



*Swimmers, parents, coaches
and committee members*

HANDBOOK 2019-2020

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Welcome to Cookstown Amateur Swimming Club (CASC). We are a competitive swimming club and aim to provide swimmers of all ages and abilities with the opportunity to compete in events from local to national level.

The club is based at:

Cookstown Leisure Centre, Fountain Road, Cookstown, Co Tyrone, BT80 8QF

Tel: (028) 8676 3853, **Fax:**(028) 8676 8970

Email: info@swimcookstown.com, **Web:** www.swimcookstown.com

Although a relatively small club, CSC prides itself on competing successfully at all levels of competition, from local friendly galas to National Championships. Competitive swimming demands much from swimmers and their parents, but the rewards for hard work, dedication and commitment are high too. And not just in individual success, but also in fostering team spirit, gaining self-discipline and confidence, improving fitness and making friends that last a life-time.

Cookstown Amateur Swimming Club objectives are:

- To teach swimming to children in a safe, supportive and friendly environment.
- To promote competitive swimming in order to encourage children to fulfil their potential and to develop their ability to take part in and contribute to a team in a sporting manner.
- To ensure that the abilities of every swimmer from learners to elite competitors are catered for in an appropriate way within the Club.

As with all sporting activities, the continued success of CSC depends very much on the hard work and dedication of parents, as well as swimmers. CASC is run solely on a voluntary basis and we depend on volunteers to enable the club to run successfully. All volunteers help is invaluable, without them the club would cease to exist. If you would like to contribute to the success of the club by getting involved, on poolside, helping with galas, fund-raising or some aspect of administration, please let us know – all help is very much appreciated.

If you have any questions or need any further information, please do not hesitate to ask a Committee Member or one of our 'long-standing' parents.

Yours in Sport

Judith Huey

Judith Huey
Chair Cookstown Amateur Swimming Club

CRITERIA FOR JOINING COOKSTOWN SWIMMING CLUB

The following is a guide for entry into Cookstown Amateur Swimming Club:

- **Swimmers are expected to have the correct stroke technique and style.**
- **Swimmers must be able to swim the stated distances without stopping.**
- **Swimmers are required to complete the stated swimming distances within a reasonable time.**

UNDER 8 Must be able to swim:

- 1 length / 25m Breast Stroke
- 1 length / 25m Front Crawl
- 1 length / 25m Back Stroke

UNDER 10 Must be able to swim:

- 2 lengths / 50m Breast Stroke
- 2 lengths / 50m Front Crawl
- 2 lengths / 50m Back Stroke

PLEASE NOTE:

- **New swimmers** should still attend swim lessons in conjunction with attendance at Cookstown Amateur Swimming Club.
- Cookstown Amateur Swimming Club reserve the right to offer preferred placement to siblings of children already enrolled in Cookstown Swimming Club **providing** the sibling meets the required entry criteria.

GALA TEAM SELECTION CRITERIA

Swimmers are invited to join the gala teams based on a number of criteria, as follows:

1. All swimmers swim within their age groups. rules dictate that a swimmer's age is determined by their age on 31st December of that year, e.g. for a gala scheduled for 30th of September, the swimmer may be 10 years old at that date, however, if their birthday is 30th November, then they are deemed to be 11 years old.
2. For any particular gala, if there are a shortage of swimmers in any particular age group, a swimmer may be asked to "swim up" in an older age group.
3. For individual swims in a gala, the coaches will select the 2 fastest swimmers based on the season's personal best times and recent gala results in the particular stroke. The 3rd swimmer will usually be selected based on times, but other factors such as limiting the total number of swims per swimmer in a gala event will also be

taken into account. This means that the 3rd fastest swimmer will not necessarily be the automatic choice.

4. Poor behaviour will not be tolerated and coaches will reserve the right to exclude a swimmer from a PTL gala, regardless of a swimmer's performances.
5. Team selection is carried out by the head coach and at least one other senior coach.
6. The team selection may change as a result of swimmers withdrawing e.g. sickness, illness and many occasions these changes are made immediately prior to the gala event.

Galas are first and foremost a chance for swimmers to experience a competitive environment and have their performances formally recorded. When invited, swimmers should make sure that they attend all the galas as it is an excellent opportunity to track their performance and development as athletes as well as enjoying the experience of a club team event.

MEMBERSHIP FEES AND PAYMENTS

Fees can be made in two payments (to be made in September and February) **or** by Standing Order (10 monthly payments to be made by 10th of each month). The first standing order must be paid in September.

Number of Children	Fee	1st Payment (September)	2nd Payment (February)	Or 10 Payments Via Standing order (1 st Payment Sept)
First Child	£250	£125	£125	£25
Second Child	£240	£120	£120	£24
Third Child	£230	£115	£115	£23
Fourth Child	£220	£110	£110	£22
Fifth Child	£210	£105	£105	£21

TRAINING TIMES

AQUA SPRINT (1st Session)

6.00pm – 7.00pm: Tuesday and Thursday
 5.30pm – 6.30pm: Saturday
 12.45pm – 1.45pm: Sunday

PTL (2nd session)

7.00pm – 8.00pm: Tuesday and Thursday
 8.00pm – 9.00pm Additional hour for PTL Swimmers in Lanes 1 -4
 5.30pm – 6.30pm Saturday Additional hour for PTL swimmers lanes 1-2 4.30-5.30pm
 12.45pm – 1.45pm: Sunday

CASC are responsible for the children while they are in the water. At all other times the children are the responsibility of their parents or guardians.

Can you please ensure that you collect your child promptly after their training session.

Due to the cost of Sunday Training children must be ready on pool bank 10 minutes before sessions start.

DURING TRAINING YOU SHOULD:

- Attend the required number of sessions each week arriving in plenty of time to get changed and do warm-up / stretching exercises.
- Arrive fully equipped with goggles, floats, water bottles etc.
- Be ready to enter the water to commence the session when instructed doing so in a safe manner.
- Complete each session as instructed adhering to swim times, sets, rest periods etc.
- Listen to, pay attention to and respect the coaches at all times.

DO NOT:

- Arrive late
- Arrive unprepared
- Cause disruption on the bank
- Cause disruption in the water
- Cause disruption in the changing rooms

COMMUNICATION

CASC uses broadcast WhatsApp messages as a means of communication with parents. We ask that you please read these messages. If you are not receiving any of these messages please contact the Swim Club Mobile on 07562203464. We also post on Facebook and Instagram. In addition, info regarding upcoming galas will be emailed out to parents. Please ensure you keep your details up to date with the club's committee.

COMMITTEE MEMBERS

Chairperson	Judith Huey	Vice Chairperson	Roisin Wylie
Secretary	Shauna Mulligan	Vice Secretary	Kate Silutina
Treasurer	Doreen McAleer		
Child Protection Officer	Damien Campbell	Committee Member	Karen Walsh
Committee member	Colin McCrea	Committee Member	Lorna Higgins
Swimming Rota	Roisin Wylie	Outside Gala co-ordinator	Shauna Mulligan
		Outside Gala Aqua Sprint and PTL Noticeboard/PR	Caroline Hunter Rosie Geddis
Public Relation Officer	Nicola Coyle	Website Co-ordinator	Lucasz Sokol
Notice board	Ashley Cunningham	Safeguarding/CPD register	Shauna Mulligan
Coach	Aidan Walsh	Coach	Angela McNeill
Coach	David Moan	Coach	Gareth Griffin
Coach	Gary Higgins	Coach	Karen Bain
Coach	Roisin Wylie	Coach	Nicola Coyle
Coach	Virginie Carron	Coach	Eamon Brady
Coach	Abed Natur	Coach	Colin McCrea
Coach	Pavel Silutins	Coach	Declan Campbell
Coach	Elaine Donnelly	Coach	Bronagh Savage
Coach	Shauna Mulligan	Coach	Zuzanna Sokol
CDC member	Barry Russell	CDC member	Darina McCormick
CDC member	Mark Cuskeran	CDC member	Ashley Cunningham

An explanation of the committee roles and responsibilities is available on our website. All Committee Members have signed up to the Swim Ireland Code of Ethics and have completed an Officials Registration Form as part of Swim Ireland's Child Protection Policy.

Club Committee Members should observe the highest standards of honesty and integrity. To ensure this -

Committee Members should adhere to the following principles:

1. INTEGRITY

- Be objective, honest and open in all their dealings.
- Not participate in discussions or decisions involving conflicts of interest* whether or not such conflicts have previously been disclosed.
- Ensure that Club accounts and reports accurately reflect their business performance and are not misleading or designed to be misleading.
- Not acquire information by improper means.
- At all times conduct themselves appropriately in whatever capacity, either when acting as a Committee Member or in any other capacity.

2. INFORMATION/CONFIDENTIALITY

- Not inappropriately discuss or transmit any information, either internally or externally, which may affect, harm, or concern Irish Swimming, Swim Ireland or the Cookstown Swimming Club.
- Return Committee/confidential information to the Cookstown Swimming Club when they are no longer on the Club Committee.
- Respect the confidentiality of sensitive information held by the Cookstown Swimming Club. This would constitute material such as:
 - Personal Information
 - Information received in confidence from Swim Ireland or by the Clubs.

3. WORK AS A TEAM

- Create an environment at meetings where all members can express their views freely and openly without fear of reprisal.
- Share responsibility for decisions taken.
- Avoid distancing themselves from Committee decisions.
- Be aware that at all times when writing or speaking on any matter within the Committee's remit they may be perceived as representing the Committee.
- Prepare in advance of Committee meetings by reading relevant papers etc and contribute to the decision making process.

4. LOYALTY

- Acknowledge the responsibility to be loyal to Swim Ireland and Cookstown Swimming Club and to be fully committed in all its activities.
- Acknowledge the duty of all to confirm to highest standards of ethics.
- Be loyal at all times to the Committee, fellow members and the management team.
- Avoid publicly criticizing colleagues or staff.

CODE OF CONDUCT/GUIDANCE

GUIDELINES FOR YOUNG PEOPLE

Children have a great deal to gain from sport in terms of their personal development and enjoyment. The promotion of good practice in sport will depend on the co-operation of all involved, including young members of clubs. Swim Ireland wishes to provide the best possible environment for all young people involved in the sport. Children have rights, which must be respected, and responsibilities that they must accept. They deserve to be given enjoyable, safe sporting opportunities, free of abuse of any kind. They should be encouraged to realise that they, also, have responsibilities to treat other swimmers and sports leaders with fairness and respect.

Young swimmers are entitled to:

- Be safe
- Feel safe
- Say No
- Be happy, have fun and enjoy their swimming activity
- Have fair play
- Be listened to and have an appropriate response
- Be afforded confidentiality
- Be treated with dignity, sensitivity and respect
- Have a voice in the club
- Experience training and competition at an appropriate level
- Be represented at decision making bodies within their club and Swim Ireland

The **Code of conduct for young people, swimmers, sports leaders, committees, coaches/teachers and parents/guardians are available on our website.** Please familiarize yourself and child with their codes of conduct.

COMMENTS AND COMPLAINTS

Cookstown Amateur Swimming Club is fully committed to safeguarding and promoting the well being of all its members. The club believes that it is important that members, coaches, administrators and parents associated with the club must, at all times, show respect and understanding for the safety and welfare of everybody. Therefore all members are encouraged to be open at all times and share any concerns or complaints that they may have about any aspect of the club with the **Complaints and Discipline Committee (CDC)**.

In accordance with the recommendations of Swim Ireland, the Club considers it necessary to establish a complaints procedure whereby members are afforded an opportunity to have a complaint properly investigated by a complaints committee, to hear and determine any complaints which are within its jurisdiction.

The complaints committee shall deal with complaints against any member of committee whose acts or omissions have resulted in unfair treatment, hurt feelings or disadvantage to any member, without just cause and/or where such acts or omissions have failed to have regard for the rules, regulations, policies and procedure of the Club in force at any time.

A complaint of misconduct or conduct injurious to the interests of the club on the part of any member shall be referred to the Disciplinary Committee in accordance with the club's Disciplinary Rules and Procedures. The club may not, under this procedure deal with child abuse related matters, as these must be referred to the statutory authorities.

Please refer to the CASC Complaints procedure available on our website.

CLUB CHILD PROTECTION

Mr Damien Campbell is acting as our acting as our Child Protection / Designated Officer. He can be contacted on 07713430899.

Any information reported to him will, after due consideration as to authenticity, report the allegation to the Club Complaint's Committee, the NGB, the DHSS and the PSNI to undertake an investigation. A written record will be kept in the Child Protection Officer's Complaint Book.

Complete discretion will be observed at all times. The Child Protection Officer acting entirely confidentially will not be in any way liable to any instance of slander or libel or defamation of character. Whilst an inquiry is in progress, the alleged defendant(s) will as a precaution be suspended immediately from the club. All actions taken by the Child Protection Officer will have a written record.

These procedures will be reviewed annually to keep pace with legislation and good practice.