

**SWIM  
IRELAND**

Clubs and  
Community



# Handbook

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# Introduction to Club Handbook

## Club Description

Dungannon Amateur Swimming Club (DASC) is a voluntary swimming organisation, founded in 1986 and based at Dungannon Leisure Centre, Circular Road, Dungannon BT71 6BH. With over 100 swimmers, our aim is to provide a safe and friendly environment for swimmers from all communities, to reach their full potential, be that representing the club at national championships, competing at club galas or just the chance to train weekly in a sport they love. The Club is run on a voluntary basis and our Coaches kindly give their time on a weekly basis for no financial reward, thus enabling us to keep membership costs low

## Objectives of the Club

- To foster and develop a love of swimming.
- To encourage participation in competition at club, regional and national levels
- 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.

DASC is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/carers, Coaches/teachers and volunteers, in DASC 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 DASC and the guidelines contained in the '[Swim Ireland Safeguarding Children Policies and Procedures](#)' on the swim Ireland website or the most up to date equivalent.

## Section 1 - Membership

### Joining the club

Trials for joining the club are offered 2 to 3 times during the season depending on space and demand. If you are interested in becoming a member please like and follow our facebook page for details for our next trials [Dungannon Swimming Club - Home | Facebook](#) and or contact the [membership@dungannonswim.club](mailto:membership@dungannonswim.club)

Places will be offered based on availability and the requirements of the club, priority may therefore be given to certain age groups. DASC endeavours to facilitate all athletes who wish to become members of the club. If you or your child/children have any special requirements, please email [membership@dungannonswim.club](mailto:membership@dungannonswim.club) For information on accessibility to the facility/facilities email [membership@dungannonswim.club](mailto:membership@dungannonswim.club) with your requirements.

### Becoming a member

Membership of DASC is accepted at the discretion of the Club Coaches & management committee. The membership year is annually from around the end of August/start of September until June for most swimmers. DASC pay annual fees to and are affiliated members of Swim Ulster & Ireland.

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

1. Club membership form
2. Relevant agreements
3. Payment and method of payment.

### Codes of Conduct

One of the basic policies for all members is the Swim Ireland [Codes of Conduct updated June 2020.](#) or the most up to date version, found on the Swim Ireland website. 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 agreed annually by young people, parents, committee members, leaders, Coaches and teachers, returned via TeamUnify and they will be kept on record.

### Membership Fees

As a non for profit organisation, Club fees and payment plans are decided annually around May by the management Committee, this is to ensure the continued financial stability of the club. Payment is via the Team Unify App, using debit or credit card and inline with the chosen method on registration. Invoices will be issued when fees are due and fees must be paid by the invoice date. Queries regarding club fees should be directed to [membership@dungannonswim.club](mailto:membership@dungannonswim.club) All financial queries will be treated with confidentiality. By paying your fees you are committing to membership of the club from that date to the end of the current season. Refunds will not be offered to members who decide to leave before the end of that term.

**Unpaid fees that are outstanding for more than (14 days) will 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 and Swim Ulster fees are also mandatory and must be paid in accordance with the payment plan chosen at registration. The Club Membership fee is decided annually at the start of each season, please contact the [membership@dungannonswim.club](mailto:membership@dungannonswim.club) for current fees.

## Squads

Swimmers are separated into different training squads according to their age, ability and commitment. This enables us to provide the most appropriate level of training for each individual swimmer. The coaching team believe it is better for swimmers to train with other swimmers their own age, so the squads are grouped into Junior and Senior sections.

Junior Squads are for swimmers 12 years old and under:

- Skills Squad
- Bronze Squad
- Silver Squad
- Gold Squad

New swimmers all start in the Skills Squad. Progression through the Junior Squads is based on the Swim Ulster Skills Challenge. Junior squads train 3 times per week for 60 min each session.

Senior Squads are for swimmers 12 years old and over:

- Inter Squad
- Performance Squad

Progression from the Inter Squad to the Performance Squad is based on obtaining qualification times for Regional or National competitions. Senior squads train 4 times per week for 90 min each session, including some early morning training sessions.

There is also a Bridge Squad for high performance swimmers who are in the Gold Squad and have achieved qualification times for Regional or National competitions. Bridge Squad swimmers continue to train in the evening sessions with the Gold Squad, but have access to some early morning training sessions with the senior squads.

## Training Equipment

Parents should encourage swimmers to be responsible for their own equipment. All swimmers should bring their own **Fins**, **Kickboard**, **Pull Buoy** and **Snorkel** to all training sessions. The club provides a small amount of equipment for the Skills Squad since they are often new to the club. Swimmers in other squads should have their own equipment to ensure they don't go without and to prevent wasting time getting equipment during sessions.

## Club Kit

Members will be notified how to purchase club kit throughout the year. Club kit includes swimsuits, swimming hats, t-shirts, tracksuits and sports bags. It is not necessary to wear club kit to/during regular training sessions, although many swimmers will prefer to.

When swimmers compete at competitions they are representing the club and so it is requested that as a minimum at competitions, club t-shirts should be worn for photos and club swimming hats should be worn during races.

## Drop Off and Collections

- Juniors are required to be on poolside 5 mins before the start of their session.
- Seniors should be on poolside (15 mins) prior to the start of their session for dry land poolside warm up.
- Children MUST wait for a Coach to instruct them to enter the water.
- Parents/guardians should not drop off children without ensuring there is a parent on duty and a Coach on duty to conduct the session.
- Parents/guardians should arrive promptly at the end of session to collect children as the club is not responsible for athletes under 18 once the session has finished nor in the changing rooms.

## Duty rota for sessions

- The rota is organised in advance, you are asked to sign up for 1 session for one month per child swimming.
- The person on duty must be over eighteen, and may be an older member of the club, i.e. it does not need to be a parent. However, an athlete may not be the person on duty for their own session or squad.
- The Coach/teacher must be able to rely on the person on duty being present, some sessions take place at more vulnerable times e.g. early morning.
- The person on duty should have a full view and hearing of the pool area/ dry land area; this cannot be achieved by sitting up in a stand or behind protective screens or glass.
- The person on duty should not interfere with the safe coaching or teaching of the session. However, if a young person is in imminent danger the issue must be dealt with immediately.
- Concerns should be brought to the Coach or teacher in charge of the session or the Children's Officer following a session.
- The person on duty is required to remain until all the young people have left the swimming pool. Any parent persistently arriving late or being delayed picking up their child/children should be reported to the Coach/leader or the committee – this is a breach of the code of conduct and will be dealt with accordingly.

## Duties of the person on duty

The person scheduled to be on duty must:

- Find an alternative in the event they are not able to attend; it is the responsibility of the person scheduled to be on duty to do this.
- Turn up 5 minutes before the start of the session and remain with any teaching/coaching staff until all the young people have left the swimming pool. Be in full view of the pool.
- Record the childrens name and time leaving and returning to the pool, e.g. a child should return to the pool after visiting the toilet after 2 or 3 minutes.
- Allow the Coach/teacher freedom to get on with the session, sometimes Coaches/teachers need to give feedback to individuals on one to one basis, this should be in open view.
- Take note of any problems that occur – refer any issues directly to the Coach or teacher in charge of the session or, if not possible, to the Children's Officer or club secretary.
- 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 and record any accidents on the accident form.

## No person on duty

It is a breach of Swim Ireland rules to not have a person on duty for Swim Ireland sessions, either pool or dry land activities. If a person on duty does not turn up the Coach/teacher will take the best courses of action to ensure the safety of the young people and themselves, this may mean cancelling the session unless a replacement is found. The person on duty who did not turn up may be subject to disciplinary action. If you are free and realise there is no parent on duty please offer your services.

## Transfers

If a member wishes to leave DASC and join another club, they must communicate with the club secretary [Secretary@dungannonswim.club](mailto:Secretary@dungannonswim.club) in writing.

The club may withhold a transfer if:

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

If you transfer to another club, you will cease to be a member of DASC.

## Member Participation Policy

DASC is managed and supported by volunteers, made up of club members. We are committed to operating the club at the highest standards and in line with our club ethos and Swim Ireland requirements.

To ensure our club is successful and our fees remain as low as possible, we rely on our members' participation in mandatory training, mandatory and voluntary duties.

### Regional/National Individual Competition Swimming

As a club, we are required to have a Coach and/or Team Manager at every session in these competitions, but since they take place over several days, it is not always possible to have a Coach present. Parents of those who wish to compete at Championship/National level are required to complete: [Access NI](#) and [Swim Ireland: Safeguarding & Team Manager courses](#) at your own cost.

If children qualify and parents are not qualified in these, children may not be able to participate.

***Please note – vetting is a requirement for any individual acting in a role, i.e. team manager, licensed official, committee member, Coach and teacher. Failure to participate in training will result in disciplinary action.***

### Person on duty rota

There must be a pool and/or a dry-land duty rota for coaching and teaching activities. The duty rota requires an adult in addition to coaching or teaching staff to oversee the teaching/coaching session involving young people reducing the risks to both children and adults. This ensures someone is on hand for any emergency that might arise. More information is available on [Swim Ireland website](#)

*Failure to attend as a person on duty may result in disciplinary action.*

## **Club Competition/Club Fundraising**

As a club we run 3 to 4 fundraising events throughout the season - depending on need, these could include games nights, galas, breakfasts, raffles etc. These are important events, with the proceeds going towards our day to day running costs. It is expected that all members or parents/carers of participating athletes will support and assist in the running of these events. We also host Home time trials, PTL and AquaSprint Gala's where parents are expected to help time-keep etc and provide savoury and sweet treats for afters.

## **Voluntary roles**

There are several essential roles fulfilled for club volunteers throughout the season to support the club and athletes. We welcome and encourage club members to get involved in a role that matches their skills and interests. A short description of roles is available below, please contact the club Chair for further information.

### **Team Manager**

At team competitions and away trips it is our clubs preference to provide a Team Manager were possible to support and safeguard our athletes (team managers may not be provided in individually entered events). To qualify as a Team Manager you are required to attend a [Team Manager level 1 course, complete Garda vetting/ Access NI and a Swim Ireland safeguarding level 1 course](#). This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments.

### **Gala Officials**

If your child is participating in a competition it is expected that you will be available for official duties if required (time keeping, marshalling, touch/turn judge etc) The club may receive a fine if an official duty is not fulfilled, failure to participate in an official duty, may result in your child being prevented from participating in future competitions.

Swim Ireland provides optional training for officials on Just Go [Login](#) you must register yourself with Swim Ireland to do this, parents are encouraged to avail of this training to help them feel more confident and competent.

### **Coach/Teacher**

DASC Coaches/teachers operate on a volunteer basis to support the development of our athletes and are vital to the sustainability of our club. Coaches/teachers are required to complete the courses relevant to their role and discipline, with most courses being completed through a combination of online and face to face learning. Coaches/teachers are required to maintain their licence on an annual basis which includes keeping their Access NI, safeguarding level 1 and CPD (continuing professional development) up to date. This role is suitable for individuals with an interest in coaching or teaching young people and who can commit to this on a weekly basis.

## **Management Committee**

The management committee are responsible for development planning, and the financial and operational management of the club. The committee consists of chairperson, secretary, treasurer, head Coach, club children's officer, membership Secretary, and a minimum of three other committee members. The committee is elected annually at the club AGM, which is held in May/June. Committee members are required to complete Access NI and level 1 safeguarding. Additional training requirements are in place for the club children's officer.

If you are interested in learning more, please contact [chair@dungannonswim.club](mailto:chair@dungannonswim.club) or [membership@dungannonswim.club](mailto:membership@dungannonswim.club) Committee members are required to complete Access NI and Swim Ireland safeguarding level 1.

## **Fundraising Committee**

As a club we fundraise to support the development of our Coaches and athletes, and to purchase equipment. The fundraising committee is a subgroup of the management committee, responsible for sourcing grant funding, sponsorship and planning and running fundraising events at regular intervals during the season. This role is suitable for individuals who enjoy organising events and may have some experience with completing applications for funding or sponsorship.

## **Complaints and Disciplinary Committee**

It is a Swim Ireland requirement that DASC have a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should a complaint or disciplinary matter arise. Committee members are required to complete Access NI and level 1 safeguarding. This role is suitable for those who have some experience in a management or supervisory role, conflict resolution experience or similar. This committee has no operational role and is only contacted as required.

## Section 2 - Club Roles and Contact Details

### 1. The 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, head Coach and a minimum of 4 other members and these are elected at the AGM each year. The chairperson, secretary and treasurer 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. There will be a minimum of 6 meetings per year (bi-monthly/as required ).

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 safeguarding course. All committee members must abide by and annually sign the relevant code of conduct. All communication by the committee will be done (by email/message), please ensure you have provided correct contact details to the club secretary.

Position	Email address
Chairperson	chair@dungannonswim.club
Secretary	secretary@dungannonswim.club
Treasurer	treasurer@dungannonswim.club
Club Children's Officer	cco@dungannonswim.club
Head Coach	headCoach@dungannonswim.club
Membership Secretary	membership@dungannonswim.club

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

DASC is committed to the creation of a child centred atmosphere within our club and aims to have 2 CCOs, one of each gender. One Lead CCO who is also a member of the management committee. The CCOs 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 can be contacted at [cco@dungannonswim.club](mailto:cco@dungannonswim.club) The CCO must be a Swim Ireland member, vetted through Swim Ireland/Swim Ulster prior to taking up their position. The CCO must complete the Safeguarding level 1, 2 and 3. CCO's must abide by and annually sign the relevant code of conduct.

### **3. Coaches and Teachers**

Coaches and teachers in DASC 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 head Coach is a member of the club management committee. All Coaches and teachers must be adequately qualified and licensed for their position. All Coaches and teachers must abide by and annually sign the relevant code of conduct.

### **4. Team Managers/Chaperones**

At team competitions and away trips it is our club's preference to provide a Team Manager where possible to support and safeguard our athletes (team managers may not be provided in individually entered events). Parents are expected to help and are encouraged to get involved by attending Team Managercourses. Team managers work with Coaches to ensure athletes are supported and supervised when they are away from their parents at team events and away trips. The team manager, in conjunction with the management committee and head Coach/teacher will organise away trips in line with Swim Ireland's travel policy.

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 safeguarding course and a Team Managercourse. 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. DASC 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.

#### **Club AGM**

DASC holds an AGM annually in May/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 must attend and represent their child/children and may cast one vote only (regardless of the number of children who are club members). Parents/guardians who are members of the club may cast a vote for themselves and on behalf of their child/children. Proxy voting is not permitted.

## Section 3 - Facility Information & Emergency Action Plan

If you require any information please contact Dungannon Leisure Centre, Circular Rd, Dungannon BT71 6BH Phone: 028 8772 0370 for the most up to date procedures and policies.

## Section 4 - General Club Information

### Competitions

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads via TeamUnify. 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 entering.

**Coaches will advise via the competition invitation email which squads should participate in which competitions. Parents should choose events via the app for review from the Coaches.**

Further information on competitions in Northern Ireland can be found on the swim ulster website under competitions <https://www.swimulster.net/Competitions.aspx>

A helpful Gala Guide is included at [Appendix A](#).

### Photography and Filming

In line with Swim Ireland policy DASC 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. DASC will only use a child's first name if required when congratulating on individual performances. Children in photographs and any other images will be in keeping with the ethos of the sport. For all Swim Ireland/Ulster, 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 the 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 photographs taken out of the pool.**

The Swim Ireland Filming and Photography policy is available on the [Swim Ireland website](#).

### Complaints and Disciplinary Procedures

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

The full complaints and disciplinary procedures are available on the Swim Ireland website [Policies and Governance Documents](#)

## 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 circumstances 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](#)

[Club Policies](#)

[Swim Ireland](#)

[Swim Ulster](#)

## Swim Ireland Policies and Procedures

Please note this list is not exhaustive and updates will be available on [Swim Ireland website](#).

- Swim Ireland Rulebook
- Complaints and disciplinary rules and procedures
- Safeguarding children policies and procedures
- Data Protection and privacy policies
- Swimming pool safety guidelines

## Appendix A – Gala Guide

### Arriving at a gala

Always arrive on time for the warmup, so you can warmup and practice turns, dives etc in the competition pool. If a Coach/Team Manager is present, the swimmer should let them know that they have arrived. Parents/guardians are required to be with their children at all times, but are not permitted on pool deck or in specific Coach/swimmer areas, unless timekeeping or carrying out official duties.

The Coach/Team Manager will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warmup session, if you are unable to go please let them know. 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.

DASC swimming caps must be worn at competitions. Swimsuits, Jammers & club bags etc are also available from the club kit officer.

### Food and Drink

Athletes are encouraged to eat healthily. Before a competition, eat plenty of carbohydrates (rice, pasta, potatoes, bananas, porridge) the night before, and keep drinking. Eat something for breakfast, even if it seems too early. Do not 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, 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 is 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

- Jammers/Swimsuit x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps, try out in training before the gala)
- Warm clothes to wear between race)
- Water bottle already filled with swimmer's name on it
- Towels x 2 (if there for a full day)
- Flip flops/sliders or runners (for around poolside)

In some facilities you must have something on your feet to be allowed access to certain areas which lead to the 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 hoodie & tracksuit/something warm when sitting around.

## Personal Belongings at Galas

Bring as little as possible. Valuables such as phones and tablets are best locked away or left at home.

## Terminology

**PB** Personal Best Time

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

**HDW** Heat declared winner (you only race once - no finals will take place)

**FTR** Freestyle Team Relay

**MTR** Medley Team Relay (Back, Breast, Butterfly, Free)

**NS** No Swim - child missed race.

**DQ** Disqualified

**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. You can also purchase [Meet Mobile | ACTIVE Network](#) which is normally updated regularly throughout the meet.

Medals - medals are awarded in age groups. As swimmers are swam in their seed times/PBs and with different age groups (this ensures children do not finish far behind each other) never leave the gala without checking if you have won a medal in your age group, some galas however focus on PBs and do not award medals.

## Summary

Galas can be stressful for younger swimmers and all athletes are encouraged to do their best and focus on getting PB's. It is not realistic for EVERY child to win a medal every time and 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 to 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.