



Swim Club Courtown Handbook

Revision 1

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Contents

Introduction to Club Handbook	3
Club Description	3
Key objectives of the Club	3
Section 1 - Membership	4
Becoming a member	4
Member Participation Policy	4
Codes of Conduct	4
Joining the club	4
Membership Fees	4
Fee Structure	4
Squads/Teams	5
Drop Off and Collection	5
Duty rota for sessions	5
Duties of the person on duty	5
No person on duty	6
Transfers	6
Club Gear	6
Section 2 - Club Roles and Contact Details	7
Management Committee	7
Club Children's Officer (CCO)	7
Coaches and Teachers	7
Team Managers/ Chaperones	7
Officials	8
Club AGM	8
Section 3 - Facility Information	9
Section 4 - General Club Information	10
Competitions	10
Swimming Galas	10
Open Water	10
Club to Parent Communication	11
Photography and Filming	11
Bullying	11
Complaints and Disciplinary Procedures	12
Discipline	12
Complaints	12
Social Media Policy	12
General Data Protection Regulations (GDPR)	13

Club Links and Policies	13
Swim Ireland Policies and Procedures	13
Appendix A – Club Membership Form	14
Appendix B – Codes of Conduct	18
Appendix C – Member Participation Policy	24
Appendix D – Entry Standard to join Swim Club Courtown	28
Appendix E – Membership Fees	29
Appendix F – Squad Details and Training Times	30
Appendix G – Squad Movement Criteria	32
Appendix H – Equipment	34
Appendix I – Gala Guide	36
Appendix J – Overview Long Term Athlete Development (LTAD)	38
Appendix K – Swimming Pathways	39
Appendix L – Aquatic Development Plan	40
Appendix M – Long Term Athlete Development - Swim Ireland Aquatic Pathway	42

Introduction to Club Handbook

Club Description

Swim Club Courtown is primarily a pool-based swim club catering for swimmers under 18 years of age.

The club also has a Seniors/Masters section (O18) and caters for members that wish to swim Open Water events or swim for recreation and be registered members of Swim Ireland.

The club was established in 2001 and since then it has been based at the pool in Courtown now operating as Active Tribe. The club caters to competitive and non-competitive swimmers and our mission is provide members with a quality swim training programme, that is coach led and athlete centred.

Key objectives of the Club

- To foster and develop swimming and its participants.
- To promote the teaching/coaching and practice of swimming in line with current best practice
- To promote the development of physical, moral and social qualities associated with sport, within the participants.
- To accept and enforce the rules and regulations set down by Swim Ireland regarding swimming in accordance with the affiliation status afforded to the club
- To provide a positive and safe environment for all its members and staff.
- To ensure sport for young people in the club is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

The club aims to provide an atmosphere in which club swimmers can achieve their full potential and develop their social skills in a sporting environment that will stay with them throughout their life.

We will strive for excellence through the provision of a structured squad-based athlete development pathway from early skill development to local, regional, national or international success. See [Appendix J](#) for an overview of the Long Term Athlete Development (LTAD) Program.

The swim club competitive route is not for all swimmers. The club aims to provide those swimmers (girls aged 15 minimum and boys aged 16 minimum), who have decided that continuing with competitive swimming is not for them, with an alternative swimming pathway.

See [Appendix K](#) for swimming pathways.

Swim Club Courtown is fully committed to safeguarding the wellbeing of its members. Every individual in Swim Club Courtown 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 Swim Club Courtown and the guidelines contained in the Code of Ethics and Good Practice for Children's Sport and the Swim Ireland Safeguarding Policies.

Section 1 - Membership

The disciplines that the club offer are:

- Squad based swim training and
- Open Water Swim Training (coming Summer 2024)

Becoming a member

Membership of Swim Club Courtown is accepted at the discretion of the club management committee. The membership year is from (1st September) annually. Swim Club Courtown 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:

1. Club membership form ([Appendix A](#))
2. Relevant Code of Conduct ([Appendix B](#))
3. Member Participation Policy ([Appendix C](#))

Member Participation Policy

Swim Club Courtown 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.

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 the club secretary and they will be kept on record.

Joining the club

The entry standard is outlined in [Appendix D](#). Trials for joining the club are offered at various times of the season if places are available and in June for intake of new swimmers for the following season. If you are interested in becoming a member, please contact info@courtownswimclub.com. Places will be offered based on availability.

Swim Club Courtown endeavours to facilitate all athletes who wish to become members of the club. If you or your child/ children have any special requirements, please contact the club secretary or head coach.

For information on accessibility to the facility/ facilities contact the club secretary with your requirements.

Membership Fees

Club fees are payable on a set schedule determined by the management committee. Refer to [Appendix E](#) for schedule of fees and bank details.

Fees must be paid on the first day of the month they are due.

Payment options available: Bank transfer, direct debit, standing order. Where these options are not possible the fees must be lodged to the club's account directly at a bank branch. The club will not accept cash or cheques for lodgement by the treasurer.

Any queries regarding club fees should be directed to the club treasurer at treasurer@courtownswimclub.com. All financial queries will be treated with confidentiality.

By registering with the club you are committing to membership of the club for that year. Refunds will not be offered to members who decide to leave before the end of the year.

Unpaid fees that are outstanding for more than 1-month may be referred to the club complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedures.

Fee Structure

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

Squads/Teams

See [Appendix F](#) for Squad Details and training times.

See [Appendix G](#) for squad movement criteria.

See [Appendix L](#) for Aquatic Development Plan

Drop Off and Collection

- Athletes are required to be on poolside 10 minutes prior to the 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 is a parent on duty and coach on duty to conduct the session.
- Parents/guardians should ensure their child can change themselves or remain with the 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 they have left the poolside.

Duty rota for sessions

- The rota is organised in advance and communicated to all involved by the club's WhatsApp group.
- Contact details for all individuals on the rota will 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 is required to be on poolside 10 minutes prior to the start of their session for land-based warm-up.
- The person on duty should have a full view and hearing of the pool area/dry land area; this cannot be achieved by sitting in the pool gallery.
- 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 Club Children's Officer following a session.
- The person on duty is required to remain until all the young people have been collected. Any parent persistently arriving late or being delayed picking up their child/children should be reported to the coach/leader or the committee – this is a breach of the code of conduct and will be dealt with accordingly.

Duties of the 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 10 minutes before the session starts and remain with any teaching/coaching staff until all the young people are collected.
- Be in full view of the pool.
- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and person on duty.
- Be aware of children leaving and returning to the pool, e.g., a child should return to the pool after visiting the toilet.
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to give feedback to individuals on a 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 Club 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.

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.

Transfers

If a member wishes to leave Swim Club Courtown 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 of Swim Club Courtown.

Club Gear

D Squad – SC Courtown provides gear (pull buoy and kickboard) for this squad.

For all other squads swimmers provide their own gear. See [Appendix H](#) for gear required for training.

Coach/ teacher will advise of other kit which may be required.

Swim Club Courtown swimming hat must be worn at competitions, hats are available from the Head Coach, Team Manager on the day of the competition or the Club Secretary

Additional club gear available is optional and can be ordered from swimkit.ie

Section 2 - 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

Management Committee

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer and a minimum of 4 other members elected at the AGM each year. The Club Children's Officer and Head Coach are appointed positions and must also be members of Swim Ireland in their own right and sit on the committee in addition to the 7 elected.

A committee member may stand for re-election for four consecutive years. After this time period is up, they will be ineligible for election for a period of two years.

The management committee shall meet 10 times per year with a minimum quorum of 50% plus 1 of the members of the committee present.

All committee members must be Swim Ireland members; vetted through Swim Ireland 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 WhatsApp, please ensure you have provided correct contact details to the club secretary.

Position	Name	Email address
Chairperson	Nivard Rush	chair@courtowncwimclub.com
Secretary	Iwona Anisowicz	info@courtowncwimclub.com
Treasurer	Anthony Murphy	treasurer@courtowncwimclub.com
Club Children's Officer	Ciara Jones	cco@courtowncwimclub.com
Head Coach	Jemma Bracken	coach@courtowncwimclub.com
Gala Secretary	Tony Saab	galasec@courtownswimclub.com
Committee member	Jennifer Mulcahy Lu	
Committee member	Jennifer King	
Committee member	Michael Forde	

Club Children's Officer (CCO)

Swim Club Courtown is committed to the creation of a child centred 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 phone, email or face to face meetings.

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

Coaches and Teachers

Coaches and teachers in Swim Club Courtown 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.

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 needs 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 the 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.

Officials

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

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

Club AGM

Swim Club Courtown holds an AGM annually in June. 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 the 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.

Section 3 - Facility Information

Swim Club Courtown weekly training session take place at
Active Tribe Courtown, Courtown Harbour, Ballinatray Lower, Gorey, Co. Wexford Y25 PD92 (053) 942 5354

Swimmers must only enter Active Tribe through the main reception area and should let staff at the reception desk know that they are attending Swim Club Courtown training.

Swimmers should not be on the pool deck any earlier than 10mins before their training session.

Clothes and belongings should not be left in the changing cubicles – swimmers must use the lockers provided and require a refundable €1 coin to operate. Active Tribe Courtown is not responsible for the loss of personal belongings

Membership of Swim Club Courtown does not include access to any of the centre's other facilities.

Members should familiarise themselves with the centre's general terms here <https://www.activetribe.ie/terms/> and particularly note the following

1. Swimmers should shower before entering the pool.
2. Appropriate swim wear must be worn at all times.
3. Running, jumping and acrobatics are strictly prohibited in the pool area.
4. The lifeguard's instructions must be followed at all times.
5. Outdoor footwear is not permitted on the pool deck.
6. Swimmers are encouraged to wear pool flip flops/sliders on the pool deck.
7. Food or drink is not permitted in any of the activity, pool or changing areas of the facility. Chewing gum and glass containers are strictly prohibited anywhere on the site.
8. Access to storage rooms is strictly prohibited

Section 4 - General Club Information

Competitions

Galas are an ideal opportunity for swimmers to see their progress in swimming, while also enjoying the social and team building side of these occasions. For these reasons swimmers are encouraged to swim in the galas selected by their coaches.

Coaches will select galas that are suitable for a swimmer's level of ability and development. Coaches schedule galas in conjunction with their training plan.

There are different levels of galas –

Swimming Galas

Level 1 - aimed at younger/novice swimmers. A Level 1 Gala is a fun gala where the emphasis is on participation.

Level 2 - an entry level competitive meet. These galas are more formal than Level 1 Galas. Times from these galas can be used to qualify for Level 3 meets.

Future Challengers Meets are an example of a Level 2 Meet. While there are no Consideration Times* an age limit of 10 - 14 applies. No consideration time means that no official times are required to enter this meet. However, if the gala is over-subscribed, entries will be restricted.

Level 3 - Regional Qualifying and or Schools meets are at this level. Some Club Invitational/Open Meets are also at Level 3.

Aspiring Champions Meets are an example of a Level 3 Meet. The age limit for Aspiring Championships is 13 and over. Consideration times apply to distance events only – 400m or longer. Again, if the gala is over-subscribed, entries will be restricted.

With regard to Club Invitational/Open Meets, the requirements can vary from meet to meet. Some have Qualifying Times**

Level 4 - Regional Championship Meets - all regional meets have qualifying times that must have been achieved at a Level 3 Gala.

Level 5 - National Championship Meets – all national championships have qualifying times that must have been achieved at a regional meet.

*Consideration Time - an entry from a swimmer who is outside a consideration time may be accepted. It depends on the number of entries in the event and the time available to run the meet.

**Qualifying Times - the swimmer must have achieved the time in the relevant level gala set out in the meet entry requirements.

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads by WhatsApp.

Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before entering.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through the gala secretary.

A helpful Gala Guide is included in [Appendix I](#) .

Open Water

Open Water Events focus on getting out, being active and completing your own personal challenge. Some have a competitive element and prizes, but we welcome those who also want to take it at their own pace.

Events range from short non-competitive participation events, to longer competitive swims for those looking for a challenge. The longer events are also suitable for those who are at their own pace.

Non-competitive/participation swims are challenge events. They are designed for beginners to gain experience of swimming a distance and in an Open Water Event.

Before entering an Open Water Event a swimmer should have swum the distance the swimmer intends to swim in the event. This should have been continuously in the pool or open water - and can include short breaks.

Some events have time cut-offs (the maximum time allowed to swim the event), but these are purely for safety purposes and are set very generously to give everyone the best chance of completing their challenge at their own pace.

Age limits apply to some of the events.

Swim Ireland runs both an Open Water Programme and Open Water Events

See Swim Ireland website for SI Programme and Events.

Leinster Open Sea also run an Open Water Events series. Sign up to Leinster Sea Swimming at leinsteropensea.com to view the events available and to enter. Leinster Sea Swimming can be followed on social media, where up-coming events are also posted.

Club to Parent Communication

Club communications will be as indicated below

- WhatsApp for day-to-day information – training calendar, up-coming galas, parents supervision rota, gala results etc. the WhatsApp group will only include registered members O18 or the parents/Guardians of those U18.
- Facebook – news, galas, upcoming events, info. on club activities e.g Christmas party and incl. photos (with parental permission and no names) of club activities, club contact details.
- www.courtownswimclub.com – general club info, contact details, squads, training times, Codes of Conduct, SI Documents etc. and also as a means of advertising the club
- Club Notice Board – gala calendar, CCO's contact details, club contact details, up-coming trials for membership etc.

Photography and Filming

In line with Swim Ireland policy Swim Club Courtown 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. Swim Club Courtown 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.

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.

Bullying

The club takes a serious view of bullying. The Swim Ireland Anti-Bullying Promise and Policy will be used by the club to deal with any allegations of bullying brought to its attention.

The Anti-Bullying Promise aims to prevent bullying behaviour, described as the repeated and intentional use of power or aggression to harm, hurt or adversely affect the rights and needs of others.

- Bullying behaviour is not acceptable in the sport – the club has a zero tolerance to bullying behaviour
- Everyone is expected to behave according to the SI Code of Conduct.
- It is ok to tell someone about bullying behaviour; the club will listen and help stop the behaviours.
- We want young people to feel safe and secure in swimming

- We will support young people to help stop bullying behaviour
- Everyone with sign up to this promise

If you see bullying behaviour or if you are being bullied tell someone you trust like your coach, the Club Children's Officer (CCO), your parent/guardian/carer or a friend.

Help keep Swim Club Courtown free from bullying behaviour.
BULLYING BEHAVIOUR IS A BREACH OF THE CODE OF CONDUCT.

See <https://www.swimireland.ie/wp-content/uploads/sites/2/2023/02/Anti-Bullying-Promise-and-Policy.pdf> for full details on the Anti-Bullying Promise and Policy.

Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with Swim Club Courtown 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.

Social Media Policy

The club uses social media as a communication and promotional tool to engage with our members by sharing news and information, to build a positive team spirit within the club, to show the "human face" of our club.

The club's social media is operated in line with Swim Ireland's Safeguarding Children Policies and Procedures. See <https://swimireland.ie/safeguarding/safeguarding-policies/>

The club's social media is intended to be a positive and safe environment in which to post. The club's social media is moderated to minimise the damage and manage the risks associated with social media.

Content posted should be

- Consistent with the aims of the club and/or Swim Ireland

Content and Comments will be deleted if they contain:

- Threatening, abusive or insulting statements likely to stir up hatred
- Offensive, obscene or sexually violative material
- Name calling and/or personal attacks
- Defamatory material
- Material in breach of privacy or confidentiality obligations
- Material infringing copyright or intellectual property rights

Parents

The club asks parents to speak to their children about posting on social media; to monitor their social media interactions.

Posting Guidelines

- Be kind to one another
- Positive, respectful and encouraging in any comments
- Do not post any information about yourself

- Do not post any information that will identify a fellow club member

Examples of acceptable posts

- First gala for all our new swimmers. Best of luck
- Lots of PB's at to-days gala. Well done, Courtown!!
- First 100m/200m/400m/800m swims in a gala to-day. We knew you could do it. Brill!!
- Congratulations to all those who qualified for...

Devices

The use of mobile phones/smart phones, any audio and/or visual recording devices are strictly prohibited in the changing and pool areas. This policy applies to all pools - home and away venues.

Devices should be left at home or locked in a locker.

Violations of the above policy will be dealt with under the Anti-Bullying Promise and Policy and/or the SI Disciplinary Rules and Procedures, as considered appropriate.

General Data Protection Regulations (GDPR)

Swim Club Courtown take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current/future data protection legislation.

Please read the full privacy notice carefully to see how Swim Club Courtown will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access.

Swim Club Courtown's Data Privacy Notice can be found at the link below.

<https://tinyurl.com/SCCDataPrivacyNotice21Aug-2023>

Swim Club Courtown's Data Protection Policy can be found at the link below.

<https://tinyurl.com/SCCDataPolicy21Aug2023>

Some of the Data that we hold about you as a member is shared with Swim Ireland. Swim Ireland's GDPR Statement is available here

<https://swimireland.ie/wp-content/uploads/sites/2/2023/04/SwimIrelandDataProtectionGDPR-Privacy-Notice-MembersVolunteersCustomersParticipantsMay2018.pdf>

Club Links and Policies

Club website	www.courtownswimclub.com
Swim Ireland	www.swimireland.ie
Swim Leinster	www.swimleinster.com

Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on Swim Ireland website.

- Swim Ireland Rulebook
- Complaints and disciplinary rules and procedures
- Safeguarding children policies and procedures
- Data Protection and privacy policies
- Swimming pool safety guidelines

Appendix A – Club Membership Form

Membership Form

Please complete all details and return to the Membership Secretary



Swim Ireland Number if existing member

SECTION A: MEMBER DETAILS

Title:		Address 1	
First Name:		Address 2	
Middle Name:		Address 3:	
Surname:		Town:	
Date of Birth:		County:	
Gender		Eircode:	
*Phone:		*Mobile:	
*Email:			

*Please note: If the member is U18 contact details should be the parent/carers

Is this person the head of family Yes / No If not can you enter the ID of the head of their family (U21)

SECTION B: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/team managers should be aware of (e.g. epilepsy, asthma, diabetes, allergies) **Please do not leave blank** – If there is no information please write 'None'

SECTION C: EMERGENCY CONTACT DETAILS

Please indicate the information below to indicate the persons who should be contacted in the event of an incident/accident

Emergency Contact 1 Name:	
Emergency Contact 1 Relationship:	
Emergency Contact 1 Number:	
Emergency Contact 2 Name:	
Emergency Contact 1 Relationship:	
Emergency Contact 1 Number:	

SECTION D: PHOTOGRAPHY & VIDEO

In accordance with the Swim Ireland Filming and Photography policy, we only permit photographs, video or other images of children/young people to be taken with consent.

Photographs/videos will be taken by an appropriate person appointed to do so by Swim Club Courtown. Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in the latest version of the Swim Ireland Safeguarding Policies. No child/young person will be identified individually in any published image or film footage.

Swim Club Courtown requests permission to photograph and/or record video footage of your child's involvement in their sport for the purposes of publicising and promoting the club and/or sport.

SECTION E: CLUB PRIVACY STATEMENT

Swim Club Courtown take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current/future data protection legislation.

Please read the full privacy notice carefully to see how Swim Club Courtown will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access.

Please see attached to this membership form Swim Club Courtown privacy statement

SECTION F: DATA SHARING WITH SWIM IRELAND

When you become a member of or renew your membership with Swim Club Courtown you will automatically be registered with Swim Ireland through the Swim Ireland online membership database. We will provide Swim Ireland with your personal data which they will use to enable your personal access to the membership database. Swim Ireland will contact you to sign in and update your profile (which, amongst other things allows you to set and amend your opt-ins and privacy settings). It is vital therefore that a valid email address is given, so that you can ensure that your data is correct and so that you can monitor your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim Ireland, please view the privacy policy on the Swim Ireland website or on sign up through the online membership database you will be presented with the relevant policy.

SECTION G: AGREEMENTS & CONSENTS

Swim Club Courtown recognises the need to ensure the welfare and safety of all young people in our sport. Please tick the appropriate boxes below to confirm the declarations.

I agree to abide by the Swim Ireland Safeguarding Policies (latest update) and Rules of Swim Ireland and Swim Club Courtown	<input type="checkbox"/>
I agree to abide by the relevant code of conduct as laid out by Swim Ireland and Swim Club Courtown	<input type="checkbox"/>
I have never been asked to leave a sporting organisation? (If you leave blank, we will contact you in confidence)	<input type="checkbox"/>

By ticking the boxes below, you consent to the following.

I consent to my special category personal data provided in Section B to be shared with coaches/team managers or other appropriate personnel for the purposes of the delivery of safe participation in club activities.	<input type="checkbox"/>
I consent to my emergency contact details to be shared with coaches/team managers or other appropriate personnel in the case of an emergency.	<input type="checkbox"/>
I confirm that I give permission to be filmed and/or photographed. Photographs and/or video may be used in accordance with the Swim Ireland Filming and Photography Policy.	<input type="checkbox"/>
I confirm I have read and understood Swim Club Courtown privacy statement	<input type="checkbox"/>
If I am a competitive swimmer I agree to my personal data and swimming times to be held and processed through Hy-Tek's swimming software	<input type="checkbox"/>

Members Name:	
Membership Number (if known):	
Members Signature:	
Date:	

If member is under 18 the parent/carer must also sign below.

I confirm I have legal authority to provide these permissions, agreements and consent for the member named above:

Parent/Carer Name:	
Parent/Carer Signature	
Date:	

Declaration of the Club:

I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: _____ Name: _____

Date: _____

It is your responsibility as club secretary for ensuring the accuracy and validity of the information that you submit using this form and Swim Ireland accepts no responsibility whatsoever for any errors or omissions that you may make.

Appendix B – Codes of Conduct

Codes of Conduct updated June 2020

The codes of conduct set out fundamental behaviours expected from each person involved in sport and young people. Clubs and regions should ensure all members sign up to the relevant codes of conduct annually as part of the membership renewal. Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule, and failure to sign cannot be used as a challenge against ignorance of the code of conduct.

For safeguarding and well-being of young people the following codes state expected behaviours for:
Young People – this code may be added to by young people when creating a squad/club specific code or contract.

Parents – this code includes expectations of parents and encourages their involvement in regions and clubs.

Coaches/Teachers – this is behaviour expected from a coach or teacher, including Swim Ireland's Associate members.

Leaders – this covers all roles not otherwise specified including Children's Officers, Team Managers, Officials, etc.

Each of these codes of conduct are available separately. These codes of conduct do not replace, but act in addition to, other specific codes or expectations of behaviour for Swim Ireland roles and activities including, but not limited to:

National and regional board

National, regional and club committee

National, regional and club coach and teacher

Performance Centre staff and athlete

Official

Team manager

Course attendees

Individuals attending a specific educational or training course are expected to abide by the relevant code of conduct during a Swim Ireland course (plus adhere to course stipulations/contracts).

If, on completion of a Swim Ireland course, the individual becomes or is an existing Swim Ireland member the course attendee is bound by the relevant code of conduct for their role as a member of Swim Ireland.

If, on completion of a Swim Ireland course, an individual does not have any further involvement with Swim Ireland, they are not considered a Swim Ireland member. The individual's details and record of qualifications remain on the Swim Ireland database system according to our Data Retention policy.

The Code for Young People updated June 2020

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 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 leaders, coaches, teachers, 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 Swim Ireland, the region and your club 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 _____

The Code for Parents/Carers updated June 2020

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
- Choose a safe and fun club with your child
- 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 leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders 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 leaders and coaches; communication should not take place whilst leaders and 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
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a Swim Ireland parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to Swim Ireland 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 _____

The Code for Coaches/Teachers updated June 2020

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 _____

The Code for Leaders updated June 2020

As a leader you have an opportunity to have a positive impact on the lives of young people involved in sport. You have volunteered your time and effort and 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 club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Support the ethos of the club, region and Swim Ireland
- 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
- Ensure a safe and fun environment for young people you are responsible
- Be available for specified duties if and when required;
- Have an awareness of and respect leaders and other adults and their roles
- Promote that participation in sport for children and young people is fun, safe, fair and in the Spirit of Sport
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment

Leaders 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. Any leader 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 leader 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.
- Act only within your qualifications and competence within your assigned role
- 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

As a Swim Ireland leader, you should:

- Be properly recruited and supported in your role
- Have access to and attend required training for your role

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 _____

Appendix C – Member Participation Policy



Member Participation Policy

Swim Club Courtown is managed and supported by volunteers, made up of club members which includes their parents and guardians. 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.

Mandatory training

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 Swim Club Courtown. Where possible we endeavour to offer training in-house and at times that are convenient to our members. Training expectations are outlined below, there is no restriction on members completing training in advance of the timeline:

Swimming

1. Year 1 - we expect members to complete Level 1 Official e-Learning course. It provides an understanding of the roles and responsibilities of the Timekeepers, the associated operating procedures and covers FINA Rule SW 2.9 along with other duties for working at swimming competitions. The course is 90 minutes long, online and you can complete it in your own time.
2. Year 2 - 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, online and taken at a time that suits you.
3. Year 3 - members will be required to complete Team Manager level 1 course, This course is for volunteers who wish to act as Team Manager for their club at competitions, from club galas up to and including Senior National competitions.
This is an e-Learning course which you can complete in your own time. The course will take approximately 90 minutes to complete.
4. Year 4 - members will be expected to complete the Level 2 Officials course, this e-Learning module is designed to help you to understand the role of an Inspector of Turns. It will also assist you to interpret the relevant FINA rules for this role.
On successful completion of the Level 2 Officials e-Learning you will then complete a poolside practical, arranged through the club.

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



Member Participation Policy

Mandatory roles

Person on duty rota

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. More information is available on [Swim Ireland website](#) and in the club handbook.

Regional and National Competition Duty

Every club must supply officials at Regional (Leinster) and National 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. Swim Club Courtown provides training to club volunteers at regular intervals to ensure you are knowledgeable in the role you are required to complete.

Voluntary roles

In addition to the Mandatory Training there are several essential roles fulfilled by 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 info@courtownswimclub.com or any current committee member for further information or indicate your preference on form below.

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 and a minimum of four other committee members. The committee is elected annually at the club AGM, which is held in June. Committee members are required to complete Garda Vetting 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 info@courtownswimclub.com or any current committee member.

Complaints and Disciplinary Committee

It is a Swim Ireland requirement that Swim Club Courtown have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should a complaint or disciplinary matter arise. Committee members are required to complete Garda Vetting/ 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.



Member Participation Policy

Member Participation Form

Mandatory training and roles(required):	
I confirm that I have read and understand the following:	✓
Mandatory training	
Mandatory roles	
Voluntary roles (optional):	
I am interested in finding out more about the following role(s):	✓
Team Manager	
Officials	
Management Committee	
Complaints and Disciplinary Committee	
Please sign and date form below, one form required per family	
Member name(s)	
Parent/ Guardian name	
Date	

Appendix D – Entry Standard to join Swim Club Courtown

For entry into the D squad [girls aged 8-11yrs and boys aged 9-12yrs (approx.)] swimmers should be able to swim the following with minimal and minor technical faults:

- 100m Freestyle
- 50m Back Crawl
- 50m Breaststroke.

Swimmers should also be able to make an attempt at swimming 25m Butterfly.

Acceptance into D Squad is dependent on a swimmer achieving the entry standard above and the availability of space. The Coaches' decision on acceptance for entry is final.

Acceptance into any other squad is dependent on an assessment of the swimmer by the Coach and is at the Coaches discretion. The Coaches' decision on acceptance for entry is final.

Appendix E – Membership Fees

Fee payment dates have been adjusted for the 2023-2024 Season in order to minimise the outlay for members in September. Fees are due on the 1st day of the month.

Swim Fees		Sept*	Nov.	Jan	Feb	Mar	April	Annual Total
Payments	Deposit	30%	10%	15%	15%	15%	15%	
D-Squad (Groups 7 & 8)	€50.00	€185.00	€53.00	€80.00	€80.00	€80.00	€80.00	€608.00
D-Squad (Groups 5 & 6)	€50.00	€185.00	€62.00	€92.00	€92.00	€92.00	€92.00	€665.00
Senior Swimmer (Groups 3 & 4)	€50.00	€215.00	€72.00	€107.00	€107.00	€107.00	€107.00	€765.00
Senior Swimmer (Groups 1 & 2)	€50.00	€235.00	€79.00	€117.00	€117.00	€117.00	€117.00	€832.00

Deposit covers Swim Ireland registration fee due on to Swim Ireland on 01-Sept.

September payment includes Equipment Fee of €25 for Groups 7 & 8 only. Equipment Fee covers use of Club equipment e.g. kickboards, pull buoys and fins. All other Groups are expected to have their own equipment.

Please make payments electronically to the account below

Account Name: Swim Club Courtown

BIC: IPBSIE2D

IBAN: IE92IPBS99066588052342

Please put your swimmers or family name in the narrative e.g. JDoeDeposit. Also, please let the treasurer know you have paid by emailing treasurer@courtownswimclub.com, this will help track payments.

Appendix F – Squad Details and Training Times

The impact of the pandemic and of the home pool closure on the swimmers and on the club structures was severe. The club training structure is in the process of being rebuilt from the ground upwards. Over the coming years as senior swimmers leave school (and home!!), heading for the adult world of college, apprenticeships and jobs in furtherance of their careers) the club structure will continue to evolve.

For the 2023/2024 season there will be 2 swimmer groups (D-Squad and Senior Swimmers). Over time the Long-Term Athlete Development (LTAD) plan will expand the squad structure.

<i>Squad/Team</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>
D Squad (Groups 7 + 8)	5:00 - 6:00pm			5:00 - 5:45pm	
D Squad - (Groups 5 + 6)	5:00 - 6:00pm			5:45 - 6:45pm	
Senior Swimmers (Groups 3 + 4)		6:00 - 8:00pm		6:45 - 8:00pm	
Senior Swimmers (Groups 1 + 2)			6:00 - 8:00pm		7:00 - 9:00pm

Squad details for 2023/2024 Season are as follows:

D Squad (Groups 5, 6, 7 & 8)

LTAD Swim Skills - girls aged 8-11yrs and boys aged 9-12yrs (approx.)

The focus in this squad is on the development of swim skills: push-offs, rotations and sculling techniques are developed. Correct stroke technique in all four competitive strokes is progressed, using drills and structured progressions. Starts and turns are introduced and developed as training progresses. Swimmers learn to use the pace clock. The squad trains in groups to develop an understanding of lane discipline. As swimmers advance, they will progress to the C Squad.

Equipment required for D Squad: pull buoy and kickboard - this equipment is provided by the club.

Senior Swimmers (Groups 1, 2, 3 & 4)

Girls and boys who are outside of the age range for the D Squad - the focus for this group will be on plugging the gaps in their swimming skills, on further developing their skills, on building their aerobic base and on optimising their fitness.

Senior Swimmers are required to **provide their own equipment** - pull buoy, kickboard, hand paddles, fins and snorkel in a mesh bag. See [Appendix H](#) for details of suitable swim training equipment.

All swimmers must have the following: swim hat (silicone hats recommended as cloth hats are not suitable), goggles, suitable swimwear (no board shorts), unbreakable bottle (only water, **no** energy or fizzy drinks).

Changing room lockers must be used.

All equipment should be brought onto the deck for use during training and be clearly marked with swimmer's name.

Squad details for 2024/2025 Season are as follows:

D Squad - LTAD Swim Skills - girls aged 8-11yrs and boys aged 9-12yrs (approx.)

Details are as per those for 2023/2024 season

Senior Swimmers - girls and boys who are outside of the age range for the C and/or D Squads.

Details are as per those for the 2023/2024 season

New for the 2024/2025 season

C Squad - LTAD Training to Train - girls aged 11-14yrs and boys aged 12-15 (approx.)

The focus of this squad is on the continued development and improvement of skills and technique in all four strokes. More stroke drills are introduced. Work is now over multiple laps of the pool. Distances are increased to build the swimmers' aerobic base. Work on speed and strength is introduced.

C Squad Swimmers are required to **provide their own equipment** - pull buoy, kickboard, hand paddles, fins and snorkel in a mesh bag. See [Appendix H](#) for details of suitable swim training equipment.

See [Appendix G](#) for details of the criteria for squad movement.

Appendix G – Squad Movement Criteria

Movement from D Squad to C Squad

The criteria for movement from D Squad to membership of the C Squad are:

Skills

- Push-offs (head past flags), rotations, sculling skills
- The ability to swim 100f/c and 100b/c technically correctly.
- The ability to swim 100brs with minor technical issues.
- Dolphin kick over 25m
- Capable of swimming 200m continuously using one stroke
- Legal turns in Front Crawl (F/C), Back Stroke (B/C) and Breast Stroke (BRS)
- Racing starts

Trainability

- An understanding of rest time
- Ability to follow instructions given by the Coach
- Using the pace clock correctly
- Following lane discipline procedures

A swimmer joining C Squad is expected to:

- Commit to training and attendance at training sessions (2 sessions/week)
- Swim in galas selected by their Coach
- Complete the squad movement form, signed and dated - by the swimmer and their parents/guardians.

Minimum age for transition to the C Squad is 9yrs on the date of transition

Squad movements and dates of movement - coaches decision, which is final.

Movement from C Squad to B Squad

The criteria for movement from C Squad to membership of the B Squad will be available in September 2024.



Swim Club Courtown – Squad Movement and Acceptance Form

You have been selected to move to the next squad level commencing _____

Please fill in all Sections and return to your Coach by _____

MEMBER SECTION

I _____ accept/decline the invitation to join _____ Squad

I commit to attend the extra training sessions on time and to train to the best of my ability showing respect for all other swimmers and my coaches.

Name (Print): _____

Signature: _____ Date: _____

PARENT/GUARDIAN/CARER SECTION

I _____ the parent/guardian/carer of the member above am aware of the additional squad commitment, increased squad fees and training times as well as my responsibility to provide deck supervision on a rota basis at the specified training sessions.









Tick Here ()

Parent/guardian/Care Giver Name (Print) _____

Signature: _____ Date: _____

Coach Signature: _____ Date: _____

Appendix H – Equipment

 <p>Strokemaker Paddle -these come in a large number of sizes. Some paddles only come in S, M and L</p> <p>It is essential that paddles are the <u>correct size</u> for the swimmer's hand</p>	 <p>Swimkit (or similar that have a pointed end)</p>
 <p>Finis Pull Buoy - Younger swimmers (or similar that come in a Junior size)</p>	 <p>Swimkit Pull Buoy - Senior Swimmers (or similar that come in a Senior Size)</p>
 <p>Shoe style fins with <u>Short Blades</u> for younger swimmers</p> <p>Arena, Zoggs, Speedo, SwimKit are suitable</p>	 <p>Arena, Finis, SwimKit are suitable</p>
 <p>Mesh Kit Bag - SwimKit.ie</p> <p>The mesh kit bag with the Swim Club Courtown logo is the same price as the standard one with a minimum order (currently 5)</p>	 <p>Fins with <u>Short Blades</u> and open heels for older swimmers.</p> <p>Arena, Speedo, TYR are suitable</p>

Note to Parents/Guardians/Carers: Swim gear that can be purchased in the sports chain stores is not suitable.

Appendix I – Gala Guide

Arriving at a gala

Always arrive on time. The swimmer should let the coach/team manager know that they have arrived. Parents are not permitted on the pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties.

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 carbohydrates (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

What to bring to a gala?

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Togs 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)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer's name on it
- Towels x 2 (if there for a full day)
- Flip flops or sliders for around poolside – no outdoor shoes are allowed

In some facilities you must have something on your feet to be allowed access to certain areas which lead to the 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.

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

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.

Long Term Athlete Development - Swim Ireland Aquatic Pathway

The Pathway

The aquatic pathway explained: The aquatic pathway as shown below has been based around Long Term Athlete Development principles (LTAD). The LTAD principles focus on an individual's suitable physical training and education, competition and recovery stages that is relevant to the individual's development and growth, specifically in the younger years. These principles have been supported by scientific research. The pathway is as follows:



Appendix K – Swimming Pathways

2023 - 2024 Season (September 2023 - June 2024)

D Squad - LTAD Swim Skills - girls aged 8-11yrs and boys aged 9-12yrs (approx.)

Senior Swimming Squad - girls and boys who are outside of the age range of the D Squad (generally)

2024 - 2025 Season

D Squad - LTAD Swim Skills - girls aged 8-11yrs and boys aged 9-12yrs (approx.)

C Squad (scheduled for September 2024) - LTAD Training to Train - girls aged 11-14yrs and boys aged 12-15yrs (approx.)

Senior Swimming Squad - girls and boys who are outside of the above age ranges (generally)

Swim Club Courtown encourages swimmers to continue with their swimming during breaks in club training or in conjunction with club training (if a swimmer wishes to do so).

Information on alternative Swimming Pathways:

Surf Lifesaving through Water Safety Ireland <https://watersafety.ie/sports/> and/or RLSS UK <https://www.rlss.org.uk/pages/category/rlss-uk-clubs>

Water Safety Ireland – Wexford Area <https://www.facebook.com/irishwatersafetywexford/>

Wexford Water Polo

For information: secretary@wexfordswimmingclub.ie

Courtown Open Water Swimming

For information: info@courtownswimclub.ie

Open Water Swimming (scheduled for summer 2024) - girls and boys aged 18yrs upwards

The swimming pathways indicated above are also suitable for those who do not wish to continue with the club swimming pathways.

Proposed alternative Swimming Pathway

Swim Club Courtown proposes to provide Open Water pool based training for those swimmers for whom the competitive pathway is not for them but who wish to remain as members of the club (subject to pool availability and coach availability).

Appendix L – Aquatic Development Plan

Swim Club Courtown - Squad Development Programme - Year 1 - 2023/2024 season

<i>Squad/Team</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Notes</i>
D Squad - Groups 7 + 8	5.00 - 6.00pm			5.00 - 5.45pm Groups 7+ 8		
D Squad - Groups 5 + 6				5.45 - 6.45pm Groups 5 + 6		
Senior Swimmers Groups 3 + 4		6.00 - 8.00pm		6.45 - 8.00pm		
Senior Swimmers Groups 1 + 2			6.00 - 8.00pm		7.00 - 9.00pm	

Swim Club Courtown - Squad Development Programme - Year 2 – 2024/2025 season

<i>Squad/Team</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Notes</i>
D Squad -	5.00 - 6.00pm			5.00 - 5.45pm		
D Squad -	5.00 - 6.00pm			5.45 - 6.45pm		
C Squad and Senior Swimmers Groups 3 + 4		6.00 - 8.00pm		6.45 - 8.00pm		In Year 2 those Senior Swimmers who have not moved up to Group 1 + 2 will train with the new C Squad. C Squad will be those from D Squad who have moved up.
Senior Swimmers Groups 1 + 2			6.00 - 8.00pm		7.00 - 9.00pm	

In Year 2 it will be necessary to flag the provision of a B Squad in Year 3, together with the adjustment in the training days/times of the C Squad that this will entail. The establishment of a B Squad in Year 3 will result in the C Squad training on Wednesdays and Fridays in Year 3.

Swim Club Courtown - Squad Development Programme - Year 3 – 2025/2026 season

<i>Squad/Team</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Notes</i>
D Squad	5.00 - 6.00pm			5.00 - 5.45pm		
D Squad	5.00 - 6.00pm			5.45 - 6.45pm		
C Squad and Senior Swimmers			6.00 - 8.00pm		6.00 - 7.30pm	
B Squad and Senior Swimmers		6.00 - 8.00pm		6.45 - 8.00pm	7.30 - 9.00pm	

Year 3 will be a year of significant change in the training times. It can be flagged at the beginning of Year 2. The establishment of a B Squad will result in the C Squad now training on Wednesdays and Fridays.

Swim Club Courtown - Squad Development Programme - Year 4 – 2026/2027 season

<i>Squad/Team</i>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>	<i>Friday</i>	<i>Notes</i>
D Squad	5.00 - 6.00pm			5.00 - 5.45pm		
D Squad				5.45 - 6.45pm		
C Squad			6.00 – 8.00p		6.00 - 7.30pm	
B Squad		6.00 - 8.00pm		6.45 - 8.00pm	7.30 - 9.00pm	In order to fulfil the club's commitment to provide a pathway for those who do not wish to continue on the competitive pathway the capacity of the B Squad will be limited.
Alternative Swimming Pathway/Open Water Girls aged 15 Boys aged 16		6.00 - 8.00pm		6.45 - 8.00		It will depend on the number of swimmers in this squad/how often they want to swim whether 1 or 2 sessions will be necessary.

As of 2023 Active Tribe are adamant that 2 lanes are the maximum it will make available at any given time (except for 1 evening when 3 lanes are available for 1hr.) This Aquatic Plan is based on their being no change to that policy.

Appendix M – Long Term Athlete Development - Swim Ireland Aquatic Pathway

The Pathway

The aquatic pathway explained: The aquatic pathway as shown below has been based around Long Term Athlete Development principles (LTAD). The LTAD principles focus on an individuals suitable physical training and education, competition and recovery stages that is relevant to the individuals development and growth, specifically in the younger years. These principles have been supported by scientific research. The pathway is as follows:



Aqua Babies (Males and Females 0-6 years)

Encourage active and fun play both in and out of the water. This will encourage the very young to learn fundamental movements and start to link them together into play.



Fundamentals (Males 6-9 years and Females 5-8 years)

Children should learn all fundamental movement skills and build overall motor skills. Skill development in the Fundamentals stage should be well structured, positive, and FUN.



Swim Skills (Males 9-12 years and Females 8-11 years)

This is the stage where children should be encouraged in the overall learning of sports skills due to being at the most important periods of motor development.



Training to Train (Males 12-15 years and Females 11-14 years)

This stage is about building an aerobic base, develop speed and strength towards the end of the stage, and further develop and consolidate sport specific skills.



Training to Compete (Males 15-18 years and Females 14-16 years)

This stage is about optimising the engine and learning to compete. There is more emphasis now on anaerobic development. Optimise fitness preparation and specific sport skills/performance.



Training to Win (Males 18+ years and Females 16+ years)

This stage is about maximising the preparation for podium performances. This is the final stage where all other stages must be complete before success at this level.



Retention (at any age)

We are all responsible for ensuring that there is smooth transition from an individuals competitive career to using the aquatics as a lifelong physical activity and also encourage participation in sport as officials, teachers or coaches or volunteers in some capacity.

Swim Ireland lead in building on the aquatic pathway in Ireland using LTAD principles

"The Aquatic pathway is about planning for swimming excellence and the well-being of the Irish population (Director of Education and Development, Swim Ireland, 2007)"

Swim Ireland is responsible for providing a framework to all performers to be whatever they want to be in our sport. Long Term Athlete Development (LTAD) principles have been incorporated into the pathway and subsequent framework. It is important that Swim Ireland leads and directs and that they provide recommendations for clubs, committees, facilities and teachers/coaches to work together under a structure to ensure there is a "cultural change", and that finally Ireland leads the way in building an effective aquatic system.

The vision for the education and development plan is "to foster an environment where all can access clear developmental pathways and quality support from learn to swim through to elite success and lifelong participation in the aquatics". Through the strategic approach to the education and development systems, the Director of Education and Development has identified that the LTAD concept and principles will underpin all work in the future. LTAD is a concept and a framework that you can work with which is a training, competition and recovery programme based upon developmental age – the maturation level of an individual, rather than chronological age. It is performer centred and the concept should be coach driven, and administration, sport science, and sponsor supported. LTAD is a vehicle for change and it is a recommendation that the Swim Ireland board fully understands the concept, principles and implications of LTAD and fully supports the decision to tailor our programmes and structures around this concept for future development for the performers and recreational participants within Ireland.

LTAD Concept

Scientific research has identified that it takes at least 10 years, or 10,000 hours for talented athletic individuals to achieve sporting excellence. It is frequently documented that there are two ways in which our young performers can improve their

performance 1. Training, which can be broken down into the development of skills and physiological development 2. Growth and Development

If a long term approach to training is not adopted there is likely to be a plateau in performance, when growth and development slows significantly and for some their performance may get considerably worse. At this point the short term training approach cannot be reversed and this often leads to drop out before a performer has achieved close to their potential. The LTAD framework is viewed as the basis to progress from young novice to senior international performer, by clearly identifying a pathway starting with basic skills and aerobic work and building right through to elite performance. However rather than view the model as an elite athlete model it is suggested that the model should be viewed as a retention model.

The philosophy behind the thinking of an LTAD based framework/pathway has been implemented by good and successful coaches in some way, shape or form over the years; however this has been completed on an ad hoc basis dependant on the experience and understanding of the coach or teacher and the principles may not always have been applied in every situation. In recent years however, there has been a modern drive, to re-educate the complete sporting community and to focus all of their efforts on adhering to the LTAD framework/pathway when designing programmes, competitions and strategies for their athletes.

LTAD as previously mentioned is about achieving optimal training, competition and recovery throughout an athlete's career, particularly in relation to the important growth and development years of young people. Thus a core aim of the LTAD concept is to ensure that the desire and talent of the swimmer is matched to an appropriate training environment. If this can be achieved in Ireland, then the likelihood of our swimmers, players, divers and staying in the sport and achieving personal success should be increased significantly.



Aquatics For Life

Swim Ireland
excellence through teamwork

Aquatic Development in Ireland Currently

The following are some general observations of sporting systems from around the world that have been observed recently (including Ireland):

- Young athletes under train, over compete;
- Low training to competition ratios in early years
- Adult competition superimposed on young athletes
- Adult training and programmes super imposed on young athletes
- Male programmes superimposed on females
- Training in early years focuses on outcomes (winning) rather than the processes (optimal training for skill and fitness development)
- Chronological age influences coaching as opposed to biological age
- The "critical" periods of accelerated adaptation are not fully utilised or understood
- Poor training between 6-16 years of age cannot be fully corrected (athletes will never reach genetic potential)
- The best coaches are encouraged to work at elite level
- Coach education tends to skim the growth, development and maturation of young people
- Coaches, performers and parents need to be educated in LTAD principles
- Administrators and officials need to be educated in LTAD principles

The implications or resultant consequences of the issues from the current systems presented are summarised as:

A failure to reach optimal performance levels in international competitions; poor movement abilities; a lack of fitness; poor skill development; the development of bad habits from over competing and under training; female athlete potential not fulfilled; children not having fun as they are involved in adult-based programs; no systematic development of the next generation of successful international athletes; athletes pulled in different directions by school, club and provincial teams because of the structure of competition programmes; fluctuating national performance due to a lack of talent ID and a developmental pathway; athletes failing to reach

their genetic potential and optimal performance level and quick fix programmes implemented by regional and national team coaches, to counteract the shortcomings of athlete preparation.

Moving Forwards

Basic Principles introduced through LTAD and the Aquatic Pathway

The LTAD sports development framework attempts to help governing bodies and sporting communities start to resolve these issues. These principles feature in the Swim Ireland Aquatic Pathway and in short attempts to focus the minds of all in the aquatics about adopting a performer centred approach to development.

All young people follow the same patterns of growth from infancy through to adolescence, but there are significant individual differences in both the timing and magnitude of the changes that take place. It is important to stress that human growth and development happens without training, but that training can enhance all of the changes that take place. A number of scientists have reported that there are critical periods in the life of a young person in which the effects of training can be maximised. This has led to the notion that young people should be exposed to specific types of training during periods of rapid growth. These have been used by Dr. Istvan Balyi to devise a LTAD frame work. *These follow the principles below:*

FUNdamentals /Aqua Babies	Basic movement literacy
SwimSkills	Building technique (Sports specific)
Training to Train	Building the engine (Sports specific)
Training to Compete	Optimising the engine (Sports specific)
Training to Win	Maximising the engine (Sports specific)

LTAD Pathway - What does it mean for you?

Teacher/ Coach:

For any experienced teacher or coach that has been operating on poolside in their relevant roles, you will find that this particular pathway will help support and compliment the work you are more than likely already doing with young aquatic athletes at the relevant age(s) within your club or swimming programmes.

For less experienced teachers and coaches that are just starting in our sport it is hoped that this pathway will provide you with some guidelines with regards to teaching young athletes the relevant skills and movement patterns that are required at the identified stages of development of young people. Similarly the information linked with the pathway will help you progressively structure your training programmes and sessions in a suitable manner that is recommended by scientific experts with regards to the many facets of growth and development and the development of sports specifics relating to motor, aerobic and strength development as well as helping you educate your young athletes in a progressive manner.

The technical and developmental knowledge that is provided should enable you to teach/coach those young individuals to reach their potential within sport and the aquatics.

Swimmer:

These are some guidelines that your swimming teacher/coach and support staff should be working to implement for you, into your swimming programme regardless of your age or development. Some of these changes will be very slow but worthwhile. Listen to your coach and trust their judgement as they design your swimming programmes in a structured and progressive manner. To gain full benefits from your swimming programme please ensure that you are 100% committed to your teacher or coach and the programme they have designed for you.

It is hoped that this pathway will hopefully paint a picture for you as to all that is needed and required of you and for you to achieve whatever you would like in the world of the aquatics.

Parent:

This information should help you understand how your child should develop within the aquatics. Please note that this information is for guidance and remember that one size does not fit all, and that these recommendations are for guidance only. A teacher/coach is trained to deal with individuals and amendments may need to be made by the teacher or coach to suit the needs of your child. Please support your child's teacher/coach in working towards implementing the changes that are required to suit the needs of your child in line with this pathway.

Support Staff:

It is hoped that you will use your knowledge and areas of expertise to support the coach and the swimmer in delivering your expertise across the many facets of sports science or additional support to suit the needs of the developing swimmer in line with this pathway.

Swim Ireland Club Committee's

This pathway will in no doubt cause many interesting topics of conversation around your Swim Ireland registered club. This type of pathway should help you as a club to work with the club teachers and coaches to elicit change for the benefit of the swimmer. This provides a Governing Body template for the club to re-structure themselves around, and clearly provides an identification of the relevant stages in line with a child's development. This would be an extremely useful tool for new and young clubs that wish to offer the aquatics for the benefit of the growing in the community.

Leisure Facility Managers

This pathway should educate all those involved in the aquatics on how the sport of swimming should be developed. It is hoped that this pathway will help to bridge the gap between the leisure agenda and the sports agenda within Ireland and that it will broaden the outlook of how swimming should be developed within Ireland. It is important to note that you as leisure centre and facility providers for our sport play a vital role in ensuring that the aquatics and all those involved in the aquatics can reach their potential and remain involved in our sport.

