

Courtown Swim Club

Club Handbook 2019/2020



This handbook provides useful information about Courtown Swim Club including:

- Training times
- Squads
- Term dates/fees
- Parent pool supervision duties
- Galas
- Policies and safe-guarding statements

GDPR

At Courtown Swim Club, relevant yet important information is gathered through registration forms at the beginning of the swim year. This information will be stored confidentially and securely as per GDPR guidelines. Courtown Swim Club also have a 'WhatsApp' messaging group which includes the phone numbers of swimmers' parents/guardians.

This is our main communication forum but is not mandatory. If you do not wish to be a part of this group, please ask to be removed. You may also leave the group at any time. We also communicate through email for galas/competitions and text messages for pool supervision reminders.

Welcome Note From Chair

"Welcome to Courtown Swim Club. We warmly welcome swimmers and their families to the swimming club. This Club started in 2001 and has grown and developed in a number of ways since then. We now enjoy a strong partnership with our sister sport of Surf Lifesaving under the auspices of Irish Water Safety and many of our members compete in both sports. We are developing an open-water swimming element to our club and have been fortunate to have had a successful grant application to grow that element of swimming, living and being as close to the sea as we are.

Whilst much of the information in this handbook is about the more serious side of swimming, we have always emphasized the need to have fun. There is hard work too for our swimmers but if it is not enjoyable in the most part, we are doing our jobs wrongly and you need to tell us. Having said that, we encourage every swimmer to reach their potential whatever that might be. Whilst doing that the Club aim for the highest level of safeguarding that we can achieve and we wish all swimmers to be safe and happy during their time with us.

None of this is possible without the continued support of parents / carers and families. We know that your Saturday mornings will never be the same again and we so appreciate what you all bring to the Club which shows the best to our swimmers."

*Karen Loughran
Courtown Swim Club Chair*

Coaches

Our Head Coach is Jemma O'Brien and she is assisted by Helen Coleman. Jemma joined Courtown swim club in 2017 and generally coaches the 'A' and 'B' squad.

Helen has been with the club since 2015 and coaches the 'C' squad.

Courtown Swim Club Committee

Chairperson: Karen Loughran
Secretary: Nicola Nugent
Treasurer: Alys Colcough
Gala Secretary: Nivard Rush
PRO: Joy Redmond
Club Mark: Paul Joyce
Rota Co-ordinator: Ros Leonard
Other Members: Thelma Blehein

Children's Officer: Aodhagan Swords (Designated Liaison Person)

We always welcome new members to our committee. It's a great way to become involved in our fantastic club.

If you would like to become a part of the committee at Courtown Swim Club please do not hesitate to ask.

Courtown Swim Club Training

Courtown Swim Club meets four times per week from September to mid-June. Swimmer's training times will be set at the beginning of the swim year.

These training times cannot be changed or altered without prior consultation with the club secretary.

Club Timetable

Squad	Mon 7-8 am	Tues 7-9 pm	Thurs 6.30-8 pm	Sat. 7.15-9.15 am
C2		7-8pm or 8-9pm	None	8.15-9.15am
C1		7-9pm or 7-8/8-9	6.30-8pm	7.15-9.15am or 7.15-8.15/8.15-9.15
B2	7-8am	7-9pm or 7-8/8-9	6.30-8pm	7.15-9.15am or 7.15-8.15/8.15-9.15
B1	7-8am	7-9pm or 7-8/8-9	6.30-8pm	7.15-9.15am or 7.15-8.15/8.15-9.15
A	7-8am	7-9pm	6.30-8pm	7.15-9.15am

Squads

There are 5 different levels of squads. Swimmers will be assigned to the squad most suited to their ability. There are certain criteria swimmers must meet before being assigned or moved to a different squad (see tables overleaf).

Coaches may move swimmers at their own discretion and will consult with the club secretary before moving.

Squad Standards and Kit Required

Initially a swimmer is not expected to have any equipment/kit upon joining the club. We do have a small amount of equipment for swimmers to use. Once a swimmer is settled into the club they usually like to and eventually expected to have their own kit.

Also, as time goes on they will progress to training sessions that require them to have the full kit.

Equipment can be purchased usually from places such as swimkit.ie (shop in NAC), sportsdirect, amazon etc.

C2	C1	B2	B1	A
100m efficient Free, Back Breast & IM	Leinster Grade 7 Times	Leinster Grade 6 Times	Leinster Grade 5 Times	Div 1/2 Times
50m efficient fly		IM Turns		
1-2 hours per week	1-2 hours per week	2+ hours per week	3+ hours per week	5.5 hours per week
Float/Kickboard, Pull Buoy & Fins	Float/Kickboard, Pull Buoy, Hand Paddles & Snorkel (Full Kit)	Full Kit	Full Kit	Full Kit

Stroke & Distance	Girls	Girls	Girls	Boys	Boys	Boys
	Grade 5	Grade 6	Grade 7	Grade 5	Grade 6	Grade 7
50m Free	39.30	42.30	46.60	34.60	37.20	41.00
100m Free	1:26.40	1:33.10	1:42.50	1:16.80	1:22.80	1:31.10
200m Free	3:02.80	3:26.20	3:35.00	2:43.60	2:55.60	3:12.20
50m Back	46.10	49.60	54.60	40.00	43.10	47.40
100m Back	1:35.70	1:43.10	1:53.50	1:25.50	1:32.10	1:41.30
200m Back	3:21.40	3:36.20	3:57.00	3:01.00	3:14.20	3:32.60
50m Breast	50.10	54.00	59.40	44.50	47.90	52.70
100m Breast	1:47.80	1:56.10	2:07.80	1:37.20	1:44.80	1:55.30
200m Breast	3:45.60	4:02.20	4:25.60	3:24.40	3:39.60	4:00.60
50m Fly	43.30	46.60	51.30	38.60	41.60	45.70
100m Fly	1:31.90	1:39.00	1:49.00	1:23.80	1:30.30	1:39.50
200m Fly	3:13.80	3:28.00	3:48.00	2:57.60	3:10.60	3:29.00
100m I.M.	1:40.00	1:45.00	1:50.00	1:30.00	1:35.00	1:40.00
200m I.M.	3:30.00	3:40.00	3:50.00	3:10.00	3:20.00	3:30.00

Training Sessions

Swimmers should arrive 10-15 minutes before the start of a training session.

Swimmers' belongings must be stored in a locker during training sessions and may not be left in the changing cubicles. Lockers require a €1 coin which is returned once the locker is re-opened. Belongings left in changing cubicles may be removed by staff.

The use of mobile phones is strictly prohibited in the changing and pool areas and is advisable that mobile phones are either left at home or stored securely in a locker.

Courtown Swim Club and Courtown Adventure Centre cannot be responsible for any lost or stolen property. However, Courtown Adventure Centre do have a lost property at reception and many a lost pair of goggles have been reunited with their owners.

Parent/Guardian Pool Supervision

Swim Ireland Guidelines require every training session to have one supervising parent/guardian over the age of 18 on duty. Training sessions cannot begin until the supervising person is poolside.

A pool supervision rota will be drawn prior to the start of each term. This rota will be distributed via the swim club WhatsApp group and displayed on the clubs notice board. A reminder is sent out to the supervising parent at the beginning of the week.

Please arrive on time to your session which will last a minimum of 60 min to a maximum of 90 minutes.

Please use shoe covers provided in dispenser on pool deck beside changing rooms or wear poolside appropriate footwear (flip flops etc) for duty.

Collect the diary from the coach or the person who was on duty in the previous hour of a two-hour training session. You may sit on the window ledge at the end of the pool nearest the slide and supervise the session from there.

Swimmers are not permitted on deck/poolside more than 10 minutes before the start of training.

There must be at least one coach on deck before swimmers may enter the pool area. Once a swimmer enters the pool area they should go to their lane and place their equipment and water bottle down.

They then must sign the record of attendance book which will be placed at the end of the pool near the slide by the coach.

Swimmers are not permitted to enter the water until their coach has instructed them to do so.

The supervising person should have full view and hearing of the pool area. They should also have an awareness and not be distracted by anything external to the session in which they are on duty.

The role of the supervising person is to record the number of children in each session and coaches present, record any incidents that may occur in the diary and monitor the overall interaction between swimmers and coaches. The use of mobile phones and electronic devices is strictly prohibited poolside. Children are also prohibited from accompanying parents during pool supervision.

If you are unable to attend your assigned supervision session, it is your responsibility to arrange for someone else to cover on your behalf. The WhatsApp group may be used for swapping with another parent.

Fee Structure and Payment

2018/19 Fees

All swimmers must pay a €50 registration fee which includes Swim Ireland Membership for the year.

Hours	Charge (p/a)	Term 1 (55%)	Term 2 (30%)	Term 3 (15%)
1	€240	€132	€72	€36
1.5	€320	€176	€96	€48
2	€380	€209	€114	€57
2.5	€450	€247.50	€135	€67.50
3	€520	€286	€156	€78
3.5	€595	€327.25	€178.50	€89.25
4	€660	€363	€198	€99
4.5	€700	€385	€210	€105
5	€745	€409.75	€223.50	€111.75
5.5	€800	€440	€240	€120
6.5	€920	€460	€276	€138

Payments for fees and galas can be made online or in person to our treasurer Alys Colcough.

The bank details for Swim Club Courtown are:

Acc Name: Swim Club Courtown

BIC: IPBSIE2D

IBAN:IE92IPBS99066588052342

When using online banking, please put the term and your child's name in the narrative e.g. Term1SMurphy.

For galas, please reference child's name and gala e.g. SMurphyWexRR.

Gala/Swim Meets/Competitions

Whilst it is not compulsory for swimmers to attend galas/swim meets, they allow swimmers to measure their improvement and are sociable, team bonding experiences. There are different types of swim meets ranging from entry level Round Robin Galas to Irish Age Group National and International Meets.

How will I know if a gala is suitable for my swimmer?

Level 1 Galas:

Most competing swimmers begin with attending 'Round Robin' galas/Level 1. These are a series of six galas, hosted by a swim club in the south east Leinster region: Asgard, St. Fiaccs, Slaney Sharks, New Ross, Wexford and of course, Courtown Swim Club. Usually one of these is held every month. Generally new swimmers will attend these for their first 2 years.

The emphasis in Round Robins is on participation, enjoyment and familiarisation with the competitive side of swimming in a relaxed atmosphere. Swimmers times are recorded and points awarded to each club, creating a league from the series. There is an award for the club with the most points at the end of the year. This gala series is restricted to swimmers with times below a certain level. Once a swimmer achieves these times they may no longer swim in that event but can still swim in other events or move onto higher level swim meets.

Level 2 Galas:

Club galas or level 2 swim meets are held by most clubs and are open to all swimmers over the age of nine and include the presence of Leinster officials/referees. Times achieved at these swim meets can be used for qualification times for higher level meets as per Swim Ireland Competition Pathway and Swim Ireland Swimming Domestic Competition Plan 2017/18 Season and Beyond.

Leinster Qualifying and Development Meets:

These are usually held in the National Aquatic Centre. For Development meets, entry times must be below a certain level. For Qualifying Meets, times must be above a certain level and achieved at other galas before entering.

Leinster Championships/Individual Age Groups Div 1&2 Championships

These meets require a higher level of qualifying times to enter. These times must be achieved during a defined window of time before entering.

If you are unsure about entering a gala or what events your swimmer should do, please consult with the coaches or the gala secretary.

Swim Club Courtown Child Protection Statement

Swim Club Courtown believes that safeguarding and promoting the interests and well being of children by taking all reasonable steps to protect them from harm, discrimination or degrading treatment whilst respecting their rights, wishes and feelings can be best achieved by:

- Ensuring that safeguards are in place for all children and for all involved with Swim Club Courtown.
- Ensuring that professionalism and high standards of practice are maintained at all times.

Swim Club Courtown pledges to ensure that the needs and welfare of children will be a priority at all times. Swim Club Courtown will strive to ensure that the appropriate training, continuing support, recruitment and adequate supervision will be of the highest standards at all times.

The appointed children's officer for Swim Club Courtown is: Aodhagan Swords

The Swim Ireland Safeguarding Children Policies and Procedures can be found through this link:

<http://www.swimireland.ie/files/documents/SI-Safeguarding-Children-Policies-and-Procedures-2010.pdf>

Codes of Conduct

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 your Club Children's Officer to explain them. This is your Code, whatever your ability or wherever you take part and you should encourage others to follow it.

In your sport you should:

- Be happy, have fun and enjoy taking part and being involved in your sport
- Be treated fairly by everyone, adults and other athletes
- Feel safe and secure when you are taking part in your sport
- Be listened to and allowed 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 that any details that are about you are treated with confidentiality.

Your responsibilities are to:

- Treat Leaders who may be teachers, coaches, team managers, officials or other parents with respect
- Be fair at all times, do your best to achieve your goals; be gracious if you do not achieved your goals
- Respect other athletes and your opponents
- 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
- Keep to rules and guidelines set by Swim Ireland, the Region and your Club and make sure you understand the rules e.g. if you play a team sport what contact is allowed; as a swimmer in competitions what togs are allowed.
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat.
- Listen to and respect decisions made by others; if you feel unjustly treated you can talk to your Club Children's Officer or your parents.
- Behave in a manner that is respectful towards Swim Ireland, your region and your club
- Never use violence or bad language; do not shout or argue with leaders, team mates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Talk with your Coach, Team Captain, Club Children's Officer or a trusted Swim Ireland member if you have any difficulties or do not understand something; you should never keep secrets about any person who may have caused you harm or has made you feel upset
- Understand sport can be hard work and requires discipline to achieve your goals; you should understand the commitment and attendance needed – set at a level for what you want to achieve; talk through any worries or concerns with your parent and/or your Club Children's Officer
- Do not, or allow others to make you, try or take banned substances to improve your performance.

Codes of Conduct

The Code for Parents/Guardians

You should help and support the implementation of best practice policies in your child's/children's Club by following the code below.

- 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.
- Understand and ensure your child/children abide by The Code for Young People
- 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.
- Have an awareness of and respect for Leaders and other adults and their roles within the Club
- Respect and abide by the decisions made by the Committee and other Leaders, these should be made in the best interests of the children in the Club
- Understand the complaints process and follow the proper procedure if you feel unjustly treated, with the knowledge that any complaint 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 the environment is safe and enjoyable for your child/children
- Promote fair play and the positive aspects of sport
- Be a role model for your children and young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the Club or Swim Ireland.
- Allow your child to focus their efforts and success in terms of their goals rather than winning being the main objective
- Promote participation for children that is fun, safe and in the spirit of fair play
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- You should have the opportunity to put forward suggestions and comments
- Provide the Club and your child with emergency contact information and to be reasonably available in case of emergency.
- Abide by the procedures and policies in this document especially with regard to the use of mobile phones, any type of camera and videoing equipment.
- Be aware and abide by the Code of Ethics, this document, the rules and constitution of Swim Ireland and the rules and constitution of your own Club.

Codes of Conduct

The Code for Leaders and Coaches/Teachers

You must follow the points stated in the code of conduct as described below:

Be familiar with and follow the required procedures in the Code of Ethics, this document, Swim Ireland rules and Regional and Club rules.

Carry out your duties and responsibilities understanding that the welfare of children is paramount.

Where relevant you should be qualified for your position and have obtained up-to-date knowledge and skills as required by Swim Ireland.

Create a safe and enjoyable environment for children by:

- Planning and preparing appropriately and be positive during sessions
- Making sure all levels of participation should be enjoyable and fun.
- Prioritising skill development and personal satisfaction over highly structured competition.
- Setting age appropriate and realistic goals
- Avoiding favouritism – each child will need attention according to their sporting needs
- Praising and encouraging effort as well as results
- Showing respect for all involved, children and adults.
- Recognise and ensure the welfare of children by:
 - Keeping attendance records
 - Not exposing a child to criticism, hostility or sarcasm
 - Never swearing at, ridiculing, shouting unnecessarily or arguing with a child
 - Being aware of a child's developmental needs and how a child may be psychologically or physically affected (if relevant for your role)
 - Working in an open environment.
 - Ensuring there is adequate supervision.
 - Involving and updating parents, especially if a problem has arisen.
 - Respecting a child's sensitivity to their height and weight.
 - Never using physical punishment or force
 - Not using verbal or physical punishments or exclusion for mistakes. Do not allow or engage in 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 child.
 - Cooperate with the recommendations from medical and ancillary practitioners in the management of a child's medical or related problems. You may request a certificate of medical fitness to ensure safe continued participation.
 - Avoid carrying out any medical testing or giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children. Any such activity, if qualified, must only be with parent/guardian consent and the understanding of the child.
 - Keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
 - Never exert undue influence over a participant in order to obtain personal benefit or reward.
 - Acknowledge the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. Avoid the use of alcohol at all times whilst responsible for young people e.g. training sessions, events and on trips with young people.

Codes of Conduct

The Code for Committees

Committees should follow the points as below:

Be familiar with the Code of Ethics, this document, Swim Ireland Rules and any Regional and/or Club rules.

Within a Club ensure and approve the appointments of Club Children's Officers (non-committee) and a Designated Person (on committee).

Carry out your required duties for Swim Ireland, Region or Club understanding that the welfare of children is paramount.

Follow the Swim Ireland policies and procedures so that all activities are in accordance with this document:

- Create safe environment for young people.
- Ensure the codes of conduct are in place for all involved
- Provide adequate supervision for training sessions with attendance record being kept
- Recruit volunteers/employees ensuring vetting and training is completed
- Understand and implement the complaints and disciplinary procedures
- Ensure safe induction and supervision of volunteers/employees
- Ensure other activities follow procedures e.g. away trips
- Ensure complaints including rumours are not ignored and dealt with appropriately, following the relevant procedures including
 - Recording all incidents
 - Reporting the incident/accident or injury and informing the parent or guardian (if child involved).
- Keep and store securely all documentation with respect to meetings, correspondence and minutes of committee meetings together with General Meetings, including the Treasurer's report.
- Set up, maintain, revise and implement rules in the best interests of Swim Ireland, the Region or Club. Rules should not contravene any Swim Ireland rules and must be communicated to the relevant members.
- Ensure effective communications with members through recognised means e.g. e-mail, web posting, use of noticeboards, etc.
- Inform parents/guardians in advance and obtain consent for children to be involved in events outside the normal activities within the aquatic disciplines e.g. fun day out, fundraising.
- Inform parents/guardians where a matter or problem arises relating to their child.
- Monitor with the Children's Officer any changes in membership and any unusual dropout, absenteeism or Club transfers by children or leaders. Ensure these are followed up to determine the reason for the trend.
- Children's Officers and Coaches must be invited to at least 50% of committee meetings per annum to report and advise the Committee.
- Children's Officers and Coaches/Teachers may not be appointed/elected members of the committee.

Swim Ireland Policies and Other Useful Links

Anti-Bullying Policy:

<http://www.swimireland.ie/files/documents/Anti-bullying-policy-Nov-2015-Final.pdf>

Well Being in Swimming:

<http://www.swimireland.ie/files/documents/Getting-our-heads-together-2015-1.pdf>

Competition Pathway:

<http://www.swimireland.ie/files/documents/Competition-Pathway-20182019.pdf>

Domestic Competition Plan:

<http://www.swimireland.ie/files/documents/Swim-Ireland-Domestic-Competition-Plan-Notes-2018-2019.pdf>

Our Website

<http://courtownswimclub.com/csc/>

Our Facebook Page

<https://www.facebook.com/courtownsc/>