

CURRAGH MILITARY SWIM TEAM



MEMBERS HANDBOOK 2017-2018

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1. INTRODUCTION

The Curragh Military Swim Team is run on a voluntary basis by the Club Committee. For the purpose of this handbook the team will be referred to as CMST.

Where matters which are not covered by this handbook or the Club Constitution arise, the rules of Swim Ireland shall apply.

2. MEMBERS

Membership of the CMST consists of all registered (with Swim Ireland) swimmers who are still involved in competition and/or who participate in training programmes designated by the squad to which they belong.

3. FEE STRUCTURE:

The fees are payable in advance by the first Thursday of every month. In accordance with the Club Constitution, any member whose squad fees fall into arrears by more than one month, unless with the prior approval of the Club Committee, will automatically lose swim team privileges, including the right of entry into competitions and the right to train. Fees are payable in full even if your child is missing from training for periods of times due to sickness, holidays, etc.

4. CLUB GEAR AND LOGO:

To help promote team spirit amongst the swimmers, CMST has Club gear available for the competitive swimmers to be used when attending galas, outside training sessions and promotional events. The clothing is available for purchase and because of the cost of producing is generally available to order only twice a year. Swimmers are asked to use at least the club t-shirt & swim hat at each & every gala. A Club banner should be displayed at galas where possible. The Club swimming hats should be worn at all galas and not at training sessions. Spare hats are available to purchase.

5. PUBLIC RELATIONS & PROMOTIONAL EVENTS:

The Club PRO is responsible for media coverage of Club swimmers. The PRO ensures that gala results, etc., are submitted to local media the day after each gala, depending on the gala. Any press release regarding Club swimmers and their achievements should only be communicated to the media via the Club PRO. Any mistakes in media coverage should be notified to the Club PRO who will liaise with the relevant media body.

From time to time the Club may also arrange promotional photographs of swimmers during training or at gala's. It is implicit in applying for membership of the swim team that swimmers and their parents consent to such photos being taken and used by the Club, unless a swimmer or parent indicates otherwise in writing in advance to the Club Committee.

Email: curraghmst@gmail.com

Website: www.curraghmilitaryswimteam.com

6. CLUB STRUCTURE:

CMST has a structured coaching programme for children wanting to swim competitively. Progression through the various squads is based on criteria layout by the Head Coach.

The Club is constrained in the number of swimmers in each squad because of limited capacity in the swimming pool and, unfortunately, is unable to accommodate as many swimmers as it would like.

CMST currently has a waiting list for entry to the team.

7. MOVEMENT BETWEEN SQUADS:

Based on fulfilling criteria and with discussion with all assistant coaches' swimmers will be eligible for consideration for movement. The Coach will look at the various factors which are standard of strokes, attendance record, gala participation, behavior, maturity etc. If the Squad coach is happy that the child is ready to move the child will be given a test set by the Head Coach to determine if he or she is able to keep up the demands of the intended Squad. At all times movement into a new squad will be subject to space being available in that squad.

8. POOL FACILITY:

CMST uses the Curragh Pool, Curragh Camp, Co. Kildare. The pool has six lanes and is 25 metres in length. The Centre operates a modern changing facility. Many training sessions are carried out while portion of the pool is also available to military/club members. It is quite common for Swim team swimmers and public swimmers to use the changing rooms simultaneously.

The Curragh facilities have been made available to us and all swimmers and parents must adhere to the rules as set out by the defence forces. There will be times when little or no notice is given if a session needs to be cancelled to facilitate defence force training and this is out of our control.

9. TRAINING:

It is important that swimmers attend all their sessions each week. Swimming is a sport that requires regular attendance to ensure that fitness is maintained and individual swimming standards are improved. Coaches keep a record of each swimmers' attendance. If for any reason a swimmer cannot attend a session, parents should inform the Coach by emailing curraghcoach@gmail.com

All swimmers have the opportunity to train properly and in safety during all of each session. Swimmers will be divided into training lanes based on both speed and stamina and depend on each other to ensure that the various sets are properly executed. Swimmers who do not put in their best effort throughout the sessions prevent others from doing so and of course this practice is unacceptable. All swimmers are therefore expected to train at all times to their full potential. If a swimmer is unwell or excessively tired during a session this should be communicated to the coach who will make the appropriate arrangements. Swimmers are expected to carry out the instructions of the coach at all times. Rest periods, intake of liquids, achieving target times etc., are all important elements of the training programmes. Punctuality, being adequately prepared for each session and having the required equipment are all essential if swimmers are to derive the full benefit from the session.

The safety of our swimmers is paramount. The Club cannot tolerate any form of horseplay either in the pool area, in the showers or dressing rooms. Proper respect must be shown for all equipment and fixtures – sitting or standing on lane ropes can result in damage to the ropes but also can result in serious injury. Water bottles, floats or pull buoys should not be kicked or thrown. It is the policy of the Club to keep rules and regulations to a minimum but the Club is obliged to provide an environment in which committed, conscientious swimmers have an opportunity to realise their full potential. Coaches have been instructed to report any or all breaches of discipline without delay. In addition, coaches may at their own discretion request any swimmer who fails to comply with their instructions to leave the water and may request the Club to suspend or expel any swimmer who, in their opinion, is interfering with the proper execution of the training programme. The following equipment will be required for training:

Suitable swimming togs; Goggles; Swimming hat
Swim Fins; Pull buoy; Hand paddles
Kick board; Training Snorkel (as advised by Coach based on squad)
Kit Bag; Water bottle & Flip Flops

Although pull buoys and kick boards are available for new swimmers it is essential that the required items are bought within a 2 month period of joining the team. Training items are available at

discounted rates at club reception or through various websites. Also from time to time second hand items such as fins can be bought from other swimmers in the team, please keep an eye on notice board.

10. CLUB SESSION TIMETABLE:

Please refer to www.curraghmilitaryswimteam.com for most up-to-date training schedule and the notice board in reception.

Parents/Guardians have the primary responsibility for the care and welfare of their children. The Coach is responsible for swimmers on the pool deck only. Once the swimmers leave the pool deck and enter the changing rooms, they become the responsibility of their parents. It is important that parents drop and collect children at the appropriate times for their swim sessions. Under Swim Ireland rules parents of children under 12 must sign their child in at the start of every training session and an older sibling may not sign a younger family member in. Parents are advised to ensure that young swimmers wait to be collected in the pool lobby rather than in the car park (which is not supervised).

11. POOL DUTY:

It is a requirement of both Swim Ireland and CMST that an adult be present (in addition to the Coach) during all of every coaching session. A supervision rota is drawn up each month by the Club Committee. Parents must ensure that they attend for pool duty on time or make alternative arrangements with another parent. For child protection and safety reasons, training sessions cannot take place without an adult on duty as well as the coach. Parents may remain on the pool deck at the shallow end only or in the viewing area upstairs. When on pool duty you should attend a few minutes before the scheduled start time of the session and make yourself known to the coach, you should remain until the end of the coaching session. Where a parent of the designated family cannot attend, a substitute, who must be older than 18 years must be arranged by the parent. Where the adult supervisor fails to turn up, the coach may seek an alternative adult or cancel the session. Pool duty is obligatory for all parents, even those who are parents of swimmers who are over 18 years of age. Sanctions may be imposed where there is a failure by parents to turn up for pool duty.

The pool duty rota is posted on the Club notice board in the lobby. The duty week includes all sessions whether your child is swimming or not but we will endeavour to facilitate all parents.

Duties include the following:

1. Attend to a child's needs if the child feels ill or has difficulty with goggles etc.
2. Assist the coach whenever requested by the coach.
3. Do not interfere with the coach's programme and do not discipline swimmers.
4. Count each child training and agree with the coach after the training session.

12. COMMUNICATIONS:

The preferred method of communication between the Team and its members is email. curraghmst@gmail.com. All members are asked to furnish an email address for that purpose. The Club may also communicate with members via text message, Teamer alerts, Facebook and website.

13. CHILD PROTECTION:

CMST is fully committed to safeguarding the wellbeing of its members. Every individual of the Club should, at all times, show respect, understanding for the right safety and welfare and conduct themselves in a way that reflects the principals of the Club, Child Protection and Welfare guidelines of Swim Ireland and the Guidelines contained in the code of ethics and good practice for children's sport. To ensure that the best practice is followed by Curragh Military Swim Team we work closely with Swim Ireland to promote best practice in our Swimming Club and we comply with the Guidelines of the Code of Ethics and Good Practice for Children's Sport and Child Welfare Guidelines of Swim Ireland.

Please revert to <http://www.swimireland.ie/safeguarding-children> for further details.

14. CHILD LIAISON OFFICERS AND DESIGNATED PERSON:

Under the “Child Protection Guidelines for Parents and Officials” every Club must appoint a minimum of two Child Liaison Officers with the principal role the welfare of the children. They are available to any swimmer or parent who concerned under the Code of Ethics and Good Practice in Children’s Sport or under the law of the Swim Ireland. They operate independently of the Club Committee and coaches and in confidence. The role of the designated person (who is an Officer of the Club Committee) is to report all Child Protection concerns to the Statutory Authorities. None of these take away the right of a person to report any concerns directly to the HSE.

The HSE contact is HSE, Community Care Centre, Co Kildare – Phone No. and ask for the duty Social Worker.

15. CLUB CAPTAINS:

Captains will be picked by Coaching staff and final decision will be with the Head Coach. Captains act as a liaison between the swimmers and the Committee. Any swimmer that is concerned about any issue can talk to their Club Captain about it. They can also ask the Captain to bring their concerns to the attention of the Head Coach or the Child Protection Officer.

16. GALA ENTRIES:

Attendance at galas at Club, Leinster and National level is a requirement of the Club for competitive squad swimmers. The Club’s emphasis is on personal improvement, improving personal best times, rather than winning or medals etc. Competitive swimming is meant to be an enjoyable experience. Galas should be planned and carefully selected in conjunction with squad coaches. This allows coaches to plan their training programme towards specific galas. It also assists in developing the team spirit within the Club.

Gala information is given out through the gala secretary by email and via the website. The coach will discuss with each swimmer what galas they should attend and what events to enter. It is important that swimmers do not miss training sessions before and after galas as these sessions are crucial to the coaches programme. Gala entries are done through an on-line entry through our website www.curraghmilitaryswimteam.com and correct fee is paid to club reception. The Gala Secretary will not accept late entries or “phone/email entries” under any circumstances and no gala entries will be processed without the correct fee. Swimmers entering a gala will also be available for relay selection if the head coach decides to enter a team. Only swimmers that meet the qualifying criteria for major galas will be allowed enter.

17. AT GALAS:

For every major Gala, a Team Manager will be on charge on the day. The Club also endeavours to ensure that a coach is present for each gala, although this may not always be the case. Swimmers should report to the Team Manager and the coach (if present) when they arrive at the pool and before they leave. Swimmers should wear a Club hat for each race. They should also wear Club gear when poolside as much as possible. Swimmers are expected to remain with their team for the duration of the gala and support their team mates in each race. Any swimmer who, having entered a gala, decides not to swim at the gala or decides not to swim in one or more event, must notify the Team Manager prior to the commencement of the gala and in some cases the day before. Failure to do so may result in the Club being fined by the gala organisers, in which case the fine will be passed on by the Club to the relevant swimmer and will be payable by them or their parents. Any swimmers taking part in medal ceremonies are required to wear their Club gear.

18. TEAM MANAGER:

The role and duties of the Team Manager are as follows:

1. Liaise between the Club and the gala officials.
2. Supervise the Club team members while poolside.
3. Submit scratch sheets to the gala organisers prior to the commencement of the gala.
4. Collect the heat sheets from the gala organisers and make sure each swimmer knows the event they will be competing in and the lanes in which they will be swimming.
5. Ensure each swimmer lines up for their event in a timely manner.
6. Only the Team Manager will be permitted to make representation/complaints etc. to the gala organisers on behalf of the Curragh Military Swim Team swimmer.
7. Submit a written report to the Club Committee if there are any incidents at the gala which should be brought to the Committee's attention.

19. GALA OFFICIALS:

Attendance at some galas is dependent upon the Club providing gala officials (usually Leinster and National galas). All parents of swimmers attending a gala are required to make themselves available to act as gala officials for each gala which their children attend. Usually, the parents are asked to act as timekeepers, touch judges or marshals for a session or part of a session. Timekeeping is usually carried out by two people in each lane. Due to electronic timekeeping at most galas, the duty is not very onerous. The Club can be fined for failure to provide gala officials, in which case the fine will be passed on to the parent who did not fulfil their gala rota duty.

20. ATTENDANCE AT GALAS – PARENTS:

Parents are responsible for transporting their children to and from galas, and looking after their children at galas. Parents should also ensure that children have adequate food and drinks at galas and should generally support their children at the gala. In the event that a parent cannot accompany their child to a gala, they must appoint a responsible adult to act as chaperone for their child for the duration of the gala. This applies to all swimmers, regardless of age. Chaperones should ensure that they have the swimmer's home telephone number and that they are aware of any specific medical ailment or medicine which the swimmer under their care is on. Chaperones should ensure they have adequate insurance cover when transporting other swimmers and should not carry more than the permitted number of passengers in their car. All swimmers should wear a seatbelt. Chaperones should note that they may have dual gala official duties as it is per swimmer not based on how many parents are in attendance.

21. ATTENDANCE AT GALAS – SWIMMERS:

Remember that you are representing your Club and that your behaviour should always reflect the Club's good image and reputation. You should always follow the Coach and Team Manager's instructions and let the Team Manager know when you are leaving the main group. You should try your best in all your events. Damage to property, unacceptable behaviour, refusal to do as instructed, unauthorised absences from the group or other forms of insubordination may result in suspension for the remainder of the gala and other possible punishment before being allowed to training sessions. Some things you should bring with you to galas:

- Water or sugar-free soft drinks
- Curragh Military Swimming hat
- Swimming togs and change of swimming togs
- Plastic bags for wet gear
- Flip flops or others poolside shoes i.e. Runners
- Club gear
- Towels
- Spare goggles
- Food

22. RELAY TEAM SELECTION PROCEDURE:

It is Club policy that the relay team selected will always be the strongest available. Where possible and, if available, swimmer numbers justify, more than one relay team will be entered. Relay teams are selected by the Coach. In the absence of the Coach, the team will be selected according to Club criteria by the Team Manager. Swimmers who fail to make themselves available for an earlier team event may be disregarded. To facilitate selection, all swimmers must report to the Coach/Team Manager on arrival and notify them of departure.

INDIVIDUAL STROKE RELAYS:

The Team shall comprise the four fastest swimmers who otherwise comply with the requirements of the event. The following shall be the procedure for evaluating the above:

1. Performance at the same stroke and distance at the Gala
2. Performance at the same stroke at the next closest distance at the Gala.
3. Official personal best time according to the latest edition available prior to the Gala where a sufficient number of swimmers do not have times according to 1, 2 or 3 above, the team will be selected by the Coach or the Team Manager.

MEDLEY TEAM RELAYS:

The team shall be selected based on the above criteria, but to give the lowest combined time.

23. AWAY TRIPS:

In CMST, away trips are defined as those trips where the Club organises all aspects of the trip, including accommodation and travel arrangements. On away trips, the Club is responsible for swimmers from the time the bus leaves the pool until it returns to the pool. Any adults travelling on an away trip can be appointed by the Club to act as chaperones for the duration of the trip and to perform pool duty while away. Parents may also be asked to act as Team Manager on the trip, but must have completed the relevant team manager course run by Swim Ireland. Swimmers and chaperones are expected to comply with Swim Ireland Code of Ethics for Officials and Swim Ireland's Code of Conduct for Swimmers. For each away trip, a completed Away Trip Form is sent to Swim Ireland. All chaperons must have Gardaí clearance and have attended the Safeguarding child course.

24. AMENDMENTS AND CHANGES:

The Club Committee reserves the right to amend or update this handbook and the rules contained therein, from time to time or as the need arises, in such manner as the Committee sees fit.

25. WEBSITES OF INTEREST:

www.swimireland.ie

www.swimleinster.com

We thank you all for your support and hope we have outlined the CMST objectives clearly for all concerned.

LAST UPDATED: 31.08.2017