



Kilkenny Swim Club



Kilkenny Swim Club

MEMBERS HANDBOOK

(revised Feb '24)

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1. WHAT WE DO:

While other pools in Kilkenny offer swimming lessons, Kilkenny Swimming Club provides the focus for competitive swimming in the county. It is the only Swimming Club in Kilkenny which is affiliated to Swim Ireland, which is the sport's national governing body. The Club's swimmers have competed with great success at local, regional, national and international level.

The Club is run on a voluntary basis by the Club Committee which is elected at the AGM each year.

Where matters which are not covered by this handbook or the Club Constitution arise, the rules of Swim Ireland shall apply.

2. MEMBERS:

Membership of the Club consists of all registered (with Swim Ireland) swimmers who are still involved in competition and/or who participate in training programs designated by the squad to which they belong. Members who are below the age of 17 are termed junior members and others are termed ordinary members. In the case of junior members, the right to attend the AGM, hold office and vote automatically passes to the swimmers' parents/guardians.

3. FEE STRUCTURE:

The coaching fees are set annually by the Club Committee. The fees are due by each family per term and are payable by a set date. In accordance with the Club Constitution, any member whose squad fees fall into arrears by more than two weeks, unless with the prior approval of the Club Committee and/or Treasurer, will automatically lose membership privileges, including the right of entry into competitions and the right to train.

4. FUND RAISING:

The Club is funded by the coaching fees payable each term by the members. It is important to ensure that these fees are paid on time to ensure the orderly running of the Club. The Club holds a small number of fundraising events each year which target both the swimmers and their parents. This ensures that it is able to buy training equipment, organise away trips and Club events without increasing the fee structure. It is a requirement of membership for swimmers and their parents, that everyone participates in these fund-raising events as it is all the swimmers who benefit. Supervision is also required from parents at these events. A lot of effort goes into the organisation of these events and the support of parents is necessary.

5. CLUB GEAR AND LOGO:

To help promote team spirit amongst the swimmers, the club has gear containing the club logo, which the swimmers are asked to wear, and can be purchased from the club. The club swimming caps are required to be worn at all galas. A Club banner should be displayed at galas where possible.

6. PUBLIC RELATIONS & PROMOTIONAL EVENTS:

The Club PRO is responsible for media coverage of Club swimmers. Any press release regarding Club swimmers and their achievements should only be communicated to the media via the Club PRO. Any mistakes in media coverage should be notified to the Club PRO who will liaise with the relevant media body. The Club endeavors to maintain a high profile within County Kilkenny. From time to time sponsorship is provided to the swimmers by local commercial enterprises. In such cases the Club will arrange a promotional photograph for the local papers. Parents have the right to exclude their children from such photographs if they wish. This decision should be notified to the Chairperson. All sponsorship is approved in advance by the Club Committee. From time to time the Club may also arrange promotional photographs of swimmers during training, such as those taken on away trips or at galas. It is important in applying for membership of the Club that swimmers and their parents' consent to such photos being taken and used by the Club, unless a swimmer or parent indicates otherwise in writing in advance to the Club Committee.

7. CLUB OFFICIALS:

Kilkenny Swimming Club Committee 2023/'24

A new committee will be elected at the AGM on August 29th @ 7:30pm, Hoban Hotel meeting room

Chairperson **Olivia Cuddihy (Kilkennyschairperson@gmail.com)**

Secretary **Olive O'Connor (Kilkennyssecretary@gmail.com)**

Acting Treasurer **Nicola Wall (Kilkennysctreasurer@gmail.com)**

Ashley Godden, Noel Maher, Adrian Cunningham, Georgina Bowen, PJ Trait, John Duffy, Emma Tobin, Barry Hoyne, Eleanor Thompson, Teresa Anne O'Brien, Rick Pretorius, Shay Bollard, Maggie Ahearne,

Child Welfare Officers: -

Georgina Bowen – 087 6351148 (KilkennySC.CCO@gmail.com)

Paddy Kealy - 087-2760628

Coaching Staff: -

A Squad – John Duffy (Head Coach) – 086 2492784

B Squad – Liam O Connell

C Squad – Breda Collins

Swim Club Lessons & Trials: -

Please email: kilkennysctrials@gmail.com

Refer to Trials link on website

Gala Secretary: -

PJ Trait (Kilkennyscgalasecretary@gmail.com)

Membership Secretary: -

Noel Maher (Kilkennyscmembershipsecretary@gmail.com)

PRO: -

Shay Bollard (Kilkennyscpro@gmail.com)

Pool Duty Rosters: -

Olive Pretorius 087-6488115

Website: - www.kilkennyswimmingclub.ie

Facebook: - Kilkenny Swimming Club - Posts Facebook

Instagram - [kilkennyswimmingclub](https://www.instagram.com/kilkennyswimmingclub)

**8. CLUB STRUCTURE:**

Kilkenny Swimming Club has a structured coaching programme for children of all abilities. The child commences with weekly swimming lessons in the D squad and, following successful completion, is introduced to competitive swimming in the C, B and A Squads. Progression through the squads is based on achieving set times in open competition. The Club is constrained in the number of swimmers in each squad because of limited capacity in the swimming pool and is unable to accommodate as many swimmers as it would like.

9. D SQUAD:

D Squad caters for children from 7 years who have some experience of swimming. It is a requirement of the Club that swimmers are able to swim the width of the pool and three strokes - front crawl, back crawl and breaststroke. Trials for D Squad are carried out in the pool each term if space allows or during the term at the coaches discretion. There is a waiting list to get into this squad available on the Club website. To register for trials, the parent must do so via the waiting list link on the Club website.

Children are divided into one of three groups depending on ability. D1 (entry level), D2 (middle level) and D3 (upper level). There are three terms of approx twelve weeks each, depending on the club calendar. Children are progressed through the D squad as their ability is determined by their teacher. If your child decides not to continue, please inform both the swim teacher and D Squad organiser (Club Secretary) as soon as possible. The object of the D Squad is to form the basic elements of an efficient swimming style and stroke, which can be strengthened and improved when the swimmer advances to the other Squads (C Juniors). On occasion parents become concerned that their child is being asked to swim shorter distances than those which they have been used to in previous lessons. This usually arises from a need to re-engineer the child's stroke to a more efficient technique, for the purpose of future improvement, and should not be taken as a sign of regression. They move from D3 to C Junior squad when the teacher decides they are ready. Sometimes there may be a space issue in the higher squad which usually is resolved over a period of time.

10. C SQUAD:

Most C Squad swimmers are promoted from D Squad although a swimmer with the required standard of swimming can be admitted directly to this squad through the trial process. Preference for places within C squad will be given to existing Club swimmers if demand exceeds the number of places, which is regularly the case. Swimmers initially move through C Juniors to C2. Due to the size of the squad, it has been divided into three groups – C Juniors, C1 and C2, with the most experienced swimmers in C2.

The purpose of C Junior squad is to introduce swimmers to lane swimming while maintaining and improving the technique they have developed in D squad. They also learn lane etiquette, working from clock and squad discipline. At C Junior level swimmers are invited to attend Level 1 galas, to introduce themselves to competitions. At Level 1 galas the emphasis is on fun. No swimmer is disqualified (DQ). CJ swimmers are advised to enter 50m events only and not Butterfly events. They then move on to C1 squad.

The purpose of C1 squad is to improve a swimmer's technique and stamina, and to introduce the child to competitive swimming. C2 squad continues to further build on these points.

Swimmers are invited to join the C squad on a trial period of one term. Applicants must demonstrate proficiency in all four strokes. Each swimmer is assessed at the end of this period. The assessment will consist of a timed 50 metre sprint in three strokes (front crawl, back

crawl and breaststroke) and one 25 metre butterfly. The coach's report on the swimmers proficiency on these strokes is also considered as part of this assessment.

To progress through the Squads it is essential that swimmers attend training and compete in galas selected by their coach. These galas are referred to as 'targeted galas' and are communicated to parents early in the season. Swimmers who fail to show reasonable and consistent progress may be asked to vacate their place within the Club. Generally, swimmers are given a maximum of four terms in C Squad in which to qualify for the B Squad. To qualify for the B Squad swimmers must achieve two B times at 100 metre events at competitive galas (depending on age). Squad progression times are available on the Club website. All swimmers must register with Swim Ireland immediately on joining the C Junior squad. Moving between CJ, C1 and C2 Squads is at the discretion of the coach.

Progression through C Squad is assessed and considered by the coach based on following:

- Attendance must be at minimum 75%. CJ is not tracked on TeamUnify, coach records on the swimmer's yellow card (which the coach holds). C1 & C2 are recorded on TeamUnify and parents can monitor via their On Deck app
- Gala attendance at a minimum should be at targeted galas, entering 100m events, working towards their B times. NB - CJ's are encouraged to enter 50m events, rather than 100m events.
- Participation during training - being attentive, listening to coach, not being disruptive or a distraction to fellow swimmers
- Max number of terms in C Squad is 4 terms (i.e. one full season + a term)

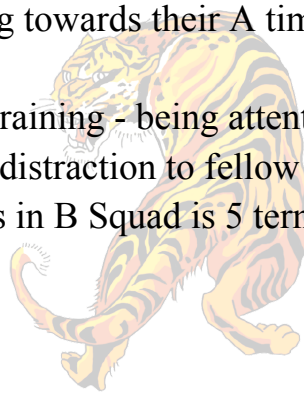
11. B SQUAD:

Members of this Squad are promoted from the C Squad. All swimmers must be registered with Swim Ireland. To be promoted to this Squad all swimmers must achieve at least two B times. Generally, swimmers should not spend more than 5 terms in this Squad, however this can be dependent on age and on the amount of space available in the A Squad. Swimmers who fail to show reasonable and considerable progress may be asked to vacate their position in the squad. Swimmers are required to obtain two A times to progress through this squad. Swimmers with one A time who have reached their 11th birthday may be requested to swim

one of their sessions with the A Squad to improve their chances of attaining a second A time if there is space. This is called B+. All B squad swimmers are obliged to swim all of the weekly sessions, Monday evening, Wednesday and Sunday mornings, unless otherwise stated by the coach. Swimmers who fail to show reasonable and consistent progress, have poor attendance, or do not attend the minimum number of galas as directed by their coach may be asked to leave.

B Squad is competitive. Swimmers cannot progress without attending the three weekly sessions (6 hours per week). For swimmers to hold their place within B Squad, they must adhere to the following squad criteria:

- Attendance must be at minimum 75%. Recorded on TeamUnify and parents can monitor via their On Deck app
- Gala attendance at a minimum should be at targeted galas, entering 100m events, working towards their A times. Mixture of SC and LC meets.
- Participation during training - being attentive, listening to coach, not being disruptive or a distraction to fellow swimmers
- Max number of terms in B Squad is 5 terms (i.e. one full season + two terms)



12. A SQUAD:

Swimmers in this group represent the most elite section of the Club. This squad entails a significant increase in both volume and intensity of training. The emphasis in this squad changes from stroke development to performance. Swimmers in this squad are expected to have a very high attendance at training. In this squad swimmers are expected to attend galas regularly, with particular emphasis on provincial, national and, in time, international meets.

In this squad swimmers will be assessed for fitness, and undergo video analysis of their strokes. Swimmers in the 'A' squad will also require equipment that may not be needed in the other squads, including fins, paddles, personal kickboard, parachute and pull buoy. Information regarding the required equipment can be obtained from the squad coach.

Swimmers will be expected to swim in a large variety of events, in all strokes as decided by the squad coach. In the 'A' squad swimmers will be given the knowledge and the training to succeed in competitive swimming, but it is up to the swimmer to bring the desire to do what it takes to succeed.

The Squad trains six times a week, and the number of training sessions to be attended by individual swimmers is determined by the coach. Land training sessions may also be provided. Swimmers at this level are introduced to long course competitions (50 metre pool). Swimmers are ineligible to join the A Squad until after they have reached their 11th birthday.

Acceptance in the A Squad is subject to attaining 2 Consideration Times for Irish Age Groups, Youth & Senior Consideration Times in 100 meters competition and to the satisfactory completion of an assessment carried out by the Clubs Head Coach. Swimmers must attain their A times each year to remain eligible for the A Squad. Due to availability of pool time and financial constraints the majority of the A Squad training sessions

are in the early morning. While many Club members may regard this as unattractive it is an unavoidable element of elite swimming.

Swimmers with poor attendance, or who do not attend the minimum number of galas as directed by their coach may be asked to leave.

The following criteria are a requirement of maintaining your place in A squad:

- Attendance must be at minimum 75%. Recorded on TeamUnify and parents can monitor via their On Deck app
- Participation during training - being attentive, listening to coach, not being disruptive or a distraction to fellow swimmers
- Maintaining qualification for Irish Age Groups, Youth and Senior Championships for two events with varying strokes. Failure to do so will result in place being withdrawn in the following season.

13. SWIM FIT

Swim fit is training available to A and B squad swimmers. Swim fit is aimed at swimmers:

- a. who have completed their max terms in B, but haven't progressed to A, but still want to keep swimming
- b. who have been in A Squad more than 4 terms, but haven't achieved their IAG CT times

Training is on Saturdays 4-6pm. Swimmers will remain registered with Swim Ireland (membership falls due each Sept) and can continue to attend galas, if they so wish, but is not mandatory. The Swim Fit calendar will run in conjunction with the current squad terms (approx 13 weeks per term).

14. MOVEMENT BETWEEN SQUADS:

Upon achievement of the time standards relevant for the next Squad, swimmers will be eligible for consideration for movement. Swimmers must also have spent at least one term in the Squad before being considered for moving on, however this is at the discretion of the coaches. Following achievement of the relevant times the Coach will look at the various factors which are standard of strokes, attendance record, Gala participation, behaviour, maturity etc. If the Squad coach is happy that the child is ready to move, the child will be given a test set by the Head Coach to determine if he or she is able to keep up with the demands of the intended Squad.. The Coach will inform the Club Officers of any movements between squads. A formal email will be sent confirming the move and outlining any further information necessary. Swimmers must not begin training in their new squad until this email has been received. For progression to the A Squad swimmers must have reached their 11th birthday. Preference will be given to Club swimmers if demand exceeds the number of places for any Squad. At all times movement into a new squad will be subject to space being available in that squad and the coaches discretion.

15. POOL FACILITY:

Kilkenny Swimming Club uses the Watershed Leisure Centre, The Ring Road, Kilkenny. The pool has six lanes and is 25 metres in length. The Centre operates a modern village style changing facility. Many training sessions are carried out while a portion of the pool is also available to public swimmers. It is quite common for Club swimmers and public swimmers to use the changing rooms simultaneously. All swimmers are responsible for their own belongings and are asked to store their belongings in a locked locker.

16. TRAINING:

It is important that swimmers attend all their sessions each week. Swimming is a sport that requires regular attendance to ensure that fitness is maintained and individual swimming standards are improved. Coaches keep a record of each swimmer's attendance which for C1, C2, B and A can be viewed on Team Unify. If for any reason a swimmer cannot attend a session, parents should inform the Coach. Attendance is a core factor in

determining whether a swimmer can progress through the squads, and also whether a swimmer should continue in the Club.

All swimmers have the opportunity to train properly and in safety during each session. Swimmers will be divided into training lanes based on both speed and stamina and depend on each other to ensure that the various sets are properly executed. Swimmers are expected to put in their best effort throughout the sessions, in order for the practice to give maximum benefits to all. All swimmers are therefore expected to train at all times to their full potential. If a swimmer is unwell or excessively tired during a session this should be communicated to the coach who will make the appropriate arrangements. Swimmers are expected to carry out the instructions of the coach at all times. Rest periods, intake of liquids, achieving target times etc., are all important elements of the training programmes. Punctuality, being adequately prepared for each session and having the required equipment are all essential if swimmers are to derive the full benefit from the session.

The safety of our swimmers is paramount. The Club cannot tolerate any form of horseplay either in the pool area, in the showers or dressing rooms. Proper respect must be shown for all equipment and fixtures – sitting or standing on lane ropes can result in damage to the ropes but also can result in serious injury. Water bottles, floats or pull buoys should not be kicked or thrown. It is the policy of the Club to keep rules and regulations to a minimum but the Club is obliged to provide an environment in which committed, conscientious swimmers have an opportunity to realise their full potential.

In addition, coaches may at their own discretion request any swimmer who fails to comply with their instructions to leave the water and may request the Club to suspend or expel any swimmer who, in their opinion, is interfering with the proper execution of the training programme. This will be executed in line with Swim Ireland rules and procedures. The following equipment will be required for training:

- Suitable swimming togs
- Goggles
- Club swimming hat
- Swim Fins
- Pull buoy

- Hand paddles
- Kick board
- Water bottle

Although pull buoys and kickboards are available in the Watershed, many swimmers prefer to provide their own.

17.1 ATTENDANCE:

- It is a requirement that all members of all squads have minimum 75% attendance per term, to hold onto their place within the Club.
- Attendance for A, B and 1 & C2 is recorded on Team Unify. These parents can view their swimmer's attendance via Team Unify.
- Attendance for C Juniors and D Squad is recorded on the coaches yellow card.
- If your swimmer is going to be absent for a single session or up to three consecutive sessions, they do not need to notify the coach or secretary. With over 300 swimmers in the Club and sessions on daily, there are just too many swimmers and too much admin involved for the coach/secretary to be receiving notifications every time a swimmer cannot attend.
- If your swimmer is going to miss three or more consecutive sessions, then you should send an email to the coach/secretary to explain. A note will then be put on their Club account. NB - they will still be marked absent but it will be an 'explained absence'.

17.2 A SQUAD TRAINING ATTENDANCE:

The A Squad is the most elite training squad within the Swimming Squads, swimmers must be highly committed to the training regime. Unexplained absence from one in six sessions in each term may result in disciplinary action. When a swimmer has missed sessions the swimmer and the parents will be invited to meet with the Head Coach and the Chairperson to discuss the absence. To avoid suspension from the Club at this stage the swimmer is required to restate his/her commitment to the training programme provided by the Club. Repeated absence can result in a swimmer being asked to leave the Club.

18. CLUB SESSION TIMETABLE:

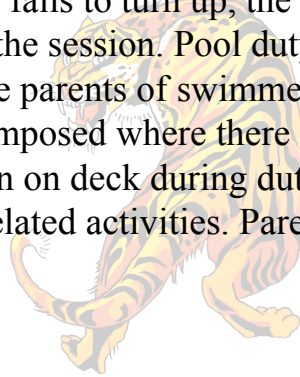
The following are the session times with regard to the various Club squads. These are subject to change from time to time and changes will be notified to the swimmers by their Coach:

D Squad	Thurs 5.30pm to 7.30pm (3 sessions of 40 mins)
C Junior Squad	Wed 5pm to 7pm (3 sessions of 40 mins)
C1 Squad	Tues 5pm to 5.45pm & Sat 5pm to 5.45pm
C2 Squad	Tues 5.45pm to 6.45pm & Sat 5.45pm to 6.45pm
B Squad	Mon 5.30pm to 7.30pm , Wed 5.30am to 7.30am Sun 8.00am to 10.00am
A Squad	Mon 5.30am to 7.30am, Tues 5.30am- 7.30am, Thurs 5.30am to 7.30am Fri 5.30am to 7.30am & 5.30pm to 7.30pm Sat 7.00am to 9.00am

Parents/Guardians have the primary responsibility for the care and welfare of their children. The Club is responsible for swimmers on the pool deck only. Once the swimmers leave the pool deck and enter the changing village, they become the responsibility of their parents. Please note that supervision of the changing village is the responsibility of the Watershed and not the Swimming Club. It is important that parents drop and collect children at the appropriate times for their swim sessions. Parents are advised to ensure that young swimmers wait to be collected in the pool lobby (which is supervised by the staff of the Watershed) rather than in the car park (which is not supervised).

19. POOL DUTY:

It is a requirement of both Swim Ireland and Kilkenny Swimming Club that an adult be present (in addition to the Coach) during all of every coaching session. A supervision rota is drawn up each term by the Club Committee with regard to the A, B and C Squads. Parents must ensure that they attend for pool duty on time or make alternative arrangements with another parent. For child protection and safety reasons, training sessions cannot take place without an adult on duty as well as the coach. Parents must remain on the pool deck when on pool duty and should attend a few minutes before the scheduled start time of the session and should remain until the end of the coaching session when all swimmers have left the pool deck. Where a parent of the designated family cannot attend, a substitute, who must be older than 18 years must be arranged by the parent but this may not be a Club member swimming with the Club. Where the adult supervisor fails to turn up, the coach may seek an alternative adult or cancel the session. Pool duty is obligatory for all parents, even those who are parents of swimmers who are over 18 years of age. Sanctions may be imposed where there is a failure by parents to turn up for pool duty. When on deck during duty, parent must sit where they can see and hear all related activities. Parent on duty do not wear ear or headphones.



The pool duty rota is circulated to swimmers in each squad via the squad Whatsapp groups. The duty week includes all sessions whether your child is swimming or not.

Duties include the following:

1. Attend to a child's needs if the child feels ill or has difficulty with goggles etc.
2. Distribute notes as requested by the coach.
3. Assist the coach whenever requested by the coach.
4. Do not interfere with the coach's programme and do not discipline swimmers.

20. COMMUNICATIONS:

The preferred method of communication between the Club and its members is the Club OnDeck TeamUnify App and email. All members are asked to furnish an email address for that purpose. From time to time, messages may also have to be issued through WhatsApp and a contact number is required for this purpose in addition to contacting swimmers' parents/guardians in case of emergency. The Club may communicate with members via OnDeck TeamUnify App, text message, WhatsApp, Facebook and the Club website.

21. SAFEGUARDING CHILDREN:

Kilkenny Swimming Club is fully committed to safeguarding the wellbeing of its members. Every individual of the Club should, at all times, adhere to the Swim Ireland Code(s) of Conduct, including showing respect, understanding for the rights, safety and welfare of our members and conduct themselves in a way that reflects the ethos of Swim Ireland, the Club, Child Safeguarding policies of Swim Ireland. To ensure that the best practice is followed by Kilkenny Swimming Club we work closely with Swim Ireland to promote best practice in our Swimming Club and we comply with the Swim Ireland Safeguarding policies.

22. CLUB CHILDREN'S OFFICER:

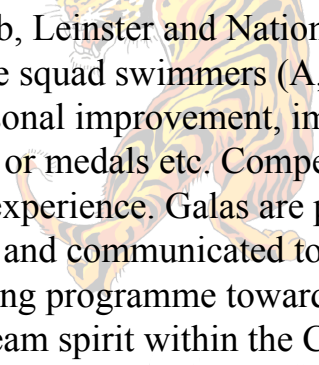
Under the Swim Ireland Safeguarding policies every Club must appoint a minimum of two Club Children's Officers ("CCO") with the principal role to ensure that the Club and Club Committee considers a safe, child centric environment in its activities and undertakings. The CCOs are available to any swimmer or parent who has a Safeguarding concern under the Swim Ireland Safeguarding policies. The CCOs operate in the strictest of confidence, noting that where there is a need to report a concern, this action will be taken. The role of the designated person is to report concern, disclosures, or allegations of abuse to the Statutory Authorities. None of these take away the right of a person to report any concerns directly to Tusla.

23. CLUB CAPTAINS:

Each year the Head Coach appoints two Club Captains, one to represent girls and one to represent boys. The appointment takes place during the autumn term. Swimmers who have reached the age of 15 years are eligible for the appointment. The role of the Captains is to provide a role model for the younger swimmers and to offer support and advice. They also act as a liaison between the swimmers and the coaches and the Committee. Any swimmer who is concerned about any issue can talk to their Club Captain about it. They can also ask the Captain to bring their concerns to the attention of the Club Committee.

The Head Coach & Committee may appoint a leadership group made up of A Squad swimmers male and female to support the Club Captains. The Club Committee will work with the Head Coach in this regard.

24. GALA ENTRIES:



Attendance at galas at Club, Leinster and National level is a requirement of the Club for competitive squad swimmers (A, B & C Squads). The Club's emphasis is on personal improvement, improving personal best times, rather than winning or medals etc. Competitive swimming is meant to be an enjoyable experience. Galas are planned and carefully selected by squad coaches and communicated to swimmers. This allows coaches to plan their training programme towards specific galas. It also assists in developing the team spirit within the Club. Gala information is published on the OnDeck TeamUnify App and the Club website.. The coach will discuss with each swimmer which galas they should attend and which events to enter. Swimmers can lose too much training time going to unnecessary galas. It is important that swimmers do not miss training sessions before and after galas as these sessions are crucial to the coach's programme. Gala details are posted on the Club's On Deck TeamUnify App and the Club website prior to the gala events with details of the entry deadlines. Swimmers need to use the Club's OnDeck TeamUnify App for gala entries on the Club's OnDeck TeamUnify App or the website once you are logged in to the Club's private section of the website. Once entries are submitted and finalised parent/guardian may be asked to review the entries to confirm these were captured correctly. Fees payable are calculated and invoiced through the Club's OnDeck TeamUnify App and must be paid once the invoices are issued. (**Note: this is the only method of payment the club accepts). An email notification confirming payment is sent back to the payee.

The Club's OnDeck TeamUnify App has an automated closure date for entries as communicated in the meet information. The Gala

Secretary will not accept late entries under any circumstances. Late payment of invoices may result in your future gala entries being rejected. If a scratch occurs after the Entry deadline a refund will not be paid. Only swimmers that meet the qualifying criteria for major galas will be allowed to enter.

25. AT GALAS:

For every Gala, the Club appoints a Team Manager who is in charge on the day. The Club also endeavours to ensure that a coach is present for specified target galas, although this may not always be possible. Swimmers should report to the Team Manager and the coach (if present) when they arrive at the pool and before they leave. Swimmers must wear a Club hat for each race. They should also wear Club gear when poolside as much as possible. Swimmers are expected to remain with their team for the duration of the gala and support their team mates in each race. Any swimmer who, having entered a gala, decides not to swim at the gala or decides not to swim in one or more events, must notify the Team Manager prior to the commencement of the gala. Failure to do so may result in the Club being fined by the gala organisers, in which case the fine will be passed on by the Club to the relevant swimmer and will be payable by them or their parents. Any swimmers taking part in medal ceremonies are required to wear their Club gear.

26. TEAM MANAGER:

From C juniors onwards, all parents are expected to seek Swim Ireland Vetting and complete Safeguarding (Sport Ireland) and the Team Manager course available on www.swimireland.ie. The role and duties of the Team Manager are as follows:

1. Liaise between the Club and the gala officials.
2. Supervise the Club team members while poolside.
3. Submit scratch sheets to the gala organisers prior to the commencement of the gala.
4. Collect the heat sheets from the gala organisers and make sure each swimmer knows the event they will be competing in and the lanes in which they will be swimming.
5. Ensure each swimmer lines up for their event in a timely manner.
6. Only the Team Manager will be permitted to make representation/complaints etc. to the gala organisers on behalf of the Kilkenny

- Swim Team swimmer and to acquire the nature of any DQ.
7. Submit a written report to the Club Committee if there are any incidents at the gala which should be brought to the Committee's attention.

27. GALA OFFICIALS:

Attendance at some galas is dependent upon the Club providing gala officials (usually Leinster and National galas). All parents/guardians of swimmers attending a gala are required to make themselves available to act as gala officials for each gala which their swimmers attend.

From C Juniors onwards, it is a requirement of the club that at least one parent must complete the Officials 1 course, Team Manager course and Swim Ireland Garda Vetting and from B squad up all parents/guardians are expected to complete the Officials 2 course, (available on www.swimireland.ie). Failure to acquire the necessary training levels will result in the relinquishing of the swimmers squad place and membership will be rescinded.

A gala duty roster is issued on the Club's OnDeck TeamUnify App in advance of galas which will set out mandatory duties for parents. Timekeeping is usually carried out by two people in each lane. Due to electronic timekeeping at most galas, the duty is not very onerous. The Club can be fined for failure to provide gala officials, in which case the fine will be passed on to the parent who did not fulfil their gala rota duty. The club is also required to have a designated number of trained officials which have duties within galas. Swim Ireland holds courses to train parents into these roles.

28. ATTENDANCE AT GALAS – PARENTS/GUARDIANS:

Parents/guardians are responsible for transporting their children to and from galas, and looking after their children at galas. Parents/guardians should also ensure that children have adequate food and drinks at galas and should generally support their children at the gala. In the event that a parent cannot accompany their child to a gala, they must appoint a responsible adult to act as chaperone for their child for the duration of the gala. This applies to all swimmers, regardless of age. Chaperones should ensure that they have the swimmer's home telephone number and that they are aware of any medical condition, and any specific medicines which may be required. Chaperones should ensure they have adequate insurance cover when transporting other swimmers and should not carry more than the permitted number of passengers in their car. All swimmers should wear a seatbelt.

29. ATTENDANCE AT GALAS – SWIMMERS:

Remember that you are representing your Club and that your behaviour should always reflect the Club's good image and reputation. You should always follow the Coach and Team Manager's instructions and let the Team Manager know when you are leaving the main group. You should try your best in all your events. Damage to property, unacceptable behaviour, refusal to do as instructed, unauthorised absences from the group or other breaches of the code of conduct may result in suspension for the remainder of the gala and other possible disciplinary action.

Some things you should bring with you to galas:

- Water or sugar-free soft drinks
- Kilkenny Swimming hat
- Swimming togs and change of swimming togs
- Plastic bags for wet gear
- Flip flops or other poolside shoes
- Club gear/tshirt
- Towels
- Spare goggles
- Healthy snacks/Food



30. RELAY TEAM SELECTION PROCEDURE:

It is Club policy that the relay team selected will always be the strongest available. Where possible and if swimmer numbers justify, more than one relay team may be entered. Relay teams are selected by the Coach. In the absence of the Coach, the team will be selected according to Club criteria by the Team Manager. Swimmers who fail to make themselves available for an earlier team event may be disregarded. To facilitate selection, all swimmers must report to the Coach/Team Manager on arrival and notify them of departure.

INDIVIDUAL STROKE RELAYS:

The Team shall comprise the four fastest swimmers who otherwise comply with the requirements of the event. The following shall be the procedure for evaluating the above:

1. Performance at the same stroke and distance at the Gala
2. Performance at the same stroke at the next closest distance at the Gala.
3. Official personal best time according to the latest edition available prior to the Gala where a sufficient number of

swimmers do not have times according to 1 or 2 above, the team will be selected by the Coach or the Team Manager (if coach is not present) .

MEDLEY TEAM RELAYS:

The team shall be selected based on the above criteria, but to give the lowest combined time.

31. AWAY TRIPS:

In Kilkenny Swimming Club, away trips are defined as those trips where the Club organises all aspects of the trip, including accommodation and travel arrangements, in particular, the warm weather training camp. On away trips, the Club is responsible for swimmers from the time the bus leaves the pool until it returns to the pool. Any adults with the appropriate training and vetting traveling on an away trip can be appointed by the Club to act as Team Manager for the duration of the trip and any parents traveling will be asked to perform pool duty while away. Swimmers and parents/guardians are expected to comply with Swim Ireland codes of conduct and any specific trip code of conduct. For each away trip, a completed Away Trip Form is sent to Swim Ireland.

32. TRANSFERS:

Often the Club will receive transfer requests. If a swimmer presents with National times and is assessed by the Head Coach, it would be in the Club's best interest to accept them. Providing additional swimmers for Winter and Summer nationals. Supporting and lifting the standard of the upper end of A Squad. If a transfer request is for A Juniors or below, it will be assessed based on capacity and the swimmer's merit. Approval needed from Committee and Head Coach.

33. AMENDMENTS AND CHANGES:

The Club Committee reserves the right to amend or update this handbook and the rules contained therein, from time to time or as the need arises, in such manner as the Committee sees fit.