



Coolmine Swim Club – Handbook

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Introduction to Club Rulebook

Club Description

Coolmine Swimming Club operates out of Coolmine Sports Complex. The club was started in 1977 by Eddie Ince.

Over the years Coolmine has been one of the leading competitive clubs in the country, bringing out the best in local swimmers and those from the surrounding areas in West Dublin and Meath. The club has over 160 members between the ages of 7 and 20+ and over 110 of them are competitive members. There are 4 squads within the club – Sharks, Dolphins, Development and Senior Squad.

At present we have 9 coaches, most of whom have been swimmers with the club. The coaching staff is the backbone of the club, running the training sessions and attending various galas, encouraging all swimmers to take part to the best of their ability. All coaches have professional qualifications and deliver the very best of training to the swimming groups, tailored to their abilities. The aim of the club is to encourage children of all ages to achieve a high level of swimming in an enjoyable atmosphere, to help develop a team spirit and develop friendships that will last for many years.

Volunteers from among the parents of the swimmers run the club with involvement ranging from sitting on the Committee; parents pool/gym supervision duty, officials' duties at galas and helping at various club events.

Coolmine SC has achieved major successes in competition, both nationally and internationally.

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.

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

Section 1 - Membership

Joining the club

The entry standard to our Sharks squad is the ability to swim a full length of the pool. Trials for joining the club are offered at various stages during the season as and when places become available. New members wishing to join Coolmine SC should contact the Club Secretary in the first instance to register their interest – coolmineclubsecretary@gmail.com. The club is currently close to full capacity and trials are scheduled at regular intervals as places become available. The first trial session of the season will be held at the end of September. You will be contacted by the Club Secretary with full details.

Coolmine SC 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 coolmineclubsecretary@gmail.com. For information on accessibility to the facility/ facilities we use contact coolmineclubsecretary@gmail.com with your requirements.

Becoming a member

Once your swimmer has been offered a place in a squad, they must then become a member of the club. Membership of Coolmine SC is accepted at the discretion of the club management committee. The membership year is from 1st September annually. Coolmine SC 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 on Team Unify
 2. Relevant code of conduct
 3. Standing order/ direct debit form
- } Club documents all available on Team Unify registration

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, online on Team Unify and they will be kept on record.

Membership Fees

Club fees are payable in accordance with one of the following plans:

- Payment in full by 30 September – 10% discount applies
- Payment in 2 stages – 50% by 30 September and 50% by 31 January
- Payment by monthly standing order (over 10 months – Sept to June)

Membership fees cover the period September to June.

Monthly fees must be paid by 30th day of each month. Payment options available: Bank transfer, direct debit or standing order. The club bank account details for transfers are:

Coolmine Swim Club, Permanent TSB

BIC: IPBSIE2D

IBAN: IE85IPBS 990611 8001 9810

Any queries regarding club fees should be directed to club treasurer coolminetreasurer@gmail.com

Unpaid fees that are outstanding for more than 3 months 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 membership fees. The annual Swim Ireland membership fee is also mandatory and is included in the club membership fee full details of fees are listed below.

Squad	Membership Fee	Option 1 - pay in full by 30 Sept get 10% discount	Option 2 - pay by 30 Sept and 31 Jan	Option 3 - monthly standing order Sept-Jun
Single Sharks	€300	€270	€150	€30
Sharks (2 Sessions)	€555	€499.50	€277.50	€55.50
Dolphins	€785	€706.50	€392.50	€78.50
Development	€930	€837	€465	€93
Senior Squad	€1,435	€1,291.50	€717.50	€143.50

The full fees are paid by each swimmer in each group, there is no facility to adjust this on a Pro-rata basis if a swimmer chooses not to attend certain sessions. A fee waiver will be applicable if a swimmer is absent for medical reasons, where period of absence is over 4 weeks. Please advise coolminemembershipsecretary@gmail.com or coolminetreasurer@gmail.com to obtain this waiver.

For swimmers sitting the Leaving Certificate during the year, there is a 25% discount on fees. Please contact coolminetreasurer@gmail.com to arrange.

Squads/ Teams

Squad Name	Description	Training Schedule
Single Sharks	Advanced lengths swimming class. Standard suitable for advanced widths swimmers who can swim one length of pool (25metres) and be out of their depth.	Swim once a week either Monday or Thursday <ul style="list-style-type: none">▪ Monday 18:15 - 19:00▪ Thursday 18:15 - 19:00
Sharks II	Advanced lengths swimming class. Standard suitable for advanced widths swimmers who can swim one length of pool (25 metres) and be out of their depth.	Swim 2 times a week – (Monday or Thursday) and Saturday <ul style="list-style-type: none">▪ Monday 18:15 - 19:00▪ Thursday 18:15 – 19:00▪ Saturday 18:00 - 18:45
Dolphins	Swimmers learning to train and begin competitions	Swim 3 times a week with 1 land training session <ul style="list-style-type: none">▪ Wednesday 17:30 - 18:30▪ Saturday 18:45 - 19:45▪ Sunday 08:00 - 10:00 (Land)

Development	A mix of advanced swimmers at Regional and National Division 2 level, working to join the top squad and a group of older teenagers continuing in swimming at non-competitive level	Swim 4 times a week with 2 land training sessions <ul style="list-style-type: none"> ▪ Wednesday 05:15 - 07:00 ▪ Friday 17:45 - 18:45 ▪ Saturday 07:30 - 09:30 (Land) ▪ Sunday 07:30 - 10:00 (Land)
Senior Squad	Main competitive group. Goal of all swimmer in this group is to compete at Division 1 standard.	Swims 7 times a week with 1 land training session <ul style="list-style-type: none"> ▪ Monday 05:15 - 07:00 ▪ Tuesday 05:15 - 07:00 ▪ Wednesday - 18:15 - 20:00 ▪ Thursday – NAC 06:00 – 07:00 ▪ Friday 05:15 - 07:00 and 18.30 - 20:00 ▪ Saturday 06:00 - 09:00 (Land)

Drop Off and Collection

Swimmers are required to be on poolside (15 minutes) prior to start of their session for land based warm up. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians should not drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with 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 dry land session 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 communicated to all involved – via the appropriate Whatsapp group; the rota is published on the website and a copy is put on noticeboard at the pool.
- 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 at by contacting the club secretary or gala 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;
- 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.

(Note: to avoid potential conflicts of interest, family members of the coaching staff are prohibited from performing Parent supervision)

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
7. Should not be distracted by mobile phones / laptops while on duty

Spectators

Coolmine Swimming Club welcomes parents to observe training sessions, however, the following rules should be observed:

1. Spectators/Parents should not distract or interrupt the session/coaching
2. No parent is allowed on the pool side without permission of the coach on duty
3. Parents may not use changing room toilets during training, including when no other facilities are available
4. Parents should not enter the changing rooms
5. No photography is allowed in Coolmine Swimming Pool without express permission of the Complex management

Non-Attendance of parent on duty

If parent on duty 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;

Swimmers in Development and Senior squads also require: Kickboard; Pull buoy and Fins

Note: Swimmers names should be clearly written on ALL equipment

Coolmine SC swimming hat must be worn at competition, hats are available from any member of the Committee or the Team Manager on duty at the particular gala. (coolmineclubsecretary@gmail.com)

Additional club gear is available and is optional (although Senior Squad group swimmers are expected to wear club gear at all competitions) and can be ordered from the club – coolmineclubsecretary@gmail.com

Transfers

If a member wishes to leave one and join another club, 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 Coolmine SC.

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, Treasurer, Secretary, Membership Secretary, Club Children's Officer, Head Coach 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 monthly. 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

Position	Name	Email address
Chairperson	Les Lennox	coolminechairperson@gmail.com
Secretary	Maeve Ward	coolmineclubsecretary@gmail.com
Treasurer	Laura Burge	coolminetreasurer@gmail.com
Club Children's Officer	Julie Morgan	coolminechildrensofficer@gmail.com
Acting Head Coach	Marina Loughney	coolminecoach@gmail.com
Membership Secretary	Sarah O Reilly	coolminemembershipsecretary@gmail.com
Committee member	Róisín McCormack	
Committee member	Suzanne King	

2. Club Children's Officer (CCO)

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

The CCO is available through phone, email or 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.

	Name	Email address
CCO 1	Julie Morgan	coolminechildrensofficer@gmail.com
CCO 2	Suzanne King	coolminechildrensofficer@gmail.com

3. Coaches and Teachers

Coaches and teachers in Coolmine SC 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 (with the exception of the Head Coach). The recruitment of all Coolmine SC coaches and teachers is in accordance with 'Swim Ireland Safeguarding Policies 2019'.

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 licensed:

- Membership of Swim Ireland through (club or associate)
- Completion within 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

Position	Name	Email address
Acting Head Coach	Marina Loughney	coolminecoach@gmail.com

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 needs properly trained people/staff to take responsibility for young people at competitions and away trips. Team managers work with coaches to ensure athletes are supported and supervised when they are away from their parents. The Gala Secretary, 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.

Officials are an essential part of competition for all clubs. Coolmine SC 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 the Secretary of the club at coolmineclubsecretary@gmail.com or any committee member.

Section 3 - Facility Information and Emergency Action Plan

The Club will abide by Coolmine Sports Complex normal operating procedures; emergency action plan and rules for athletes and visitors. See xx for details.

Section 4 - General Club Information

Club AGM

Coolmine SC holds an AGM annually in June. Members are requested to attend and contribute to the successful running of the club.

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

Parents/ guardians of club members who are under (18) may attend and represent their child/children and may cast one vote only (regardless of 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.

Competitions

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

Entries are to be submitted online using the On Deck app – see the club website for a user guide. Competitions have qualification criteria included in the competition information and it is important to make sure that the swimmers have reached the required criteria before submitting an entry form. When completing the entry online please ensure that you follow the guidance provided by the coach.

Coaches will advise athletes on competitions they should enter, and all entries must be submitted through the online portal On Deck so they can be approved by the coach.

Entry reports for each event will be displayed on the club website and notice board, it is the responsibility of the swimmer to ensure that entry details are correct and to discuss any issues with their coach.

It is important that if a swimmer decides to **“scratch”** from a race or a gala that they inform the gala secretary and /or coach as soon as possible and no later than the cut-off date set out in the relevant Competition Notice. Failure to do so may mean that the Club and the swimmer remains liable to pay the gala entry fee.

Gala entry fees (appropriate race fee plus a €2 administration fee per swimmer per gala) should be paid by bank transfer to the Club bank account in advance of the gala date. The Club then pays the gala organisers for all Coolmine swimmers. Please do not pay the gala organisers directly.

All queries related to competitions may be submitted to the Gala Secretary – coolminegalasecretary@gmail.com

Gala Entry rules

Galas provide an opportunity for swimmers to get experience in racing and competition. The gala calendar is selected to ensure that each group get an appropriate number of galas at the appropriate level. The following rules apply in relation to gala entries for Development and Senior Squad swimmers:

- The goal of swimmers in the Senior Squad group is to qualify for the main Division 1 National competitions

- Swimmers will only be permitted to swim individual events at either National Division 1 or Division 2, not both unless they have only qualified for one event in Division 1 in which case they can enter Division 2 for all other events qualified for except the one event they have qualified for in Division 1.
- Division 1 qualified swimmers will not be allowed swim relays at Division 2 under any circumstances
- Swimmers may request to enter galas which are not on the club calendar, these will be considered on a case-by-case basis, with the coach making final decision
- Attendance at a gala that is not listed on the club calendar will not be permitted where the gala is within a week of another gala
- Selection of swimmers for relay teams is at the discretion of the coach on duty at each gala
- For the main national galas, relays will only be entered where the team has a reasonable chance of performing, or where the coach determines the relay offers a development opportunity for selected swimmers
- At national level, the aim is for a small number of quality events for each swimmer, rather than entering as many events as possible. As a result, it may be necessary for the coach to limit the number of entries a swimmer may make to a gala.

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

Photography and Filming

In line with Swim Ireland policy Coolmine SC 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. Coolmine SC 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 Coolmine SC 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 on our club 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 Chairperson who will liaise with the complainant on whether a formal or informal process will be followed. Please speak to the Chairperson directly if you wish to make a complaint.

Club Links and Policies

Club website	https://uk.teamunify.com/team/clsc/page/home
Swim Ireland	www.swimireland.ie
Swim Leinster	www.swimleinster.com
Swim Ulster	www.swimulster.net
Connacht Swimming	www.swimconnacht.com
Swim Munster	www.swimmunster.com

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
 - Recruitment policy and procedure
 - Supervision policy
 - Travelling policy
 - Well-being policy
 - Anti-bullying 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. If a gala is on for the day always ensure that you check the warm up times for the afternoon session. When you are leaving the gala please let the Team manager and/or coach know.

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 they like and know agrees with them.

Bring rolls/sandwiches, pieces of fruit and breakfast/snack bars. 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 swimmer's name on it
- Towels x 2 (if there for a full day)
- **Flip flops or runners (for around poolside)**

In all 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 iPods, 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 Meet mobile app is also available to download at a cost for a yearly subscription which will detail the Regional and National competitions and some but not all Club competitions.

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 it is 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.