

# KELLS SWIMMING CLUB

## HANDBOOK





## **Table of Contents**

<b>INTRODUCTION</b>	<b>3</b>
Club Mission Statement	3
Objectives of the Club	3
<b>CLUB MEMBERSHIP</b>	<b>4</b>
Becoming a Member	4
Codes of Conduct	5
Member Participation Policy	5
Membership Fees	5
Transfers	6
Absences/Departures from the Club	6
Squads	7
Drop Off and Collection	10
Club Sessions	11
Supervision – Person on Duty	11
Spectators	13
Club Gear	13
<b>CLUB ROLES &amp; CONTACT DETAILS</b>	<b>14</b>
Management Committee	14
Club Children's Officer (CCO)	14
Coaches & Teachers	14
Team Managers/ Chaperones	15
Officials	15
Annual General Meeting	16
<b>FACILITY INFORMATION AND EMERGENCY ACTION PLAN</b>	<b>16</b>
General Safety	16
Evacuation in an Emergency	17
<b>GENERAL INFORMATION</b>	<b>18</b>
Galas/Competitions	18
Photography & Filming	18
Good Conduct & Complaints Policy	19
Data Protection Policy	21
Club Links and Policies	21
Swim Ireland Policies and Procedures	21
<b>APPENDIX A - GUIDE TO GALAS</b>	<b>22</b>



## **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 beginners (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' 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 through the Online Registration System
- Relevant code of conduct

Membership registration is through the Team Unify Registration System and all club documents are available on this system at registration and available on the club website.



## **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, online through the Team Unify System, by young people, parents/guardians, committee members, leaders, coaches and teachers and they will be kept on record.

## **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.

## **Membership Fees**

Club fees are payable monthly or termly through the online Team Unify Payments System. Membership fees cover the period September to June.

The annual Swim Ireland fees are collected at the start of each new season.

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 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 has a number of non-competitive and competitive 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 – 19:00 Thursday 18:00 - 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>Development (Black Hats 2)</b>	Swimmers learning to train and begin competitions	Two sessions per week Tuesday 19:00 – 20:00 Thursday 19:00 – 20:00
<b>Development (Black Hats 1)</b>	Swimmers learning to train and begin competitions	Two sessions per week Monday 18:00 – 19:00 Wednesday 18:00 – 19:00
<b>Competitive (Blue Hats 2)</b>	Main competitive group competing at regional and national level	Monday 18:00 – 20:00 Wednesday 18:00 – 20:00 Sunday 7:30 – 9:00
<b>Competitive (Blue Hats 1)</b>	Main competitive group competing at regional and national level	Monday 18:00 – 20:00 Tuesday 19:00 – 20:00 Wednesday 18:00 – 20:00 Thursday 19:00 – 20:00 Sunday 7:30 – 9:00
<b>Blue 3</b>	Training focuses on skill development, fitness, and enjoyment without the time demands of a competitive squad.	Two sessions per week Monday 19:00 – 20:00 Wednesday 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**

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
- Headfirst 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 15 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
- Members of the Competitive and Development Squads may not be allowed into the water if arriving late 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 6 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>
Assistant Chairperson	David Downes	
Secretary	Rose Lowry	<a href="mailto:secretary@kellssc.ie">secretary@kellssc.ie</a>
Treasurer	Claudia Herra	<a href="mailto:treasurer@kellssc.ie">treasurer@kellssc.ie</a>
Club Children's Officers	Alan Kerrigan Hannah Quirke	<a href="mailto:cco@kellssc.ie">cco@kellssc.ie</a>
Gala Secretary	Alice Cassidy	<a href="mailto:galas@kellssc.ie">galas@kellssc.ie</a>
Committee member	Noreen Carwood Smith	Pro
Committee member	Anne-Marie Walker	Education
Committee member	Michael Gilligan	
Committee member	Paddy McGuinness	Teacher Coordinator
Acting Head Coach	Diarmuid Mullen	<a href="mailto:coaching@kellssc.ie">coaching@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 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 A 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.**



## **Use of Camera Devices**

As per Swim Ireland's Filming and Photography policy the use of any equipment to take images in a changing room is banned.

Any device capable of taking photographs is not permitted in changing areas. If you have such a device with you, it must be switched off before entering the changing area and not be visible i.e. in your bag.

### **Anyone with a camera device switched on in a changing area may be disciplined**

This means that any device capable of taking images should be:

1. Switched off before entering the changing area and stowed away; the device may only be turned back on once the changing area has been left.
2. Left with a parent/carer where possible
3. Not visible or easily accessible in a changing area

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



## **Appendix A - 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!