



Lisburn City
Swimming Club

Lisburn City Swimming Club

Lisburn City
Swimming Club

Handbook
2025/2026

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Lisburn City
Swimming Club

Introduction to Club Handbook

Lisburn City Swimming Club (“LCSC”) is a competitive swimming club that is fully committed to safeguarding the well-being of its members, providing an athlete focused environment that is fully compliant with legislation, policy and best practice standards. Every individual, including athletes, parents/ carers, coaches/ teachers and volunteers, in LCSC 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 LCSC and the guidelines contained in the ‘Swim Ireland Safeguarding Policies and Procedures, (www.swimireland.ie/safeguarding).

Club Description

- Our club was set up in 1973, and we are affiliated to Swim Ulster and our national governing body, Swim Ireland.
- Lisburn City Swimming Club (LCSC) is a competitive swimming club, and in conjunction with our Learn to Swim Programme provides opportunities for swimmers from 4 years of age through swimming, triathlon, mini-polo and disability swimming.
- We have a Head Coach of our club programme and a Lead Teacher of our Learn to Swim programme, and with the support of a team of coaching and teaching staff they deliver a swimming program that allows all to maximise their potential, both in and out of the water.
- We are based at Lagan Valley Leisureplex, and train in the 8 lane 25m pool.

Objectives of the Club

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

Club Links and Policies

Club website	https://uk.teamunify.com/team/lisburncsc/page/home
Swim Ireland	www.swimireland.ie
Swim Ulster	www.swimulster.net

Section 1 - Club Roles and Contact Details

The roles covered are:

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

1. Management Committee

The management committee is in place to manage all aspects of the club. It consists of a chairperson, secretary, treasurer, club children's officer; head coach and a minimum of 4 other members and these are elected at the AGM each year. The chairperson, secretary and treasurer may stand for election for 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/ Swim Ulster prior to taking up their position and must complete the relevant safeguarding 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, or any other electronic, which may be approved by the committee from time – to – time, please ensure you have provided correct contact details to the club secretary.

2. Club Children's Officer (CCO)

LCSC is committed to the creation of a child centres atmosphere within our club. The CCO ensures that young people can talk freely and have a voice in the running of the club. The CCO is also a member of the club management committee.

The CCO is available through email cco@lisburncityswimmingclub.org

The CCO must be Swim Ireland member, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The CCO must complete the Safeguarding level 1, 2 and 3. CCO's must abide by and annually sign the relevant code of conduct.

3. Coaches and Teachers

Coaches and teachers in LCSC have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/ teaching for more than 3 hours weekly. The head coach is a member of the club management committee. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct.

4. Team Managers/ Chaperones

Team managers are appointed for all events and away trips. Parents are expected to help and are encouraged to get involved by attending team manager courses. The club need properly trained people/staff to take responsibility for young people at competitions and away trips. Team managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The team manager, in conjunction with management committee and head coach/ teacher will organise away trips in line with Swim Ireland's travel policy.

Team managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The team managers must complete the relevant safeguarding course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

5. Officials

Swimming - Officials include timekeepers, turn & stroke judges, referees, starters.

Officials are an essential part of competition for all clubs. LCSC is required to provide officials at club regional and national competitions and parents will be asked to assist with these roles. Training will be provided, as necessary.

Current Club Management Committee

Position	Name	Email address
Chairperson	Paul McQuillan	chair@lisburncityswimmingclub.org
Secretary	Paula Gray	secretary@lisburncityswimmingclub.org
Treasurer	James Sinton	treasurer@lisburncityswimmingclub.org
Club Children's Officer	David Edgar	cco@lisburncityswimmingclub.org
Head Coach	Stan Sheppard	stan_sheppard@hotmail.com
Head Teacher LTS	Maria O'Kane	Maria.okane@lisburncityswimmingclub.org
Membership Secretary	David Gracey	d.gracey1@gmail.com
Committee member	Suzie Fitzpatrick Emma Lockhart Clíodhna Craig Giovanna Bogler Marian McKeown	
Gala Secretary	Gillian Methven	

Club AGM

LCSC holds an AGM annually in October. Members are requested to attend and contribute to the successful running of the club.

Committee members are elected annually; these positions are filled by members and parents of members in the club. At the AGM, the officers and head coach will provide an annual report to members.

Parents/ guardians of club members who are 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.

Lisburn City
Swimming Club

1.1 - Safeguarding / Well-being and Mental Health

Swim Ireland works across the island of Ireland to provide a safe environment for young people in our activities, and wherever their location Swim Ireland brings together legislation and best practice standards to create a uniform and consistent environment for everyone to engage safely in our sport. An important part of the work is understanding what a safe environment for young people is and how young people feel safe when they are taking part in any of our aquatic activities. Safeguarding standards are regularly reviewed and monitored, and as we see technology and safe practices change, so policies and practices are updated accordingly.

Swim Ireland

Youth Development Strategy



It is within this context, and working alongside all of the competitive successes in the water, that Lisburn City Swimming Club remains acutely aware of our responsibilities towards the safeguarding of all of our young people. Safeguarding is about more than just Club Children's Officer (our "CCO"), and as our coaching team continue to develop the program in the water, so the Club will ensure that we are also continually developing the program outside of the water. Structured training, informal and interactive workshops, and fundraising opportunities to highlight a particular issue will all be features of our safeguarding program. All of our members will be asked for their support in delivering all of our safeguarding programs, and most importantly ensuring that we all support those messages through our words and actions every single day.

Lisburn City Swimming Club - Developing our Club Program



Safeguarding young people and athletes is an overarching ethos for Swim Ireland and must be a priority for all adults working with and responsible for children. This ethos is reflected in our / Swim Ireland Safeguarding Policies, our / Swim Ireland rules and mandatory requirements for members where involved with young people.

Overall, sport is considered to be a positive experience for young people and adults. Involvement in sport can increase self-confidence, self-esteem as well as physical and emotional health and well-being benefiting young people and adults alike. Involvement in a sport such as the aquatics helps young people in several ways. Athletes learn how to manage time, balancing the requirement to train, attend school, and be involved with family, friends and other activities. Young people also learn how to deal with successes and failures, work together as a team, supporting each other as they progress and understanding that the pathway is not always level.

Mental health is our ability to cope with what happens in life, physically, emotionally and socially. For a young person their mental health will affect their involvement and performance in a sport, at any level. We understand the need to be physically well to participate and achieve certain goals, and we need to be mentally well to cope with our sporting outcomes.

Good mental health and well-being enables you to recognise your capability and to achieve your potential and development; it gives you the ability to cope with what happens to you. Daily life in general affects our well-being, for example if you have an exam coming up in school this might have a negative effect; however, getting a good grade would have a positive effect on your well-being. In sport can have similar effects, therefore, for young people involved in sport we need to create an environment that builds their resilience to ensure their participation is a positive experience. Good mental health and well-being is an integral part of the measures in place for the welfare of athletes.

1.1.1 - Supporting the well-being of young people / adults in the Club environment.

It is important that:

- ✓ The environment is a safe and secure part of young people's lives, it is somewhere they will be treated fairly and equally, and this should be constant.
- ✓ Young people are listened to regarding their sport, the environment in which they train and compete, and their activities in the club.
- ✓ The achievements of young people are measured by a range of activities, not competitive success, where all their achievements should be celebrated.
- ✓ The pool and facilities where young people train and work at their sport are secure and welcoming.
- ✓ There is someone young people can talk to; young people often identify with one adult, someone who they trust and know will listen to them. This trusted adult for a young person may well be their coach/teacher in a club.
- ✓ The leaders, especially the COs, coaches, understand the needs of young people to talk and express their views. Often young people just need to voice both their doubts and beliefs without being judged.
- ✓ Everyone supports inclusivity, empowerment and motivation for young people in achieving their potential, at whatever level this may be.
- ✓ The relationship between young people and any adult, e.g. their coach, CO, team manager etc. has clear boundaries to allow a young person to enjoy their sport whilst also realising their potential. This can be important for an athlete and should be supported by other people in their lives outside the sport e.g. parents, school, friends.
- ✓ Parents respect the training programme providing the backup support that is vitally important for young people to be able to participate e.g. being fed, transported, and cheered on whatever the outcome.

1.1.2 – Participation in Sport

Participation in sport can create its own stress for young people without being highly structured or involving performance based competition, sport has some particular challenges for young people, and everyone involved with that young person need to recognise these outcomes and support the journey to their achievements.

- ✓ As the level of participation increases and/or an athlete becomes more involved and risk of this involvement affecting their well-being increases. This effect can be positive and negative and will depend on the resilience of the athlete and the support given by other people who the young person regards as important in their sporting environment, i.e. their coach, friends and parent/guardian

- ✓ A young person may well be self-critical of their own performance or achievement and will imagine how this may be viewed by their coach, family and friends. Motivate the athlete to match their performance to their agreed expectations
- ✓ A physical injury will delay or alter an athlete's expected achievements; this may mean the young person cannot train with their established group or squad during recovery and they may not be able to return to their former position in a squad. This change in circumstances may also result in the young person not having access to their network of trusted people to seek support. Leaders involved with such a young person need to understand this and make sure there are opportunities for young people to talk
- ✓ The expectation is for athletes to behave according to our codes of conduct especially when representing their team, their club, or their country. As athletes get older they are often regarded as, and expected to be, role models for younger or newer members. This expectation does not come without impact on the well-being of the older athlete – they require support and guidance to fulfil these expectations. This support is often coach-led as there is also a need to maintain the athlete's motivation to reach their own goals. Support and guidance also need to come from others who are important to the young person
- ✓ Young people involved in sports can be conscious of their body image and their weight; in aquatic sport there is little opportunity to hide their body or changes to their physique. Despite recognising the benefits of keeping physically fit, any comments or observations by friends or family members and/or their coach to changes in their body can have a negative effect on a young person's mental health
- ✓ Increased involvement in sport can separate young people from certain networks of friends and family and may interfere with other social groups. Young people may well have separate friendship networks in school/home/ other activities and their sport. There may be times a young person is away for a camp or competition that certain friends are not involved with. These separate friendship groups will have an effect on the well-being of the young person and can influence the potential achievements for athletes, especially where a young person feels they need to decide between their friends
- ✓ A lack of recognition of the potential of a young person within a sport, for example by their parent, coach, friendship groups, may affect the well-being of an athlete

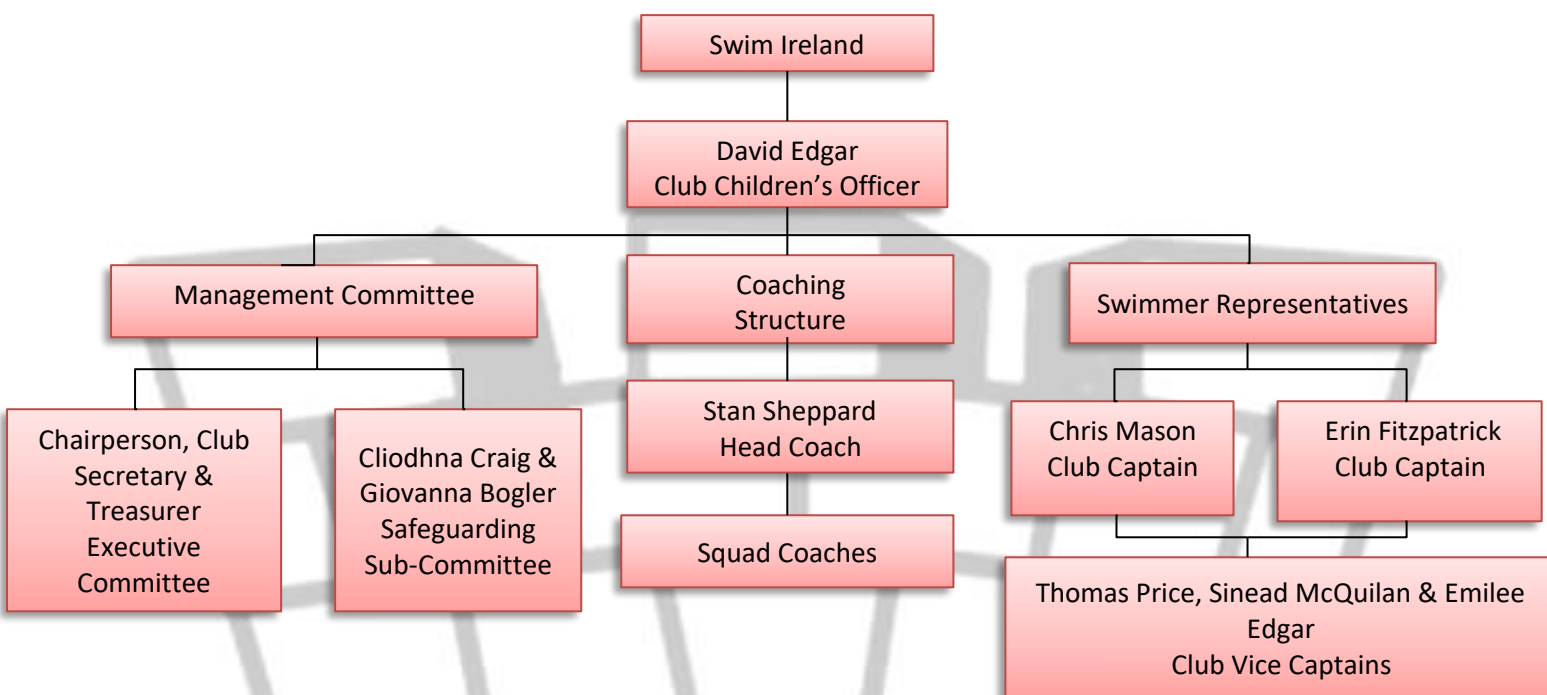
1.1.3 - Recognising the need for support

Young people will not always seek guidance or support if they are feeling low or are struggling with something happening in their life. It can be very useful to understand some signs that might indicate a young person needs help. In sport, signs that a young person is having difficulties may be:

- ✓ Missing training sessions without explanation
- ✓ Lacking in motivation or enthusiasm to reach their goals
- ✓ Reluctance to talk about their own training plans
- ✓ Overly concerned about their body image: particularly in aquatic sport where young people's body shapes are very evident
- ✓ Weight gain/loss: again, a particular concern for aquatic sports, especially in high performance athletes
- ✓ No inclination to take part in other club activities e.g. social activities, competitions, etc.
- ✓ Expecting to perform or train badly
- ✓ Moving clubs or dropping out of the sport without explanation
- ✓ Changes in behaviour or attitude towards others, especially where behaviour becomes anti-social, (this may not be seen in the club environment – but noticed by their friends)
- ✓ Low self-esteem e.g. expecting to fail or feeling not good enough
- ✓ Increase in risk-taking activities i.e. taking substances that can affect physical or psychological health

1.1.4 - Seeking support

Adults should encourage and provide opportunities for young people / swimmers to talk and to discuss their feelings, worries and fears. Often, just having a trusted adult or friend to talk to is all they need to give that support. Further help can be sought listed below and through the LCSC mentoring and “it is good to talk” network:



1.1.5 - Poor practice and whistleblowing

Poor practices occur where there is a lack of understanding, awareness and/or education about what is considered a child-centred environment. Poor practice is not necessarily abuse; however, it is a breach of the codes of conduct or creates an unsafe environment that should be stopped. If necessary poor practice can be dealt with through the complaints and disciplinary process. Any individual who demonstrates poor practice can be referred to the committee for training and up-skilling and/or can be referred directly to a complaints and disciplinary committee. When poor practice becomes a concern, advice should be taken from CCO (David Edgar)

Persistent poor practice is concerning behaviour and may be considered abusive in nature. Concerns of abuse should be reported using the reporting procedures, persistent poor practice must be reported to the Mandated Person.

Examples of poor practice:

- ❖ Bullying behaviour is poor practice however it can become a concern of abuse in some settings. For example: a young person who is not treated equally, their particular skills/needs are not recognised by a leader, they are regularly left out of club activities or do not get a chance to take part with his/her team-mates. This example is a breach of behaviour and may be one or several leaders.
- ❖ Regular or prolonged delays in collecting children from the pool where there is no supervision provided.
- ❖ Lack of supervision due to coach not turning up. It is the responsibility of parents to ensure a session or an activity is taking place by ensuring the leader is present when leaving their children.
- ❖ Regularly shouting at a young person. Raising your voice to be heard is often necessary in a noisy pool environment but no child should be regularly shouted at.

- ❖ Other examples of poor practice would include lack of encouragement for children; not listening to children's views and opinions; failure to address issues such as bullying; consistently not providing adequate supervision.

What is good practice?

Young people should be motivated and encouraged where their participation in sport is based on their needs, ability and they are treated equally and fairly. Goals should be agreed, not imposed, between an athlete and coach where parents are supportive of their child's sport, not seeking to achieve vicariously through their children. Young people should be encouraged to achieve their chosen goals; this may be hard work and require a dedication which needs the support of their parents and leaders.

Whistle-blowing

Whistle-blowing used to refers to the disclosure of information relating to suspected concerns about the safety and welfare of young people, raise concerns or report suspected wrongdoing as soon as possible. Any concern is taken seriously and will be investigated appropriately.

1.1.6 - Raising a concern

Concerns should be reported to the CCO (David Edgar) who will investigate the report.

An investigation may be carried out by alternative individuals, where possible the identification of the whistle-blower will remain confidential; however, if a report is required for the statutory authorities or the matter is required to be dealt with through our complaints and disciplinary process it may be necessary for the whistle-blower to be identified. If the whistle-blower does not feel the concern has been dealt with the matter should be reported to the Club secretary or Chairperson. Anonymous reports are dealt with through the same process; however, it is not possible to report back to the whistle-blower in this case.

1.1.7 Complaints and Disciplinary Committee

It is a Swim Ireland requirement that LCSC have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should and a complaint or disciplinary matter arise. Committee members are required to complete Access NI and level 1 safeguarding. This role is suitable for those who have some experience in a management or supervisory role, conflict resolution experience or similar. This committee has no operational role and is only contacted as required.

Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with LCSC will be dealt with in accordance with the Swim Ireland complaints and disciplinary procedures.

The full complaints and disciplinary procedures are available on the Swim Ireland website or through the club secretary.

Discipline

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

Complaints

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

1.2 Supporting our Swimmers: Roles of Parents and Volunteers

LCSC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties.

1.2.1 Training Opportunities: Participation in Sport

To support our members in understanding the roles we are asking you to fill and to grow the knowledge base within our club we have implemented a training and development plan for LCSC. Where possible we endeavour to offer training in-house and at times that are convenient to our members. Training opportunities are outlined below, however there is no restriction on members completing training in advance of the timeline:

Swimming

1. Year 1 - members will complete the Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport and is 3 hours long.
2. Year 2 - we expect members to complete a level 1 officials' course, which is an introduction to officiating and covers the role of timekeeper at a competition. The course is 1 ½ hours long.
3. Year 3 - members will be required to complete Team Manager level 1 course, which will give you an understanding of the role a team manager fulfils at competitions and on away trips. The course is 3 hours long.
4. Year 4 - members will be expected to complete the level 2 officials' course, which will progress your understanding of the rules and procedures in the role of judge (stroke and turn). The course is 5 hours long.

Please note – vetting is a requirement for any individual acting in a role, i.e. team manager, licensed official, committee, coach and teacher.

1.2.2 - Mandatory roles

Person on duty rota

There must be a pool and/or a dry-land duty rota for all coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise. More information is available on [Swim Ireland website](#).

Failure to attend as person on duty will mean that the session cannot proceed.

Duty rota for sessions

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise.

- ✓ The rota is organised in advanced and communicated to all – it is distributed via the usual method of communication to members (Team Unify)
- ✓ Contact details for all individuals on the rota should be available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them)
- ✓ The person on duty must be over eighteen, and may be an older member of the club, i.e. it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad
- ✓ The coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning
- ✓ The person on duty should have a full view and hearing of the pool area; this cannot be achieved by sitting up in a stand or behind protective screens or glass or gallery. Ideal sit downstairs poolside.
- ✓ The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately
- ✓ Concerns should be brought to the coach or teacher in charge of the session or the Children's Officer following a session

Duties of person on duty

The person scheduled to be on duty must:

- ✓ Find an alternative in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this
- ✓ Turn up at a reasonable time before the session starts and remain with any teaching/coaching staff
- ✓ Be in full view of the pool
- ✓ Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- ✓ Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- ✓ Take note of any problems that occur – refer any issues directly to the coach or teacher in charge of the session or, if not possible, to the Children's Officer or club secretary
- ✓ Know how or where to access young people's contact details in cases of illness or emergency or in the event the session is cancelled
- ✓ In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency
- ✓ A red folder is kept at the Leisureplex reception for documenting any events and also to sign in.
- ✓ The person on duty is required to remain until all the young people have been collected. Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee – this is a breach of the code of conduct and will be dealt with accordingly

No person on duty

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

1.2.3 - Voluntary roles

There are several essential roles fulfilled for club volunteers throughout the season to support the club and athletes. We welcome and encourage club members to get involved in a role that matches their skills and interests. A short description of roles is available below, please contact secretary@lisburncityswimmingclub.org for further information or indicate your preference on form below.

Team Manager

At competitions and away trips our club provides team managers to support and safeguard our athletes. Team Managers are required to attend a team manager level 1 course, complete Garda vetting/ Access NI and safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

Official (Swimming)

LCSC requires members to complete officials' level 1 and 2 courses. These courses provide you with an understanding of the rules of swimming and the role of an official at a competition. If you are interested in progressing further Swim Ireland offer additional training for individuals who act as licensed officials at competitions. This role is suitable for those with an interest in the technical aspect of the sport. The licensed officials' roles include Judge, Referee and Starter.

Coach/ Teacher

LCSC have a mix of volunteer and paid coaches/ teachers to support the development of our athletes and are vital to the sustainability of our club. Coaches/ teachers are required to complete the courses relevant to their role and discipline, with most courses being completed through a combination of online and face to face learning. LCSC also have a subsidy policy to support our swimmers/ current coaching & teaching staff wishing to obtain qualifications, to develop and attract them in upskilling and further contribute to our coaching and teaching team. (Policy available to view under Club Documents on club website) Coaches/ teachers are required to maintain their license on an annual basis which includes keeping their Garda vetting/ Access NI, safeguarding level 1 and CPD (continuing professional development) up to date. This role is suitable for individuals with an interest in coaching or teaching young people and who can commit to this on a weekly basis.

Squad Representative

Our Squad Reps are the contact point for parents and coaching staff. They are usually the more experienced parents within the squad and always a wealth of information for those new to the club or just having moved squads. Communication is usually done using WhatsApp and they are the glue holding the squad together. They are also responsible for organising squad activities ranging from a simple post training breakfast together or a different team building squad activity.

Management Committee

The management committee are responsible for development planning, and the financial and operational management of the club. The committee consists of Chairperson, Secretary, Treasurer, Head Coach, Club Children's Officer, Membership Secretary and a minimum of three other committee members. The committee is elected annually at the club AGM, which is held in October. Committee members are required to complete Access NI and level 1 safeguarding. Additional training requirements are in place for the club children's officer. If you are interested in learning more, please contact secretary@lisburncityswimmingclub.org

Regional and National Competition Duty

Every club must supply officials at competitions, this is based on the number of entries from that club. If you enter your child in these competitions, you will be included on the roster, in order to assist with these duties LCSC provide training to club volunteers at regular intervals to ensure you are knowledgeable in the role you are required to complete. If you are interested in learning more about training opportunities, please contact secretary@lisburncityswimmingclub.org

Club Competition/ Club Fundraising

As a club we aim to run 2 Club Galas during the season, these are important fundraising events, with the proceeds going towards our day to day running costs. It is expected that all members or parents of participating athletes will assist in the running of these events.



Lisburn City

Swimming Club

Section 2 – Club Membership and Squad Structures

2.1 Introduction

- 6 squads for competitive swimmers depending on ability. We also have an affiliate membership for former LCSC swimmers, no longer training with the club on a regular basis but continue to represent LCSC in competitions, and also an Overseas Affiliate membership for members (with links locally) of an overseas club looking to represent LCSC for purpose of competing and training coming up to a National Gala.
- 3 Academy Squads (BRONZE, SILVER & GOLD), Age Group Squad and National Squads (JUNIOR & SENIOR). Progression between the squads will be determined by the Head Coach following discussion with lead coach of the squad swimmer and parent(s).
- University Squad for members of LCSC training with another club whilst at University and training with LCSC when home on holidays.
- LTS programme is run by LCSC (swimmers not affiliated to Swim Ireland and not members of LCSC)

Becoming a member

Membership of LCSC is accepted at the discretion of club management committee. The membership year is from 1st September annually, in line with Swim Ireland affiliation. LCSC also accepts new memberships and transfers from our LTS programme during the season, with fees calculated on a pro data rate. LCSC is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland.

The following must be completed when applying for membership on an annual basis:

- | | | |
|---|---|------------------------------------|
| <ol style="list-style-type: none">1. Club membership form2. Relevant code of conduct3. Registration of accepted payment method on UNIFY | } | Club documents sent out separately |
|---|---|------------------------------------|

Member Participation Policy

LCSC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful we rely on our members' participation in mandatory training, mandatory and voluntary duties. (see section 1.2 – supporting our swimmers: roles of parents & volunteers).

Transfers

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

The club may withhold a transfer if:

1. The member owes fees to Swim Ireland or the club
2. The member holds club property
3. The member has a complaint made against them which is in process or pending, or in relation to a sanction which has been issued but not yet served.

If you transfer to another club, you will cease to be a member in LCSC

2.2 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 should be signed annually by young people, parents, committee members, leaders, coaches and teachers, returned to our Club Secretary – secretary@lisburncityswimmingclub.org and they will be kept on record.

2.2.1 The Code for Young People

As an athlete, you have rights and responsibilities. The following code will help identify these for you

– if you are not sure ask your parent or our Children's Officer to explain them. This is your Code, whatever your ability or wherever you take part in the aquatics. You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat coaches, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set at a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by our club, the region and Swim Ireland and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions

By signing below, you are agreeing to your Code of Conduct. Breaking this code of conduct may result in a complaint or disciplinary action through the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

2.2.2 The Code for Parents/Carers

You should help and support the implementation of best practice policies in your child's club by following the Codes of Conduct

The Parent/Carer Code of Conduct:

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by The Code for Young People
- Support the ethos of the club
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
- 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
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure appropriate coaches are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate coaches and your child with emergency contact information and to be reasonably available in case of emergency
- Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- Arrange an appropriate time and place for discussing any matter with coaches; communication should not take place whilst coaches are in a position of supervision or responsible for other young people
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and your own club

As a LCSC parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to LCSC parent support programmes
- Have access to Anti-Doping workshops

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

2.2.3 The Code for Coaches/Teachers

As a coach/teacher in sport you have an opportunity to make a positive impact on the lives of young people. You and any other person working with you should abide by the Codes of Conduct. You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Ensure a safe and fun environment for young people you are responsible for by:
 - * Planning and preparing for sessions; explaining to young people what is planned for each session
 - * Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
 - * Having consent and accessible emergency contact details for each young person
 - * Ensuring your sessions are adequately supervised and you work in an open environment
 - * Keeping an attendance register
 - * Being positive in your interactions with young people
 - * Prioritise young people's skill development and enjoyment
 - * Setting age appropriate and realistic goals
 - * Treating each young person equally and fairly; challenging bullying behaviour
 - * Praising and encouraging effort
 - * Engaging positively with parents/carers letting them know how they can help and what you expect from parents

Coaches/teachers must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes. A coach/teacher in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a coach/teacher your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

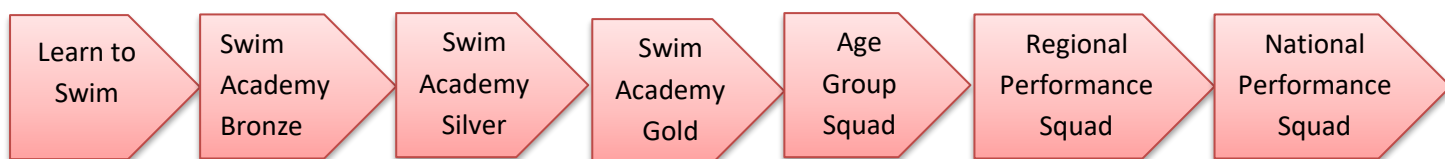
By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

Print Name _____ Club _____

Signed _____ Date _____

2.3 – Squad Structure & Progression Guidelines

Squad Framework 2025/2026 - Goals & Criteria, Guidelines to move to next level



Commitment:

- ✓ 2 - 3 sessions per week (Tue, Thu, Sun).
- ✓ Regular attendance expected to build training habits.

Competition:

- ✓ Participation in Club Time Trial (every 5-6 weeks, varied strokes and distances).
- ✓ Participation in Club Championships.
- ✓ Participation in Club Meets – Keith Buchanan Memorial (Jan) & Jack Beattie Memorial (May).
- ✓ Introduction to racing skills (starts, turns, finishes, relay).

Training Focus:

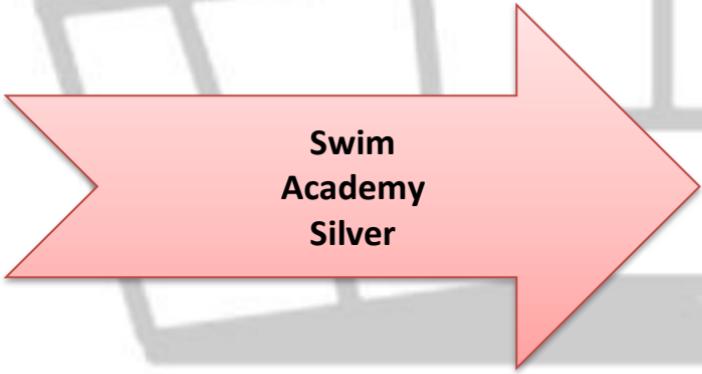
- ✓ Fundamental technique development on all four strokes (coach-controlled, 25m focus).
- ✓ Stroke drill progressions (25m with fins).
- ✓ Introduction to Individual Medley (IM).
- ✓ Sculling and basic speed/endurance training.
- ✓ Use of pace clock for awareness.
- ✓ Rules of the sport, lane discipline, punctual starts.
- ✓ Relay takeovers and race skills.
- ✓ Introduction to stretching and training equipment.

Progression Criteria (to SAS):

- ✓ 100FC with tumble turns & bilateral breathing
- ✓ 100BC, 100BR, 100IM with correct turns
- ✓ 50BF with fins & correct turns
- ✓ Competitive start and legal finishes on all four strokes.
- ✓ Consistent commitment to attendance and competition.

**Swim
Academy
Bronze**

**Lisburn City
Swimming Club**



**Swim
Academy
Silver**

Commitment:

- ✓ 3 - 4 sessions per week (Wed, Thu, Fri, Sun).
- ✓ Consistent attendance expected across all four sessions.

Competition:

- ✓ Participation in Club Time Trial (every 6 weeks).
- ✓ Participation in Club Championships.
- ✓ Participation in Club Meets – Keith Buchanan Memorial (Jan) & Jack Beattie Memorial (May).
- ✓ Early exposure to external development meets (coach discretion).

Training Focus:

- ✓ Consolidation of stroke technique across all four strokes.
- ✓ More complex stroke drill progressions, 25m with fins.
- ✓ Introduction to Individual Medley (IM) training sets.
- ✓ Endurance and speed training.
- ✓ Independent use of pace clock.
- ✓ Lane discipline, stretching skills, sculling, relay skills.
- ✓ Starts, turns and finishes across all strokes.
- ✓ Learning basic race preparation and competition habits.

Progression Criteria (to SAG):

- ✓ 5 x 100FC on 2.30 with correct turns
- ✓ 5 x 100BC on 3.00 with correct turns
- ✓ Competent in IM training sets (e.g. 5 x 100m IM).
- ✓ Be confident in swimming 100m events in competition.
- ✓ Consistent attendance 4 sessions per week.

Commitment:

- ✓ 4 – 5 sessions per week (Mon, Wed, Thu, Fri, Sun).
- ✓ Attendance expected at a minimum Of 4 sessions to consolidate skills and aerobic base.

Competition:

- ✓ Participation in Club Time Trial (every 6weeks).
- ✓ Participation in Club Championships.
- ✓ Participation in Club Meets – Keith Buchanan Memorial (Jan) & Jack Beattie Memorial (May).
- ✓ Entry to external Development Meets encouraged to begin racing outside the club environment.

Training Focus:

- ✓ Strong understanding and application of energy zones (colour system).
- ✓ Consistent use of pace clock to manage send-offs and intervals.
- ✓ Stroke variety and development of IM as a training and competition tool.
- ✓ Build aerobic capacity (white/Pink) with introduction to threshold training (Red).
- ✓ Reinforcement of race skills: starts, turns, finishes.
- ✓ Stroke count awareness and pacing skills.

Progression Criteria (to AGS)

- ✓ Ability to complete aerobic training sets at threshold pace (e.g. 10 x 100m Red).
- ✓ Competence in 200m events (Free and IM).
- ✓ Consistent attendance and engagement at sessions.
- ✓ Demonstrated technical quality and race readiness at development meets.



**Swim
Academy
Gold**

Commitment:

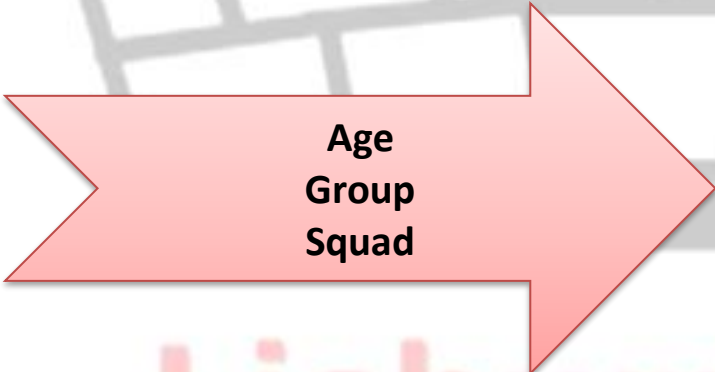
- ✓ 5 – 6 sessions per week (mix of AM and PM).
- ✓ Attendance expected at a minimum of 5 sessions plus land-based training.

Competition:

- ✓ Qualification for Ulster Age Groups and Irish Age Group Championships targeted.
- ✓ Participation in Club Championships.
- ✓ Participation in Club Meets – Keith Buchanan Memorial (Jan) & Jack Beattie Memorial (May).
(These are important events for the club, though not primary performance targets for AGS swimmers).
- ✓ Regular racing at Regional Meets to test progress and competitive skills.

Training Focus:

- ✓ Consolidation of technique and efficiency across all four strokes and IM.
- ✓ Full integration of colour system training (White – Red) with exposure to VO2 max (Blue).
- ✓ Threshold training and race-pace development introduced.
- ✓ Development of race strategies for 100m – 400m events.
- ✓ Preparation for multi-day meets: recovery skills, nutrition awareness, and pre-race routines.
- ✓ Strong focus on underwater skills, turns, and relay takeovers.



**Age
Group
Squad**

Progression Criteria (to RPS/NPS):

- ✓ Consistent commitment to training load (attendance, engagement, and attitude).
- ✓ Achievement of qualifying standards at Ulster and Irish Age Groups.
- ✓ Demonstrated ability to handle threshold and race-pace training reliably.
- ✓ Points – based progression evaluation (attendance, skills, performance).
- ✓ Coach assessment of readiness for Regional – level training environment.

Commitment:

- ✓ 6 - 8 sessions per week (mix of AM and PM).
- ✓ Attendance expected at a minimum of 6 pool sessions plus 2 land-based sessions

Competition:

- ✓ Qualification for Ulster Age Group Championships and progression towards Irish Summer Nationals targeted.
- ✓ Participation in Club Championships.
- ✓ Participation in Club Meets – Keith Buchanan Memorial (Jan) & Jack Beattie Memorial (May).
- ✓ (Important for club culture, though not primary performance targets).
- ✓ Regular racing at Regional Meets to consolidate skills and gain competitive experience.
- ✓ (Important for club identity and squad leadership, though primary performance targets remain Ulster and Irish).
- ✓ Regular exposure to National-level racing to prepare for NPS transition.

Training Focus:

- ✓ Build strong aerobic capacity with consistent White/Pink training.
- ✓ Advanced threshold and race-pace training (Red / Blue).
- ✓ Threshold (Red) training consolidated; VO2 max (Blue) sets progressed.
- ✓ Introduction to lactate tolerance and production sets (Purple).
- ✓ IM training central to programme, development of 200m/400m IM racing.
- ✓ Specific race preparation for 100-400m events, including pacing strategies.
- ✓ Pacing, race strategy and preparation for multi-event meets.
- ✓ Reinforcement of skills under fatigue: turns, breakouts, relay takeovers.
- ✓ Land training: strength foundations, core stability, and basic conditioning.



**Regional
Performance
Squad**

Progression Criteria (to NPS):

- ✓ Consistent full commitment to training load.
- ✓ Qualification and competitive performance at Regional and Irish Summer Nationals.
- ✓ Demonstrated ability to execute threshold, VO2max, and lactate tolerance training consistently.
- ✓ Leadership within the squad and setting standards for younger swimmers.
- ✓ Coach assessment of readiness for National Performance Squad training demands.

Commitment:

- ✓ 8 - 9 sessions per week (Mon - Sat).
- ✓ 3x S&C session weekly (2 strength, 1 agility/balance/coordination).
- ✓ Attendance expected at 90% across all training.

Competition:

Season planned around:

- ✓ Regional SC Championships (Oct).
 - ✓ National SC Championships (Dec).
 - ✓ LC Meets in Jan & Mar
 - ✓ Off-shore LC Meet (Jan/Feb, TBC).
 - ✓ Warm weather Camp (Mar/Apr) – Commonwealth Trials (Apr).
 - ✓ Ulster Regional LC Championships (May).
 - ✓ Irish Summer Nationals (July).
- Participation expected in Club Championships and Club Meets to set standard for the club.

Training Focus:

- ✓ Fully integrated training across all energy systems (White – Gold).
- ✓ Advanced threshold, V02max, lactate tolerance and sprint development.
- ✓ Individualised stroke and event specialisation (Free, Back, Breast, Fly, IM).
- ✓ Technical mastery under race conditions (UW, breakouts, relay changeovers).
- ✓ Preparation for multi-day national and international meets.
- ✓ Land training: advanced strength, power, and conditioning programmes.

Progression Criteria:

- ✓ Qualification for and performance at National and International benchmark meets.
- ✓ Full commitment to the squad training model.
- ✓ Leadership and example-setting for the wider club.
- ✓ Coach and club assessment of readiness for elite performance environments.



**National
Performance
Squad**

**Lisburn City
Swimming Club**

2.3.1 - Squads/ Teams

- Our 6 competitive squads' training timetable is outlined in Section 2.4 Training timetable & Kit requirement
- Entry criteria into each squad are decided by our head coach following a pool assessment when transferring from another club.
- Time trials are held regularly throughout the season, especially for the Academy Squads
- Target competitions will be decided each season following discussion between the squad coach and Head Coach
- We have swimmers ranging from age 7/8 entering our Academy Squads and building their swim skills to swimmers in our National Squads training to compete and optimising performance with targets set to peak at specific meets. This process is overseen by our Head Coach.

2.4 Training Timetable & Kit Requirements

2.4.1 Squads Training Timetable

Lisburn City Swimming Club 2025 - 2026 Weekly Timetable

SQUAD		Mon	Tue	Wed	Thur	Fri	Sat	Sun
NPS	AM		6.00 - 7.30am		6.00 - 7.30am	6.00 - 7.30am	6.30 - 9.00am	
	PM	5.00 - 7.00pm	4.45 - 6.45pm	5 - 6.30pm	4.45 - 6.45pm		4.00 - 6.00pm	
	GYM		7.30 - 8.30pm (Fixit)		7.00 - 7.45pm Studio 3 (LVL)		10.00 - 11.00am (Fixit)	
RPS	AM	6.00 - 7.30am	6.00 - 7.30am	6.00 - 7.30am		6.00 - 7.30am	6.30 - 8.30am	
	PM		4.45 - 6.15pm			5.00 - 6.30pm	4.00 - 6.00pm	
	GYM		6.30 - 7.00pm Studio 3 (LVL)				8.45 - 9.30am Studio 3 (LVL)	
AGS	AM	6.00 - 7.30am		6.00 - 7.30am		6.00 - 7.30am		9.00 - 11.00am
	PM		6.45 - 8.15pm		6.45 - 8.15pm			
	GYM		5.45 - 6.15pm Studio 3 (LVL)		6.00 - 6.30pm Studio 3 (LVL)			
SAG	AM							9.00 - 10.00am
	PM	5.00 - 6.00pm	7.00 - 8.00pm		5.45 - 6.45pm	5.00 - 6.00pm		
SAS	AM							9.00 - 10.00am
	PM			5.00 - 6.00pm	4.45 - 5.45pm	5.00 - 6.00pm		
SAB	AM							10.00 - 11.00am
	PM		6.15 - 7.00pm		6.45 - 7.30pm			
Aquasprint	PM				7.30 - 8.15pm			











Drop Off and Collection

Swimmers are required to be on poolside 15 minutes prior to start of their session for land based warm up. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians should not drop off children without ensuring there are a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with child if they require assistance. Parents/ guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished and have left poolside.

At every training session swimmers should have:

- ✓ A hat (& spare),
- ✓ Training trunks/suit,
- ✓ Training goggles (& spares)
- ✓ A water bottle (filled with water or cordial with a little mix under 5%),
- ✓ All other training kit such as kickboards, pull buoys, fins etc. (listed below).

2.4.2 Kit for Squads

Squad	Equipment									
	Kick Board 	Pull Buoy 	Fins 	Alignment Kick Board 	Snorkel 	Tennis Ball 	Finger Paddles 	Band 	Hand Paddles 	Tempo Trainer 
Swim Academy Bronze	X	X	X	X	X	X				
Swim Academy Silver	X	X	X	X	X	X				
Swim Academy Gold	X	X	X	X	X	X	X			
Age Group Squad	X	X	X	X	X	X	X	X		
National Junior Squad	X	X	X	X	X	X	X	X	X	X
National Senior Squad	X	X	X	X	X	X	X	X	X	X

Coach/ teacher will advise of other kit which may be required. See chart above for guide of recommended kit for each squad.

LCSC swimming hat and LCSC top must be worn at competition. Hats are available to purchase by contacting the Squad Representative or Committee member.

All other club gear is available to be ordered from the Gotto Sports <https://gottosports.com/>

2.5 Fee Structures

Each member is required to pay club fees. The annual Swim Ireland fee is also mandatory, full details of fees are listed below.

Club fees are payable in 7 instalments as outlined in our Club Constitution. (£55 due at the start of the season – to cover affiliation fees/ registration, 20% due in the months of September, October & November and 10% due in December, February, March and April). No January, May, June and July charges. These fees will be applied to member individual account and can be viewed on Team Unify.

Invoices will be issued when fees are due.

Fees must be paid within 1 month on date of invoice. Method of payment is through registration of approved payment details on UNIFY, and amount due will be automatically deducted.

Any queries regarding club fees should be directed to club treasurer treasurer@lisburncityswimmingclub.org. All financial queries will be treated with confidentiality.

By paying your fees you are committing to membership of the club for that period. Refunds will not be offered to members who decide to leave before the end of that term.

Unpaid fees that are outstanding for more than 2 months may be referred to the club complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedures.

Swim Ireland and Swim Ulster Fees



SWIM IRELAND

Swim Ireland and Swim Ulster fees are as follows:

£55 annually - season running from 1st September)

Squad/ Team Fees

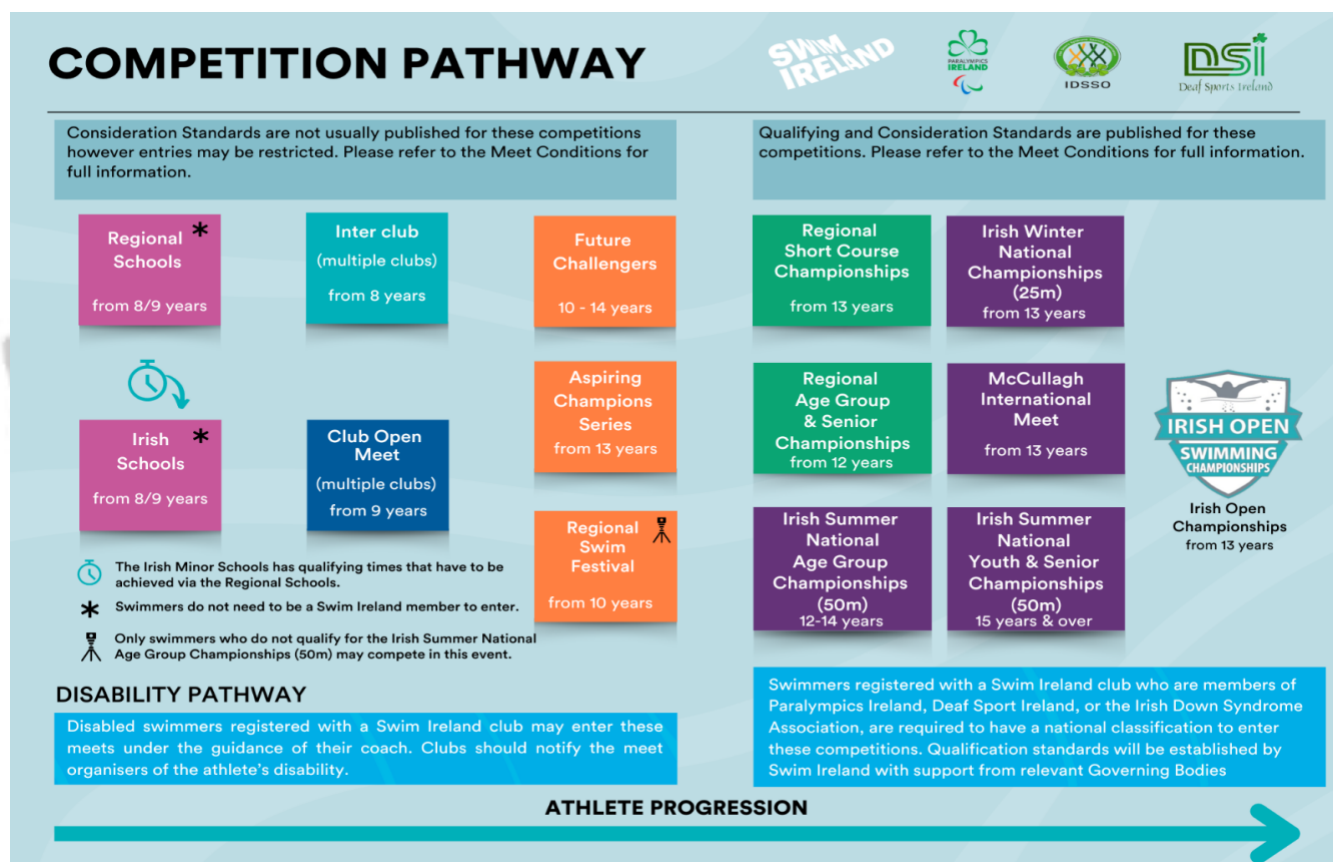


Yearly club fees (including £55 affiliation fee to Swim Ireland & Swim Ulster)

Swim Academy Bronze : £488
Swim Academy Silver : £539
Swim Academy Gold : £621
Age Group Squad : £765
Regional Performance Squad : £951
National Performance Squad : £1075
University (Overseas) Squad : £175
Overseas affiliation : £225
Affiliate Member : £55

3. Competition Structure

3.1 – Swim Ireland Competition Pathway



All meets (other than school's competitions or Inter/Intra Club Galas) to be aged up to 31st December in the year of competition. The plan follows a sequential swimming development model in age bands as follows:

- ✓ Intra-Club Galas from 7 years upwards
- ✓ Inter-Club Galas from 8 years upwards
- ✓ Schools Competitions (aged up to 31st August) from 9 years upwards
- ✓ Club Open Meets from 9 years upwards
- ✓ In House Skills Challenge for athletes born 2016 to 2012 in the 2024-2025 Season
- ✓ Regional Future Challenger Series for athletes aged 10 to 14 years
- ✓ Regional Aspiring Champions Series for athletes aged 13 & over
- ✓ Regional Age Group & Senior LC Championships and Irish Summer National Age Group Championships from 12 years upwards
- ✓ Regional SC Championships, National Meets/Championships from 13 years upwards
- ✓ Irish Summer National Youth & Senior Championships from 15 years upwards

Section 3.2 – Regional & National Qualification Process

3.2.1 Competing at Club, Regional and National Competition

Competitions

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by email, and on our website under EVENTS.

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 UNIFY by the date stated. Information for the galas will be sent out to the relevant squads by email and through the Squad Reps.

With effect from September 2024 as per the Swim Ireland Transgender and Non-Binary Participation and Competition Policy - Competition, for the disciplines of Swimming (Open Water, Masters, and Artistic Swimming), and Diving, will be conducted within relevant age specific groups and will be conducted in two categories and all Meet Information documents will reflect this :

1. Female – athletes with a birth sex of female
2. Open – athletes with a birth sex of male, transgender or non-binary competitors and any competitor not eligible for the Female category

Volunteer Rotas - To ensure the smooth running of all galas Swim Ulster / Swim Ireland events parents are encouraged to volunteer as an official when their child is competing.

Fitness to compete - Parents / Coaches must ensure that their swimmer is fit to compete in the Meet. If a swimmer must retire from a race or must be removed from the water due to being unwell, for safety reasons Swim Ulster will withdraw that swimmer from the remainder of the Meet.

Age Up Date - The age up date will always be 31st December in the year of competition unless otherwise specified.

Tech Suit Policy - Athletes aged 12 years old and younger (age as that prescribed by each meet's entry conditions) will not be permitted to compete in a tech suit in any swimming competition which falls under the jurisdiction of Swim Ireland – all Swim Ireland licensed/sanctioned meets on the island of Ireland. There are no tech suit restrictions for athletes aged 13 years old and over in any competition

Awards - Swimmers must ensure that they are suitably clothed (Club t-shirt and shorts or tracksuit) when receiving awards.

Starts - Over the top starts will be used wherever possible.

Where a swimmer wishes to start in the water – Coach / Team Manager should inform the Referee about this during the warm up at the beginning of each session.

Seeding - Preliminary Heats – unless specifically stated in the meet conditions, the placing of competitors in the heats will be multi-age, spearheaded and swum slowest to fastest.

Heat Declared Winner Events – All heats will be multi-age, spearheaded and swum slowest heats to fastest.

Finals – Finalists will be allocated lanes using the spearhead principal from the results of the heats.

Session Times - The session times on all Meet Conditions are provisional. Session timing will be finalised once all entries have been processed and swimmers will be notified accordingly. Please note that it is the swimmers' responsibility to present themselves, ready to swim, at the Marshalling area in good time prior to the start of the event.

Photography and Filming

In line with Swim Ireland policy LCSC would remind members that no one may video, film or take photographs of children without having received permission to do so; however, it is a condition of Swim Ireland membership that all members have agreed to this permission. LCSC will not name children in photographs and any image will be in keeping with the ethos of the sport.

For all Swim Ireland, regional and club events any person must accept that they may be photographed or filmed as part of the occasion, either as an individual or as a member of a group.

When attending events please check with competition manager or facility about permission to video, film or take photographs.

Anyone wishing to take videos or photographs at a competition must register their device at the Desk at that competition and display the wristband provided.

All devices capable of taking photographs or videos must be switched off when using toilet or changing facilities at any competition venue. Children under 18 must be wearing a t-shirt and bottoms/ shorts when having photograph taken out of the pool.

The Swim Ireland Filming and Photography policy is available on the Swim Ireland website.

3.2.2 – Guidelines for Competition

Arriving at a gala

Always arrive on time. The swimmer should let coach/team manager know that they have arrived. Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties. Swimmers are advised to sit with the team. This will help them to create independence, as individuals and competitors, facilitating to build a friendly atmosphere between teammates and coaches.

The Coach will have to prepare a "scratch sheet" normally about 15 – 20 minutes into the warmup session. Coaches will scratch swimmers that they have been told will not be attending. If athletes are not "scratched" from the start list a fine can be levied against the club ranging from €10 to €50 at Regional and National level. This fine will be passed on to the swimmer.

Food and Drink

Athletes are encouraged to eat healthily. Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking. Eat something for breakfast, even if it seems too early. Do not experiment with new foods on the day of a gala – athletes should choose something they know you like and know agrees with them.

Bring rolls/sandwiches, pieces of fruit, breakfast/snack bars and jellies, Jaffa cakes. After racing you have used up energy and need to replace it with something. Bring water (write your name on your bottle), or diluted squash with you for sipping during the gala, as most pools are very warm, and it is easy to get dehydrated.

Pasta followed by fruit makes a good lunch and try to eat as soon as lunch break begins to give your body time to start digesting your food before the afternoon session begins.

Keep eating healthy snacks throughout the day and drink plenty of fluids.

Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies) and fizzy drinks. **For more information, please consult Lisburn City Swimming Club – Swimmer's Nutrition & Hydration Handbook.**

What to bring to a gala?

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Swim suit / shorts x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Lisburn red team tee (& a 2nd if possible in case of emergency)
- Water bottle (already filled with swimmer's name on it)
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)
- Shorts, joggers, Lisburn hoodie / zippy

RPS / NPS – All of the above plus Swimmers at this level should also have a 2nd racing suit in case one rips unexpectedly.

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.

The Head Coach's recommendation swimmers/parents should limit purchasing expensive race suits until they are Ulster Age-Group level & in accordance with the Swim Ireland ruling only 13 year + may race in high end Tech suits. See below for further details on this policy.

[Swim-Ireland-Tech-Suit-Policy-Updated-May-2024.pdf](#)

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

Terminology

FC	Front crawl
BF	Butterfly
BR	Breaststroke
BC	Backstroke
IM	Individual Medley
PB	Personal Best Time
NT	No time (probably has not swam this event previously)
HDW	Heat declared winner (No finals will be taking place for that event)
FTR	Freestyle Team Relay
MTR	Medley Team Relay
OPEN	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 website.

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

Summary

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on doing PB's. It is not realistic for EVERY child to win a medal every time and not realistic to improve on every swim every time. The primary aspect of competitions is to gain experience in various events, distances and as athletes develop to try different race techniques. Younger swimmers will be told to focus on one or two key points so get them to do their best and most of all enjoy the day. Parents should be there to support their child in their attempt rather than "critique" the swim – that is the role of the Coach.

3.2 – Regional & National Qualification Process

	Regional Future Challenger Series (athletes aged 10 to 14 years)
Qualification Criteria	<ul style="list-style-type: none"> ✓ Open to all competitive members aged 10 to 12 years however athletes aged 13/14 years may enter if they have not previously competed at the Aspiring Champions level or above and cannot compete at the Aspiring Champions Series in the same cycle ✓ No consideration standards will be published ✓ Only specific events will be open to athletes in each age group as per the Meet Conditions ✓ Swimmers should be able of executing strokes legally, legal turns and good streamlining ✓ Swimmers should only enter events on the recommendation from their coach
Qualification Period	Not applicable

Future Challenger Series - aim to provide a fun introduction to regional racing for club members and provision of appropriate and age relevant events. There will be 4 Future Challenger Series Meets held throughout the season for swimmers aged 10 to 14years old (age as at 31st December) and is divided into regions.

	Regional Aspiring Champions Series (athletes aged 13 & over)
Qualification Criteria	<ul style="list-style-type: none"> ✓ Athletes aged 13/14 years competing in the Future Challenger Series will not be eligible to compete in the Aspiring Champions Series in the same cycle ✓ No consideration standards will be published for the 50/100/200m events however consideration standards will be published for the 400/800/1500m events ✓ Club time trial results, signed off by the Head Coach, can be accepted for entry into the 400/800/1500m events ✓ Unless otherwise stated in the Meet Conditions athletes can enter as many individual events as deemed appropriate by their coach
Qualification Period	12 months prior to the closing date. Please refer to the meet information published

Aspiring Championship Series - aim to provide the opportunity to refine racing skills (tactics, technique, skills and race preparation/recovery), provision of a full Olympic programme plus 50m stroke events (for athletes aged 15 & over) over two days, also provide opportunities to qualify for Regional and National Championships.

	Ulster Short Course Championships 2025 (13&over) *21st November to 23rd November 2025
Qualification Criteria	Qualifying standards to be achieved in a Level 2 Licensed meet Converted long course times achieved in the same period will be accepted.
Qualification Period	Since 15 th November 2024
Location	Lagan Valley Leisureplex, Lisburn

	Irish Winter National Championships SC (13&over) – 12th to 14th December
Qualification Criteria	Qualifying standards to be achieved in a Level 3 Licensed meet Short Course standards only
Qualification Period	1 st December 2024 to 24 th November 2025
Location	Dublin – National Aquatic Centre

	McCullagh International Open Meet LC 20th February to 22nd February 2026
Qualification Criteria	Times must have been achieved in meets licensed at Level 3 or higher to be eligible to use for entry into this meet
Qualification Period	1 st July 2025 to 27 th January 2026 (Long Course & Short Course)
Location	Dublin – National Aquatic Centre

	Irish Open Championships (12years and over) 8th April to 12th April 2026
Qualification Criteria	Qualifying standards to be achieved in an Onshore or offshore Level 3 Licensed meet Long Course standards only.
Qualification Period	1 st July 2025 to 16 th March 2026
Location	Bangor - Aurora

	Regional Age group & Senior LC Championships (12 years old and over) * 1st May to 3rd May 2026
Qualification Criteria	Qualifying standards to be achieved in a Level 3 Licensed meet Long Course Standards with short course conversions
Qualification Period	3 rd May 2025 to 16 th April 2026
Location	Bangor - Aurora

	Irish Summer National Age Group Championships (12 to 14 years) * 9th July to 12th July 2026
Qualification Criteria	Qualifying standards to be achieved in a Level 3 Licensed meet Long Course standards with short course conversions
Qualification Period	1st January 2026 to 9th June 2026
Location	Limerick – Limerick Sports Arena

	Irish Summer National Youth & Senior Championships (15&over) *21st July to 25th July 2026
Qualification Criteria	Qualifying standards to be achieved in an Onshore or offshore Level 3 Licensed meet Long Course standards only
Qualification Period	1 st January 2026 to 9 th June 2026
Location	Dublin – National Aquatic Centre



Lisburn City

Swimming Club

Section 4 - Facility Information and Emergency Action Plan

Lagan Valley Leisureplex is home to LCSC where we train in the 8 lane 25m competition pool. There is also a diving pool with movable floor to adjust depths required for our LTS programme. We frequently share the facilities with the general public and it is important that our swimmers respect other users and always adhere to instructions from Leisureplex staff.

- ✓ Changing facilities are Unisex with disabled and family/ group changing rooms available. Lockers cost 20p and are refunded when finished, and hair dryers cost 20p to use.
- ✓ Viewing gallery with seating spaces to relax and watch the training session.
- ✓ Café for food, tea and coffee.
- ✓ There are cages for mesh bags belonging to LCSC kept at the far end of the changing village. This is for the use of our National Squad members. Inside the middle cage – there is a bag containing sanitary products for our swimmers should they need them.
- ✓ Phones **must not** be used in the changing area at any time for safeguarding and child protection reasons.
- ✓ In case of Emergency, all swimmers and parents should follow direction of the Leisureplex Staff. There is a First Aid Room at the pool reception for minor injuries that may require treatment

