



LIMERICK
SWIMMING
CLUB

LSC MEMBER HANDBOOK

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1. Introduction to the Limerick Swimming Club (LSC) Handbook

This handbook is intended to provide Swimmers, Parents/Guardians, Coaches, Committee members and other Interested Parties, a central point of reference for information relevant to Limerick Swimming Club and competitive swimming.

History: LSC was founded in 1986, when several local swimming clubs came together to form a competitive club, where all local competitors could compete as one team. It is based in the University of Limerick and Grove Island Leisure Centre. There are currently over 150 swimmers in the club.

2. LSC Mission

LSC aims to foster and develop competitive swimming in the Limerick area, and through this promote the development of physical, moral and social qualities of our members, in accordance with current best practice in the sport.

Objectives of the Club

- To foster and develop swimming and its participants
- To promote coaching and the 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.

LSC is fully committed to safeguarding the well-being of its members. Every individual in the club 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 LSC and the guidelines contained in the 'Swim Ireland Safeguarding Children Policies and Procedures 2010' or most up to date equivalent.

3. Limerick Swimming Club (LSC) Membership

The entry standard to LSC is that a swimmer should have a good feel of all four strokes. LSC welcomes new members. If interested in joining, please contact the LSC Membership Secretary (lscmembershipecretary@gmail.com) or check out our website www.limswim.ie. Places will be offered based on ability, availability of places and at the discretion of LSC Management Committee.

LSC endeavours to facilitate all swimmers who wish to become members of the club. If you or your child/children have any special requirements or need information regarding accessibility to facilities, please contact lscmembershisecretary@gmail.com with your requirements.

Membership/Registration Forms

The membership year is from September to August with training running from September to June. Senior swimmers may train and compete in July. When joining LSC and each year, swimmers and parents/guardians must print and sign the following forms and return them to the LSC membership secretary

- Swim Ireland Registration Form
- Swimmer Code of Conduct
- Parent Code of Conduct
- Medical and personal information
- Photo/Video Permission Slips as required

Membership Fees

Club fees are payable 3 times per year (before each term). They can also be paid monthly by direct debit/standing order. The Treasurer will send an email when fees are due. Fees must be paid within 2 weeks of issuing of the invoice. Monthly fees paid by direct debit or standing order must be paid by 10th day of each month.

Payment options available: Bank transfer, direct debit, standing order. Any queries regarding club fees should be directed to the club treasurer at limswimtreasurer@gmail.com.

LSC is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland.

Unpaid fees that are outstanding for more than 1 month may be referred to the LSC Complaints and Disciplinary Committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary Procedures.

Transfers

If a member wishes to leave one club and join another they must arrange with the receiving/old club for the Swim Ireland transfer and pay the necessary fee.

LSC 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.

Note: Members who transfer to another club will cease to be members of LSC

LSC Squad Structure

LSC has several squads: 3 Senior Squads (A, B, C), a Junior Squad and a Cadet Squad.

Progression Pathway

The normal progression pathway in LSC is as follows:

- Cadets
- Junior Squad
- C Squad
- B Squad
- A Squad

Progression of a swimmer is not just based on times as LSC also look at the swimmer as an individual and their readiness for progression. A number of aspects are taken into account in the best interest of the swimmer and the availability of places. Movement of swimmers is at the discretion of the coaching team and the management committee.

- Movement between squads may be based upon some or all of the following:
 - Skills Criteria (Bronze, Silver and Gold)
 - Attendance, Attitude, Leadership and Kaizen
 - Swimmers age
 - Parent/Swimmer/Coach meeting
 - Available Space
- Performance times are a rough guide for consideration for movement.
 - Squad A: Division 1 & 2 and National times.
 - Squad B: Division 2, some Division 1 or Regional qualifying times
 - Squad C: Development 2 and Regional times
 - Junior: Development 1 and 2 times
 - Cadets: New entrants and swimmers not yet eligible to compete

4. LSC Roles and Contact Details

The roles covered are:

- A. Management Committee
- B. Club Children's Officer (CCO)
- C. Coaches and Teachers
- D. Team Managers
- E. Officials

A. Management Committee

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer, club children's officer and a minimum of 4 other members and these are elected at the AGM each year. A committee member may stand for election for 4

consecutive years. After this time period is up, eligibility for re-election is revoked for a period of 2 years.

All committee members must be Swim Ireland members; vetted through Swim Ireland prior to taking up their position and must complete the relevant child protection 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.

B. Current Committee

Position	Name	Email address
Chairperson	Pádraig Fitzgerald	chairpersonlsc@gmail.com
Secretary	Ciara Murphy	secretarylimerickswimmingclub@gmail.com
Treasurer	Eugene Higgins	limswimtreasurer@gmail.com
Membership Sec.	Shirley Finnan	lscmembershipsecretary@gmail.com
LSC Children's Officer	Lisa Horgan	limswimchildrensofficer@gmail.com
Senior Squad Rep	Donal Byrnes	limerickswimmingclub@gmail.com
Junior Squad Rep	Willie Collins	limswimjuniorsquadrep@gmail.com
Cadet Squad Rep	Dairine Cross	cadetslsc@gmail.com
Recorder	Deirdre Kearney	limswim.gala.recorder@gmail.com
PRO	Gráinne Phelan	limswimpro@gmail.com
Member	Eleanor O'Flaherty	
Member	Maebh Gavin	
Member	Feargal O'Callaghan	

C. Club Children's Officer (CCO)

LSC is committed to the creation of a child centred atmosphere within our club. The CCO ensures that young people can speak 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 contactable by emailing limswimchildrensofficer@gmail.com). The CCO must be a Swim Ireland member and be vetted through Swim Ireland prior to taking up their position. The CCO must complete the relevant child protection course and a Club Children's Officer Workshop.

CCO's must abide by and annually sign the relevant code of conduct.

	Name	Email address
CCO 1	Lisa Horgan	limswimchildrensofficer@gmail.com

D. Coaches & Teachers

Coaches and teachers in LSC 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 will have access to emergency contact details for swimmers and must not hold committee positions if they are coaching for more than 3 hours weekly. The recruitment of all LSC coaches is in accordance with 'Swim Ireland Safeguarding Children Policies and Procedures 2010', the

Employment Rights (Northern Ireland) Order 1996, the Terms of Employment Act 1994 (ROI) and all other related recruitment legislation.

All coaches must be adequately qualified and licensed for their position. Child Safeguarding, Garda vetting, relevant coaching qualifications and ongoing continuous professional development are required for all coaches. LSC requires that all its coaches adhere to coaching regulations as set out by Swim Ireland.

All coaches and teachers must abide by and sign the relevant code of conduct. When hired for a squad, the coach must be available for 90% of all squad programming and coach training/professional development, e.g. support fellow coaches at camps (*with advance notice*)

Position	Name	Email address
Head Coach	Mark Fellner	limheadcoach@gmail.com
A Squad	Stephen Phelan	coachseniora@gmail.com
B Squad	Ethan O'Brien	lscseniorb@gmail.com
C Squad	Mark Walsh	lscseniorc@gmail.com
Junior	Eoin Keane	juniorcoachlsc@gmail.com
Junior	Elizabeth Rafferty	juniorcoachlsc@gmail.com
Cadets	Deirdre Kearney	cadetscoachlsc@gmail.com
Cadets	Shóna Hickey	cadetscoachlsc@gmail.com
Relief Coach	Gráinne Phelan	

E. Team Managers/ Chaperones

Team Managers are appointed for all events and away trips. Team Manager(s) must report to the Lead-Coach prior to the *commencement* of each warm-up. Parents are expected to help and are encouraged to get involved by attending team manager courses. Parents of any swimmer competing from Regional qualifier level upwards are required to complete team manager training. 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 swimmers 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 plus LSC Emergency Action Plans – EAP.

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

F. Officials

Officials are an essential part of Limerick Swimming Club. LSC has a minimum of 2 events each year that generate funding for the LSC which allows the club to keep membership fees at a minimum. This event is the Gerry Ryan Gala. LSC may run a second invitational gala and support Limerick Masters Swimming Club during the year also. One parent/guardian from each family is required to assist at each of these events by taking on roles such as:

- Team Manager: they work with coaches to ensure swimmers are supported and supervised when they are away from their parents at Galas.
- Time Keepers: record swim time for swimmers
- Turn & Stroke Judges: stoke & turns executed properly (training will be provided)
- Call Steward: making sure swimmers line up in order for events

LSC are also required to provide officials at local, regional and national competitions and therefore, parents/guardians will be nominated to volunteer at these galas, again as time keepers, team mangers etc. Officials training will be conducted during the year by Swim Ireland and the club is obliged to train a minimum number of parents in each year. Failure to meet training targets will mean LSC will be prevented from competing. All parents are expected to complete training when the opportunity presents.

5. Annual General Meeting

LSC holds an AGM in the first two months of the membership year (Sept/Oct). One parent/guardian from each family must attend and contribute to ensure the successful running of the club. Committee members are elected onto the Management Committee annually; these positions are filled by members and parents/guardians of members in the club. Parents/guardians can cast one vote per family only, regardless of the number of children they have in the club. Parents/ guardians who are members of the club in their own right may cast a vote for themselves and on behalf of their child/children. Proxy voting is not permitted. At the AGM the officers and coaches will provide an annual report to members.

6. LSC Codes of Conduct

One of the basic policies for all LSC members is the Code 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 club secretary (secretarylimerickswimmingclub@gmail.com) and they will be kept on record. *(Codes for Parents, Swimmers and Coaches are included in Appendix 1)*

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.

General Behaviour of Swimmers

General Behaviour of Swimmers is ultimately a parent responsibility. It is not the intention of LSC to discourage reasonable high spirits and fun, however:

- Good behavior is expected at all times.
- Foul or abusive language must not be used.
- Swimmers are expected to show respect to all other swimmers, coaches, officials and parents.

- Bullying, harassment and discrimination whether physical, mental or emotional will not be tolerated and disciplinary action will be taken against those who break this code. The negative effects of bullying/harassment on the victim cannot be over-emphasised.
- All reported allegations will be investigated and dealt with effectively and appropriately. Harassment or bullying, either at training or at events by a coach, swimmer or parent is unacceptable. Such behaviour does not comply with the club's philosophy of fair and equitable treatment of all members.
- This club adopts a two-tiered approach (i.e., informal and formal procedures) All investigations will be carried out with due respect for the rights of the complainant and of the alleged harasser and with the utmost confidentiality.
- All members are expected to show respect for property and belongings of others. Any abandoned equipment or clothing should be handed in to coaching staff, poolside helpers or a club member.
- Follow instructions given by coaches, poolside helpers or officials.
- All members must refrain from making comments in the public domain which may bring the club, officials or parents into disrepute. This includes chat rooms and social networking sites.
- The club reserves the right to reorganise and relocate resources to ensure it is exercising its duty of care towards members. This will be done with full consultation.

Discipline Procedure at Training and Meets

It is hoped and expected that swimmers will behave in an appropriate manner at training sessions, competitions or events but in the instance of failure to do so, the following steps may be taken:

1. On the first occasion, the coach will speak to the swimmer concerned and clearly explain that their conduct is unacceptable and must stop immediately if they wish to continue in the training session/competition.
2. If the swimmer continues to act in an unacceptable manner, the swimmer will be asked to leave the water and sit on poolside for 5 minutes.
3. A further instance will indicate that the swimmer does not wish to swim in the training session/competition. The swimmer concerned will be told to leave the pool immediately and get dressed. If a parent/guardian is not in attendance, the swimmer will be required to remain on poolside once dressed in plain sight, until collected.
4. The swimmer's parents will be informed as to why their swimmer has been removed from the training session/competition either via written communication or in person.
5. The swimmer will be welcome at the next training session and nothing more will be said about the matter.
6. The Club Secretary will be informed that the swimmer was removed. The Secretary will not share the identity of the swimmer.

7. Drop Off, Collection and Pool Duty (Supervision)

Drop Off and Collection

- Swimmers are required to be poolside 15 minutes prior to start of their session and not arrive late for training (either land or pool).
- 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 child if they require assistance.
- Parents/ guardians should arrive 10 min before the end of session to collect children as the club cannot be responsible for swimmers once the session has finished.

Pool Duty Supervision

All pool and dry land session must be supervised in accordance with Swim Ireland policy. All parents are expected to help with the supervision rota. Please see below for guidance on supervision requirements.

- The rota will be organised in advanced and communicated to all involved – email sent to members and posted on the LSC website
- An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation
- Contact details for all individuals are available to coaching/teaching staff concerned (these details will be kept confidential and available for those that need them)
- **Note:** all coaches will have complete emergency details at each club activity
- The parent on duty should arrive 10 minutes before the session starts, make themselves known to the coach and must remain with any teaching/coaching staff.
- The parent/guardian should always have a full view and be within hearing of the pool area; you will be asked to sit behind the coach/coaches in UL and in Grove Island.
- The parent/supervisor should not interfere with the coaching of the session.
- If the parent/supervisor has any concerns these should be brought to the Club Children's Officer or dealt with immediately if a child is in imminent danger.

Responsibilities of the Parent on Duty

1. Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
2. Allow the coach freedom to get on with the session – sometimes coaches need to feedback to individuals on one to one basis, this should be in open view
3. Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee, usually the squad reps
4. In cases of emergency, help the coach by being an extra adult to supervise children or to assist with a response to the emergency.
5. In Grove Island
 - Enter the public changing room 5 minutes before the end of the session to help ensure that no member of the public enter the squad rooms while LSC swimmers are present (i.e. keep an eye on the entry/exit doors of the squad rooms)
 - Pool duty ends 15 minutes after the session has finished.

Non Attendance of Parent on Duty

If parent on duty does not turn up or has not made themselves known to the coach prior to the start of the session it will be assumed that the parent on duty is not present. This may lead to the session being cancelled and may result in sanctions in accordance with Swim Ireland complaints and disciplinary procedures for the parent concerned.

8. Training Sessions

Swimmer Responsibility

- It is important to arrive in good time with all necessary equipment to change, loosen-up and mobilize/activate the key muscle groups.
- At the session start time each swimmer should be ready to enter the water as soon as the coach tells you to. This includes having hat and goggles on, all your equipment with you and having been to the toilet!
- No jumping or diving in to the pool unless you are asked
- Never push or fool around with other swimmers
- Always listen to your coaches' instruction; this includes looking at them and watching demonstrations carefully. Allow other swimmers to listen and complete their task without distraction.
- Always be aware of other swimmers in the pool. Don't grab the person in front of you to overtake them. Do not pull on the ropes.
- Do not stand or stop in the middle of the lane and cause a pile up, always move out the way of other swimmers.
- If you have been caught up by the swimmer behind you let them pass, don't speed up and try and stay in front.
- Give the person in front of you enough room to push off the wall before you set off. Be aware of swimmers behind you; give them enough space to finish at the wall, always complete the length with the correct turn or finish.
- It is important that all equipment (goggles, kick board etc) is placed neatly at the end of your lane and replaced after use sensibly and not thrown around. Check before you leave that you have your gear!
- Bring a drinks bottle to every training session filled with water. It is important to re hydrate. Do not squirt other swimmers with your drink or empty drinks bottles into the pool/on to poolside.
- At the end of the session leave the poolside and change quickly. Respect other swimmers and pool facilities and leave them tidy. Do not distribute food or share drinks in the changing areas.
- Attend as many sessions as possible, at least 90% unless you have a valid reason for non-attendance which should be communicated/negotiated with the Coach.

Equipment for Training

Gear Bag	You need a bag which is not only big enough to hold your swimming gear, but also big enough to put all your clothes into so they will be safely contained in your bag while you are swimming.
Water Bottle	Sports Water Bottle, 1L if possible. Only for water. No juice/cordial
Swim Caps	2 x Caps suitable for hair type, 1 spare in mesh bag. Club Swim Hat for training and competitions.
Mesh Bag	A large mesh bag in which you can keep all your poolside kit. Mesh bags should be placed safely against back wall of pool.
Goggles	2 x goggles, spare goggles should be in mesh bag.
Swimsuits	Swimming togs plus 1 spare
Fins / Flippers	Speedo Biofuse Training Fin or equivalent
Pull Buoy	Speedo Elite Pullbuoy or equivalent
Kick Board	Speedo Elite Kickboard or equivalent
Snorkel	Coaches will advise
Hand Paddles	Speedo medium power paddles or equivalent (Usually Senior Squad)

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

LSC Squad Session Times

Senior A Squad	Mon	Tue	Wed	Thurs	Fri	Sat
am	5:30am - 7am	5:30am - 7am		5:30am - 7am	5:30am - 7am	8:00-9:00am Gym
						9am-11am Pool
Pm	6pm-8pm		6pm-7pm Gym		6pm-8pm	
			7pm-8pm Pool			
8 Sessions	13 Hours Pool	2 Hours Gym				

Senior B Squad	Mon	Tue	Wed	Thurs	Fri	Sat
am	5:30am - 7am	5:30am - 7am		5:30am - 7am		7am-8am Gym
						8am-9am Pool
pm	6pm-7pm		6pm-7pm Gym	6pm-7pm	6pm-8pm	
			7pm-8pm Pool			
8 Sessions	10.5 Hours Pool	2 Hours Gym				

Senior C Squad	Mon	Tue	Wed	Thurs	Fri	Sat
am				5:30am - 7am		
				Optional Make-up Session		
pm	6pm-7pm	6pm-7pm	6pm-7pm Gym	6pm-7pm	6pm-8pm	8am-9am Pool
			7pm-8pm Pool			
6 Sessions	7 Hours Pool	1 Hour Gym				

Junior Squad	Mon	Tue	Wed	Thurs	Fri	Sat
pm	6pm-7pm	6pm-7pm	6pm-8pm UL		6pm-7pm	7:30am- 8:45am
			Stepup for selected swimmers			
4 Sessions	4.15 Hours Pool	Grove Island				

Cadet Squad	Mon	Tue	Wed	Thurs	Fri	Sat	Sun
pm				7pm-8pm		7:30am- 8:45am	9am-10am
						Stepup for selected swimmers	
4 Sessions	2 Hours Pool	Grove Island					

9. Gala/Meet Guide

Details of the upcoming competitions and the closing date for entries will be displayed on the club website. It is strongly advised that you familiarize yourself with the club website/gala entries section to ensure you are aware of upcoming competitions, their associated entry details/requirements and the subsequent list of LSC swimmer entered (& competition results when made available).

Some competitions have qualification criteria included in the competition information. Coaches will advise swimmers on competitions they should enter, and all entries must be submitted through the coach

When competing at a Gala, it is important to

- Arrive on Time
- Report to your coach/team manager
- Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties.
- If you are going to be late please let the coach/team manager know prior to the gala.
- The Coach will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warm up session. Coaches will scratch swimmers that they have been told will not be attending.
- If swimmers 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.
- 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.

Food and Drink

- Swimmers are encouraged to eat healthily (more protein each meal and less sugar – see labels)
- Before a competition eat plenty of carbohydrate (rice, pasta, potatoes, bananas, porridge) the day before, and keep drinking.
- Eat something for breakfast, even if it seems too early to be hungry. Don't experiment with new foods on the day of a gala – choose something you know you like, and you know agrees with you.
- Bring bread rolls/sandwiches, bananas, breakfast/snack bars. Pancakes are also a great energy food. After racing you have used up energy and need to replace it with something.
- Bring water (write your name on your bottle) with you for sipping during the gala, as most pools are very warm and it's easy to get dehydrated. Ask coach about DIY healthy low sugar sport drink
- Pasta followed by fruit makes a good lunch and try to eat as soon as the lunch break starts so your body has a chance to start digesting your food before the afternoon session begins.
- Keep eating healthy snacks throughout the day and drink plenty of fluids.
- Try not to eat greasy foods daily (e.g. burgers, chips and doughnuts and fizzy drinks). Swimmers keep treats to a minimum and as a rule eat a Food Groups “Rainbow” daily.

What to bring to a Gala

- Make sure all belongings have your name on them.
- At least 2 Swimsuits
- 2 Club Hats

- 2 Goggles. Goggle straps fatigue with time so it's a good idea to have separate goggles for racing.
- Club T-shirts
- Shorts, tracksuit - you need to keep warm between races, even in the pool.
- Water Bottle already filled (write your name on it!)
- At least 2 Towels (if there for a full day)
- Flip flops, pool shoes or runners (for around the poolside). In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck.
- Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.
- Bring your "LSC team spirit" and cheer on your teammates and create new chants and activation ideas.

Times & Order of Events

- Your coach/team manager might have an approximate time of each heat but also leave at least a half an hour leeway in advance of your race in order that you are guaranteed to be there.
- Ideally, we would prefer the swim team to be together and support each other for the duration of the meet.
- The swimmers also need to learn how to 'sit around' and get used to being at a gala because the older they get sessions last for 4 or 5 hours at a time.
- When considering relays, etc on the day, the coach/team manager will need to be able to find the swimmers to discuss things with them and to finally select the relays.
- The best routine is to speak to your coach before and after each race – and please wait your turn

Warm Up

- You warm up to get your muscles stretched and ready for competition. It also gives the swimmer a chance to familiarise themselves with the competition pool.
- Getting there on time means arriving in time for the warm up, so enabling you to practise your strokes before the event begins. Always check warm up and start times and make sure you arrive on time.
- The warm up normally begins about an hour before the start time and all swimmers who are swimming in the gala need to do the warm up. The Coach will take the warm-up session and give any advice necessary.
- Diving is not allowed during the warm-up except when 'sprint lanes' have been allowed by the Gala referee. 'Sprint lanes' are generally available for about 10 mins at the end of the warm-up. When the warm up is over it is important that the swimmer keeps warm until it is time to race.
- During split warm-up sessions, one group should be in the pool whilst the others are doing race activation.

During the Gala

- Treat all officials, competitors and staff at events with due respect and accept their decisions.
- Swimmers should sit together and cheer on team mates.
- All swimmers must report back to the coach immediately after their swim.
- In the event that a swimmer is leaving the pool side they must inform their team manager and the coach.

- Support your team mates. Respect and encourage them.
- NEVER leave gala before checking if you are needed for a relay team.
- When leaving, tidy up. Do not leave the venue a mess. Take your rubbish home or bin it.
- As a rule, each LSC swimmer should pick up 3 pieces of rubbish from our team area each at the end of the session

How to Get Official Times:

- The results are usually (but not always) posted in a prominent place around the pool. After the swimmer swims and they get out of the water they should ask the timekeeper for their time. The coach/team manager will also keep note of the times of each swimmer. The results of the gala will be available on this website – under results – as soon as they become available online; it may take a couple of days.

Cameras & Camcorders:

- The use of camcorders/cameras is generally not allowed. At some venues a permit is given to those who register their details with the pool reception or gala organizers desk.

Terminology

PB	Personal Best Time
NT	No time (probably has not swam this event previously)
HDW	Heat declared winner. If an event is HDW there will be no finals and the fastest swimmers are declared winners. HDW means the swimmers will only swim once.
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.

Finally

- Galas can be stressful for younger swimmers and all swimmers are encouraged to do their best and not focus on personal bests (PB’s)
- PB’s will come – focus on perfect starts, strokes, turns, streamlines & finishes
- It is not realistic for every child to win a medal every time and also not realistic for each swimmer to improve on every swim every time. Skills can be evaluated and achieved each race successfully!
- The primary aspect of competitions is to gain experience in various/all events, distances and as the swimmers develop, to try different race tactics and techniques etc. (i.e. – learning to execute skills that your coach has decided to work on – like “this is a perfect streamline meet and watches are not used” Generally the coach will keep it simple with younger swimmers. They will focus on one or two key points, get them to do their best and enjoy themselves.
- Parents should be there to support their child in their attempt rather than ‘critique’ the swim – that is the coach role.

10. Other LSC Information

Website

The Limerick Swimming Club website www.limswim.ie contains much of the information you may need. Please refer to it in the first instance for any queries you may have.

Other useful sites are listed below

Club website	www.limswim.ie
Swim Ireland	www.swimireland.ie
Swim Munster	www.swimmunster.ie
Swim Leinster	www.swimleinster.com
Swim Ulster	www.swimulster.net
Connacht swimming	www.swimconnacht.com
Ireland Water polo	http://irelandwaterpolo.wordpress.com/

Photography and Filming

In line with the Swim Ireland policy, Limerick Swimming Club reminds 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.

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

Swim Ireland Policies and Procedures

Many policies can be found on the Swim Ireland website. All LSC policies and procedures will adhere to Swim Ireland recommendations. Please note this list is not exhaustive and updates will be available on Swim Ireland website.

- Complaints and disciplinary rules and procedures
- Safeguarding children policies and procedures:
 - Codes of conduct
 - Photography and filming policy
 - Physical contact policy
 - Recruitment policy and procedure
 - Supervision policy
 - Travelling policy
 - Well-being policy
 - Anti-bullying policy

Appendix 1 – Codes of Conduct

Code of Conduct for Swimmers

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 (contact details on LSC Website) 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; 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 don’t
- 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
- Be aware of other swimmers - all conversations, at training, at poolside, in squad rooms and at any galas or any LSC event should be age appropriate and respectful to all swimmers
- Keep to rules and guidelines set by Swim Ireland, the Region and LSC and make sure you understand the rules e.g. if you play a team sport what contact is allowed; as a swimmer in competitions know what swimming togs are allowed (check with your coach or on LSC website)
- Take part in swimming 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 LSC
- Never use violence or bad language; do not shout or argue with a coach, an official, a leader, 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 Manager, 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

Galas:



- FINA approved skins are only allowed in Championship and Qualifying Meets. They are not allowed at Developmental Galas
- Your coach will tell you which galas you will attend
- With your coach, it will be decided which events you will swim
- If for any reason you can't attend a gala, let your coach know as soon as possible
- Arrive on time to the gala, warm up is essential.
- If you are going to be late please let the Coach/Team Manager know prior to the gala.
- Confirm your arrival at the gala with the Team Manager
- Stay with your team on deck and support each other, it is not Team Manager's responsibility to look for you
- Inform your coach and the Team Manager if you need to leave during the gala or before your last event
- Treat all officials, competitors and staff at events with due respect and accept their decisions
- Report back to your coach immediately after your swim
- Support your team mates. Respect and encourage them
- NEVER leave a gala before checking if you are needed for a relay team.
- When leaving, tidy up. Do not leave the venue in a mess. Take your rubbish home or bin it.
- Bring as little as possible. Valuables such as I-pods, phones, tablets are best locked away or left at home.

I _____ (name of swimmer) have read and understand the Code of Conduct.
I understand that any breach of this code by me will be taken very seriously and may result in disciplinary action.

Swimmers Signature: _____

Date: _____

Parent/Guardian Signature (for under 18s): _____

Code of Conduct for Parents/Guardians

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

Club:

- 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 (i.e. officials, team manager, committee members)
- Respect and abide by the decisions made by the Committee and other Leaders, these are made in the best interests of the children in LSC
- Have an awareness of and respect for Leaders and other adults and their roles within 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
- Abide by the LSC procedures and policies 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 LSC

Duties:

- 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 (i.e. Pool Duty) and form part of the procedures for safeguarding your children; some will be at the request of the Club.
- When rostered for Pool and Land Training duty, please revert to LSC Pool and Land Training document for full description of roles and responsibility.
- Know your child's training and/or competitive programme for the year, 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.
- As parents/guardians it is your duty to ensure that your child arrives safely to their training, ensuring the coach or parent doing pool duty is present before leaving your child.
- Parent/Guardians should be present 15 minutes before the training session is finished and 30 minutes before the gala is due to finish (always check with Coach/Team Manager regarding finishing times)
- At Galas, swimmers under 12yrs must be accompanied and supervised by a parent/guardian or under the supervision/responsibility of an appropriate adult.
- At Galas, swimmers over 12yrs must be accompanied and supervised by a parent/guardian or if not, an appropriate adult (preferably the Team Manager is aware that the child is unsupervised and is provided with two contact numbers in case of emergency).
- 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.
- Your child should only be coached by LSC coaches not by any other coaches or parent unless advised and agreed with their LSC coach.
- 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
- 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

Communication:

- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the Club and your child with **emergency contact information** and to be reasonably available in the case of emergency

Fees:

- All fees must be paid promptly, before the due date.
- A swimmer will not be allowed to swim unless fees are paid, as the swimmer will not be insured to participate in training. Their membership will be revoked
- Payment plans are available.

Name of Child Date of Birth

Parent/ Guardian

Address:

..... Postcode

Tel (day): Tel (evening):

Mobile: e-mail:

Does your child suffer from any medical conditions/allergies that the program should be aware of (including any current medication)

.....

.....

Please provide details of medication that must be administered:

.....

.....

I understand and agree to the above; Signed (Parent/ Guardian) Date:



Code of Conduct for Coaches

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.

The Code of Conduct for Coaches/Teachers:

You should:

- 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
- Be familiar with the Club, Region and Swim Ireland safeguarding policies and rules
- 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

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 wellbeing 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 abide by the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the club, regional and Swim Ireland complaints and/or disciplinary process.

Print Name _____ **Club** _____

Signed _____ **Date** _____

Appendix 2

Emergency Action Plan Template - COMPETITION POOL Facility

PART 1

COACH NAME: _____ COMPETITION DATE: _____

COMPETITION INFORMATION: _____

COMPETITION POOL FACILITY INFORMATION

FACILITY NAME _____ FACILITY PHONE NUMBER: _____

FACILITY ADDRESS: _____

NAME, ADDRESS AND CONTACT INFORMATION OF LOCAL HOSPITAL

DIRECTIONS TO HOSPITAL FROM POOL FACILITY (ATTACH LINK)

EMERGENCY ITEMS AND CONSIDERATIONS

Do you have a travel first aid kit? YES NO

Do you have up-to- date Medical and Contact Information for Swimmers? YES NO

Describe how the Medical and Contact Information for Swimmers is to be transported and stored. _____

Is the information held in a secure manner? YES NO

PART 2

A. In the space provided, outline the basic steps that you would follow at the Competition Facility when a minor incident occurs: (i.e. Swimmer slips and falls and sprains an ankle.)

Steps	Details
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

B. In the space provided, outline the plan you have in place if you had to evacuate the Competition Facility due to a major incident such as a chlorine leak?

Steps	Details
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	

If yes, have you ever practiced it with your swimmers?

YES NO

If such an incident were to happen and your swimmers could not find you; what instructions have they previously received in order to report to someone?
