



# Kilkenny Swim Club

## *Contacting Your Coach*

**Please Read Carefully Before Contacting Your Coach**

Some do's and dont's:

Do contact your coach to discuss:	Do not contact your coach to discuss:
<ul style="list-style-type: none"><li>• Specific questions about your swimmers progression.</li><li>• Any reason that your swimmer will miss more than 3 consecutive training sessions</li></ul>	<ul style="list-style-type: none"><li>• General questions about the club or about standard progression times. These can all be found on the website.</li><li>• If your swimmer is going to miss up to 3 consecutive training sessions.</li><li>• Club Fees or payments. These should be discussed directly with the <a href="#">treasurer</a>.</li><li>• Technical support. If you cannot find the answer on the website contact <a href="#">website admin</a>.</li></ul>

All of our coaches are more than happy to chat with parents and swimmers regarding their training and progression in the club.

Please remember that committee members are volunteers, and are not coaches. Their role is in the general running of the club, and they are not privy to the development of individual swimmers.

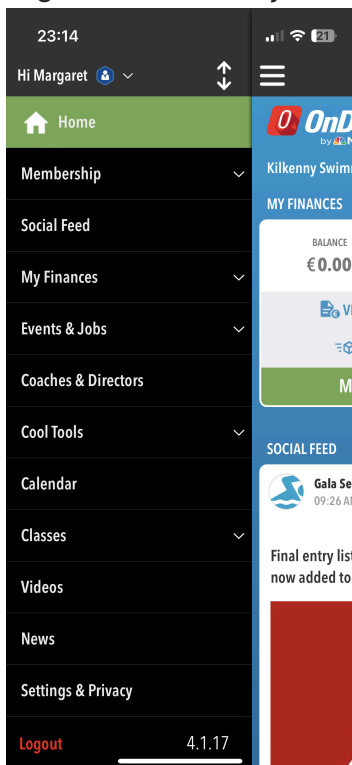


# Kilkenny Swim Club

## *Contacting Your Coach*

To contact your coach (our coaches have full time jobs and other commitments, so please allow up to 1 week for your coach to respond)

1. Log onto Team Unify and in the main menu click on “CALENDAR”



2. Click into the next day your swimmer has training.

The screenshot shows a mobile application interface for a 'PRACTICE CALENDAR'. At the top, the time is 23:14 and the battery level is 21%. The app title is 'PRACTICE CALENDAR'. Below the title are navigation options: 'DAY' (selected), 'WEEK', 'MONTH', and 'LIST'. There is also a 'TODAY' button and icons for a funnel, search, and refresh. The calendar shows the week from Sunday 14 to Saturday 20, with Saturday 20 highlighted. Below the calendar are three tabs: 'CLASSES', 'PRACTICES', and 'MY VIEW' (selected). A summary bar shows '0 CLS. | 1 PRACT. | 0 Y.'. The main content area displays a single practice entry: 'C2 Squad Training' with a swimmer icon, 'C2 | Kilkenny Swim Club', and '1h | Breda Collins (+2)'. The number of members is shown as '27'.

Day	14	15	16	17	18	19	20				
S	14	M	T	16	17	T	18	F	19	S	20

Saturday 20 Apr 2024

CLASSES	PRACTICES	MY VIEW
0 CLS.	1 PRACT.	0 Y.

Practice	Time	Location	Duration	Coach	Members
C2 Squad Training	17:45	C2   Kilkenny Swim Club	1h	Breda Collins (+2)	27

3. Check the box beside the training time.
4. Click on “message to coaches” at the bottom of the screen.

23:14

**PRACTICE CALENDAR**

DAY WEEK MONTH LIST

TODAY

S 14 M 15 T 16 W 17 T 18 F 19 S 20

Saturday 20 Apr 2024

CLASSES PRACTICES MY VIEW

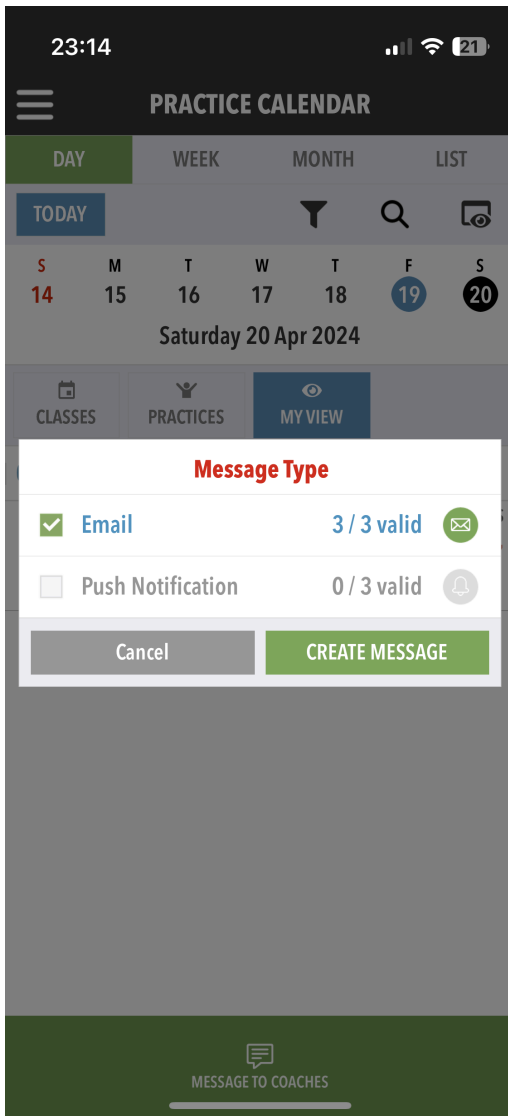
0 CLS. | 1 PRACT. | 0 Y.

	MEMBERS
<input checked="" type="checkbox"/> 17:45	27
<b>C2 Squad Training</b>	
C2   Kilkenny Swim Club	
1h   Breda Collins (+2)	

MESSAGE TO COACHES



5. Click on email, "create message".



6. Please provide your swimmers name and squad, your email address and a brief description of what you want to discuss.

23:27 📶 🔋 20

**CREATE MESSAGE**

Meeting Request - Jane Doe ✕

Please can I arrange a discussion regarding:  
Swimmer: Jane Doe  
Squad: C1  
Summary: Jane is struggling to progress and would like to discuss how to support her progression.  
Email: jane@doe.ie

[Use Canned Message](#)

**RECIPIENTS** 3

Collins, Breda	
Cook, Susan	
Treanor, Claire	

Cancel SEND

Please allow your coach up to 1 week to respond.

