



Ennis Swimming and Lifesaving Club

Affiliated to Swim Ireland

Club Information Handbook

2019/2020



Policy Statement

The primary objective of Ennis Swimming Club is to facilitate and encourage the development of our young members physically, socially and emotionally through the sport of swimming, and to ensure their welfare while doing so.

Membership of the club should therefore be an enjoyable and rewarding experience.

All our efforts, and the procedures and practices we employ are designed with this end in mind and reflect the guidelines contained in the "Code of Ethics and Good Practice for Children's Sport in Ireland".

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Ennis Swimming & Lifesaving Club

Constitution and Rules

1. Name: The club shall be known as “Ennis Swimming & Lifesaving Club”
The Club Shall be affiliated to Swim Ireland
2. Colours: The club colours shall be navy and green
3. Aims & Objectives:
 - 3.1. The objectives of the club shall be to engage in all aspects of competitive swimming and lifesaving activities to the highest level and to this end the club shall provide comprehensive teaching and coaching facilities.
 - 3.2. The club shall promote the development, safety, health and welfare of all children in swimming
4. Membership:
 - 4.1. Those persons who subscribe to the aims, objective and bye-laws of the club shall be members.
 - 4.2. Competitive members shall agree to abide by Swim Ireland rules.
5. Honorary Membership: The Annual General Meeting shall have the power to elect to Honorary of Life membership persons considered to have rendered exceptional service, assistance or honour to the club. The reason for such an election must be inserted into the minutes.
6. Application for membership:
 - 6.1. To be considered for membership, an applicant must submit their details to the membership secretary and trials will be held.
 - 6.2. The committee shall have the right to grant or refuse membership.
 - 6.3. Each member shall receive a copy of the club handbook, which include rules, regulations and constitution.
 - 6.4. A full record of membership shall be kept by the treasurer.
7. Annual General Meetings:
 - 7.1. An annual general meeting shall be held during the months of October or November to receive reports from the Chairman, Treasurer, Secretary and Coach and to elect the following:
 - Chairman,
 - Secretary,
 - Treasure,
 - Ordinary Committee members (9)
 - 7.2. The Committee consists of the above with the facility to co-opt a maximum of three additional members if necessary.
 - 7.3. The Head Coach/rep shall automatically qualify as a member of the committee.
 - 7.4. No officer shall serve for more than three years consecutively.
 - 7.5. Members will be given 21 days notice of the Annual General Meeting

- 7.6. The date for receipt by the secretary of motions shall be not less than 14 days before the distribution or display of the agenda.
 - 7.7. The agenda shall be distributed to all members or displayed on the club notice board at least 7 days before the date of the AGM.
 - 7.8. Any motions shall be passed by a show of hands, but if a member requests a secret ballot, this shall be so.
8. Extraordinary General Meetings
- 8.1. An Extraordinary General Meeting shall be called by the Secretary upon the direction of the committee of the club, or upon receipt of written motions for consideration signed by not less than 10% of full members. Discussion shall be confined to matters relevant to the motion.
 - 8.2. An Extraordinary General Meeting shall be held within 14 days of receipt of motions by the Secretary, and notice shall be issued in the normal manner to each member at least 7 days prior to the meeting.
9. Other Meetings:
- 9.1. The committee shall meet as often as the affairs of the club require, but in any case at least once a month. A quorum for the purposes of holding a committee meeting shall consist of six members of that committee, including two officers.
 - 9.2. Sub-committees shall meet when necessary.
10. Minutes:
- 10.1. Minutes of all meetings shall be kept.
 - 10.2. Full minute books and club records shall be kept in club custody and passed on to incoming secretaries after the AGM.
 - 10.3. Full members shall have the right to inspect the minutes of any meeting.
11. Rights of membership:
- 11.1. Every full member shall have the right to seek membership of any committee of the club.
 - 11.2. Parents of fully paid up swimming members are deemed to be associate members and to have voting rights. Swimmers may vote in their own right upon reaching the age of 16.
12. Structure of the Club:
- 12.1. Chairman
Committee
Coaches Committee
Such Sub-committees as may be elected for various purposes/activities.
 - 12.2. The supreme authority of the Club shall be the Annual General Meeting of the full members. All motions where rules changes are concerned shall require a simple majority.
13. Functions of the Committee:
- 13.1. The Committee shall be responsible for conducting the affairs of the Club
 - 13.2. The Committee shall have the power to co-opt members to occupy vacancies in all committees
 - 13.3. The Committee shall have the power to frame and adopt bye-laws necessary for the working of the club, and shall have the power to execute changes therein, provided that none of the bye-laws infringe in any way the rules herein contained.
 - 13.4. Any sub-committee may impose penalties for breaches of its bye-laws. These penalties must be endorsed by the committee, or a disciplinary committee nominated by the

- committee. The aggrieved member shall have the right to appeal to the committee against these penalties. An aggrieved member shall also have the right to appeal to an AGM or to an EGM.
- 13.5. The Chairman shall have the casting vote in the event of equality of votes at a meeting.
- 13.6. The officers of the club shall be members of all sub-committees.
14. The Coaches Committee shall consist of the Chief Coach and all other training staff, and shall be responsible for recruitment, training, coaching, selection of teams, the regulation of training sessions at the pool and attendance at galas.
15. Finance:
- 15.1. All monies shall be vested in the name of the Club and controlled by the Committee. The Committee shall keep accounts and books showing the financial affairs, receipts and disbursements of the Club.
- 15.2. An interim financial statement shall be given at each Committee meeting
- 15.3. Expenditure shall be approved by the Committee.
- 15.4. The cheque signatories shall be the treasurer and one other member of the Committee.
- 15.5. Annual accounts shall be presented to each AGM.
- 15.6. The Committee shall pass on all cash receipts promptly to the treasurer for lodgement to the Club's bank account.
16. Reports: The Committee shall have the right to seek and receive written reports from any sub-committee on any of its activities.
17. The coaching staff shall be approved by the Committee. All staff and helpers, coaching or committee, must complete the appropriate Swim Ireland Registration and Code of Ethics forms.
18. Changes of Rules:
- 18.1. Constitutional changes may be made only at an EGM or and AGM. Motions proposing changes in rules shall be made in writing 14 days before the distribution of the agenda. Such motions shall be decided by a vote of not less than two-thirds of the members in attendance.
- 18.2. When any of the aforementioned rules conflict with Swim Ireland rules, the latter shall take precedence.
19. Code of Ethics: The Code of Ethics and Good Practice for children's sport in Ireland, as issued by the Minister for Sport and Youth Affairs, shall be complied with, and Liaison Officers appointed by the committee to ensure that there is no infringement.

20. The Administrative Committee

20.1. The Administrative Committee deals with the everyday running of the Club. The Club relies on the voluntary help of parents and individuals interested in swimming. You do not need swimming experience or expertise to be part of this committee. For the safe and efficient running of the club, your involvement is necessary and appreciated.

20.2. The committee is made up of 12 members elected at the AGM.

Officers:

Chair

Secretary

Treasurer

9 ordinary members.

The committee has the right to co-opt up to 3 members should the need arise.

Sub-committees:

Coaching & training

Finance & Fundraising

Club Trips.

Additional sub-committees as necessary.

20.3. Duties of Officers:

Chair:

The Chair person shall

Preside at all meetings of the administrative committee and at general meetings and shall have a casting vote where relevant.

Be responsible for the conduct of the administrative committee in managing the affairs of the Club and for seeing that decisions are carried to effect.

Secretary:

The Secretary shall:

Keep an accurate record of the proceedings at meetings and pass all records to the new incoming secretary.

Hold all documents, i.e. written contracts, letters of correspondence, minute book, complaints book and all other documents, which are the property of the Club. Those books etc. may not be given to any person without the knowledge of the administrative committee.

Conduct all correspondence on behalf of the Club.

Ensure that all swimmers are registered with Swim Ireland annually.

Treasurer:

The treasurer shall:

Receive all monies paid to the club.

Establish and maintain an account in an approved bank.

Give at each meeting, a summary of the Club's financial position.

Pay all bills and invoices under the delegated authority of the executive committee. These shall be paid by cheque which will have two signatories approved by the administrative committee.

Record the expenditure and receipts of the Club and prepare a statement of accounts for the AGM.

Keep a register of all paid up members.

Keep all signed copies of the Codes of Conduct

21. General Data Protection Regulations (GDPR)

The club hereby adopts The Swim Ireland General Data Protection Policy as amended by Swim Ireland from time to time.

22. Equality

In accordance with the Equal Status Act 2000 – 2004 and the Equality Act 1996 in Northern Ireland, (club) will not discriminate against any persons or visitors within (club). No discrimination of any kind against employed and voluntary staff, membership applications, members and individuals within the general public, will be tolerated.

General Rules and Codes of Conduct.

General Rules

Members should treat each other with respect at all times.

Members must be mindful of personal safety and the safety of others at all times.

All members shall pay promptly to the treasurer all monies due. Only swimmers with membership paid will be allowed to attend training.

Adult non-competing members shall make themselves available for pool supervision and chaperone duties.

Adult non-competing members shall make themselves available for running club competitions.

All members shall assist in Club fundraising.

All swimmers are expected to be punctual to sessions, and well mannered at all times.

All swimmers must complete the relevant Swim Ireland forms.

All coaches, committee members and helping parents must complete the relevant Swim Ireland forms.

Swimmers are not permitted to consume alcohol or smoke during any club activities.

All members shall read, sign and abide by the following relevant Codes of Conduct.

(These Codes are reproduced here for reference. Each member must sign a copy of the relevant Code on registration. These copies will be kept by the club secretary.)

Guidelines For Young People

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including young members of clubs. Swim Ireland wishes to provide the best possible environment for all young people involved in the sport. Children have rights, which must be respected, and responsibilities that they must accept. They deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. They should be encouraged to realise that they, also, have responsibilities to treat other swimmers and sports leaders with fairness and respect. Young swimmers are entitled to:

- Be safe
- Feel safe
- Say No
- Be happy, have fun and enjoy their swimming activity
- Have fair play
- Be listened to and have an appropriate response
- Be afforded confidentiality.
- Be treated with dignity, sensitivity and respect
- Have a voice in the club
- Experience training and competition at an appropriate level
- Be represented at decision making bodies within their club and Swim Ireland.

Code Of Conduct For Young People

(A copy of this is signed by the swimmer and held by the Club secretary)

- Young swimmers should always:
 - Treat Sports Leaders who may be teachers, coaches, club officials or parents with respect
 - Play fairly at all times, do their best
 - Respect team members, even when things go wrong
 - Respect opponents, be gracious in defeat
 - Abide by the rules set down by Swim Ireland and their club.
 - Talk to the Coach, Team Captains, Club Children's Officer or Committee Member if they have any problems.

- Young swimmers should never:
 - Cheat
 - Use violence
 - Use physical contact that is not allowed within the rules
 - Shout or argue with officials, team mates or opponents
 - Harm team members, opponents or their property
 - Bully or use bullying tactics to isolate another person
 - Use unfair or bullying tactics to gain advantage
 - Use bad language
 - Take banned substances
 - Keep secrets about any person who may have caused them harm
 - Tell lies about adults / young people
 - Spread rumours.
 - Behave in a manner that might bring Swim Ireland or their club into disrepute

I have read and agree to abide by the above Code of Conduct

Signature of Young person _____ (date) _____

Please print name _____

Signature of Parent/ Guardian _____

Please print name _____ Date _____

Codes Of Conduct For Parents / Guardians

(A copy of this is signed by the parent/guardian and held by the Club secretary)

Parents/ Guardians have the primary responsibility for the care and welfare of their children. They should encourage their children to participate in sport for fun and enjoyment and should ensure that their child's experience of sport is a positive one. Parents should always remember that children play sport for their own enjoyment not that of the parents/guardians .

Parents/ guardians and Leaders will ideally work in partnership to promote good practice in their club and to support all efforts to protect the children against all forms of abuse. They should ensure that their club treats their children with fairness, respect and understanding, and that it is fulfilling its responsibility to safeguard children by ensuring the Code of Ethics and Good Practice for Children's Sport is being implemented in their club.

They should encourage their children to tell them about anyone causing them harm.

They should become aware of club procedures and policies, in particular where changes are made that affect them or their children, and be informed of all matters relating to ethics and good practice.

Parents/Guardians should remember that children learn best by example.

To assist in the promotion of good practice with the club they should:

- be encouraged to become members of the club and to contribute their time and effort in the daily running of the club. No club can operate successfully without their help.
- be available for poolside duty and/or other duties if and when required, these requirements and duties should be set out under your club rules.
- be aware of the Code of Ethics for Young People in Sport, the Swim Ireland Child Welfare Guidelines, the rules and constitution of Swim Ireland and the rules and constitution of their own club
- be aware of the relevant Leaders and their role within the club
- show respect for Coaches/leaders and their decisions
- be informed of the training and/or competitive programmes
- ensure that the environment is safe and enjoyable for your child/ren
- encourage their child in fair play
- behave responsibly on the pool deck and viewing areas
- focus on their child's efforts rather than performance
- focus on the fun and participation of their child in the activity
- liaise with the Leaders in relation to the times/locations of training sessions, medical conditions of their children and any other requirement for their child's safety.
- avoid communicating with coach during sessions, organise time to speak to them outside these times
- out of courtesy, if possible, inform the coach if their child will not be attending sessions
- have a right to have their comments and suggestions considered and their complaints acknowledged and dealt with as they arise through an effective and confidential complaints procedure.
- accept that a swimming club is not a baby-sitting service
- be responsible for their children's safety, including delivering and collecting from swimming from the time the coaching session starts and immediately after it ends.
- not leave their children waiting unsupervised at the pool at any time.

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- ensure their children are always in possession of direct contact information should this be required for any reason.
- adhere to rules/guidelines in relation to the possession and use of mobile phones, picture mobiles, cameras and video cameras.
- Adhere to rules and regulations of the Ennis Swimming Club.

I have read, understand and accept the terms of the Code of Conduct of Parents/
Guardians”.

Parent’s Signature: _____ Date _____

Parent Name please print _____

Swimmers Name(s): _____

Code Of Conduct For Coaches/Teachers

(A copy of this is signed by the coach/teacher and held by the Club secretary)

Coaches/Teachers should ensure that:

- they are familiar with the Code of Ethics, with these guidelines, with Swim Ireland and their club rules and are aware of and follow the required procedures.
- they are qualified for their position and are up-to-date with the knowledge and skill required.
- they create a safe environment for their swimmers.
- they remember that young swimmers participate for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition.
- they plan and prepare appropriately.
- they are positive during sessions. Praise and encourage effort as well as results and never ridicule or shout unnecessarily at swimmers.
- they are careful to avoid favouritism. Each child will require attention appropriate to their needs and stage of development.
- they take care not to expose a child to persistent criticism, sarcasm, or hostility.
- they never make winning the only objective and will set age-appropriate and realistic goals for the swimmers.
- they insist that swimmers in their care respect the rules of the sport and will insist on fair play and ensure swimmers are aware that cheating or bullying behaviour will not be tolerated. They should encourage the development of respect for opponents, officials, coaches and other swimmers and avoid criticism of fellow coaches or other leaders.
- they are aware of boundaries between a working relationship and friendship with their swimmers.
- they should avoid working alone with swimmers and ensure there is adequate supervision for all activities.
- there is another parent/lifeguard/leader on duty at all times while teaching/coaching children.
- they involve parents where possible and inform parents and/or Children's Officer/club committee when problems arise.
- they co-operate with the recommendations from medical and ancillary practitioners in the management of swimmers' medical or related problems. Coaches/Teachers may request a certificate of medical fitness if thought necessary.
- they avoid giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children.
- they do not carry out any medical testing such as lactic acid testing themselves unless medically qualified to do so and only then with the parents consent.
- they recognise developmental needs and realise that certain procedures may effect a child physically or psychologically and should thus be avoided.
- they are aware that children may be sensitive to their height, weight etc and avoid anything that may heighten that sensitivity.
- they keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- they never use physical punishment or physical force, nor punish a mistake - by verbal means, physical means, or exclusion.
- they never engage in rough physical games, sexually provocative games. Allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about,

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- or to a child.
- they never exert undue influence over a participant in order to obtain personal benefit or reward.
- they acknowledge that the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. They should avoid the use of alcohol, before sessions, during events and on trips with young swimmers.

I have read and agree to abide by the above Code of Conduct.

If an allegation of abuse is made against me, I agree to step aside until the results of the investigation are completed.

_____ (Signed) _____ (date)

Print Name _____

Code Of Conduct For Leaders / Chaperones

(A copy of this is signed by the leader/chaperone and held by the Club secretary)

Leaders should ensure that:

- they are familiar with the Code of Ethics, with these guidelines, with Swim Ireland and their club rules and are aware of and follow the required procedures
- they create a safe environment for their swimmers
- they remember that young swimmers participate for fun and enjoyment and that skill development and personal satisfaction have priority over highly structured competition.
- they plan and prepare where appropriate.
- they are careful to avoid favouritism. Each child will require attention appropriate to their needs and stage of development.
- they take care not to expose a child to persistent criticism, sarcasm, or hostility.
- they insist that swimmers in their care respect the rules of the sport and will insist on fair play and ensure swimmers are aware that cheating or bullying behaviour will not be tolerated. They should encourage the development of respect for opponents, officials, coaches and other swimmers and avoid criticism of fellow coaches or other leaders
- they are aware of boundaries between a working relationship and friendship with their swimmers.
- they should avoid working alone with swimmers and ensure there is adequate supervision for all activities.
- they involve parents where possible and inform parents and/or Children's Officer /club committee when problems arise.
- they co-operate with the recommendations from medical and ancillary practitioners in the management of swimmers' medical or related problems.
- they avoid giving advice of a personal or medical nature if not qualified to do so or undertake any form of therapy (hypnosis etc.) in the training of children.
- they do not carry out any medical testing such as lactic acid testing unless medically qualified to do so and only then with the parents consent.
- they recognise developmental needs and realise that certain procedures may effect a child physically or psychologically and should thus be avoided.
- they are aware that children may be sensitive to their height, weight etc and avoid anything that may heighten that sensitivity.
- they keep any information in relation to a swimmer of a personal or medical nature strictly confidential unless the welfare of the child requires the passing on of this information.
- they never use physical punishment or physical force, nor punish a mistake - by verbal means, physical means, or exclusion.
- they never engage in rough physical games, sexually provocative games. allow or engage in inappropriate touching of any kind, and /or make sexually suggestive comments about, or to a child.
- they never exert undue influence over a participant in order to obtain personal benefit or reward.
- they acknowledge that the use of drugs, alcohol and tobacco is incompatible with a healthy approach to sporting activity and must be discouraged. They should avoid the use of alcohol, before sessions, during events and on trips with young swimmers.

I have read and agree to abide by the above Code of Conduct.

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If an allegation of abuse is made against me, I agree to step aside until the results of the investigation are completed.

_____ (Signed) _____ (date)

Print Name _____

Code Of Conduct For Club Committees

(A copy of this is signed by each committee member and held by the Club secretary)

Committees should familiarise themselves with the Code of Ethics and Good Practice for Children's Sport

and with the Swim Ireland Guidelines and ensure that:

- there is a club constitution in place and a child protection policy is included in the club constitution
- the necessary procedures are in place in accordance with the Code of Ethics, Swim Ireland Guidelines and Rules of Swim Ireland
- a club designated person is appointed
- at least one club children's officer is appointed and preferably two
- a club complaints committee is formed and a complaints procedure clearly set out
- a complaints book containing problem-action-outcome is kept. It is essential that this book is stored in a confidential manner
- copies of all documentation with respect to any appointments are kept
- the club has a safety statement
- rules of the club are set up and implemented
- a discipline committee is appointed when required
- correct procedures are followed in the appointment of teachers/coaches and leaders
- a recording of incidents/injuries is maintained including incident-action-outcome
- there is an adequate adult to child ratio. This will depend on the nature of the activity, the age of the participants and any special needs of the group.
- an adult, other than the coach, should be on the bank at all sessions for the protection of both the children and the coach (See Appendix 9)
- parents are informed if injury to their child occurs
- when other problems concerning their children arise parents are informed
- changing rooms are adequately supervised
- guidelines are in place for day/overnight trips
- times for start and end of training sessions, or competitions, should be clearly stated.
- guidelines should be in place for drop off and collection of children.
- a record is kept of attendance at training
- parents are informed in advance and have their consent sought in relation to matters regarding away trips, camps or specially organised activities
- minutes of club committee meetings and General Meetings are kept (including Treasurer's reports)
- changes in membership are monitored and any unusual dropout, absenteeism or club transfers by children or Sports Leaders are followed up.
- rumours are not ignored and are acted on.
- Club committees should ensure regular awareness of members while maintaining a level of continuity and experience.
- Coaches should not be members of the Club Committee but rather should liaise with and report on a regular basis to the Committee. For the purpose of this regulation, Coaches are defined as those involved in the practice of teaching and coaching for more than three hours per week on an ongoing basis.

Signature of Committee Member _____

Print Name _____ (date) _____

Club Membership Procedures

Current Members are automatically invited to express their interest in renewing their membership each year by completion of the registration form and payment of fees via bank transfer prior to the AGM.

However, remaining part of a particular squad will depend on having adhered to the criteria outlined for that specific group during the previous season. This will be at the discretion of the particular squad coaches. Adherence to squad criteria will be reviewed by ESC coaches at the end of each season. First time entry into the club squads is based on satisfactory performance at an annual entry test. Invitation to attend the first time entrants' test days are based on recommendations from ESC Coaches, Ennis Active Leisure Complex staff, head teachers at swim schemes/teaching clubs or those teaching local primary schools. Swimmers will be placed in squads judged to be suitable for the swimmers stage of physical, emotional, social and swimming development.

Criteria for Trials

8 -11 years of age.

Tread water for one minute.

Swim 100 m front crawl.

Swim 50 backstroke.

Swim 50 m breast stroke.

Perform 25m of any type of scull.

Perform 15 m butterfly kick.

Perform a head first surface dive to the pool floor in 2 metres of water.

Perform a tumble turn.

Perform a dive from the poolside.

Notes:

- 1. When the number of swimmers achieving the above criteria exceeds the number of available places, the swimmers' technique, as judged by ESC coaching staff will be evaluated. Also, the time taken to swim the 100m front crawl will be considered.**
 - 2. Available spaces will be filled based on scores allocated to the above.**
 - 3. Unsuccessful applicants will be short listed in order of merit and will be contacted and invited to join when spaces become available.**
 - 4. Entry trials will take place annually IF vacancies exist. These will be in early September.**
 - 5. The names of those who have recommended the swimmer for club entry should be listed.**
 - 6. Coaches will review the scores of successful entrants before final offers are issued.**
 - 7. Ennis Swimming Club Committee reserves the right to invite and terminate memberships.**
- Entry Criteria**

For further information or to add names to the waiting list please contact:
Alison Deane 0872580932 or Janette Hillary 0872634232

Hardship Policy

Ennis Swimming & Lifesaving Club is committed to helping all members access the correct level of services, as is needed by their level of commitment and ability in swimming.

The club is prepared to help members fund their 'Training and Membership Fees' if the member can provide evidence to show they are currently suffering under financial hardship.

All cases will be dealt with confidentially on an individual case by case basis by the following members of the club committee:-

1. The Club Chairperson
2. The Head Coach
3. The Club Treasurer

Cases will be reviewed and the Club has the right to stop any agreements with members at any time they deem necessary.

Election of Team Captains

A Male and a Female Team Captain will be elected during the months of October / November for the coming season. These will be elected by the swimmers of the Level 1&2 squads, as these swimmers spend most time in the pool and are most available to each other. Names are short listed and then voted on.

The Captains will liaise with the swimmers, coaches and committee.

Coaches & Committee

All coaches, teachers and committee members with Ennis Swimming Club give their time on a completely voluntary basis.

Squad Structure

Foundation Squads

Membership: Foundation Squad 2 is for those aged 8 -10 yrs.

Foundation Squad 1 is for those aged 11 – 14 yrs of age.

Prime focus: The development of Swim Skills and fun.

Galas: 3-4 skills based events with an element of fun involved. These will be held locally. Emphasis is on the improvement of general aquatic skills and the development of the four principle swimming strokes and other essential aquatic skills eg sculling, diving, turns. Members learn how to train in a structured club environment with good training habits being introduced eg hydration, stretching, nutrition, need for rest.

- 2 sessions per week.
- Season length – Mid September to end May – 32-34 weeks approx.
- Competitions – Skills and fun based held locally. Some Regional Development galas for those aged 10 yrs plus.
- Participation in other sports is strongly recommended.

Criteria for promotion to next squad

- Be identified for fast tracking by squad lead coach.
- Have fulfilled current squad commitment criteria.
- Be prepared to make new required commitment levels.
- Have a minimum of 90% attendance.
- Be 10 to 11 years of age.
- Be able to complete a 5 x 100 fc with good technique, with a 30 second rest between.
- Have a minimum of 3 Regional Development QTS to include the 100im.

Development Squads

Membership: For those 11 to 14 yrs of age.

Primary focus: The development of swimming fitness, improved technique and learning how to train.

Galas: Age group galas only. Regional development and qualifier galas. Regional and national age group championships. Invitation al events if required.

Emphasis is on the further improvement of general and competitive aquatic skills within a structured club environment. Aquatic Aerobic development is started. Emphasis changes to demands of training but skill performance is maintained. Focus starts to be on performance swimming.

Swimmer Profile: Swimming is now one of their main first activities. They like training and competing. They are self motivated, honest and personally organized. They are willing to be team players.

Criteria for Development Squad Membership:

- 11- 14yrs of age
- Be able to commit to the demands of the development squad.
- Development 2 Squad: 3 Sessions per week Development 1 Squad: 5 sessions per week
- Season length – Mid September to mid June – 40 weeks approx.
- Competitions – local, invitation, regional development, regional qualifier regional championship and national championship events (Div 1 and 2).
- Extra sessions during school holidays will be required in addition to that stated.
- Squad members must attend the relevant galas.
- Div 1 and Div 2 qualifiers may be asked to attend extra training camps – Club and Regional.
- Some Long Course training will be organised in addition to above.
- Must have achieved all RQ times.

Criteria for movement from Development 2 to the Development 1 squad.

- 11- 14yrs of age
- Be able to commit to the demands of the development squad.
- Commit to doing 4 sessions per week
- Season length – Mid September to mid June – 40 weeks approx.
- Competitions – local, invitation, regional development, regional qualifier regional championship and national championship events (Div 1 and 2).
- Must have a minimum attendance of 90%.
- Must have 3 RQ times and at least one Irish Divisions QT.
- Extra sessions during school holidays will be required in addition to that stated.
- Dry land training – 1 x sessions per week.
- Squad members must attend galas outlined in the annual plan.
- Div 1 and Div 2 qualifiers may be asked to attend extra training camps – Club and Regional.
- Some Long Course training may be organised in addition to above.

Criteria for movement to the Performance Development squad:

- ✓ Be identified for fast tracking by squad coaches.
- ✓ Be 13 yrs of age or older.
- ✓ Have fulfilled Development 2 squad commitment criteria.
- ✓ Be prepared to make new required commitment levels.
- ✓ Have a minimum of 90% attendance for previous year.
- ✓ Have made QTs for and participated in National Div 1 or 2 during the previous season.
- ✓ Have an excellent work ethic.
- ✓ Be able to complete 4 x 200im @ 3:30 with good technique and legally. Some discretion by coaches will apply here.
- ✓ Be able to complete 4x400 fc @ 6:30.

Performance Development Squad

Membership: For those aged-13 yrs +

Primary focus: More specialised training and learning how to compete. Good technique and training habits will continue to be emphasised.

Galas: Regional and National Youth and championship events. Regional qualifiers if required.

Swimmer Profile: Swimming is now the first choice sport. Highly motivated and organized. Loves training and competing! Very committed. Record of adherence to previous squad requirements. Satisfactory attendance and behavior record.

Entry Standard: Have met all criteria outlined for movement from the development squad. National Div 1 & Div 2, Youth or Senior QTs must have been made within previous 12 months.

Criteria for Performance Squad membership:

- 13 yrs + of age.
- Be able to commit to the demands of the Performance Squad.
- Commit to doing a minimum of 6 sessions per week There may be a progressive build up to this number.
- Dry land training -1 compulsory session each week.
- Extra dry-land training at home will be required.
- Season Length – Mid September to end July. 46 – 48 weeks.
- Competitions: Regional and National Youth events. Regional and national championship events. Regional qualifiers if required.
- Extra commitments may include attendance at Regional and National Squad training days, club training camps etc
- Some Long Course training will be organised in addition to above, where possible.
- Extra sessions during school breaks/holiday periods will be required.

Progressive Squad

This is a competitive squad for those unable or unwilling to make the full commitment of the Performance Development Squad.

Membership: For those 14+ yrs of age. There will be three levels of the progressive squad, level 1 being the swimmers who have just moved up from Dev 2, they will swim 2 x weekday am and sat 1-2 sessions. Level 2 will be swimmers who were in the progressive squad last year but were under the 85% attendance level, they will train 3 x weekday am sessions. Level 3 those swimmers who had 85% + attendance for previous season, they swim 3 x weekday am and sat 1-2.

Primary Focus: For those who are 14+ yrs of age but are unable to commit to the stated criteria of the ESC Performance Development Squad. Fitness and race skills will be developed.

Galas: Members of this squad will be required to follow the outlined annual gala programme for their squad which will include regional and national youth championship events, subject to QT's Attendance at Regional qualifier events may also be necessary.

Swimmer Profile: Swimming may not be their first choice sport. Highly organized. Like training and competing! Record of adherence to previous squad requirements. Satisfactory attendance for the previous season and behavior record. Satisfactory attendance is defined as having a 85% training attendance record for the previous season and attendance at all relevant galas.

Entry Standard: Have met all criteria outlined for movement from the development squad. A minimum of three Regional Qualifier QTS is required.

Criteria for Progressive Squad membership:

- 13 + yrs of age.
- Be able to commit to the demands of the Progression Squad.
- Commit to and attend all sessions as set out.
- Dry-land training at home will be required.
- Season Length – Mid September to-End of-May or early June (Munster LC Championship Event)

Note: Progression Squad swimmers who have achieved Div 1 or 2 QTs will be accommodated if they wish to participate in the Summer National events.

- Competitions: Regional and National Youth events. Regional and national championship events. Regional qualifiers when required.

Performance Squads- National and Regional

This level of swimming performance is focused on top national and international standards. The focus of such squads will be training to win and swimming will be a lifestyle. Such squads are based at named centres throughout the country and each has its own entry requirements and standards. ESC coaches will be able to advise and to access this information when required. ESC swimmers are requested to respect the input to date, made to their development and progress, by keeping the ESC head coach updated with regard to the pathway being followed.

ESC will be delighted to support any swimmer qualifying for and participating in such squads. The type of support can include access to training when at home during breaks. This will be in consultation with the particular centres' head coach.

Other means of support will be offered on an individual needs basis in consultation with the Performance Centre coach and ESC head coach.

Swimmers reaching Swim Ireland national / international performance standards may be directed to continue training at home until old enough to move to a full time centre. When this is the case training will be in consultation with the Swim Ireland director of high performance. This will be accommodated and supported by ESC.

Important Notes with Regard to Squad coach roles:

- a. Coaches have the right to fast track athletes.
- b. Squad coaches will decide what galas members will attend during the season.
- c. Squad coaches will decide what events will be entered at galas. These will not always be the swimmers' favorite or best events and will often be those that are relevant for a particular phase of training.
- d. Coaches will pass on a signed entries list to the ESC gala secretary. A copy will be retained for future reference.
- e. Coaches will monitor attendances regularly in consultation with the squad liaison person.
- f. Coaches will follow the procedure outlined (see below) when follow up actions are required.
- g. Performance Development and Participation Squad Coaches will use the Bradford Scoring system to highlight absences from training (see below). A score of 50 will begin implementation of the follow up procedures outlined below.
- h. Coaches will evaluate each swimmers adherence to the stated criteria for each squad at the end of the season with a view to advising on suitability of that squad for the following season.
- i. Coaches will advise with regard to the need for and suitability of training camps (home or away). Coaches will also outline the inclusion criteria for such events in liaison with the club committee, who will in turn ensure the ESC committee are updated with regard to plans and support required.

Follow Up Procedures

When follow up actions with regard to attitude, attendance or behavior are required the procedure will be as follows:

1. At the end of the each month of training the liaison person will communicate with the relevant squad coaches to discuss squad member attendances, attitude, behavior and any other issues. Follow up actions will be agreed.
2. The Liaison person will contact the swimmer and/ or parents if under 18 to discuss any identified issue and outline a corrective plan of action.
3. Thereafter, the particular swimmer will be monitored on a two weekly basis to ensure adherence to the agreed plan of action. Failure to adhere to the plan will be followed up by the liaison person with a second direct contact with the swimmer and / or parent if under 18, to further discuss the particular issue. Consequences of ongoing failure to adhere to the agreed corrective plan of action will be outlined. This may include suspension of membership and transfer to another more suitable squad.
4. The swimmer will continue to be monitored on a two weekly basis. Failure to follow up on the corrective action agreed during step 3 above will be followed by a written warning to the swimmer and / or parent from the committee of ESC.
5. After a further two weeks of failure to adhere to agreed corrective actions the swimmer will be asked to leave the club.
6. Repeat failures to adhere to the particular squad criteria will be addressed.

Bradford Scoring System applied to attendances.

This system will be used to highlight absences

Combines the number of non-attendances with the duration.

Calculating the Bradford Factor

The Bradford Factor can be calculated using the standard formula below:

$$S \times S \times D = B$$

S = spells of absences by an individual

D = total number of days absent

B = Bradford Factor score

Example 1 Over 4 Weeks: First Non-Attendance for 2 Sessions ($1 \times 1 \times 2 = 2$) Second Non-Attendance for 1 Session ($2 \times 2 \times 1 = 4$) + 2 = 6 Third Non-Attendance for 2 Sessions ($3 \times 3 \times 2 = 18$) + 6 = 24 Fourth Non-Attendance for 1 Session ($4 \times 4 \times 1 = 16$) + 24 = 40
Example 2 Over 48 Weeks: First Non-Attendance for 9 Sessions ($1 \times 1 \times 9 = 9$) Second Non-Attendance for 7 sessions ($2 \times 2 \times 7 = 28$) + 9 = 37

A score of 50 will highlight the need to begin a follow up process.

A score of 100 will lead to a meeting between the swimmer, and guardians if under 18 yrs of age.

A score of 150 will indicate the possibility that a particular squad does not suit the individual.

General Complaints Procedure

Ennis Swimming Club is committed to dealing with any complaints quickly and openly. In accordance with Swim Ireland protection policy we have a designated complaints committee who deal with these issues. The committee sitting at any given time will consist of 3 of the following:

Mary Keane:	0863897281
Catriona McDonnell	0876481588
Michael McGrath	0862590104
Jan Hillery	(In reporting capacity only)

If you, as a member of Ennis Swimming and Lifesaving Club, have any complaint about the club or a member of the club:-

As a first step, contact the relevant squad liaison officer and attempts should be made informally to resolve the matter by discussion between the parties involved.

If the matter cannot be resolved, please bring your complaint to the attention of your Children's Officers or a member of the complaints committee. This should be done verbally and in writing.

The Club Complaints Committee will make a decision on the matter after full investigation and consultation with all the parties involved.

If the complainant or respondent is dissatisfied with the decision reached by the Club Complaints Committee, then he/she may make an appeal to the Swim Ireland Complaints Committee.

Ennis Swimming Club abides by the terms of reference for a Club Complaints and Disciplinary Committee which are produced by Swim Ireland. The terms of reference can be found on the Swim Ireland web site (www.swimireland.ie)

Club Children's Officers

The Children's Officers will perform the following functions:

The primary duty of the Children's Officers is to be available to any swimmer or parent who has concerns under the "Code of Ethics and Good Practice", and under Swim Ireland Child Protection complaints law.

Children's Officers operate independently of their club's administration and coaching structures. They must operate in total confidence and work under supervision.

When a Children's Officer receives a concern or complaint, they contact their counterpart, meet and assess the concerns with reference to the "Code of Ethics and Good Practice", and under Swim Ireland Child Protection complaints law. Both should keep notes on their meeting and steps agreed.

Children's Officers will refer to the "Code of Ethics and Good Practice", and the Swim Ireland Child Protection Guidelines Booklet for guidance on how to deal with concerns brought to them. The Children's Officers should seek advice from Swim Ireland and if necessary from the Social Services.

The Children's Officers and Club have no role in investigating Child abuse complaints, but the Chairperson must be informed of the involvement of statutory authorities in the strictest confidence.

The Club may deal with concerns about possible unsafe practice, but the Children's Officers must not give any details which would indicate their source unless the complainant so indicated to the Children's Officer.

Children's Officers must attend Swim Ireland Child Protection seminars that are run annually in each province.

Children's Officers should attend occasional sessions and be seen to be available to listen.

Children's Officers should try to get to know some of the swimmers and let it be known that the swimmers can talk to them.

Children's Officers' phone numbers are listed on page 30 and will be posted on the club notice board, available to all swimmers and parents, but only to make contact on these issues.

Club Safety Statement

Ennis Swimming Club has put systems in place to ensure that our use of Shannon and Ennis pools provide a safe and secure environment for our members. These systems are constantly under review.

We are ensuring that all our instructors on the poolside have as a minimum a Swim Ireland Assistant Teachers Certificate.

We operate the recommended Swim Ireland ratio of instructor to swimmers.

Rostered parents chaperone the poolside at each session.

Swim Ireland procedures for overnight Galas are adhered to. Rostered parents accompany these at all times.

We maintain attendance lists for all sessions.

Children's Officers have been appointed and shall undergo Swim Ireland training.

An Accident/Incident book is maintained at both Ennis and Shannon pools.

We adhere to the Ennis and Shannon pool's Safety Statements at all times.

We will continue to update this policy in line with Swim Ireland guidance and best practice as guided by the Irish Sports Council and other relevant bodies.

Chaperones

Ennis Swimming & Lifesaving Club as an affiliated & accredited member of Swim Ireland are obliged to abide by the rules and guidelines as laid down them. Chaperoning duty is necessary for the protection of all involved in swimming – swimmers, coaches, the Club and parents. Let's all play our part in ensuring that protection.

Chaperone Poolside Duties

Chaperone lists are compiled at the start of each year. Please make sure that you take note of the day you have been asked to do poolside duty. (Gala chaperone lists are compiled separately.)

If you are unable to do this duty, please make sure that someone else from the list does it on your behalf. **The coach may not allow the session to take place if there is no other adult on deck during training.**

You are required to be present from 10 minutes before the session starts and until such time as all swimmers have left the deck and showers area at the end.

The duties of the chaperone include the following:

Ensure every attending swimmer's name is ticked as present on the attendance sheet (This is kept at reception)

Count the numbers in the water and agree head count with the coach and on the ticked sheet.

Write the number in the water and put your signature with it e.g. "26 J. Casey"

During the session, observe the swimmers in the water, you are a support to the coach.

Monitor swimmers leaving the pool for toilet trips, ensure that they return.

Sit at the shallow end of the pool, window side, where you can see entry doors and toilets.

When the session ends, **STAY** on deck until the showering is complete and all children have left the deck.

Chaperone duty at galas:

There will be a designated Team Manager with overall responsibility for the trip. There will be a meeting of gala chaperones shortly before any overnight gala.

You are in charge of the children at all times, on the bus, in the pool, in lunch areas and if overnight, at the accommodation. You should not leave them or let them off on their own.

Check that all the swimmers on your list are present before you depart on trip, you will have been told before hand if anyone has cried off.

On arrival at pool, get swimmers to change and arrive on deck to meet you at an appointed place, they should be in shorts, club tee shirt and pool shoes when not swimming. Buy a gala programme for them to check what races they are entered in. Please ensure that they are in the line up for their swims.

Make sure all swimmers eat a lunch and continue to drink liquids during the day, try to limit the sweet snacks until swimming is over.

Bring a bag to mind their valuables while swimming, wallets and phones; they may have access to them at all times.

Have the Club mobile phone with you for contact with parents.

On leaving for home check that swimmers have all bags etc.

Drop off swimmers only at pre- arranged places, get children to phone home to say when bus will arrive in Ennis, stay until the last child is collected.

A stop off for food is at your discretion, you will have had a long day already, again if you do stop, stay with them at all times.

Gala Checklist

Parents please note that the following items are necessary when your swimmer is going to a gala with Ennis Swimming Club.

Togs (2 pairs, at least)

Goggles – having fixed & tested them at training beforehand

Ennis Club Hat (hats, t-shirts, togs etc. from Tom Barrett: Tel-0872477748)

Ennis Club t-shirt + 2 other spare t-shirts & shorts, all for around the poolside, between swims

Footwear – flip-flops, pool shoes or runners – absolutely no bare feet allowed around the pool

Packed Lunch – some suggestions of high energy foods:- sandwiches, rolls, rice cakes, small cereal boxes, cereal bars, bananas.

Drinks – fruit drinks or water, not fizzy drinks.

Fun size snacks – not heavy bars of chocolate or crisps.

Water Bottle : It is very important to stay warm & hydrated while at a gala, this will help your performance.

The Ennis hat & T-shirt are for identification purposes.

The suggested foods are to keep your energy levels high all day – galas are very tiring.

The Club mobile phone number is 086-3708424.

Please remember that the chaperones will have had an exhausting day looking after the children on the trip and need to get home, so please have someone at the pool to collect your child when the bus arrives.

Some tips for overnight chaperones

There will be a Team Manager (not the coach)

He/She will keep lists of swimmers, do head counts, decide on rooms for accommodation, arrange payments and generally organise the group.

There should be one car available.

Depending on the place, a chaperone might take the cooked food to the hostel on the first morning, then return to the gala. About an hour before the end of the gala, one or two chaperones should go to the hostel to arrange the rooms and keys, familiarise themselves with the geography of the hostel, including kitchen, and start preparing the meal. When the swimmers arrive at the hostel they should be able to go directly to their rooms.

Food should be served after towels have been sent for drying and swimmers are a bit settled.

Swimmers should help to clear up.

The team manager will decide if a trip to the cinema is allowed and make the necessary arrangements. Swimmers will not be allowed out except as a group outing such as the cinema.

Bed and lights out by 11 is the aim. 12 – 1 is more realistic!

Be prepared to be walking around a good bit. Bring a dressing gown and slippers.

The swimmers should bring a packed lunch for the first day. On the second day, one or two chaperones should buy bread rolls, salad, drinks, fruit, ham and cheese for lunch (see shopping list) The swimmers will make up their own rolls if you cut and butter them. Where to do this depends on the venue, but out of the back of the car is usually OK unless it rains heavily.

Chaperones should have neurofen and paracetamol, but only give these to swimmers after getting permission from parent.

Things to say on the bus (don't forget to count your swimmers!)

Leaving Ennis

Always ask one of the chaperones if you want to go anywhere away from the group area.

Someone needs to know where you are.

Check the heat list and make sure you know your heat and lane

Make sure you do not miss your race.

Encourage your team mates

Swim well

Have fun safely

Gala to accommodation

Read out the room lists

Room lists are fixed - no changing (hostel already has them) Go straight to the room when we arrive at the hostel

All towels and t shirts will be dried for you. The chaperones will come to the rooms to tell you what to do.

Do not eat quantities of sweets and assorted rubbish.

You must keep your room free of rubbish. You must pick up everything even crisp bits!

You are here to swim, so you need sleep. Too many people have been disappointed with their times on a Sunday because of the lack of sleep and upset tummies after eating rubbish all night. You will not be allowed to scratch your race because you feel tired or vaguely sick.

Chaperones will set a curfew and you must stick to it. They do not need to swim on Sunday and so can stay up all night if necessary to keep an eye on you!

Accommodation to gala

Have you got all your gear?

We will provide lunch during the interval and have food available. You do not need to go to the shop and buy your lunch.

Congratulations on good behaviour if warranted etc etc

On the way home

A stop is made on the decision of the chaperones. Stopping at a large garage (eg. Limerick side of Charleville) is quicker and easier than McDonalds.

Travel Consent Form

Parent/Guardian of:.....NAME.....

for Club overnight Gala to VENUE.....

on Date.....

I can be contacted during the weekend at Mob.

My child and I have read and signed the Code of Conduct for Children. I understand that in the event of unacceptable behaviour by my child, I will arrange for his/her safe return home.

My child's medical or dietary needs are as following.....

and I will discuss these needs with one of the chaperones, ahead of going on the trip

Personnel

Coaches:

The following is a list of the volunteers who do much of the coaching for the club. There are others who assist at times.

Name	Mostly with Squad	Name	Mostly with Squad
Brendan McGrath	Coach Consultant	Norma Cahill	Foundation 2
Padraic Cummins	Progressive	Joe Haugh	Dev 2 /Masters
		Aoife Cosgrove	Masters/Dev 2/F1
Pamela McGrath	Progressive	Katie Shannon	Foundation 1
Patrick O'Grady	Perf Dev	Niall Cosgrove	Foundation 1
Gerry Ryan	Dev 1	Frank Holly	Dev 1
Christina Chawte	Perf Dev		

Committee for 2019-2020 Season

Name	Role
Alison Deane	Chair
Claire McEnery	Treasurer
Evelyn Ball	Secretary
Jan Hillery	
Maeve Kilroy	
Ruth Goodall	
Monica Dilleen	
Colette Bohannon	
Mike McGrath	
Darina Greene	
Gillian Moore	
Niamh O'Connor	

Child Welfare Contacts

Children's Officers Ruth Goodhall 0877536371
 Tony Cronin 086 1527745
 Iona Murphy 0857402076

Child Care Officer
Mid Western Health Board
Tobartaoscain
Clonroadmore 065-6823921

Garda Supt. Office 065-6848226

Swim Ireland 01 6251121

I.S.P.C.C. 22 Thomas Street, Limerick 061-316789