



Swan Swimming Club Member Handbook

2025-2026



WELCOME TO SWAN SWIMMING CLUB!

About Swan Leisure Swim Club

Swan Swimming Club is a community-focused club offering structured training in a supportive and fun environment. We believe in nurturing every swimmer's talent, whether they're just starting out in the club, swimming for fitness, or aiming for competitive success.

Swim Ireland Affiliation

We are proudly affiliated with Swim Ireland, the national governing body for aquatic sports. We adhere to recognised governance and safeguarding standards, ensuring a safe environment for all. This affiliation also offers essential insurance coverage for our activities and access to licensed competitions across Ireland.

Facilities

We are an independent club that is based in Swan Leisure Centre, Rathmines. We manage our own operations and collaborate with Swan Leisure to provide excellent training facilities. All members must follow our club policies and Swan Leisure facility's rules when using their premises.

Our Vision & Values

- **Vision:** a positive, safe and inclusive environment where every swimmer can pursue their personal best, whether for competition, fitness or fun.
- **Values:** Holistic Development • Safety & Wellbeing • Community & Fun • Participation & Support • Excellence & Continuous Improvement.

Your first few weeks

- **Registration:** follow the simple steps in *Membership & Fees* to complete registration. Training begins once registration, forms and payment are complete.
- **Squads:** see *Squads & Training* for hours, expectations and how progression works.
- **First gala:** when you're ready, our *Galas & Competitions* section and 'First Gala - Parent's Guide/Checklist' will walk you through entries and on-the-day tips.

Stay Connected

We keep it simple: Squad WhatsApp for day-to-day updates, email for official notices, and SE-Motion as your central hub for schedules, payments, and gala entries. ***For a comprehensive list of contact details, including roles, names, and email addresses, please visit our [Website](#).***

How to use this handbook

1. **Membership & Fees:** Information on joining, renewal, fees, and payment processes.
2. **Squads:** Overview of the squad pathway and placement criteria.
3. **Training:** Expectations regarding training schedules and movement between squads.
4. **Galas & Competitions:** Calendar of events, how to enter, and roles at meets.
5. **Club Policies & Safety** - safeguarding, POD, complaints, data.
6. **Communication Channels** - where updates are shared.
7. **Volunteering & Member Participation** - how you can help.
8. **Person on Duty (POD)** - What is the POD role?
9. **Club Uniform & Equipment** - what to wear and bring

1. MEMBERSHIP & FEES

Placements are based on trial assessment, swimmer readiness, and available squad capacity. If a squad is full, swimmers may be placed on a waiting list until a space becomes available.

Step-by-step: How to join

- 1. Attend a trial:** Complete a brief pool assessment to confirm the right squad placement, you'll then receive either a squad offer or constructive feedback for next steps.
- 2. Accepted Offer:** You will receive an activation link to access SE-Motion, our hub for registration, payments, schedules, attendance, and gala entries.
- 3. Download App:** Download the **SportsEngine Motion mobile app**.
 - [SportsEngine Motion Mobile for iOS](#)
 - [SportsEngine Motion Mobile for Android](#)
- 4. Complete registration and payment setup:** Create your SE-Motion account and set up your monthly direct debit.
- 5. Swim Ireland Membership:** During this process you will be registered with SI and receive a SI membership number. Please note that an annual SI membership fee is mandatory for all club members, separate from the club's monthly squad fees.
- 6. Sign Policy Documents:** Read and tick yes/no consent for all mandatory documents.
- 7. Approval and start date:** Once the Club Committee approves your registration, we will confirm your official start date and training schedule.



Annual Renewal

Club membership and Swim Ireland registration renew every September (note that Swim Ireland's registration fee is in addition to Club membership fees); you will receive renewal notices and instructions by email; all fees must be up to date for continued training and competition eligibility.

Monthly Squad Fees (2025–26)

| Squad | First Swimmer | Each Additional Sibling |
|------------------------|---------------|-------------------------|
| High Performance (HPS) | €125 | €120 |
| Sprint | €110 | €105 |
| Junior | €95 | €90 |
| Development | €85 | €80 |
| Youth Tribe | €55 | €50 |

- Gala entry fees are additional and charged separately per competition.

If you are experiencing any difficulty with monthly fees, please contact the Treasurer at swanlsctreasurer@gmail.com in confidence to discuss support options.

2. SQUADS

Swan Leisure Swim Club offers a clear training pathway designed to support every swimmer's journey, from learning core skills to achieving high-performance goals. Each squad has specific objectives, weekly training commitments, and competition expectations to ensure swimmers are training at the right level for their ability and readiness.

Squad Structure Summary (2025–26)

| Squad | ~Age | Weekly | Focus | Progression |
|------------------------|-------|---------------------------------------|--|--|
| Developmental | 8–11 | 5 hrs (3 swim sessions) | Core technique, endurance, first gala experience | Move to Junior |
| Junior | 10–12 | 6 hrs (4 swim sessions & land TBC) | Stroke refinement, fitness, race skills | Move to Sprint or HPS, also aim for National Consideration |
| Sprint | 12+ | 6.5 hrs (4 water sessions & land) | Speed, power, short-distance focus | Aim for National Consideration or HPS |
| High Performance (HPS) | 12+ | 9 hrs (5–6 sessions & 1 hr land) | Endurance, pacing, multi-stroke performance | Achieve National Qualifying times |
| Youth Tribe | 12+ | 2–3 hrs (2 sessions) | Fitness & technique without focus on competition | Lifelong / Masters pathway |

Squad Movement & Progression

- **Coach-Led:** Squad placements and progressions are decided by the coaching team, based on a swimmer's readiness, attendance, effort, and performance.
- **Review Periods:** Squad reviews happen at the end of each term or training cycle.
- **Communication:** Coaches will chat with swimmers and parents about any proposed moves before confirming changes.
- **Transition Support:** When promoted, swimmers get updated schedules, kit requirements, and new expectations.

List of all our [Coaches](#) can be found on our website.

3. TRAINING

Training Timetable (2025–26) *

| Squads | | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|------------------|----|-------------|-------------|-------------|-----------------------|-------------|------------------------|--------|
| High Performance | AM | | 05.30-07.00 | 05.30-07.00 | 05.30-07.00 | 05.30-07.00 | 08.00-09.30 UCD | Rest |
| High Performance | PM | 19.00-20.00 | | | 17.00-18.00 LT | | | Rest |
| Sprint | AM | | 05.30-07.00 | | | 05.30-07.00 | 08.00-09.30 UCD | Rest |
| Sprint | PM | 19.00-20.00 | | | 17.00-18.00 LT | | | Rest |
| Junior | AM | 05.30-07.00 | | | | | 07.00-09.00 | Rest |
| Junior | PM | | | 18.00-19.00 | 17.00-18.30 | | | Rest |
| Development | AM | | | | | | 07.00-09.00 | Rest |
| Development | PM | | 18.00-19.30 | | 19.00-20.30 | | | Rest |
| Youth Tribe | AM | | | | | | 09.00-10.00 | Rest |
| Youth Tribe | PM | 18.00-19.00 | | | | | | |

*Exact times and venues (UCD / Crumlin / Swan Leisure) may vary by term. Updated timetables are circulated via SE-Motion and WhatsApp each season.

Training Expectations

- **Attendance:** Swimmers are expected to attend approximately 85% of all scheduled sessions for their squad. We understand individual circumstances such as injury, illness, or exceptional situations may affect attendance. Please communicate any absences with your coach.
- **Punctuality & Preparation:** Arrive 10–15 minutes early, ready to stretch and organise your equipment before warm-up.
- **Equipment:** Bring your full kit as advised for your squad (e.g. club hat, water bottle, kickboard, fins, snorkel).
- **Conduct:** Respect coaches and teammates and uphold the Club's Codes of Conduct and Swim Ireland Safeguarding Policies at all times.
- **Land Training:** For squads where land sessions are scheduled, attendance is strongly advised as these sessions support strength, mobility, and injury prevention.

While regular attendance is expected for progression, we understand that swimmers may have commitments to other sports, academic requirements, or personal circumstances. Please discuss any ongoing scheduling conflicts with your coach to find the best approach for your child's development.

Competition Pathway

For detailed information on Swim Ireland's competition levels and progression pathways, visit www.swimireland.ie

Swan SC's training environment is built on consistency, respect, and teamwork. When swimmers attend regularly, prepare well, and show commitment, they create the foundation for personal growth, improvement, and enjoyment of the sport.

4. GALAS & COMPETITIONS

Galas are an exciting part of club life, offering swimmers the chance to apply their training, gain valuable race experience, and track their progress. We encourage all swimmers to compete once they feel ready and confident, as advised by their coach. Galas are not just about winning; they're fun, team-focused events that help swimmers build confidence, set goals, and celebrate achievements together!

For new families, our '**First Gala - Parent's How-To Guide/Checklist**' provides a step-by-step overview of gala procedures, including entries, warm-ups, a handy checklist, and helpful tips.

Types of Galas

| Level | Gala Type | Recommended Swan SC Squads |
|-------|--|---------------------------------|
| 1 | Fun – emphasis on participation. No electronic timing. Typically interclub gala. | Development Squad |
| 2 | Entry level competitive gala – such as club invitational/regional future challenger series. Semi-automatic timing. | Development Squad, Junior Squad |
| 3 | Next level – such as Leinster aspiring champions and some club invitational meets. | Junior Squad, Sprint Squad, HPS |
| 4 | Typically regional championship meets, such as regional age group and senior/regional Championships. | Sprint Squad, HPS |
| 5 | National Championships events such as the Irish Open Championship and Irish Winter & Summer National. | HPS |

Entries

- Invitations and deadlines are posted on SE-Motion and Squad WhatsApp groups.
- Submit entries on time; late entries cannot be accepted.
- Coaches will advise on suitable events for each swimmer.
- Gala fees are paid via SE-Motion.



Important Note on Withdrawals

- **Notify Early:** If you need to withdraw, tell the club Gala secretary/Squad representative as soon as possible.
- **Fees:** Gala fees are non-refundable once the deadline for withdrawal has passed.
- **Scratching/Withdrawing:** If your swimmer can't compete on the day of the gala, please inform the assigned Team Manager/Coach attending the gala, to avoid penalties.
- **Volunteer Duties:** Last-minute withdrawals can create gaps in mandatory parent duties, which other families then have to cover. **Please commit once entered.**

Useful Tools

- **Meet Mobile App:** For live results and heat sheets.
- **Gala Calendar:** Published each September with updates via SE-Motion & WhatsApp.



5. CLUB POLICIES & SAFETY

At Swan Swimming Club, your child's safety and well-being are our top priorities. We strictly follow **Swim Ireland's policies** to create a secure, fair, and welcoming environment for everyone.

Mandatory Policies:

| Policy/ Agreement | Details for Parents |
|---|--|
| Safeguarding Policies & Procedures | We have strict rules for safety, ensuring the protection and welfare of all members, especially children and young people. |
| Codes of Conduct | Rules for how swimmers and parents should behave to create a positive, respectful environment for everyone. |
| Data Protection Policy | We securely collect necessary personal details for registration and membership, sharing only what's essential (e.g. competitions). |
| Complaints & Disciplinary Procedures | Clear steps on how to raise a concern or complaint, ensuring your voice is heard. |
| Club Constitution & Rules | Covers club guidelines, fee payments and how parents volunteer. |
| Filming and Photography Policy | You'll choose whether we can take photos/videos of your swimmer at events, or for our website/social media. |

What This Means for You:

- **Read & Understand:** Please take the time to read all policy documents available on our website.
- **Stay Involved:** Your active participation in mandatory roles (POD, Gala Officials) is crucial for the safe and smooth running of the club.
- **Speak Up:** If you have any concerns regarding child safety, please reach out immediately to the: **Club Children's Officer (CCO)**, who also serves as the Designated Liaison Person (DLP) swanlscoco@gmail.com.

By working together, we ensure Swan Swimming Club remains a safe, positive, and enjoyable place for all our swimmers!

6. COMMUNICATION CHANNELS

Good communication keeps everyone informed, safe, and connected. Swan Swimming Club uses several channels, so information reaches the right people quickly and securely.

Primary Channels

| Channel | Purpose | Access / Notes |
|--------------------------|--|---|
| Email | Official club announcements, important updates, term notices, and Swim Ireland correspondence. | Please check regularly; important documents and confirmations are always sent by email. |
| WhatsApp Squad Groups | Day-to-day updates from parent squad representatives, session reminders, gala logistics, and urgent notices. | Managed by your parent squad representatives. Parents only. Please respect group etiquette and keep chats on-topic. |
| Club System (SE-Motion) | Membership information, schedules, attendance, payments, and notifications. | Log in using your registration email. Please keep your contact details current. |
| Website | Club policies, news, gala calendar, uniform details, and links to Swim Ireland resources. | https://uk.gomotionapp.com/team/dublinswan/page/home |
| Social Media (Instagram) | General club updates, photos, celebrating achievements, and community news. | Public pages, used for celebrating success. No swimmer-specific or sensitive information is shared. |
| Pool Foyer Noticeboard | Upcoming events, fundraisers and Club swim records. | Updated each term. |

Good Communication Practice

- Keep your contact details up to date in SE-Motion.
- Join the relevant Squad and Gala WhatsApp groups.
- Use respectful, positive language in all communications.
- For general squad information & urgent session changes, use the squad WhatsApp group.



7. VOLUNTEERING & MEMBER PARTICIPATION

Swan Leisure Swim Club thrives because of our amazing volunteers! We're run entirely by parents, guardians, and members who give their time to support the club. Your involvement is crucial for keeping the club operating safely, affordably, and as a strong, welcoming community.

How You Can Help

Every family is expected to contribute through some mandatory duties and is encouraged to take on other voluntary roles if possible. We provide all the training and support you need, no experience necessary, just a willingness to help!

Required Roles for Every Family

- **Person-on-Duty (POD):** This is a mandatory role, whereby at each training session a parent or guardian is required to assist the coach and oversee swimmer safety.
- **Competition Officials:** If your child competes in galas, parents/guardians will be rostered as a timekeeper, turn judge, or team manager. This ensures fair and efficient competitions.
- **Club Events & Fundraising:** Families are encouraged to support with Club events, such as fun galas, swim trials and fundraising activities.

For parents who wish to get more involved, please contact our **Management Committee Chair** slscchairperson@gmail.com.

Member Participation Form

Each year, you'll complete a Member Participation Form to confirm:

- Your understanding of duties and training requirements.
- Your agreement to fulfil allocated duties or roles.
- Your interest in specific volunteer positions.

Recognition & Support

We truly value every volunteer contribution. Training, guidance, and mentoring are always available. By getting involved, you directly support your swimmer and help sustain a safe and welcoming club for everyone!

PERSON ON DUTY (POD)

What is the POD Role?

The POD is a parent or guardian who helps ensure that each training session runs safely and smoothly. This is a **mandatory requirement by Swim Ireland** for all sessions involving young people (under 18). Your participation is essential for the safe operation of our club and to uphold membership participation standards. A breach of this duty may impact the club's compliance with Swim Ireland's Code of Conduct.

How the Schedule Works:

- You'll find your assigned duties on the "Swan Club POD Schedule" Google Sheet, which lists all session dates and times.
- Every parent will typically be assigned **one session per month** when their child's squad is rostered.
- If you cannot cover your assigned duty, it is your responsibility to swap with another parent by posting on the Squad WhatsApp Group.

Your Key Responsibilities & Best Practices:

- At the beginning of each month, review the POD schedule and note your assigned sessions.
- Be at the pool before the session starts and inform the coach of your presence.
- Be aware of children entering and leaving the session.
- Do not interfere with coaching unless a child is in immediate danger. The coach is in charge of the session.
- Remain on poolside or in close proximity throughout the session.
- If a child leaves early (e.g., sick, injured, pre-arranged), ensure they wait within your sight until collected.
- Log all notable occurrences from each training session in the POD form (accessible from the squad WhatsApp group). Any child related issues should be reported directly to the Club Children's Officer (CCO), and any other issues should be reported to the Club Secretary.
- Only leave the pool area when all children have left the pool area.

In an Emergency:

- Assist the coach as directed.
- Call for medical help if needed.
- Contact the child's parent/carer using the emergency details.
- Record the incident and notify the **Club Children's Officer (CCO)** swanlscoco@gmail.com

Remember: Being a POD is a mandatory role and is vital to ensure the safety of our young athletes and is a requirement of Swim Ireland. Your commitment helps maintain a secure and compliant environment for everyone.

8. UNIFORM & EQUIPMENT

Swan Swim Club uniform is an important part of being a squad team member. It is a wonderful way to identify our swimmers and helps build a sense of club identity and unity. It connects you to the team and enables us to support each other and should always be worn with pride.

Swimmers **MUST** wear the Swan Swim Club uniform at all swimming galas/meets and when representing our Club, and it is also recommended that it be worn to training sessions. We strongly encourage parents to wear the Club Polo Shirt to swim meets in support of the Club and swimmers.

How to Order

1. An order form will be circulated to all members by email or through Squad WhatsApp groups.
2. Payment will be invoiced directly through the SE Motion App. Your payment is due immediately. Payment by cash or via reception desk is not possible.



| Item | Price | Dev / Junior / Sprint / HPS | Youth | Parents |
|---------------------|-----------|-----------------------------|-----------------|----------|
| Club Hat (silicone) | €20 for 4 | Required | Required | – |
| Polo Shirt | €40 | Required | Optional | Optional |
| Hoodie | €52.50 | Required | Optional | Optional |
| Shorts | €25 | Required | Optional | - |
| Dry Robe | Varies | Optional | Optional | - |
| Mesh Kit Bag | Varies | Optional | Optional | - |

*Prices are subject to change.

Tip: Choose one size up for younger swimmers and label all items clearly.

It is recommended that you select a size up for young children, to allow for growth (see size guide below). When you receive your items, please make sure **ALL** items are labelled with Swimmer's name.

Please note optional items are available to order directly from **Swim Kit** throughout the year on their website www.swimkit.ie. A small delivery fee will be applied.

Contact: Any queries, please contact your Squad Rep or email swansc.kit@gmail.com.

Uniform Sizing

Hoody

HOODY COTTON



| Size | 1-2yrs | 3-4yrs | 5-6yrs | 7-8yrs | 9-10yrs | 11yrs | 12-14yrs | XSM | SM | M | L | XL | 2XL | 3XL | 4XL |
|---------------------------------|--------|--------|--------|--------|---------|-------|----------|------|-----|------|-----|-----|------|-----|------|
| A Chest Around | 68 | 72 | 76 | 80 | 86 | 92 | 98 | 104 | 112 | 120 | 128 | 136 | 144 | 152 | |
| B Back Length (incl. waistband) | 37 | 42 | 45 | 50 | 55 | 60 | 65 | 67 | 69 | 71 | 73 | 75 | 77 | 79 | 81 |
| C Sleeve Length (incl. cuff) | 42 | 48 | 54 | 60 | 66 | 72 | 75 | 78 | 80 | 82 | 84 | 86 | 88 | 90 | 92 |
| D Bicep | 17 | 17 | 17 | 18 | 18.5 | 21.5 | 21.5 | 22.5 | 25 | 26.5 | 28 | 31 | 32.5 | 35 | 36.5 |

Variance +/- 2cm

Polo Shirts



| Size | 1-2yrs | 3-4yrs | 5-6yrs | 7-8yrs | 9-10yrs | 11yrs | 12-14yrs | XSM | SM | M | L | XL | 2XL | 3XL | 4XL |
|----------------------------|--------|--------|--------|--------|---------|-------|----------|------|----|------|----|------|-----|-----|------|
| A Chest Across | 33 | 38 | 42 | 48 | 52 | 58 | 62 | 65 | 68 | 70 | 73 | 75 | 77 | 81 | 83 |
| B Back Length | 37 | 42 | 45 | 50 | 55 | 60 | 65 | 67 | 69 | 71 | 73 | 75 | 77 | 79 | 81 |
| C Short Sleeve | 21 | 23 | 23.5 | 26.5 | 28.5 | 29.5 | 30 | 32.5 | 34 | 35.5 | 37 | 37.5 | 40 | 42 | 42.5 |
| D Long Sleeve (incl. cuff) | 35 | 44 | 48 | 54 | 60 | 64 | 67 | 71 | 75 | 76 | 79 | 81 | 83 | 85 | 87 |
| E Bicep | 16.5 | 18 | 19 | 20 | 21 | 21 | 22 | 22 | 23 | 24 | 26 | 27 | 28 | 30 | 32 |
| F Sleeve Opening | 14 | 15 | 16 | 16.5 | 17 | 17 | 18 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 26 |

Variance +/- 2cm

Shorts

| | 18" | 20" | 22" | 9/10 - 24" | 11-26" | 13/14 - 28" | XS - 30" | S - 32" | M-34" | L-36" | XL - 38" | XXL - 40" |
|-----------------|-----|-----|-----|------------|--------|-------------|----------|---------|-------|-------|----------|-----------|
| Leg length | 36 | 38 | 39 | 39 | 41 | 43 | 44 | 45 | 47 | 48 | 49 | 50 |
| Back crotch | 31 | 32 | 33 | 35 | 36 | 36 | 38 | 39 | 39 | 40 | 40 | 41 |
| Front crotch | 25 | 26 | 27 | 27 | 28 | 29 | 31 | 32 | 33 | 33 | 34 | 35 |
| Waist relaxed | 50 | 52 | 54 | 58 | 60 | 62 | 64 | 68 | 72 | 74 | 76 | 78 |
| Waist stretched | 78 | 82 | 84 | 86 | 90 | 94 | 96 | 100 | 108 | 110 | 114 | 120 |

Equipment

Swimming squads require specific equipment based on their training focus (technique, endurance, or sprint). Essential items include fins, kickboards, pull buoys, paddles, snorkels, and mesh bags for storage. Coaches typically provide squad-specific equipment lists when swimmers join or advance to new levels.

Further details can be found on our [website](#).