person on Duty/Parent on Poolside rota for sessions**

- The rota is organised in advance and communicated to all involved by WhatsApp
- Contact details for all individuals on the rota will be available to coaching/teaching staff involved in the session
- The Person on Duty must be over eighteen, and may be an older member of the club, i.e. it does not need to be a parent. At Coleraine however it tends to be a parent and the duty is known colloquially as the 'Parent on Poolside.' A swimmer may not be the person on duty for their own session or squad
- The coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- The person on duty should have a full view and hearing of the pool area/ dry land area; this cannot be achieved by sitting up in a stand or behind protective screens or glass. They may not be accompanied by other children poolside
- 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 Club 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/leader or the committee – this is a breach of the Code of Conduct and will be dealt with accordingly

### **Duties of the Person on Duty**

The person scheduled to be on duty must:

- Find an alternative 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 before the session starts and remain with any teaching/coaching staff until all the young people are collected
- Be in full view of the pool
- Work with the coach to ensure an attendance record for the session is kept
- 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 feedback to individuals on one to one basis, this should be in open view
- Take note of any problems that occur – 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
- Know how or where to access young people'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

### **No person on duty**

It is a breach of Swim Ireland rules to not have a Person on Duty for Swim Ireland sessions, either pool or dry land activities. If a Person on Duty does not turn up the coach/teacher will take the best courses of action to ensure the safety of the young people and themselves. This may mean cancelling the session unless a replacement is found.

### Transfers

If a member wishes to leave Coleraine Swimming Club and join another club, they must communicate with the club secretary in writing.

The club may withhold a transfer if:

1. The member owes fees to Swim Ireland or the club
2. The member holds club property
3. 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.

If you transfer to another club, you will cease to be a member of Coleraine Swimming Club.

### Club Gear

Essential kit for training includes swimsuit, swim hat and goggles.

Additionally a swimmer should bring to a session:

- Pull Buoy
- Kickboard
- Training Fins
- Hand Paddles
- Water Bottle
- Towel

Additional equipment that may be useful includes:

- Flip Flops or Sandals
- Snorkel

The coach/teacher will advise of other kit which may be required for a particular session.

A Coleraine Swimming Club swimming hat must be worn at competition. Hats are available via request on your WhatsApp group.

Additional Coleraine Swimming Club gear available is optional and can be ordered from the club website.

## Session Timetable

Squad Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Skills	AM						8.15-9.15	
	PM	5.00-6.15						
Juniors	AM						8.15-9.15	
	PM	6.15-7.15			6.00-7.00			
Age Group 2	AM							10.00-11.00
	PM	6.15-7.15			5.00-6.30			
Senior 3	AM			Optional 6.30-8.00		Optional 6.30-8.00		10.00-11.00
	PM				5.00-6.30			
Senior 2				Optional 6.30-8.00		Optional 6.30-8.00		11.00-12.30
		6.15-7.15			5.00-6.30			
Senior 1 / Age Group 1	AM			6.30-8.00		6.30-8.00		11.00-12.30
	PM	7.15-8.30			6.30-8.30 (7.00 start AG1)			

## Section 2 - Club Roles and Contact Details

The roles covered are:

1. Management Committee
2. Club Children's Officer (CCO)
3. Coaches and Teachers
4. Team Managers
5. Officials

### 1. Management Committee

The Management Committee is in place to manage all aspects of the club. It consists of a Chairperson, Honorary Secretary, Honorary Treasurer, a coaching representative, and a minimum of 4 other members and these are elected at the AGM each year. The Chairperson, Secretary and Treasurer may stand for election for 4 consecutive years (although this time limit is removed if there are no alternatives available). Where there are available alternatives, when this time period is up eligibility for re-election is revoked for a period of 2 years. Meetings take place at least four times per year.

All committee members must be Swim Ireland members; vetted through Swim Ireland/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding course. All committee members must abide by the relevant Code of Conduct. All communication by the committee will be done in electronic form, using either e-mail, WhatsApp or the club's On Deck app. Please ensure you have provided correct contact details to the Club Secretary.

### 2. Club Children's Officers (CCO)

Coleraine Swimming Club is committed to the creation of a child-centred atmosphere within our club. The CCOs ensure that young people can talk freely and have a voice in the running of the club. The Lead CCO will sit on the Management Committee.

The CCOs are available through the following e-mail: [swimcolerainechildrensofficer@gmail.com](mailto:swimcolerainechildrensofficer@gmail.com) The CCOs must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their positions. The CCOs must complete the Safeguarding level 1, 2 and 3. CCOs must abide by the relevant Code of Conduct.

### 3. Coaches and Teachers

Coaches and teachers in Coleraine Swimming Club have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/teaching for more than 3 hours weekly. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by the relevant Code of Conduct.

### 4. 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. The club need properly trained people/staff to take responsibility for young people at competitions and away trips. Team Managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The Team Manager, in conjunction with management committee and coach/ teacher will organise away trips in line with Swim Ireland's travel policy.

Team Managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The Team Managers must complete the relevant safeguarding course and a Team Manager course. Team Managers must abide by the relevant Code of Conduct. The club travel policy is on the Swim Ireland website.

### 5. Officials

Swimming - Officials include timekeepers, turn & stroke judges, referees, starters. Officials are an essential part of competition for all clubs. Coleraine Swimming Club 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.

### Current Club Management Committee

Position	Name	Email address
Chairperson	Jan McDaid	swimcolerainechair@gmail.com
Honorary Secretary	Tara Corrigan	swimcolerainesecretary@gmail.com
Honorary Treasurer	Gavin Eakin	info@swimcoleraine.com
Club Children's Officers	Adam Pinkerton/Mark Lynch	swimcolerainechildrensofficer@gmail.com
PTL Galas	Jonny McCarron	
Hytec	Nicola Murray	
L2 Open Gala Co-ordinator	Neil Finch	
Committee to Coach Liaison	Neil Finch	
Open Gala Secretary	Jude Topps	swimcolerainegalas@gmail.com
System Admin & Club Records	Tara Corrigan	
Membership	Gavin Eakin	
Coach Co-ordinator	Mike Grocott	
Events Co-ordinator	Rhodri Jones	
Senior Club Co-ordinator	Mike Grocott	
Fundraising	Andrea Bellingham	
Website	Tara Corrigan	
Junior Club Co-ordinator	Julie Agnew	Off committee
Social Media	Julie Agnew	Off committee
Parents Rep & POP Rota	Andrea Bellingham	
Aquasprint Galas	Christine Acheson	
Additional Committee Member	Aidine McQuillan	
General Enquiries		Info@swimcoleraine.com

### Club AGM

Coleraine Swimming Club holds an AGM annually in the summer. Members are requested to attend and contribute to the successful running of the club.

Committee members are elected annually; these positions are filled by members and parents 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 16 or under 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.

## Section 3 - General Club Information

### Competitions

Details of the upcoming competitions are on the Swim Ulster/Ireland Website and on the calendar section of [www.swimcoleraine.com](http://www.swimcoleraine.com) and the closing date for entries will be communicated to the relevant squads by WhatsApp. 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.**

### Aquasprint Galas

Junior swimmers entering the club for the first time will be eligible for selection for Aquasprint galas, Teams are selected based on age, time, and attendance and at the discretion of the junior coaches. The Aquasprint League is sponsored by the Forest Feast. The league is divided into three sections, each consisting of seven teams. For many of the younger swimmers aged 8-11, Aquasprint Galas are the first opportunity to swim competitively. The swimmers are put into groups depending on their age and they will usually swim in several races. Aquasprint galas are usually held on Saturdays, once a month (from January – May) and last for about an hour and a half. The end of the season final normally takes place at the beginning of June. A total of 40 events are swum, including individual events and team relays. All races are 25m only. A team is selected by the coaches before each gala and a text message is sent from the club phone to the swimmer's parent.

### Provincial Towns' League (PTL)

The PTL section includes older swimmers aged 8 -15+. This league is divided into 5 divisions and runs from September to March with a final normally held in April. A team of 40+ swimmers is selected and all races are 25m for group A (aged 10 and under) and 50m for groups B-D (older swimmers). These Galas normally run on a Saturday evening and take up to 2 hours to complete.

### Open Galas

The Open Gala calendar is available to view online at [www.swimulster.net](http://www.swimulster.net) These galas are normally run by Swim Ulster, Swim Ireland or another club may be the host. The club send out invitations to these galas and our Team Unify system will let your swimmer enter the events they are eligible for. If there are no events available to enter this may be due to qualification times or age restrictions.

### Volunteering at Galas

Our club is run by volunteers and it is impossible to run events without extra input. For galas we will need parents to time keep and it is a condition of the club's entry to Swim Ireland/Swim Ulster open galas that we provide volunteers to assist in the running of the gala. The roles are varied including: programme selling; timekeeping; stroke and turn judges; marshalling; recorder etc.

A helpful Gala Guide is included at **Appendix B.**

### Photography and Filming

In line with Swim Ireland policy Coleraine Swimming Club would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of Swim Ireland membership that all members have agreed to this permission. We do though understand people may want to opt out of photo sharing for whatever reason and parents can advise us if their child is not to be photographed or named on social media. Coleraine Swimming Club will not name children in photographs and any image will be in keeping with the ethos of the sport.

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 photograph taken out of the pool.**

You will be asked to agree to the following as part of the registration process:

*In accordance with the Swim Ireland Filming and Photography policy, we only permit photographs, video or other images of children/young people to be taken with consent.*

*Photographs/videos will be taken by an appropriate person appointed to do so by Coleraine Swimming Club. Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the Swim Ireland Safeguarding Policies. No child/young person will be identified individually in any published image or film footage.*

*Coleraine Swimming Club request permission to photograph and/or record video footage of your child's involvement in their sport for the purposes of publicising and promoting the club and/or sport.*

The Swim Ireland Filming and Photography policy is available from the following link:

[Filming and Photography Policy \(swimireland.ie\)](https://www.swimireland.ie/Filming-and-Photography-Policy)

With the following additional briefing note:

[Briefing-Note-Camera-devices-April-2022.pdf \(swimireland.ie\)](https://www.swimireland.ie/Briefing-Note-Camera-devices-April-2022.pdf)

Essentially this states that no device, in a state that can capture either still or video images, may be taken into a changing area or changing room.



### Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with Coleraine Swimming Club will be dealt with in accordance with the Swim Ireland complaints and disciplinary procedures. The full complaints and disciplinary procedures are available on the Swim Ireland website or through the club secretary.

Coleraine Swimming Club has an independent Disciplinary and Complaints Committee formed of three members:

- Tim Higgins
- Tara Hughes
- Lynn Montgomery

### Discipline

The disciplinary processes for young people and adults are in place to ensure fair and consistent measures for issues such as breaches of rules of codes of conduct. The procedures clearly state the circumstance under which these may be imposed in order to ensure a process that is fair for all young people involved.

### Complaints

Complaints should be raised with the club secretary who will liaise with the complainant on whether a formal or informal process will be followed. Please speak to the club secretary directly if you wish to make a complaint.

### Harm Caused by Volunteers

Should such a situation arise the process will be managed in accordance with the standard reporting system for any safeguarding issues, which can be found at:

<https://www.swimireland.ie/wp-content/uploads/sites/2/2023/02/Recognising-and-Reporting-Child-Abuse-Policy.pdf>

and the standard complaint and disciplinary policy:

<https://www.swimireland.ie/wp-content/uploads/sites/2/2023/02/Complaints-and-Disciplinary-Rules-and-Procedures.pdf>

### Club Links and Policies

Club website	<a href="https://teamunify.com">Coleraine Swimming Club Home (teamunify.com)</a>
Swim Ireland	<a href="https://www.swimireland.ie">www.swimireland.ie</a>
Swim Ulster	<a href="https://www.swimulster.net">www.swimulster.net</a>

### Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on 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

## Appendix A – Member Participation Policy

Coleraine 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**

To support our members in understanding the roles we are asking you to fill and to grow the knowledge base within our club we have implemented a training and development plan for Coleraine Swimming Club. Where possible we endeavour to offer training in-house and at times that are convenient to our members.

*Please note – vetting is a requirement for any individual acting in a role, eg Team Manager, licensed official, committee member, 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. More information is available on [Swim Ireland website](https://www.swimireland.com) and in this club handbook.

#### **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. Coleraine Swimming Club 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 [info@swimcoleraine.com](mailto:info@swimcoleraine.com) - Failure to comply with this will lead to withdrawal from open galas

#### **Club Competition/ Club Fundraising**

As a club we run numerous events throughout the season which can help with fundraising with the proceeds going towards our day to day running costs. It is hoped that all members or parents of participating athletes can assist in the running of these.

## **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 [info@swimcoleraine.com](mailto:info@swimcoleraine.com) 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 Access NI and Safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

### **Swimming Official**

Coleraine Swimming Club 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**

Coleraine Swimming Club coaches/teachers operate on a volunteer basis to 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 Access NI, 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**

As a club we fundraise to support the development of our coaches and athletes, and to purchase equipment. The fundraising committee member is 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. It is important that all events are supported - team members are required to complete Access NI 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, Honorary Secretary, Honorary Treasurer, Club Children's Officer and must total a minimum of 9 people. The committee is elected annually at the club AGM, which is held in June or July. Committee members are required to complete Access NI 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 [info@swimcoleraine.com](mailto:info@swimcoleraine.com)



### **Complaints and Disciplinary Committee**

It is a Swim Ireland requirement that Coleraine Swimming club has a Complaints and Disciplinary Committee in place. We endeavour to have a panel that we can call on should a complaint or disciplinary matter arise. Committee members are required to complete Access NI 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.

## Appendix B – Gala Guide

### Arriving at a gala

Always arrive on time. The swimmer should let Coach/Team Manager know that they have arrived. Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties. The Coach will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warmup session. Coaches will scratch swimmers that they have been told will not be attending. If athletes are not “scratched” from the start list a fine can be levied against the club ranging from €10 to €50 at National level. This fine will be passed on to the swimmer.

### Food and Drink

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 them.

Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars and jellies, Jaffa Cakes. 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) and fizzy drinks

### What to bring to a gala?

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Swimming trunks/costume x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer’s name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

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.

### Personal Belongings at Galas

Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.

### 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 taking 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. Times are then updated and can be seen on the “On Deck” App

NEVER leave gala before checking if you are needed for a relay team.



### Summary

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on doing PBs. It is not realistic for EVERY child to win a medal every time and not realistic to improve on every swim every time. The primary aspect of competitions is to gain experience in various events, distances and as athletes 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.