

# Dungarvan Barracuda Swim Club

## Club Handbook



## **Contents**

Introduction to Club Handbook .....	3
Section 1 - Membership .....	4
Section 2 - Club Roles and Contact Details .....	10
Section 3 - Facility Information and Emergency Action Plan .....	12
Section 4 - General Club Information .....	13
Appendix 1 – Gala Guide.....	15

## Introduction to Club Handbook

### Club Description

- Dungarvan Barracudas Swimming Club
- Date Set up: September 2016
- Competitive Swimming Club
- Location – Newtown School, Waterford/Waterford Crystal/UL/Clonea Beach

### Objectives of the Club

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

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

## Section 1 - Membership

- Disciplines: Juniors, Masters, Open Water.
- Squads/ Teams : A, B, C, D.
- Swimming lesson structure: Park Hotel School of Excellence Level 1 – 9
- Squad/ Team structure and movement criteria
  1. Swimmers must have completed Level 9 of the Park Hotel Swim Lessons Program before being eligible for the D Squad of the Club.
  2. Swim times must have been achieved for each Squad before moving is allowed.
  3. Good attendance is a must for moving between Squads.
  4. Swimmers behaviour is a must, swimmers must behave at all times, within club and within the building of the Park Hotel.
  5. Hard work ethic is required from all swimmers, all swimmers are grouped in their ability and will never be asked to do anything out of their range.
  6. All new swimmers/transfers will be assessed by Club Coach.
  7. Moving between Squads can only happen when there is a space in the Squad, due to insurance measures limited numbers are only allowed in the pool at swim times.
  8. Club Coach and Park Hotel will have final say in moving between Squads, due to group lists and space.
- Barracudas Swim Club Qualification Criteria – Times.
 

❖ D Squad –	80m IM 1.45	100m FS 2.10
❖ C Squad –	80M IM 1.40	100m FS 2.00
❖ B Squad –	80m IM 1.30	100m FS 1.50
❖ A Squad –	80M IM 1.20	100m FS 1.30

### Becoming a member

Membership of Dungarvan Barracudas is accepted at the discretion of club management committee. The membership year is from 1<sup>st</sup> September annually. Dungarvan Barracudas is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland.

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

1. Club membership form
2. Relevant code of conduct Club documents sent out separately

### Codes of Conduct

One of the basic policies for all members is the Codes of Conduct. The codes of conduct identify a standard of behaviour that is expected for all the individuals involved in sport.

Breaches of the codes of conduct will be dealt with through the complaints and disciplinary process with the emphasis on resolution through the informal route.

The relevant code of conduct should be signed annually by young people, parents, committee members, leaders, coaches and teachers, returned to Siobhan McGrath (club secretary) and they will be kept on record.

### Joining the club

The entry standard is Level 9 from Park Hotel School of Excellence. Trials for joining the club are offered in June **of** each season. If you are interested in becoming a member please contact Yvonne Whelan, Park Hotel. Places will be offered based on availability.

Dungarvan Barracudas endeavours to facilitate all athletes who wish to become members of the club. If you or your child/ children have any special requirements please contact Siobhan McGrath (club secretary)/Yvonne Whelan (head coach).

For information on accessibility to the facility/ facilities contact Yvonne Whelan (head coach) with your requirements.

## Membership Fees

Club fees are payable once per year by cheque or cash.

Invoices will be issued when fees are due.

Fees must be paid on specified days to be determined.

Payment options available: Cash; Cheques must be made payable to Dungarvan Barracudas

Any queries regarding club fees should be directed to club treasurer Avice White 087 2806459 or avice.white@hotmail.com.

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

## Fee Structure

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

<p>Swim Ireland Fees</p> 	<p>Swim Ireland Fees are as follows:</p> <p>First Family member €45.00 Second family member €38.00 Third + family member €34.00</p>
<p>Squad/ Team Fees</p>  <p><b>Dungarvan Barracuda Swim Club</b></p>	<p>Example:</p> <p><u>A Squad</u> Annual € 20.00 Quarterly € Monthly €</p> <p><u>B Squad</u> Annual € 20.00 Quarterly € Monthly €</p> <p>Reminder: Non-payment of fees may result in sanctions in accordance with SI complaints and disciplinary procedures</p>

## Squads/ Teams

- A; B; C; D
- One hour per week, where available two hours per week.
- Train for Competitions
- Enter Galas
- Trials held in June of each year.
- Level 1-9 Teaching
- Level 10-13 Club
- Level 14 Teenage
- Level 15 Masters

## Transfers

If a member wishes to leave one and join another they must arrange for the Swim Ireland transfer form to be completed and returned to the Swim Ireland office along with the necessary fee.

The club may withhold a transfer form if:

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

If you transfer to another club you will cease to be a member in Dungarvan Barracudas.

## Club AGM

Dungarvan Barracudas holds an AGM annually in September. Members are requested to attend and contribute to the successful running of the club.

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

Parents/ guardians of club members who are under (18) may attend and represent their child/children and may cast one vote only (regardless of number of children who are club members). Parents/ guardians who are members of the club in their own right may cast a vote for themselves and on behalf of their child/ children. Proxy voting is not permitted.

Session Timetable

Squad/ Team Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Seniors							Newtown 6.30 – 8.30 am	
			Newtown 7 – 8 pm					Waterford Crystal 3 – 5 pm
Juniors								
								Waterford Crystal 2 -3 pm

### Drop Off and Collection

Swimmers are required to be on poolside 10 minutes prior to start of their session. Swimmers 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 promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished.

### Supervision

All pool and will 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 will be available to all involved on the notice board.
- 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 with secretary. (These details will be kept confidential and available for those that need them)
- The parent/supervisor should arrive 10 minutes before the session starts, make themselves known to the coach and must remain with any teaching/coaching staff until all the children are collected.
- The parent/supervisor should have a full view and hearing of the pool area at all times; you will be asked to sit at reception.
- The parent/supervisor should not interfere with the coaching or teaching 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.

### **Duties of the parent on duty**

1. Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and supervisor
2. Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
3. Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
4. Take note of any problems that occur – refer child related issues to the Club Children's Officer/all other issues to Committee, usually the secretary
5. Have temporary access to children's contact details in cases of illness or emergency or in the event the session is cancelled
6. In cases of emergency, help the coach/teacher by being an extra adult to supervise children or to assist with a response to the emergency

### Non Attendance of parent on duty

If parent on duty who does not turn up or has not made themselves known to the coach/ teacher 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 SI complaints and disciplinary procedures for the parent concerned.



### Club Gear

Essential kit for training includes: swimsuit, swim hat and goggles. Other recommended equipment includes:

Flip Flops or Sandals

Water bottle

Fins

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

Dungarvan Barracuda swimming hat must be worn at competition, hats are available from Park Hotel.

Additional cub gear available is optional and can be ordered from Yvonne Whelan.

## Section 2 - Club Roles and Contact Details

The roles covered are:

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

### 1. Management Committee

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer, club children's officer 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. Meetings take place quarterly.

All committee members must be Swim Ireland members; vetted through Swim Ireland/ Swim Ulster prior to taking up their position and must complete the relevant 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 text and email, please ensure you have provided correct contact details to the club secretary.

### Current committee

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email address</b>
Chairperson	Larry O'Connor	087 2904204	loconnor100@gmail.com
Secretary	Siobhan McGrath	087 9191998	commanna@gmail.com
Treasurer	Avice White	087 2806459	avice.white@hotmail.com
Club Children's Officer	Aidan McCarthy	087 0601733	aidanpmccarthy@gmail.com
Committee member	Judit McNally	058 52973	scrumptiouscakes@eircom.net
Committee member	Timothy Keegan	086 8864508	timkeegan77@gmail.com
Committee member	Linda Bradfield	086 3116161	<a href="mailto:lindalannen@gmail.com">lindalannen@gmail.com</a>
Committee member	Angela Wade	087 4141493	angela54@hotmail.com

### 2. Club Children's Officer (CCO)

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

The CCO is available through phone, email or meetings.

The CCO must be Swim Ireland member, vetted through Swim Ireland/ Swim Ulster 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.

### 3. Coaches and Teachers

Coaches and teachers in (club) have the responsibility for teaching the development of core swim skills and abilities; and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/ teaching for more than 3 hours weekly. The recruitment of all (club) coaches and teachers 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.

The head coach is accountable to the committee and shall attend committee meetings.

All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct.

Swim Ireland Licencing is mandatory for all coaches and teachers; the following is required for coaches and teachers to be licenced:

- Membership of Swim Ireland through (club or associate)

- Completion is the last 5 years of ISC or SNI Children in Sport Awareness Workshop (Code of Ethics)
- Garda Vetting through Swim Ireland/ Swim Ulster
- Hold an ASA/SI Qualification or equivalent which must be ASA/SI Level 1 or above
- Evidence of practical teaching or coaching in the 12 months prior to application
- Evidence of attending the required number of Swim Ireland accredited CPD courses
- Passport sized photo

<b>Position</b>	<b>Name</b>	<b>Phone Number</b>	<b>Email address</b>
Head Coach	Yvonne Whelan	087 1339012	yvonnew3@eircom.net

#### 4. Team Managers/ Chaperones

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

Team managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The team managers must complete the relevant child protection course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct.

The club travel policy is on the Swim Ireland website.

#### 5. Officials

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

Water polo – Officials include referees, goal judges, timekeepers and secretaries.

Diving – Officials include judges.

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

If you are interested in volunteering in any of these roles please contact Siobhan McGrath, Club Secretary

### **Section 3 - Facility Information and Emergency Action Plan**

As per facility's operating procedures (available at pool)

## Section 4 - General Club Information

### Competitions

Details of the upcoming competitions and the closing date for entries will be displayed on the club notice board which is located at Reception and Poolside.

Entries will be collected at beginning of each year. Any extra galas will be collected from athletes in run up to competition. Some competitions have qualification criteria included in the competition information and it is important to make sure that the athletes have reached the required criteria before submitting an entry form. When filling in the envelope please remember to fill in competition name and date as there can be several competitions taking place around the same time.

**Coaches will advise athletes on competitions they should enter and all entries must be submitted through (coach/ gala secretary/ secretary).**

A helpful Gala Guide is included at **Appendix 1.**

### Photography and Filming

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

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

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

**Children under 18 must be wearing a t-shirt and bottoms/ shorts when having photograph taken out of the pool.**

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

### Complaints and Disciplinary Procedures

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

The full complaints and disciplinary procedure is available on the Swim Ireland website or through the club secretary

#### **Discipline**

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

#### **Complaints**

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

### Club Links and Policies

Club website	None
Swim Ireland	<a href="http://www.swimireland.ie">www.swimireland.ie</a>
Leinster Swimming	<a href="http://www.swimleinster.com">www.swimleinster.com</a>
Swim Ulster	<a href="http://www.swimulster.net">www.swimulster.net</a>
Connacht Swimming	<a href="http://www.swimconnacht.com">www.swimconnacht.com</a>
Swim Munster	<a href="http://swimmunster.com">http://swimmunster.com</a>
Ireland Water polo	<a href="http://irelandwaterpolo.wordpress.com">http://irelandwaterpolo.wordpress.com</a>

## **Swim Ireland Policies and Procedures**

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
  - Supervision policy
  - Role of CCO
  - Anti-bullying policy
  - Communication Policy

## Appendix 1 – Gala Guide

### Arriving at a gala

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

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 athletes are not “scratched” from the start list a fine can be levied against the club ranging from €10 to €50 at Regional and National level. This fine will be passed on to the swimmer.

### Food and Drink

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

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

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

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

Foods to avoid: Greasy foods (burgers, chips, doughnuts), highly seasoned foods (pizza, curries, chillies) and fizzy drinks

### What to bring to a gala

MAKE SURE ALL BELONGINGS HAVE YOUR NAME ON THEM

- Togs x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmers name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

In some facilities you must have something on your feet to be allowed access certain areas which lead to pool deck. Floors and stairs become slippery during the day and can be a hazard for those in bare feet. It is important to stay warm between races so make sure to wear a sweatshirt or t-shirt when sitting around.

### Personal Belongings at Galas

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

### Terminology

**PB** Personal Best Time

**NT** No time (probably has not swam this event previously)

**HDW** Heat declared winner (No finals will be take place for that event)

**FTR** Freestyle Team Relay

**MTR** Medley Team Relay

**OPEN** A competition or event that is “open” means all ages compete against each other and only one set of medals will be awarded.

A programme of events can be purchased generally on the way into the venue. This will list all swimmers taking part and the order in which events will take place.

The results are usually (but not always) posted in a prominent place around the pool. The results of the galas are sent to each club gala secretary who will post them on our website.

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

### Summary

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