



LISBURN CITY SWIMMING CLUB

HANDBOOK

2018-19



LCSC Vision

In pursuit of swimming excellence for all

LCSC Mission Statement

Our mission is to develop abilities in our athletes that will inspire and empower them to reach their potential in and out of the water.

LCSC Values

- **Safety** – we value creating a safe, stimulating, positive environment.
- **Pursuit of Excellence** – we value continuous improvement at all levels.
- **Teamwork** – we value working together.
- **Communication** – we value open and honest communication.
- **Leadership** – we value leading by example.

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Club History

The club was formed in 1973, and was based at the Lisburn Town Pool in Market Square until 1999. The Club entered the competitive scene in 1975 and affiliated to the Ulster Branch of the Irish Amateur Swimming Association in 1976. Success began in 1980 with wins in a friendly gala against Monaghan and in the Provincial Towns League against Portadown. The Club then grew from strength to strength producing a strong team and a number of notable swimmers.

The Town Pool was closed on Friday 29 October 1999 and finally demolished to make space for commercial development.

The Club moved to new facilities at the Lagan Valley LeisurePlex on 1 November 1999. The competition hall consists of a diving pool, a 25m, eight-lane competition pool and viewing gallery seating 300 people. It meets the requirements of an International Short Course venue. The diving pool has 1m, 3m and 5m competition boards, is 13m² with a hydraulic-controlled floor that can be lowered from deck level to 4m depth, thus doubling up as a learner pool.



In order to meet the increasing need for professional coaching and administrative assistance, the Club moved forward by acquiring a Swimming Development Officer. From September 2004 this post became fully supported by the swimming club and the title of the post was amended to Head Coach. The Club currently employs 3 staff, a Head Coach, Head of Learn to Swim and an Admin Officer, ably supported by a mixture of paid teachers and volunteers.

The Club can boast a large and enthusiastic group of swimmers of all abilities backed by the much-needed support from parents, friends and the local business community. We have had swimmers from the club competing at the Commonwealth Games, European Championships, Olympic Games, Para-Olympic Games, International Schools Games, Lifeguarding Games and World Deaf Games and setting Ulster, Irish and European Records.



The club was awarded Clubmark status in January 2014.

Child Protection

Under the guidance of Swim Ireland, we at LISBURN CITY SWIMMING CLUB are committed to good practice which protects children from harm. We have a completed safeguarding children risk assessment and policies and procedures in place. Staff and volunteers accept and recognise their responsibility to provide an environment which promotes the safety of the child at all times. Details of all of our policies and procedures can be located in the documents section of the website: www.lisburncityswimmingclub.org

The guidelines are broadly outlined below:

- Develop an awareness of the issues which may lead to children being harmed.
- Create an open environment by identifying a minimum of one 'Club Children's Officer (CCO) to whom the children can turn to if they need to talk.
- Adopt child centred and democratic coaching styles.
- Adopt child protection guidelines through codes of conduct for members and all adults working at the club. Adult workers include coaches, executive members, parents and volunteers.
- Ensure careful recruitment, selection and management procedures. These procedures will ensure regular support & supervision is provided to staff/volunteers.
- Ensure complaints, grievance and disciplinary procedures are included in our constitution.
- Share information about concerns with children and parents and others who need to know.
- Provide information as required to the management committee.
- Ensure good and safe working/playing practices
- Be involved in training made available through the various agencies and strengthen links with these agencies.
- Keep child protection policies under regular review (every 3 years minimum).*
- Have adopted the policies and procedures of Swim Ireland relating specifically to bullying, away trips, transport and use of photography.

Lisburn City Swimming Club Children's Officers are Danielle Lawler and Aldo Raffo. The CCO role within the Club is to provide advice and guidance to all members and Officers in all matters relating to the safety and welfare of our young swimmers. The Club Children's Officers also act as a filter with the various Governing Bodies, Advisory Groups and Associations, relating to all matters of child protection and welfare. Should any member require advice, guidance or help in any way, they may speak to the CCO in complete confidence, according to the nature of the enquiry. See Appendix F for parent supervision policy.

Membership of LCSC

There are three categories of membership of the club,

- **Competitive Member:** Any person interested in participating in competitive swimming activities, subject to an assessment by a Club Coach, the availability of a place in the appropriate squad, and subject to the approval of the Executive Committee. Competitive Members must also be members of Swim Ireland.
- **Non-Competitive Swimming Member:** Those who wish to train but who do not want to compete.
- **Temporary Membership** A person may become a temporary member for the purpose of:-
 - learning to swim or
 - educational training

Application for Membership of LCSC

Any member wishing to join LCSC should complete the application form in Appendix E and send the completed form to the LCSC secretary. This does not apply to swimmers moving from the Learn to Swim Programme into Development 3 Squad.

The application form will be discussed by the LCSC Executive Committee, and if no objections are raised, the name of the applicant will be posted on the notice board for 2 weeks for comment by members. A pool test may be required. The applicant (or parent/guardian) will be contacted to arrange this. If no objection is raised, then the committee will make a decision regarding membership.

Competitive members wishing to transfer from another club must be in good standing with that club and apply using Appendix F, in accordance with Swim Ireland procedures additional information may be required.

Membership Fees

The membership fee (for each squad) for 2018/19 is provided below:

Squad	Annual Fee
Associate Membership	£10.00
Country Membership	£68.00
Club Training Squad	£430.00
Development 3	£410.00
Development 2	£460.00
Development 1	£520.00
Age Group 2	£590.00
Age Group 1	£650.00
National Junior	£780.00
National Senior	£860.00

The membership fee includes insurance and levies paid to Swim Ulster and Swim Ireland. In accordance with the rules of membership, we are required to formally register every competitive swimmer, coach and club official as a members of Swim Ireland; this also includes insurance cover.

Swimmers are not insured unless fees are paid, so please observe the terms of payment. Privileges and potentially membership will be withdrawn if fees are not paid. If you have any queries, please speak to a club official as soon as possible. Fees are to be paid in two instalments:

- 70% non-refundable instalment is due by 30th September 2018
- 30% non-refundable instalment is due by 28th February 2019

Failure to pay 70% by 1 October 2018 may result in a member being refused entry to training, as they will not be covered under the Club insurance.

- Swimmers who leave the club prior to 28th February 2019 will not be entitled to a refund of the 70% instalment.
- Swimmers who leave after 28th February 2019 will not be entitled to any refund.
- Swimmers who are moved to a squad with higher fees during the year will be liable for the increased fees on a pro-rotta basis
- Swimmers who are moved to a squad with lower fees during the year will be entitled to a refund of fees on a pro-rata basis.
- Swimmers who leave the Club prior to payment of the 1st instalment on 30 September 2018 will be liable for payment of the appropriate squad fee on a pro-rata basis.

We have various options available for payment of fees. These include:

- Online payment during online Active.com Registration (**Preferred Payment Method**)
- Cheque made payable to 'LISBURN CITY SWIMMING CLUB' and handed to the Admin Officer
- Bank transfers - details can be provided upon request from the Admin Officer
- Direct Debit - details can be provided upon request from the Admin Officer
- Cash – this is not preferred and should be handed directly to the Admin Officer by prior arrangement. There may also be an additional fee for cash payment to cover bank charges. The Club will not be liable if cash should go missing prior to receipt by the Admin Officer.

If for any reason the payment “bounces”, or are returned to the Treasurer as ‘Refer to Drawer’. On these occasions, any additional costs incurred by the Club will be passed onto the parent / guardian.

Squad Criteria

Squads have been established to allow for progression of training hours within each squad from one to the next as a swimmer’s skill level progresses i.e. swimmers will progress to the maximum training hours within each squad. See Appendix A for squad criteria. The squad criteria for ALL the Squads is reviewed each season and may be subject to change.

Any swimmer who develops an injury during training will be asked to leave the session and advised to make an appointment with their G.P. As part of a treatment plan, the swimmer may then be referred to a physiotherapist or chiropractor. If so, the coach should be given contact details to liaise with the specialist so a rehabilitation programme can be devised. The swimmer will only be allowed to recommence training once the injury has been treated and prevents the risk of reoccurrence is minimised; a rehabilitation programme may be deemed to be necessary to facilitate return to swimming. If there is insufficient space in a session to aid with rehabilitation, the swimmer may be asked to either finish the session early or join the group at a particular point when the flow of lane swimming allows it, or gives them the opportunity to perform their own specific work.

Squad meetings (Squad coach/Assistant Coach, swimmers and parents / guardians will take place to inform everyone of the year's competition and training plan. This session could be for example at the:

- Start of each season
- Beginning of the other training cycles (eg end December and April).

The club training timetable can be found on the club website.

All swimmers' places in the squad will be reviewed each cycle (2-3 times/year). If the Squad coach has concerns in relation to training ability, discipline, attitude, or attendance a meeting with the swimmer and parent/guardian will be requested to discuss the matter and develop a plan to improve swimmer performance.

Attendance, punctuality, discipline and training ability will be monitored and recorded. Swimmers will be reminded of the acceptable levels required for each squad. Any swimmer not meeting these standards may be asked to move to a more suitable squad.

See Appendix C for policies for attendance, punctuality and behaviour. See Appendix D for the process if squad criteria are not met by a swimmer.

All policies and regulations can be found in the documents section of the website:

www.lisburncityswimmingclub.org

Attendance

Lisburn City Swimming Club appreciates that swimmers have other demands on their time and that schoolwork is important. Schoolwork must come first but it is our opinion that with planning, both can work alongside each other. The Club Policy for attendance can be found in Appendix C.

It is the responsibility of each swimmer/parent to notify the Club Secretary **and** Squad Coach of any changes to membership status eg leaving the club, injury or illness.

If a swimmer cannot attend training for any reason, please let the squad coach know by email or message so that it can be entered on the squad attendance register

***Note to parents:** Please ensure that your squad coach has arrived at each training session before you leave your child. Previously, there have been instances where children as young as 8 years old have been left alone with no means of contacting their parents; this can be very upsetting to the child and potentially very dangerous. No parent should collect another child unless specifically requested to do so by that child's parents or guardian.*

This a key requirement for parents under our safeguarding children policy

If for any reason the pool staff fail to turn up to open the pool, the procedure is to wait 15 minutes then go home. On no account should children just be left outside the pool in the hope that someone will turn up.

Conduct at Training

In order to get the most out of your training sessions, swimmers should note the following club guidelines regarding training etiquette:

- Regular attendance is absolutely vital if you wish to make progress.
- Be sure to arrive early at your sessions so that you are ready to start on time.
- Plan to stay right to the end of the session. The last set of work is often the most important, and conditioning yourself to work hard, even when you are tired is essential to be a top class swimmer.
- During the training session listen carefully to what your coach has to say and try to concentrate on the work set. You will only gain value from the sessions if you put effort and concentration in to them.
- Respect the pool and its equipment and other users. Promptly leave the pool at the end of the session and put all equipment back in storage.
- Our aim is to provide everyone with opportunities to develop his or her full potential in every way. Enjoy your sport and your training.
- If you have any problems regarding your training, then please talk to your coach. Be patient and do not expect too much too soon.

Training Equipment

Parents should encourage their children to be responsible for their own training equipment.

The equipment required for each squad can be found under the squad criteria (Appendix A). All equipment should be clearly marked with the swimmer's name.

Lisburn City SC has an arrangement with Gotto Sports whereby the Club receives some cashback for any item purchased from them (excludes hockey sticks and equipment). You can order directly online via the link to Gotto Sports on the Club homepage. www.lisburncityswimmingclub.org.

Drinks

During a one hour training session a great deal of fluid can be lost from the body. To compensate for this, 1 litre of fluid per training hour should be available to the swimmer. Drinking prior to a training session is vital so that the swimmers start the session in a hydrated state.

Water is the best fluid to drink – NO fizzy drinks or high sugar sports drinks should be consumed during training sessions unless recommended by a doctor.

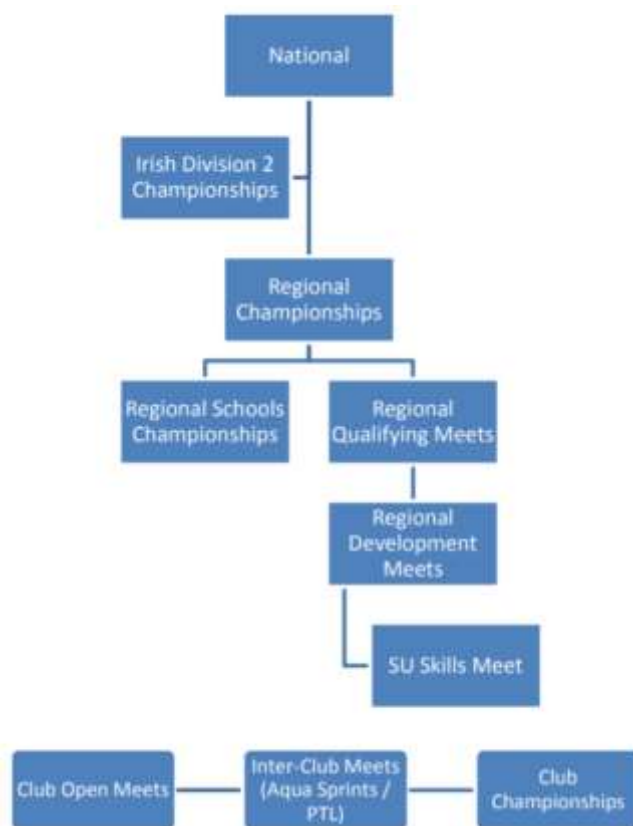
Drinks should be in a refillable sports bottle. A number of swimmers have attended sessions with disposable drinks bottles. Over the counter water bottles with the 'sports cap' are NOT appropriate for use during training or competition. The plastic caps on these bottles are a health and safety problem. They are easily detached from the bottle and can end up in the pool creating both a choking hazard for swimmers or small children and also cause problems blocking the pool filters. Please ensure that all swimmers have proper sports water bottles for use during training and competition.

Injury and Illness

Swimmers should never train with an illness or injury unless under specific medical guidance. Coaches or officials should be informed immediately of any injury occurring during training.

Only qualified attendants may administer first aid to swimmers. The LeisurePlex and the club will maintain a record of all incidents as appropriate.

Competitions



All our young swimmers are expected to compete in accordance with their age range. Competition attendance and participation is an essential indicator of how a swimmer is developing. The flowchart below outlines the competition pathway available to swimmers within the club.

Club Championship

The Club Championship will take place annually and will cover all the Olympic events plus the 50m stroke events. Trophies will be awarded to the highest points scorer in each age group in the following events (9/10 events).

- 50m each stroke
- 200 IM (A Group), 400 IM (B, C, D Groups)
- 200 FC (A Minor), 400 FC (A, B, C, D Groups)
- 200 each stroke (A Minor & A Group will not swim 200 BF)
- A 400m Freestyle may also be included.

Points are scored for 1-8th place (9-7-6-5-4-3-2-1) in all events. Trophies will be presented at the annual clubs awards night. Age grouping is the same as club records

AquaSprints Swimming League

This is an introduction to interclub competition for swimmers aged 8-11. Swimmers race over 25m in the individual events and the relays are mixed (2 boys, 2 girls) 4 x 25m medley and freestyle. Lisburn have a history of doing really well in this league and it is a fun way to introduce swimmers to competition. There are usually 5 fixtures per season plus the final.



The team list will normally be posted two weeks before each fixture within the league. The competition finishes with the final held on the first Friday in June.

Open Competitions



Schools competitions are organised by the school in conjunction with Swim Ulster. You need to speak to your school to ensure you have been entered.

Swim Ulster & Swim Ireland competitions – swimmers compete in individual races and club relay events for personal bests, records, medals and team awards.

The Coaching Team will decide along with the swimmer which events each swimmer will enter. Their decision is final. Team selections for galas will be based on:

- Current form in both training and competition
- Correct attitude and discipline in training and at meets
- Attendance in training and selected competitions

The Club uses an online system through Active.com for Gala Entry. The system, also used for registration, payment and contains all swimmers current competition times.

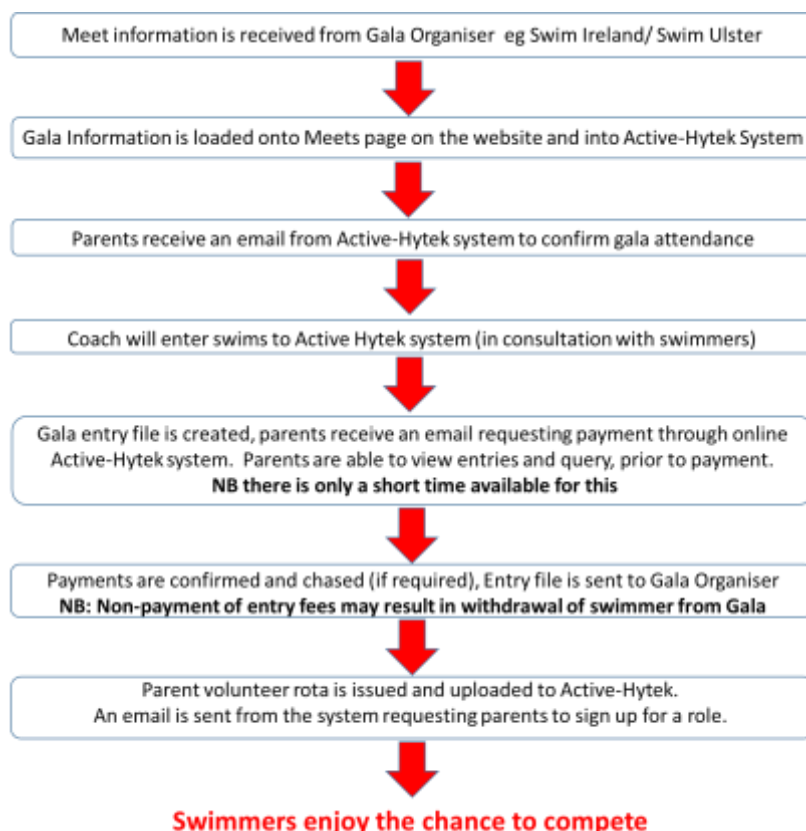
The process for registering for competitions is:

1. Within the parent portal, you confirm your swimmers attendance at the gala
2. The coach selects the events for each swimmer and these are then populated to the parent portal.
3. The Parent/Guardian reviews the entries and has an opportunity to discuss any issues
4. A payment request is then sent out for online payment of entry fees.

Further details can be obtained from the club administrator or Secretary or can be found on the website under Meets.

Changes to entries will only be made following discussion and agreement with the coach. If you withdraw your swimmer from the gala, you are still liable for the fees as they are not refunded to the club.

When confirming attendance of a swimmer in a competition, confirms that you are available to assist in the running of the gala by performing a job eg timekeeping. This is normally only for one session and there is an online volunteer registration system operating within the club.



Competition Guidelines

It is a good idea to pack your bag the night before the gala to make sure you have everything you need - at least 2 swimsuits, 2 towels, club tracksuit and T-shirt, shoes or flip flops, 2 pairs of racing goggles, at least 2 club swim caps, at least 2 water bottles, music player and snacks for the duration of the meet. Swimmers have found a music player is useful to help pass the time between your events.

On arrival at the gala - make sure you do so in plenty of time and report to your coach to that he/she can confirm your entries and hand over any accreditation. Check out the pool complex layout and familiarise yourself with the important places you will need to go during the day: Toilets, reporting area, changing rooms, cafeteria, fire exits, etc.

Warm ups - Check which warm-up is yours and be on time for it. Morning land warm up as a team occurs 30mins before the pool warm up.

Race - Simply do your best! See what you are capable of on that day.

After the Race – Go and see your coach. He / she will tell you how you did and what you can do to do better next time.

Cheering for Others - Do not expect others to cheer for you if you do not cheer for them. Don't just sit down and stare into space – enjoy yourself.

Don't Go Outside - When you are at a swimming gala and with an appointed coach/team manager/chaperone* – they are responsible for you and you must not leave the building without permission. If your parents are there, please ask the chaperone/team manager for permission to leave the

building with them. After your last race it is a good thing to cheer others who are swimming from your Club.

Drinks - During a competition be careful not to dehydrate. Swimming pool surrounds are notorious for being hot and sometimes unbearably so. During the day, drink should be taken little and often. Headaches, dizziness and nausea are some of the symptoms of the onset of severe dehydration.

*Role of Team Manager is explained in Club Child protection policy.

Club Kit

Club kit and equipment can be purchased from the swim desk or online through our website. A list of the current kit can be found in Appendix E. Kit can also be ordered by email via the club website. You will find a copy of the current kit price list on the **Shop** page of the club website

Lisburn City SC club colours are black, white and red. When a swimmer is selected to swim for the club, in inter-club galas or open competitions they are expected to wear club colours, for example:

- Club swimming hat – club hats must be worn in all competitions
- Club polo-shirts
- Club Hoodies

If you have any swimming kit that you want to advertise for sale to members of the club then please email the shop (found on the website) including your name, squad, details of what you are selling, and contact details (email address, telephone number or both) so that you can be contacted directly.

General Behaviour and Discipline

These notes are for the guidance of swimmers/parents taking part in all activities related to the Lisburn City Swimming Club. They have been written to ensure that swimmers are aware of the standards required by them when they are:

- Training with the Club
- Representing the Club
- Travelling with the Club to and from competitions
- Engaged in any other activity which has been organised by the Club

Parents should note that it is their responsibility to ensure the good conduct and behaviour of their children both before and after training sessions, and during club galas. Parents are reminded that they signed the club code of conduct on registration.

Swimmers are responsible for their own equipment and belongings. All drink bottles, etc. must be taken away at the end of each session.

During training sessions or competitions/training camps, swimmers should avoid actions that may bring the club or the sport of swimming into disrepute. Swimmers also have a responsibility to report any member whose conduct is likely to bring the club or the sport of swimming into disrepute.

Swimmers, parents and coaches should:

- Abide by the Club Constitution and policies, and Swim Ireland rules and policies
- Uphold high standards of fair play and sportsmanship
- Respect the rights and dignity and worth of all, and treat everyone with equality
- Show respect and never criticise officials or helpers
- Have due regard for their personal appearance, language and respect equipment and facilities
- Wear club colours and team kit when in competition (swimmers and coaches)

Full details of the Codes of Conduct may be found on our club website.

Bullying of any sort – verbal or physical - will not be tolerated at Lisburn City Swimming Club and will be treated as a serious breach of the code of conduct.

Parents are very welcome to watch training sessions from the gallery and if they have any questions with reference to the training programme or their child's performance, the coaching staff will be happy to answer them at an arranged time. **Parents should not approach coaches during swim sessions as this distracts them from doing their job. Parents should also refrain from coaching their child during training sessions.** If a parent needs to speak to a coach they should arrange a time to do so after or before the session.

Reporting Complaints

Lisburn City Swimming Club will manage complaints and disciplinary matters in line with Swim Ireland policy. (Swim Ireland C&D Rules and Procedures 2018). This document can be viewed on the Swim Ireland website under Policies and Resources and also in the documents section of the LCSC website.

All complaints should be made by email to the secretary (secretary@lisburncityswimmingclub.org) of LCSC no later than 14 days following the reported matter using form 1 which is available in the rules and procedures document. Depending on the nature of the complaint a member of the club disciplinary committee will be in contact with you. It is preferred to deal with all complaints informally in the first instance.

It is the right of any member, parent or guardian of a member of LCSC to make a complaint regarding standards of care, treatment or practice which fall short of what is acceptable and should be expected.

All matters arising from complaints, including disciplinary issues will be managed in line with Swim Ireland guidance.

Executive Members and Club Officers 2018-2019

The table below provides a list of Executive members and club officers and their contact details (if applicable).

ROLE	NAME	CONTACT DETAILS
President	Jack Beattie (Betty Beattie)	Please contact through: secretary@lisburncityswimmingclub.org
Club Officer: Chairperson	David McNarry	chair@lisburncityswimmingclub.org
Club Officer: Secretary	Rachel Wiffen	secretary@lisburncityswimmingclub.org
Club Officer: Treasurer	Ronnie Fleming	treasurer@lisburncityswimmingclub.org
Vice-Chairperson	Ian Robson	vicechair@lisburncityswimmingclub.org
Club Children's Officers	Danielle Lawlor	cco@lisburncityswimmingclub.org
	Aldo Raffo	Please contact through: secretary@lisburncityswimmingclub.org
Executive member Chair of Complaints and Disciplinary Committee LTS Manager	David McNarry	Please contact through: secretary@lisburncityswimmingclub.org
Executive members LTS Manager	Gary Murphy	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Finbar O'Kane	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Sharon Cox	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Jon Poots	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Michael Maguire	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Clodagh Griffiths	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Robert O'Neill	Please contact through: secretary@lisburncityswimmingclub.org
Executive member	Nicola Jamison	Please contact through: secretary@lisburncityswimmingclub.org

Admin Officer & LTS Co-ordinator	Mandy McKeown	adminofficer@lisburncityswimmingclub.org
Web Administrator	Jonathan Wiffen	webadmin@lisburncityswimmingclub.org

Club Coaches

The website provides a list of current coaching staff, they can be contacted through the Club Secretary or the appropriate squad representative. A number of the coaching staff are involved with more than one squad within the club. For enquires regarding coaching, please contact our Head Coach, Martin McGann through secretary@lisburncityswimmingclub.org.

The designated coaches for each squad are detailed below:



Martin J McGann
Head Coach &
Lead Coach National Seniors



Stan Sheppard
Lead Coach National Juniors



David Stronge
Lead Coach Age Group Squad
1,2 Dev 1-3



Konstantin Marfunin
Assistant Coach



Paul Devlin
Assistant Coach



Josh Elliott
Assistant Coach
Development Squad 2



Blair Taylor
Assistant Coach

Squad	Lead Coach	Assistant 1	Assistant 2	Assistant 3
National Senior Squad	Martin J McGann	Dave Stronge	Konstantin Marfunin	
National Junior Squad	Stan Sheppard	Blair Taylor	Josh Elliott	
Age Group 1	Dave Stronge	Rachel Halliday	Claire Allison (V)	
Age Group 2	Dave Stronge	Paul Devlin		
Development 1	Dave Stronge	Paul Devlin	Josh Elliott	
Development 2	Dave Stronge	Blair Taylor	Peter Sands	Rachel Halliday
Development 3	Dave Stronge	Josh Elliot	Peter Sands	
Club Training	Dave Stronge	Rachel Halliday		



Peter Sands
Assistant Coach



Rachel Halliday
Assistant Coach

Lisburn City Swimming Club Coaching Team

Club Website

Lisburn City Swimming Club has its own website, which can be found at: www.lisburncityswimmingclub.org

It is possible to log your email address (RSS feed) with the website so that you are notified if anything new is added to it (this will not generate any spam emails).

This is the key point for all information and contacts, other than through the committee or Admin Officer

The club uses Facebook and Twitter to keep members up to date with any immediate news and pictures from recent events. The link is on the homepage of the website. If you think an item would be of interest to club members then, please contact webadmin@lisburncityswimmingclub.org



Learn to Swim

The LCSC Learn to Swim Programme is designed for children from the age of 4 years with the emphasis on building confidence and enjoyment; children learn the fundamental skills for water safety and develop the range of aquatic skills required for the four main swimming strokes.

Each child is placed in an appropriate level according to experience and ability, and will progress at his or her own rate through the Levels 1 – 6. Children who have completed Level 6 will progress into the Advanced Skills Development Squad. This will provide the opportunity to further develop the skills and endurance to join the Development Squads in the club, which start them on the competitive pathway.

Please note there may be restrictions due to the number of places available.

Not all children wish to proceed to competitive swimming; the aim of the programme is make swimming fun, develop safety and competency in the water, and provide the foundation for a lifetime involvement in aquatics. The water polo and Swim Fit programmes provide an excellent opportunity to challenge and further develop skills.

We are currently redesigning our application form, until the new version is available please contact Mandy at the pool or using adminofficer@lisburnswimmingclub.org for information on joining our programme.

ASSESSMENT, REPORTS ON PROGRESS & AWARD SCHEME

The Club has invested in an advanced on-line database programme (SwimSoft) that enables us to track the progress of each individual pupil. The teachers will assess the children towards the end of each term and complete their reports on line. From the reports we are able to provide feedback on specific areas a child needs to work on in order to move to the next level. This information is also made available the following term, so the subsequent teacher will be aware of the child's strengths and weaknesses.

REPORTS AND AWARDS

Reports and awards are available at the end of term and the first week back. Awards are presented when a child completes a Level in the Learn to Swim syllabus. There is a charge of £2.00 for the certificate.

ENROLMENT

Details of places offered along with dates, times and invoice will be emailed to parents of current swimmers, and we then enrol from the waiting list. If you wish to change days or times, or discuss further options, request by email to adminofficer@lisburnswimmingclub.org. All places must be confirmed and paid for before the start of term. If you do not wish to re-enrol, please inform the Admin Officer so places can be offered to children on the waiting list. Dates and fees are detailed on our website .

WATER POLO

Ball skills and games are included in many of the lessons, to add variety, build on confidence, enjoyment and coordination. We can now offer children the opportunity to further their skills and develop in the sport

of water polo by attending inter club competitions and matches. The water is shallow and equipment used is adapted for the younger age group. The session runs on Thursday evening from 6:00 – 7:00pm. We encourage children to keep up a swimming session to ensure all-round skills and fitness. Beyond the Mini-Maxi Polo matches, players can progress by taking advantage of our link with Cathal Brugha Water Polo Club, availing of additional training with the aim of competing in 14yrs/under and 16yrs/under matches.

SWIMFIT

The SwimFit session takes place in the main pool on Sundays 1-2 pm. Places will be limited, with priority to children aged 11 yrs+ who are already in the club or learn to swim programme. The aim will be to improve technique and develop stamina and speed.

DISABILITY SWIMMING

There are two different sessions for swimmers with a Disability available.

- Tuesday evening from 7:30 – 8:15 for swimmers over 11 years old.
- Friday evening from 4:15 – 4:45 for swimmers from 4 to 11 years old.

All Disability sessions are designed and planned according to the needs of the child. Our programme will be designed to accommodate both group swimming and one to one sessions based on the needs and abilities of the swimmers.

DATES & TIMETABLE

Please note that all Dates and fees are provisional until confirmation is received from the LeisurePlex. There may be further changes to the dates throughout the year as a result of other events at the LeisurePlex or exceptional closures, we will inform customers of these events with as much notice as possible. For information on dates and the timetable of classes, please visit the website.

FEES

Fees are payable in advance, or in two instalments on request. An invoice is emailed, with information on the terms and methods of payment. Fees can be paid by direct debit or cheque: cash is not accepted. Scheduled cancellations are not charged; if a class has to be cancelled accounts will be credited. Fees are non-refundable other than medical or compassionate grounds. The Learn to Swim Manager and Admin Officer must be notified, providing information: a medical note from the doctor may be requested.

WAITING LIST

Places will be offered to children on the waiting list as soon as they become available. To register please contact Mandy by email (adminofficer@lisburnswimmingclub.org) providing the following information: Name, Date of Birth, Home Address, Contact Telephone Numbers, a brief description of the child's swimming experience and any special needs. Children who can swim may be invited to an assessment to ensure they are placed in the most appropriate class.

CLUB TRIALS FOR 2018

Trials for entry to the Development Squads take place in September, January and April (although this may change subject to availability of places within the squads).

This is the first step for children who are keen to pursue competitive swimming. Selection is based on good skills, sufficient stamina, commitment and desire to progress in the sport; if selected, a 6-week settling in period allows the swimmer, coaches and parents time to decide whether full membership of the club is the route to take.

The squad criteria for Development Squad 3 (the first level within the club structure) is attached below and is also available on the LCSC website.

Appendix A: Squad criteria

NATIONAL SQUAD



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance / Training Criteria	Skill Criteria	General Criteria
National Senior Squad from National Junior Squad	Aerobic test sets -16 x 200 FS off 2.45 hold 18 sc, -20 x 100 BC off 1.35, hold 20 sc, -16 x 100 BrS off 2.00, hold 12 sc, -16 x 50 BF off 60, hold 14 sc, -12 x 200 IM off 3.15 mins, correct turns, All must be done with 5m turns, correct underwater work and streamlining. Must be able to complete 3 of the above and IM set must be one competition	By this stage swimmers should be, -making 7m turns -constant streamlining -breath control -ability to adjust pace -know difference between race pace, heart rate, aerobic sets -ability to take own heart rate -Must understand and demonstrate accurate stroke counting -All the above must be achieved and maintain in order to progress squads	-85% attendance reviewed over a 3-4 month period. -Must understand importance of flexibility/Stretching. -Understand and apply heart rate measurements -Demonstrates an understanding of sportsmanship. -Attendance at key meets -Target competitions Irish National Championships -Swimmers must also have correct mental attitude for NSS -Recommended by NJS Coach -Approved by Head Coach
	Kick test sets 14 x 100 No1 kick off 2.00, under 1.45, 10x50 FS Kick off 60, under 45		
	Target times /meets; - Multiple Irish Age Group Qualifying times and finalist potential. - Irish AG/Y/Open Champs.	- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.	

Swimmers not achieving any of these standards may be moved to a more suitable squad

Equipment:

Pool: 1-2 litre sports drink bottle(s), drag suit, spare hat, spare goggles, spare swimsuit, paddles, pull buoy, band, fins, snorkel, kickboard, small kick board, mini wipeboard & pencil
 Dryland: Sports trainers, shorts, theraband, stretchcords, skipping rope

Swimmers attending a training session without the necessary equipment may be asked to leave the session.

General:

All swimmers will be expected to keep up to date logbooks (A4 hardback kept in plastic zip up holders) & hand in every Monday am. All swimmers will be expected to record training sessions: detail including Warm Ups, Warm Downs, times, splits, stroke counts, stroke rates (at meets also comments/advice & feedback from the coach and personal comments. (Resting Heart Rates must also be taken every morning to check state of health.)

NATIONAL JUNIOR SQUAD



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance / Training Criteria	Skill Criteria	General Criteria
National Junior Squad from Age Group 1	Aerobic test sets -30 x 100 FS off 1.40 hold 18 sc, -20 x 100 BC off 1.50, hold 20 sc, -12 x 100 BrS off 2.15, hold 12 sc, -12 x 50 BF off 70, hold 14 sc, -8 x 200 IM off 3.40 mins, correct turns, All must be done with 5m turns, correct underwater work and streamlining.	By this stage swimmers should be, -making 7m turns -constant streamlining -breath control -ability to adjust pace -know difference between race pace, heart rate, aerobic sets -ability to take own heart rate -Must understand and demonstrate accurate stroke counting -All the above must be achieved and maintain in order to progress squads	-85% attendance reviewed over a 3-4 month period -Must understand importance of flexibility/Stretching. -Understand and apply heart rate measurements -Demonstrates an understanding of sportsmanship. -Attendance at key meets -Target competitions SU Age Groups and IAG Div1 -Recommended by AG1 Coach -Approved by National Junior Coach and Head Coach
	Kick test sets 10x100 Choice kick off 2.10, under 1.55, 10x50 FS Kick off 75, under 55		
	Target times / meets; - 2/3 Irish Age Group Qualifying times - Irish AG/Y/Open Champs.	- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.	

Equipment:

Pool: 1-2 litre sports drink bottle(s), spare hat, spare goggles, spare swim suit, paddles, pull buoy, band, fins, snorkel, kickboard, small kick board, mini wipeboard & pencil

Dryland: Sports trainers, shorts, theraband, stretchcords, skipping rope

Swimmers attending a session without the necessary equipment may be asked to leave the session

General:

All swimmers will be expected to keep up to date logbooks (A4 hardback kept in plastic zip up holders) & hand in every Monday am. All swimmers will be expected to record training sessions: detail including Warm Ups, Warm Downs, times, splits, & stroke counts (at meets also comments/advice & feedback from the coach and personal comments.

Resting Heart Rates must be taken every morning to check state of health)



AGE GROUP SQUAD 1



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance / Training Criteria	Skill Criteria	General Criteria
Age Group 1 from Age Group 2	<p>Aerobic test sets -16 x 100 FS off 2.00 hold 20 sc, -14 x 100 BC off 2.15, hold 22 sc, -12 x 100 BrS off 2.45, hold 14 sc, -12 x 50 BF w/fins off 80, hold 12 sc, -12 x 100 IM off 2.15 mins, correct turns, All must be done with 5m turns, correct underwater work and streamlining.</p> <p>Kick test sets 12x75 Choice kick off 2.15, under 1.45, 10x50 FS Kick off 90, under 1.15</p> <p>Target times / meets; - Qualifying meet multiple QTs - Targeting Irish AG Div2 and IAG Championships</p>	<p>By this stage swimmers should be, -making 5m turns -constant streamlining -breath control -ability to adjust pace -know difference between race pace, heart rate, aerobic sets -ability to take own heart rate -Must understand and demon- strate accurate stroke counting -All the above must be achieved and maintain in order to progress squads</p>	<p>-85% attendance reviewed every 8 weeks. -Must understand importance of flexibility/Stretching. -Demonstrates an understand- ing of sportsmanship. -Target competition, SU Age Groups and IAG Div2 -Recommended by AG2 Coach -Approved by AG1 Coach and Head Coach</p>
		<p>- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.</p>	

LCSC Junior Club - kit list for each individual squad

Squad	Kit List for January 2018
Development 3 Squad	Alignment Board Fins Pull Buoy
Development 2 Squad	Alignment Board Fins Pull Buoy
Development 1 Squad	Kick Board Alignment Board Fins Pull Buoy
Age group 2 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles
Age Group 1 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles

General:

All swimmers will be expected to keep an up to date training diary (A4 hardback kept in a plastic zip holder) & hand in every Monday morning. All swimmers will be expected to record training sessions (the amount done in each, times in sets & stroke counts when required). At meets also, swimmers should record splits from swims & stroke counts when available, feedback given by the Coach in attendance and personal comments.

AGE GROUP SQUAD 2



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance / Training Criteria	Skill Criteria	General Criteria
Age Group 2 from Development 1	<p>Aerobic test sets -12 x 100 FS off 2.15 hold 22 sc, -10 x 100 BC off 2.30, hold 24 sc, -12 x 50 BrS off 1.45, hold 15 sc, -8 x 50 BF w/fins off 90, hold 13 sc, -8 x 100 IM off 2.30, correct turns, All must be done with 5m turns, correct underwater work and streamlining.</p> <p>Kick test sets 12x75 off 2.30, under 2.00,</p> <p>Target meet; - Aspire to compete at qualifying meet level.</p>	<p>By this stage swimmers should be,</p> <ul style="list-style-type: none"> -making 5m turns -constant streamlining -breath control -ability to adjust pace -know difference between max, fast, steady and slow swimming -ability to take own heart rate -Must understand and demonstrate accurate stroke counting <p>-All the above must be achieved and maintain in order to progress squads</p> <p>- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.</p>	<p>-85% attendance reviewed every 8 weeks.</p> <ul style="list-style-type: none"> -Must understand importance of flexibility/Stretching. -Demonstrates an understanding of sportsmanship. -Target competition IAG Div2 <p>-Recommended by D1 Coach - Approved by Head of Development and Head Coach.</p>

LCSC Junior Club - kit list for each individual squad

Squad	Kit List for January 2018
Development 3 Squad	Alignment Board Fins Pull Buoy
Development 2 Squad	Alignment Board Fins Pull Buoy
Development 1 Squad	Kick Board Alignment Board Fins Pull Buoy
Age group 2 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles
Age Group 1 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles

General:

All swimmers will be expected to record training sessions in a Hardback A4 training diary (kept in a plastic zip holder). Times & splits from competitions should be recorded along with comments from your coach(es) during training & feedback from them at swim meets.

DEVELOPMENT SQUAD 1



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance and Training Criteria	Skill Criteria	General Criteria
Development 1 from Development 2	<p>Aerobic test sets 8 x 75 FS off 2.15 hold 24 sc, 8 x 50 BC off 1.45, hold 24 sc, 8 x 50 BrS off 2.00, hold 16 sc, 8 x 25 BF w/fins off 65, hold 15 sc, All must be done with 5m turns, correct underwater work and streamlining.</p> <p>Kick test sets 10x50 off 2.15, under 1.40,</p> <p>Target times / meets; 100 FS, 3.00, 100 IM, 2.30, - Competing at SU Development meets</p>	<p>By this stage swimmers should be, -making 5m turns -constant streamlining -breath control -ability to adjust pace -know difference between max, fast, steady and slow swimming -Must understand and demon- strate accurate stroke counting -Lane and clock discipline -All the above must be achieved and maintain in order to progress squads</p>	<p>-75% attendance reviewed every 8 weeks. -Must understand importance of flexibility/Stretching. -Demonstrates an understanding of sportsmanship. -Target competition SU Dev and Qual meets. -Recommended by D2 Coach -Approved by Head of Devel- opment and head Coach.</p>
		<p>- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.</p>	

LCSC Junior Club - kit list for each individual squad

Squad	Kit List for January 2018
Development 3 Squad	Alignment Board Fins Pull Buoy
Development 2 Squad	Alignment Board Fins Pull Buoy
Development 1 Squad	Kick Board Alignment Board Fins Pull Buoy
Age group 2 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles
Age Group 1 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles

DEVELOPMENT SQUAD 2



Lisburn City Swimming Club Squad Entry Criteria 2017-18



Squad	Performance and Training Criteria	Skill Criteria	General Criteria
Development 2 from Development 3	<p>Aerobic test sets 6 x 50 FS off 90 hold 26 sc, 6 x 25 BC off 70, hold 26 sc, 6 x 25 BrS off 75, hold 18 sc, 6 x 25 BF w/fins 75, hold 16 sc All must be done with 5m turns, correct underwater work and streamlining.</p> <p>Kick test sets 6x50 off 2:30, under 2 mins,</p> <p>Target time; 75 FS, 2:15, 100 IM, 3:00, - Competing at club time trials, pairing to compete to SU Skills / Development meets.</p>	<p>By this stage swimmers should be, -making 5m turns -constant streamlining -breath control -ability to adjust pace -know difference between max, fast, steady and slow swimming -Must understand and demon- strate accurate stroke counting -Lane and clock discipline -All the above must be achieved and maintain in or- der to progress squads</p> <p>- The final decision will always remain with the Head Coach and will be made in the best interests of the individual swimmer.</p>	<p>-75% attendance reviewed every 8 weeks. -Must understand importance of pre-pool mobilisation. -Demonstrates an understanding of sportsmanship. -Target competition SU Dev meets. -Recommended by D3 Coach -Approved by Head of Devel- opment and Head Coach.</p>

LCSC Junior Club - kit list for each individual squad

Squad	Kit List for January 2018
Development 3 Squad	Alignment Board Fins Pull Buoy
Development 2 Squad	Alignment Board Fins Pull Buoy
Development 1 Squad	Kick Board Alignment Board Fins Pull Buoy
Age group 2 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles
Age Group 1 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles

DEVELOPMENT SQUAD 3



Lisburn City Swimming Club Squad Entry Criteria 2017-18



**Development 3 from
Stage 7**

NO PERFORMANCE ENTRY CRITERIA, BASED ON SKILLS

The BLAB system of scoring will be used for assessment looking swimmers,

Body position

Legs

Arms

Breathing

ALL SWIMMERS MUST SCORE MINIMUM 44 POINTS WITH NO MORE THAN ONE SCORE OF 3 IN ANY LEARNING OUTCOME, WHICH ARE LISTED BELOW EACH CRITERIA IS WORTH 5 POINTS EACH (1 being the lowest score and 5 the highest);

- 1) Demonstrate a standing dive
- 2) Demonstrate a front somersault from a standing position
- 3) With use of a pull buoy demonstrate sculling, on back both feet first and head first
- 4) Swim 25m freestyle with good technique
- 5) Swim 25m backstroke with good technique
- 6) Swim 25m breaststroke with good timing, and body/head position
- 7) Swim 15m butterfly using the a good arm action with correct timing and good head/body position
- 8) Tread water for 45 seconds
- 9) Swim 50m with 2 different strokes maintaining technique as listed above
- 10) Kick 2x25 freestyle with small kick board off a turn over of 1.15 and under 55 seconds for each 25

LCSC Junior Club - kit list for each individual squad

Squad	Kit List for January 2018
Development 3 Squad	Alignment Board Fins Pull Buoy
Development 2 Squad	Alignment Board Fins Pull Buoy
Development 1 Squad	Kick Board Alignment Board Fins Pull Buoy
Age group 2 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles
Age Group 1 Squad	Kick Board Alignment Board Fins Pull Buoy Snorkel Finger Paddles

CLUB TRAINING SQUAD

SQUAD CRITERIA (Training & Competition)

Entry Level: Assessment & according to training ability

Age Band: Girls 11 – 16 (at age 17 swimmers may be invited to join Masters Squad

Boys 12 – 17 (at age 18 swimmers will be invited to join Masters Squad)

Performance Criteria: Training sessions last 1 hour and swimmers must be able to train at a competent level (esp. Frontcrawl & Backcrawl) to join the Squad. Swimmers wishing to rejoin / join Age Group Squad 1, 2, or Junior National Squad must achieve the criteria laid down in the criteria for any of these squads.

Training Criteria: Swimmers must show a willingness to follow the sessions planned and delivered by the coaches. Any swimmer not using the time in this Squad for fitness / training purposes will be asked to leave the Squad.

The Club Training squad and Swim Fit group are non-competitive swimming squads and train mainly for fitness and enjoyment rather than to compete.

There is the opportunity for any swimmer to move into these squads. Please contact our Head Coach Martin McGann for more details.

Meets:

Any swimmer wishing to make a return to competitive swimming should discuss this with their coach in the first instance.

Any swimmer wishing to compete in Club Championships, Graded Meets (similar level of ability) or Provincial Towns (50m events & relays) will be given the opportunity to do so. – is this the case? LCSC don't do the PTL galas.

General:

All swimmers' places in the group will be reviewed each cycle (2-3 times/year).

Appendix B: Safeguarding Children

Good Behaviour Guidelines

Please see a summary below, the full policy is available in the documents section of the website.

“Sport for young people should be fun, and be conducted in a safe, challenging and encouraging atmosphere. Adults should ensure a child-centred ethos that recognises that standards of behaviour are as important as standards of performance.”

Safeguarding Children Policies and Procedures 2010, Swim Ireland.

At LCSC we want to ensure all swimmers develop as swimmers, individuals and members of society. We hope that sharing these guidelines with you and the swimmers will encourage them to adhere to their codes of conduct.

They are guidelines, as each incident will be treated separately and according to severity.

These guidelines are here as a point of reference for swimmers and their families. They are progressive, and will be shared with the swimmers as, and when, required and in conjunction with their codes of conduct, as they are directly linked.

Incidents will be dealt with by the Club Children’s Officers “as it is their primary aim to safeguard the children in the Club.”

- Talk to the whole squad with a no blame approach, in conjunction with Swim Ireland approach and monitor situation.
- Talk to individual/s, monitor behaviour.
- Meet with parent/s and individual/s, removal of privileges, (e.g. No admittance to club changing rooms, duration to be decided).
- Continue with Swim Ireland Guidelines

Swim Ireland Guidelines refers to the Complaints, Disciplinary Procedures Document, Jan 2012.

This document can be viewed on the Swim Ireland website under Policies and Resources.

These guidelines are to be used in relation to inappropriate behaviours on poolside, in club changing rooms, in village changing area, in the Leisureplex and whilst representing LCSC elsewhere. This list is not meant to be exhaustive and may be added to.

Appendix :C Policies for attendance, punctuality and behaviour

A summary is provided below with the full policy being available on the website.

Policy for Attendance

The attendance required for each swimmer will be agreed by the coach on an individual basis and may change during the season following a review with the Coach.

Attendance figures will be reviewed in December and March each year. Younger swimmers (or new swimmers to a squad) *may* not be expected to attend all the pool sessions that are available in that squad. It is expected that all swimmers attain 100% attendance of their agreed attendance e.g. the swimmer attends 5 sessions of the 7 that are available for that group, $5/7 = 71.4\%$).

To achieve your best you should aim for full attendance, and accept less only when circumstances mean that you have to.

The Club provide a number of land training sessions for some of the squads. This training is an integral and important part of the overall training programme, developing range of movement, flexibility, strength and co-ordination. It also plays an essential role in injury prevention. 'Land training' in this instance does not include the 10 mins loosening and dynamic stretching sessions before pool training.

Where offered, land training sessions will count towards the swimmers overall attendance figure. Any land training session which lasts 30-45 mins will equate to 50% of a pool session.

As an example, a swimmer who has agreed 3 land sessions and 7 pool sessions per week has a total number of training sessions of 8.5 ($7+1.5$).

If a swimmer does not attend any of the three land sessions, then their attendance will already drop to 82.6%. This may have implications for their continued training with that squad.

Policy for Punctuality

The Coaches have developed their training plans and sets to take advantage of the full amount of pool time available. Any swimmer who arrives late for training or leaves a session early will not be getting the full advantage of the planned session.

Swimmers are expected to be on poolside to complete their 10 minute 'loosen and stretch' routine before the start of the swim training session.

Please note - Any swimmer arriving more than 10 mins into a pool session that has already started may only join the session at the coach's discretion.

Please note - Swimmers arriving less than 10 minutes late for the start of a session will still be expected to complete their 10 minute 'loosen and stretch' routine before entering the water. This is vital to reduce a risk of injury. This is not enforced.

In some circumstances a swimmer could be getting into the water almost 20 minutes after the session has started. This will have a serious detrimental impact on their training and development as swimmers. Repeated late attendances will be taken into account during the review to determine if the swimmer remains in that squad or not.

Any swimmer arriving more than 10 mins into a pool session that has already started will not swim.

Policy for Behaviour whilst in the water/poolside and when representing LCSC

Any swimmer behaving in an inappropriate or unsafe manner during training or competitions will be spoken to by their coach to make them aware of the problem and remind them of what they should be doing i.e. re-focus them.

If the swimmer persists with inappropriate/unsafe behaviour, the coach may repeat this a second time and advise them that if the behaviour persists they will be asked to leave the pool.

The swimmer will be asked to leave the pool if inappropriate/unsafe behaviour persists.

Examples include if a swimmer is:

- Disruptive to the rest of the group.
- fooling around to the extent that they are endangering themselves or other swimmers (the discipline required in chain swimming)
- being disrespectful to the coach/teacher, or showing a poor example for other swimmers to follow.

The Club have a requirement that a parent volunteer is on the poolside at all times during swim training. The parent should record all inappropriate/unsafe behaviour in the 'Poolside Book', any actions taken by the Coach at the time (e.g. exclusion from the training session). It is the responsibility of the coach to advise the CCO so that appropriate follow up action can be taken.

Appendix D: Process followed if squad criteria is not achieved by a swimmer

The Club coaches will regularly review swimmers throughout the season and will have informal discussions in relation to performance and attendance issues with swimmers and parents as required.

This appendix relates to a process where a swimmer has been unable to meet either the performance or attendance criteria for their squad after an informal review and discussion has occurred.

The Coach will gather written evidence to confirm that the squad criteria is not being met and also detail the informal process already completed. The coach will ask for a formal meeting with the swimmer and parents.

Attendees at the meeting *should* include; the Coach, the swimmer and the Parents/Guardian, the CCO may also be asked to accompany the swimmer and to provide support.

Other attendees: The coach may have a second coach familiar with the squad and/or their line manager present at the meeting.

This meeting should, where possible, take place within 48-72 hours of the coach's request.

An agenda for the meeting will only include the specific areas of the squad criteria not being achieved i.e. expected behaviour, punctuality, attendance percentage or swimming performance.

The information gathered by the Coach relating to the areas to be discussed will be made available to swimmer/parent and other attendees in advance of the meeting.

The focus of this initial discussion will include suggestions and support to enable the swimmer to meet the criteria of the squad. (Squad Criteria will not be altered)

In relation to behaviour, a period of 2 weeks will be given for the swimmer to achieve the squad criteria.

In relation to attendance a period of 6 weeks will be given for the swimmer to achieve the attendance criteria.

A date will be agreed for the follow-up meeting. Where possible and where appropriate the same attendees will attend this second meeting. An agenda for this meeting should be made available for all who will be present. This meeting will review any progress made against targets agreed in the initial meeting and determine the most suitable squad for the swimmer based on written evidence of attendance, punctuality, behaviour or swimming performance.

Using the evidence available from training and the swimmers requirements both at swimming and outside of swimming, the swimmer will be assisted to review their goals and set new realistic goals that are achievable at Lisburn City Swimming Club.

Two coaches will determine the most suitable squad for the swimmer and the swimmer/parents will be advised accordingly. The decision will be ratified by the Head Coach if not already present.

The CCO and coaching staff will assist and support the swimmer to settle in the allocated squad.

In support of the swimmer, if behaviour is the issue, the above process should take no longer than 21 days

In support of the swimmer, if attendance is the issue, the above process should take no longer than 48 days

The process should be kept as informal as possible in support of the swimmer.



Appendix E: Parent supervision of swimmers

“Swim Ireland has a policy that **NO** individual should be alone with a child and **ALL** pool and dry land training sessions **MUST** be supervised”

Swim Ireland Safeguarding Children 2010– Policies and Procedures page 36 www.swimireland.ie

Poolside Supervision

This is to ensure the safety of our swimmers by providing an adult supervisor who can obtain help from trained leisure centre staff if required, contact parents if required, generally observe the comings and goings of swimmers to village changing and toilets.

AT NO TIME will you be asked to become involved in training or any issue that may arise, you would only be expected to observe as an independent club volunteer and record details of incidents in the Incident Book e.g. “Swimmer felt ill and left session early, parent in gallery”.

- Parents are responsible for swapping slots to ensure cover but the admin officer can be contacted if you have certain requests, in advance, for rotas eg Can’t do Wednesday mornings or Thursday pm
- Supervision is pro rata across the squads and parents are rostered for every child within their family that swims, and during their training session. (accurate squad lists are essential)
- Rotas will be 8 weekly rotas and will be posted on website, notice board and emailed via squad rep or secretary.
- Due to many similar surnames the rotas are colour coded per squad so look for your colour AND name on the spreadsheet.

NSS **NJS** AG1 **AG2** DEV1 **DEV2** **DEV3** **CT**

- SIGN IN book for poolside duties will be kept at the MAIN RECEPTION DESK . It should be taken to poolside and the last supervisor of the day should return it for safekeeping to reception. - It will contain
 - a rota for slots that requires a signature and printed name,
 - incident forms (there are very few incidents that supervisors would have to write up
 - CCO and Designated Person Contact information

Land Training Supervision

Land side Supervision will now also be signed and dated and will be in a folder that will remain with the relevant coach. The rota will be circulated to all parents within that squad.

Full Club Programme

Lisburn City Swimming Club – Squad Training Timetable for 2018 / 2019 Season												
	Monday		Tuesday		Wednesday		Thursday		Friday		Saturday	Sunday
	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	AM	AM
National Senior Squad	5.30-7.30	5.00-7.00	6.00-7.0	6.45-8.45 Gym 7-8	6.00-7.30			6.45-8.45 Gym 7-8	5.30-7.30	5.00-7.00	7.00-9.00 Gym 10-11 Bangor	
National Junior Squad	5.30-7.30		6.00-7.30	5.30-6.30 Gym 6.45-8.15 Pool		5.00-7.00		5.00-6.00 Gym 5.45-7.15 Pool	6.00-7.30		6.30-9.00	
Age Group 1	6.00-7.30			6.45-8.15		5.00-6.00		6.45-8.15			6.30-9.00	
Age Group 2		5.00-6.00			6.00-7.30					5.00-6.00		9.00-10.00 (10.00-10.30 Land Training)
Development Squad 1				5.45-6.45				4.45-5.45				9.00-10.00 (10.00-10.30 Land Training)
Development Squad 2		5.00-6.00		4.45-5.45								10.00-11.00
Development Squad 3										6.15-7.00		10.00-11.00
Club Squad/Fit				8.15-9.15				7.15-8.15				12.00-1.00 1.00-2.00
AquaSprint Squad								7.15-8.15				

Squad reps

SQUAD REP NATIONAL SQUAD: Claire Allison
 SQUAD REP NATIONAL JUNIOR SQUAD: Pauline Poots
 SQUAD REP AGE GROUP 1 SQUAD: Elaina Slattery
 SQUAD REP AGE GROUP 2 SQUAD: Kelly Robson
 SQUAD REP DEVELOPMENT SQUAD 1: Jenifer Hopkins
 SQUAD REP DEVELOPMENT SQUAD 2: Shirley Bull
 SQUAD REP DEVELOPMENT SQUAD 3: Vacant

Appendix F: Application for Membership of LCSC (Page 1/2)

There are three categories of membership of the club:

- **Competitive Member:** Any person interested in participating in competitive swimming activities, subject to an assessment by a Club Coach, the availability of a place in the appropriate squad, and subject to the approval of the Executive Committee. Competitive Members must also be members of Swim Ireland.
- **Non-Competitive Swimming Member:** Those who wish to train but who do not want to compete.
- **Temporary Membership** A person may become a temporary member for the purpose of learning to swim or educational training

Any member wishing to join LCSC should complete the application form in Appendix E and send the completed form to the LCSC secretary. This does not apply to swimmers moving from the Learn to Swim Programme into Development 3 Squad.

The application form will be discussed by the LCSC Executive Committee and if no objections are raised, the name of the applicant will be posted on the notice board for 2 weeks for comment by members. A pool test may be required. The applicant (or parent/guardian) will be contacted to arrange this. If no objection is raised, then the committee will make a decision regarding membership.

Competitive members wishing to transfer from another club must be in good standing with that club and apply using Appendix E, in accordance with Swim Ireland procedures additional information may be required.

Name of Applicant: _____

DOB of Applicant: _____ Age of Applicant _____

Name of Parent/ Guardian if Applicant is under 18 years old. _____

Address:

POST CODE: _____

TELEPHONE: _____

E-MAIL: _____

Membership Category Requested (please tick)



Competitive Member **Non-Competitive Swimming Member** **Temporary Membership**

Previous Swimming Experience (if applicable)

PREVIOUS SWIMMING CLUB _____

PREVIOUS SWIMMING CLUB CONTACT DETAILS: _____

SWIM IRELAND NUMBER _____

Other Relevant Swimming Experience: _____

Signature of applicant or parent if under 18 years old:

_____ Date _____

Please send completed application forms to secretary@lisburncityswimmingclub.org

For Internal Use Only

Date Received _____

Date Discussed by Executive Committee _____ Date Placed on Notice board _____

Pool Test Carried out by _____ Date _____

Pool Test Decision **Accepted / Rejected**

Proposed Squad _____

Comments: _____

Membership Decision: **Accepted / Rejected**

Comments

Signature of LCSC Executive Member/ Head Coach _____