

**SWIM
IRELAND**

**Clubs and
Community**

Celtic Waves Handbook

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Introduction to Club Handbook

Club Description

- Celtic Waves Swimming Club
- Founded in 2018????
- Competitive Swimming Club
- Location – Celtic Waves is based in Limerick and Clare swimming out of Grove Island Swimming Pool, UL Swimming Pool and Shannon Swimming Pool respectively.

Objectives of the Club

- To foster and develop competitive swimming and its participants
- To promote the teaching/coaching and practice of competitive 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 competitive 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.

Celtic Waves Swimming Club is fully committed to safeguarding the well-being of its members. Every individual, including athletes, parents/ carers, coaches/ teachers and volunteers, in **Celtic Waves Swimming Club** 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 **Celtic Waves Swimming Club** and the guidelines contained in the most updated 'Swim Ireland Safeguarding Children Policies and Procedures.

Section 1 - Membership

- Disciplines offered - Competitive Swimming Club
- Squads/ Teams that the club can offer - Cadets, Provisional Age Group, National Age Group A & B, National Youth Squad and Provisional Youth Squad
- Squad/ Team structure and movement criteria - Currently being reviewed by the Coaching Team
- Swimming coaching/ lesson structure - See Session Timetable page 8

Becoming a member

Membership of **Celtic Waves Swimming Club** is accepted at the discretion of the club management committee. The membership year is from **1st September** annually. **Celtic Waves Swimming Club** is an affiliated member of Swim Ireland, registration fees are also paid annually to Swim Ireland.

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

- | | | |
|---|---|------------------------------------|
| <ol style="list-style-type: none"> 1. Club membership form (Appendix A) 2. Relevant code of conduct 3. Standing order/ direct debit form | } | Club documents sent out separately |
|---|---|------------------------------------|

Member Participation Policy

Celtic Waves Swimming Club 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 we rely on our members' participation in mandatory training, mandatory and voluntary duties. More details are outlined in the member participation policy in Appendix B.

Codes of Conduct

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

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

The relevant code of conduct should be signed annually by young people, parents, committee members, leaders, coaches and teachers, returned to **the club secretary, celticwavessc@gmail.com** where they will be kept on record. **It should be noted however, and as per our Constitution 4.6.2, all Codes of Conduct as set out by Swim Ireland shall apply whether signed or not. Upon becoming a member of Celtic Waves Swimming Club you are bound by Swim Ireland Codes of Conduct."**

Joining the club

The entry standard is **that new entrants should have the ability to swim the following**

8 lengths (25 meters) front crawl

8 lengths backcrawl and

have a good technique in breaststroke and butterfly strokes.

Trials for joining the club are offered at the **at various times during the season.**

If you are interested in becoming a member please contact **please contact the club secretary on celticwavessc@gmail.com** Places will be offered based on availability.

Celtic Waves endeavours to facilitate all athletes who wish to become members of the club. If you or your child/ children have any special requirements, please contact **Lead coach and/or the Clubs Children's Officer, celticwavessc@gmail.com**

For information on accessibility to the facility/ facilities contact **the club secretary on celticwavessc@gmail.com** with your requirements.

Membership Fees

Club fees are payable monthly in advance, by standing Order

Term Training Fees must be paid in accordance with the payment schedule and method set out by the Management Committee at the start of each season. The Committee reserves the right to determine whether fees are payable monthly, termly, or by any other arrangement appropriate to the needs of the Club. No swimmer may participate in training sessions unless their Term Training Fees are paid in line with the agreed schedule, unless a written exemption or payment plan has been approved by the Committee in advance

Invoices will be issued when fees are due.

Monthly fees paid by standing order must be paid by 10th day of each month

Payment options available: Bank transfer, direct debit, standing order, cheque, cash. Cheques must be made payable to **Celtic Waves Swimming Club**.

Any queries regarding club fees should be directed to club treasurer treasurercelticwaves@gmail.com All financial queries will be treated with confidentiality.

By paying your fees you are committing to membership of the club for that period. 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 two months may be referred to the club complaints and disciplinary committee and may result in sanctions in accordance with Swim Ireland Complaints and Disciplinary procedures.

Fee Structure

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

<p>Swim Ireland Fees</p> 	<p>Swim Ireland Fees are as follows:</p> <p>First Family member €</p> <p>Second family member €</p> <p>Third + family member €</p>
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<p>Squad/ Team Fees</p> 	<p>Example:</p> <p><u>National Age Groups</u> Annual € Quarterly € Monthly €</p> <p><u>National Youth Squad</u> Annual € Quarterly € Monthly €</p> <p><u>Provisional Age Group A</u> Annual € Quarterly € Monthly €</p> <p><u>Provisional Age Group B</u> Annual € Quarterly € Monthly €</p> <p><u>Cadets</u> Annual € Quarterly € Monthly €</p> <p>Reminder: Non-payment of fees may result in sanctions in accordance with SI complaints and disciplinary procedures</p>
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Squads/ Teams

- Name of squad/ team - as set out above
- How many times weekly do they train? - See Session schedule on page 8
- What do they train for? i.e. Competition/ standards- all swimmers are encouraged to train and partake in Gala's appropriate to their level.
- Entry criteria Please see [Swim Ireland events calendar](#) (subject to change on a yearly basis)
- LTAD model – where does your club fit within the Swim Ireland LTAD? Under the review of the Coaching Team.

Drop Off and Collection

Swimmers are required to be on poolside **15 minutes** prior to start of their session for land based warm up. Children under 18 will remain the responsibility of their parent/ guardian until the start of the pool session. Parents/ guardians should not drop off children without ensuring there is a parent on duty and coach on duty to conduct the session. Parents/ guardians should ensure their child can change themselves or remain with child if they require assistance. Parents/ guardians should arrive promptly at the end of session to collect children as the club cannot be responsible for athletes once the session has finished and have left poolside.

Duty rota for sessions

- The rota is organised in advance **on a monthly basis** and communicated to all involved **via whats app and on Club Zap**
- Contact details for all individuals on the rota will be available to coaching/teaching staff involved in the session (these details are kept confidential and available for those that need them)
- 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 and the Children's Officer celticwavescco@gmail.com following a session
- The person on duty is required to remain until all the young people have been collected. 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 at a reasonable time before the session starts and remain with any teaching/coaching staff until all the young people are collected
- Be in full view of the pool
- Ensure an attendance record for the session is kept – this can be kept with the coach and should be signed by the coach and person on duty
- Be aware of children leaving and returning to pool, e.g. a child should return to the pool after visiting the toilet
- Allow the coach/teacher freedom to get on with the session – sometimes coaches or teachers need to feedback to individuals on one to one basis, this should be in open view
- 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
- Know how or where to access young people's contact details in cases of illness or emergency or in the event the session is cancelled
- 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

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.

Transfers

If a member wishes to leave **Celtic Waves Swimming Club** and join another club, they must communicate with the club secretary 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 Celtic Waves Swimming Club.

Club Gear

Essential kit for training includes swimsuit, swim hat and goggles.

Other recommended equipment includes:

- Flip Flops or Sandals
- Water bottle
- Kickboard
- Pull buoy
- Snorkel
- Fins
- Hand Paddles

The Coaches will advise of other kit which may be required.

Celtic Waves swimming hats must be worn at competition, hats are available from the Club Shop on Club Zap

Additional club gear available is optional and can be ordered from the club **again on the Club Shop On Club Zap**

Session Timetable (edit squad/ team name and details as required, include dry land training)

Squad/ Team Name		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Provisional Youth & Seniors Squad	AM	6.15 -7.45	6.15 -7.45		6.15 -7.45	6.15 - 7.4		10.00 -11.30
	PM					6.00 - 7.00	4.00 .5.30	
National Youth & Seniors Squad	AM	6.15 -7.45	6.15 -7.45		6.15 -7.45	6.15 -7.45		10.00 -11.30
	PM				7.45 - 9.00	6.00 - 7.00	4.00 .5.30	
National Age Group A	AM	6.15 -7.45	6.15 -7.45		6.15 -7.45			
	PM				7.45 - 9.00	6.00 - 7.00	4.00 .5.30	10.00 -11.30
National Age Group B	AM	6.15 -7.45						10.00 -11.30
	PM				7.45 -9.00	6.00 -7.00	4.00 .5.30	10.00 -11.30
Provisional Age Group	PM	8.00 -8.40		7.00 -8.00		7.00 - 8.00	5.30 -6.45	
Cadets (select 2 only)	PM	8.00 -8.40		7.00 -8.00		7.00 - 8.00	5.30 - 6.45	

Section 2 - Club Roles and Contact Details

The roles covered are:

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

1. Management Committee

The management committee is in place to manage all aspects of the club. It consists of a Chairperson, secretary, treasurer, club children's officer, 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. Meetings take place **8 times a year (monthly) or as the Management sees fit in any given year.**

All committee members must be Swim Ireland members; vetted through Swim Ireland 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. **It should be noted however that all codes of Conduct, pertaining to the Management Committee, as set out by Swim Ireland shall apply whether signed or not. Upon becoming a member of the Management Committee you are bound by Swim Ireland Codes of Conduct. pertaining to the position you hold in the Committee'**

All communication by the committee will be done by email please ensure you have provided correct contact details to the club secretary celticwavessc@gmail.com

2. Club Children's Officer (CCO)

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

The CCO is available via phone on **086 169903**, email at celticwavescco@gmail.com or **available to meet in person.** 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. **It should be noted however that both CCO'S shall be bound by the relevant code of conduct whether signed or not. By accepting the position of CCO they are bound by the relevant Swim Ireland Codes of Conduct. pertaining to the position. All updated Swim Ireland Recommendations and Policies will be adhered to.**

3. Coaches and Teachers

Coaches and teachers in Celtic Waves Swimming Club have the responsibility for teaching the development of core swim skills and abilities, and for coaching skills and abilities in a progressive way. Coaches and teachers must have access to emergency contact details for athletes and must not hold committee positions if they are coaching/ teaching for more than 3 hours weekly. The lead coach is a member of the club management committee. All coaches and teachers must be adequately qualified and licenced for their position. All coaches and teachers must abide by and annually sign the relevant code of conduct. **It should be noted however that all coaches shall be bound by the relevant code of conduct whether signed or not. By accepting the position of coach, within Celtic Waves, they are bound by the relevant Swim Ireland Codes of Conduct. pertaining to the position. All updated Swim Ireland Recommendations and Policies will be adhered to.**

4. Team Managers/ Chaperones

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

Team managers must be Swim Ireland members, vetted through Swim Ireland/ Swim Ulster prior to taking up their position. The team managers must complete the relevant safeguarding course and a team manager course. Team managers must abide by and annually sign the relevant code of conduct. The club travel policy is on the Swim Ireland website.

5. Officials

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

Officials are an essential part of competition for all clubs. (

Celtic Waves Swimming Club is required to provide officials at regional and national competitions and parents will be asked to assist with these roles.

Training will be provided, as necessary.

Current Club Management Committee

Position	Name	Email address
Chairperson	David Lyons	
Secretary	Majella O'Connell	celticwavessc@gmail.com
Treasurer		treasurercelticwaves@gmail.com
Lead Club Children's Officer		celticwavescco@gmail.com
Club Children's Officer		
Lead Coach	Elaine Barry	
Committee member	Sinéad Eagan (Gala Secretary)	celticwavesgalasecretary@gmail.com
Committee member	Aoife O'Carroll (Pool Secretary)	
Committee member	Javier Olarreta (ondeck supervisor)	
Committee member		

Club AGM

Celtic Waves Swimming Club holds an AGM annually **on or before the 30th of September** . Members are requested to attend and contribute to the successful running of the club.

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

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

Section 4 - General Club Information

Competitions

Details of the upcoming competitions and the closing date for entries will be communicated to the relevant squads [by what app and on the Club's Club Zap page](#)

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 athletes on competitions they should enter, and all entries must be submitted through the Gala Secretary via Club Zap. Any queries should be directed to the Gala Secretary at celticwavesgalasecretary@gmail.com

Photography and Filming

In line with Swim Ireland policy **Celtic Waves Swimming Club** 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. **Celtic Waves Swimming Team** will not name children in photographs and any image will be in keeping with the ethos of the sport.

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

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

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

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

Complaints and Disciplinary Procedures

All complaints and disciplinary matters occurring with **Celtic Waves** 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 or through the club secretary.

Discipline

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

Complaints

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

Policies, documents & key links for safeguarding at Celtic Waves Swimming Club

All policies related to safeguarding are in the [Swim Ireland Safeguarding Policy](#) but here are links to some that we operate under and you may wish to view.

Celtic Waves Swimming Club is committed to creating and promoting a safe environment for all our swimmers in all club activities, including training sessions and competition galas, so that they enjoy their sport. Everyone involved including; members, coaches, committee members and parents, has a key role to play in ensuring this. Below we aim to outline the steps we take, as a club, to ensure a safe environment for all our swimmers.

Celtic Waves adheres to Swim Ireland's most recent Safeguarding Policies (Me and the Water) to ensure all our members are well cared for and protected from harm during all club activities. [Click here to view Swim Ireland Safe Guarding Policies "Me and the Water"](#)

Anti Bullying Policy:

We recognise that bullying behaviour is the repeated and intentional use of power or aggression by one or more persons to harm, hurt or adversely affect the rights and needs of another individual or group. (SI definition) This bullying behaviour can take many forms.

<https://swimireland.ie/wp-content/uploads/sites/2/2025/06/Anti-bullying-policy-Reviewed-2024.pdf>

Codes of Conduct:

All members, swimmers, coaches parents, volunteers must adhere to Swim Ireland's most recent Codes of Conduct. This is so as to ensure that our swimmers continue to thrive in a safe enjoyment and our coaches enjoy the benefit of coaching the swimmers in a secure environment. Codes of Conduct can be found [here](#).

Child Safeguarding Statement (CSS)

Every two years, as required by Swim Ireland, **Celtic Waves** completes a Club Child Safeguarding Statement to show our commitment to safeguarding children. We operate under the guidance of [Swim Ireland's most updated Safeguarding Policy](#). The Child Safe Guarding Statement is available to view on our website.

[Communication](#)[Well Being and Mental Health Policy](#)[Travelling Policy](#)[Social Media Policy](#)[Recognising and Reporting Child Abuse Policy](#)

Please note that should the need arise, the CCO's can seek advice from Swim Ireland's Mandated Person – National Children's Officer, Dr. Kate Hills. **Contact details:** katehills@swimireland.ie

Club Links and Policies

Club website <https://celticwavessc.ie>
Swim Ireland www.swimireland.ie
Swim Munster www.swimmunster.ie

Appendix A – Club Membership Form

Membership Form

Please complete all details and return to the Membership Secretary



Swim Ireland Number if existing member

SECTION A: MEMBER DETAILS

Title:		Address 1	
First Name:		Address 2	
Middle Name:		Address 3:	
Surname:		Town:	
Date of Birth:		County:	
Gender		Country:	
*Phone:		*Mobile:	
*Email:			

*Please note: If the member is U18 contact details should be the parent/carers

Is this person the head of family Yes / No

If not can you enter the ID of the head of their family (U21)

SECTION B: MEDICAL INFORMATION

Please detail below any important medical information that our coaches/team managers should be aware of (e.g. epilepsy, asthma, diabetes, allergies) **Please do not leave blank** – If there is no information please write 'None'

SECTION C: EMERGENCY CONTACT DETAILS

Please indicate the information below to indicate the persons who should be contacted in the event of an incident/accident

Emergency Contact 1 Name:	
Emergency Contact 1 Relationship:	
Emergency Contact 1 Number:	
Emergency Contact 2 Name:	
Emergency Contact 1 Relationship:	
Emergency Contact 1 Number:	

SECTION D: PHOTOGRAPHY & VIDEO

In accordance with the Swim Ireland Filming and Photography policy, we only permit photographs, video or other images of children/young people to be taken with consent.

Photographs/videos will be taken by an appropriate person appointed to do so by (Club). Any images will be used, held and stored in accordance with the Swim Ireland Filming and Photography Policy as specified in latest version of the Swim Ireland Safeguarding Policies. No child/young person will be identified individually in any published image or film footage.

(Club) request permission to photograph and/or record video footage of your child's involvement in their sport for the purposes of publicising and promoting the club and/or sport.

SECTION E: CLUB PRIVACY STATEMENT

(Club) take the protection of the data that we hold about you as a member seriously and will do everything possible to ensure that data is collected, stored, processed, maintained, cleansed and retained in accordance with current future data protection legislation.

Please read the full privacy notice carefully to see how (Club) will treat personal information that you provide to us. We will take reasonable care to keep your information secure and to prevent unauthorised access.

Please see attached to this membership form (Club) privacy statement

SECTION F: DATA SHARING WITH SWIM IRELAND

When you become a member of or renew your membership with (Club) you will automatically be registered with Swim Ireland through the Swim Ireland online membership database. We will provide Swim Ireland with your personal data which they will use to enable your personal access to the membership database. Swim Ireland will contact you to sign in and update your profile (which, amongst other things allows you to set and amend your opt-ins and privacy settings). It is vital therefore that a valid email address is given, so that you can ensure that your data is correct and so that your own privacy settings.

If you have any questions about the continuing privacy of your personal data when it is shared with Swim Ireland, please view the privacy policy on the Swim Ireland website or on sign up through the online membership database you will be presented with the relevant policy.

SECTION G: AGREEMENTS & CONSENTS

(Club) recognises the need to ensure the welfare and safety of all young people in our sport. Please tick the appropriate boxes below to confirm the declarations.

I agree to abide by the Swim Ireland Safeguarding Policies (latest update) and Rules of Swim Ireland and Club?	<input type="checkbox"/>
I agree to abide by the relevant code of conduct as laid out by Swim Ireland and (Club)?	<input type="checkbox"/>
I have never been asked to leave a sporting organisation (If you leave blank, we will contact you in confidence)	<input type="checkbox"/>

By ticking the boxes below, you consent to the following.

I consent to my special category personal data provided in Section B to be shared with coaches/team mangers or other appropriate personnel for the purposes of the delivery of safe participation in club activities.	<input type="checkbox"/>
I consent to my emergency contact details to be shared with coaches/team mangers or other appropriate personnel in the case of an emergency.	<input type="checkbox"/>
I confirm that I give permission to be filmed and/or photographed. Photographs and/or video may be used in accordance with the Swim Ireland Filming and Photography Policy.	<input type="checkbox"/>
I confirm I have read and understood (Club) privacy statement	<input type="checkbox"/>
If I am a competitive swimmer I agree to my personal data and swimming times to be held and processed though Hy-Tek's swimming software	<input type="checkbox"/>

Members Name:	
Membership Number (if known):	
Members Signature:	
Date:	

If member is under 18 the parent/guardian must also sign:

Parent/Carer Name:	
Parent/Carer Signature	
Date:	

Declaration of the Club:

I confirm that the above named has been accepted and is involved as a member of the club, and I have verified their date of birth.

Club Secretary: Signature: _____ Name: _____

Date: _____

It is your responsibility as club secretary for ensuring the accuracy and validity of the information that you submit using this form and Swim Ireland accept no responsibility whatsoever for any errors or omissions that you may make.

Appendix B – Member Participation Policy

Note to clubs – this is a template document and should be edited to meet your individual club needs. Text in red should be replaced with your own club information or deleted, as necessary. The template document is primarily aimed at junior clubs but can be adapted for Masters clubs.

Celtic Waves 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 we rely on our members' participation in mandatory training, mandatory and voluntary duties.

Mandatory training

To support our members in understanding the roles we are asking you to fill and to grow the knowledge base within our club. Where possible we endeavour to offer training in-house and at times that are convenient to our members. Training expectations are outlined below.

Swimming

1. **Year 1** - we expect members, whose children will be participating at Gala's to complete the Safeguarding level 1 course. The course will introduce you to the safeguarding standard for best practice where individuals are involved with young people in sport and is 3 hours long. In addition to this you will be expected to be Garda Vetted, through the Club, and complete the Team Manager Course. Only upon completion of this can you act as Team Manager at Gala's
2. **Thereafter:** Should your swimmer compete in Galas abroad or should they be invited on any training camp abroad one parent from each family must complete the Team Manager abroad course.
3. **At any time during your membership** we would encourage Parents to complete a level 1 officials' course, which is an introduction to officiating and covers the role of timekeeper at a competition. The course is 1 ½ hours long.

Mandatory roles

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](#) and in the club handbook.

Failure to attend as person on duty will result in disciplinary action.

Regional and National Competition Duty

Every club must supply officials at competitions, this is based on the number of entries from that club. If you enter your child in these competitions, you will be included on the roster, in order to assist with these duties. **Swim Ireland** provides training to club volunteers at regular intervals to ensure you are knowledgeable in the role you are

required to complete. If you are interested in learning more about training opportunities, please contact **the club secretary** celticwavessc@gmail.com

Failure to attend official duty will result in disciplinary action.

Club Competition/ Club Fundraising

As a club we run **Fundraising events such as Bag Packing and a Novice Gala** throughout the season, these are important fundraising events, with the proceeds going towards our day to day running costs. It is expected that all members or parents of participating athletes will assist in the running of the aforementioned activities.

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 secretary** celticwavessc@gmail.com for further information or indicate your preference on form below.

Team Manager

At competitions and away trips our club provides team managers to support and safeguard our athletes. Team Managers are required to attend a team manager level 1 course, complete Garda vetting/ Access NI and safeguarding level 1. This is a rewarding role and is suitable for individuals who enjoy working with young people and busy environments. Should you not meet the above criteria you will be unable to fill your role as Team Manager

Official (Swimming)

Celtic Waves Swimming Club requires members to complete officials' level 1 and 2 courses. These courses provide you with an understanding of the rules of swimming and the role of an official at a competition. If you are interested in progressing further Swim Ireland offer additional training for individuals who act as licensed officials at competitions. This role is suitable for those with an interest in the technical aspect of the sport. The licensed officials' roles include Judge, Referee and Starter.

Coach/ Teacher

Celtic Waves 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 license on an annual basis which includes keeping their Garda vetting/ 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.

Fundraising Committee

As a club we fundraise to support the development of our coaches and athletes, and to purchase equipment. The fundraising committee are responsible for planning and running fundraising events at regular intervals during the season. They are also responsible for applying for grants suitable for the club and as they arise and seeking sponsorship for the club. Committee members are required to complete Garda Vetting/ Access NI and safeguarding level 1. This role is suitable for individuals who enjoy organising events and may have some experience with completing applications for funding or sponsorship.

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 and a minimum of four other committee members. The committee is elected annually at the club AGM, which is held in by the 30th of September each year. Committee members are required to complete Garda Vetting/ 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 the Club Secretary on

Complaints and Disciplinary Committee

It is a Swim Ireland requirement that **Celtic Waves** has a complaints and disciplinary committee in place. We endeavour to have a panel of 5-7 members that we can call on should and a complaint or disciplinary matter arise. Committee members are required to complete Garda Vetting/ 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.

Member Participation Form

Mandatory training and roles(required):	
I confirm that I have read and understand the following:	<input checked="" type="checkbox"/>
Mandatory training	<input type="checkbox"/>
Mandatory roles	<input type="checkbox"/>
Sanctions for failing to complete mandatory roles	<input type="checkbox"/>
Voluntary roles (optional):	
I am interested in finding out more about the following role(s):	<input checked="" type="checkbox"/>
Team Manager	<input type="checkbox"/>
Officials	<input type="checkbox"/>
Coach/ Teacher	<input type="checkbox"/>
Fundraising Committee	<input type="checkbox"/>
Management Committee	<input type="checkbox"/>
Complaints and Disciplinary Committee	<input type="checkbox"/>
Please sign and date form below, one form required per family	
Member name(s)	
Parent/ Guardian name	
Date	

Appendix C – Gala Guide

Arriving at a gala

Always arrive on time. The swimmer should let coach/team manager know that they have arrived. Parents are not permitted on pool deck or in specific coach/ swimmer areas unless timekeeping or carrying out official duties. The Coach will have to prepare a “scratch sheet” normally about 15 – 20 minutes into the warmup session. Coaches will scratch swimmers that they have been told will not be attending. If athletes are not “scratched” from the start list a fine can be levied against the club ranging from €10 to €50 at Regional and National level. This fine will be passed on to the swimmer.

Food and Drink

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

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

- Togs x 2 (warm up and race)
- Club hat (bring a spare in case one rips)
- Goggles x 2 (in case one snaps wear in training to try out before gala)
- Shorts and T-Shirt to wear between races
- Water bottle already filled with swimmer’s name on it
- Towels x 2 (if there for a full day)
- Flip flops or runners (for around poolside)

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

Personal Belongings at Galas

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

Terminology

PB Personal Best Time

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

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

FTR Freestyle Team Relay

MTR Medley Team Relay

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

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

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

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

Summary

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

