



Asgard Swimming Club

Club Rules & Guidelines

Edition 05 October 2014

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OBJECTIVES OF THE CLUB

- To foster and develop Swimming and its participants
- To promote the teaching/coaching and practice of Swimming in line with current best practice
- To promote the development of physical, moral and social qualities associated with sport, within the participants
- To accept and enforce the rules and regulations set down by Swim Ireland regarding Swimming in accordance with the affiliation status afforded to the club
- To provide a positive and safe environment for all its members and staff
- To ensure sport for young people in the club is fun and conducted in an encouraging atmosphere in line with Swim Ireland guidelines and best practice
- To provide equal opportunities whenever possible for successful participation, irrespective of ability or disability, so as individuals can be involved in sports activities in an integrated and inclusive way.

CODES OF CONDUCT

Codes of conduct are issued to and signed by all swimmers, parents, coaches and committee members annually. This is in accordance with Swim Ireland guidelines.

SWIMWEAR

All swimmers must wear appropriate swimwear. For girls, a one piece swimsuit, silicone swim hat (available from club) and goggles. For boys, swimming togs/jammers, silicone swim hat and goggles. Competition swimwear must be FINA approved (see www.fina.org for approved swimwear). All swimwear and hats should be rinsed out in cold water after use to get the longest life possible from them. Asgard club gear is available for purchase, please check our notice board for details.

COACHES

All the coaches in the club are fully qualified, experienced and registered with Swim Ireland. Coaches are here to coach – if swimmers have any questions or concerns about their training, they should ask during the session. Parents are requested not to speak to coaches during training. If you wish to speak to the coach with regard to your child's training, please let the committee know and an arrangement can be made.

COMMITTEE

The committee is in place to manage all aspects of the club. It consists of a Chairperson, Secretary, Treasurer and 4 other members and these are elected at the AGM each year. Committee members can stand for election for 4 consecutive years only, and then must take a break for a minimum of 1 year. Meetings take place monthly.



All communication by the committee will be done via text and or email. However, if this method of communication does not suit please notify our Club Secretary. Contact details for our committee are available on our website@ <http://asgardsc.ie/>

CLUB CHILDRENS OFFICER (CCO)

The Club Children's Officer is there to help with any situation the swimmer may find themselves in, whether it is a simple question or a serious complaint. The CCO has attended courses to help in any situation. All discussions with the CCO are confidential unless told otherwise.

Information regarding the CCO will be posted on the club notice board and website.

PARENTS/ GUARDIANS

The Club officials are there for you to talk to if you have any enquiries, concerns or complaints. Complaints and Disciplinary Procedures, as recommended by Swim Ireland, are in place to deal with any complaints, quickly and properly.

Parents/guardians have a duty to participate in the supervision rota for the training sessions. All training sessions are observed by a parent/ guardian to ensure the safety of both swimmers and coaches. The parent on duty will collect the supervision book from the reception area and remain at the poolside during the training session. The time(s) a swimmer leaves and returns to the poolside is recorded in the book (see previous entries for guidance). If a swimmer is missing for any length of time, please notify your Club Secretary. You may be required to help if a swimmer is unwell – phone numbers of all parents will be made available on a temporary basis and via the coaches on duty.

A supervision rota is made out by the Committee and it is mandatory the each parent/guardian makes themselves available for supervision duty. If a parent has a problem covering the session allocated, there is a swap sheet on the notice board. Any requests for session changes can be written up there.

Supervision rotas are organised in advanced and will be communicated to all involved either by way of email, club website or both. A copy of which will also be posted on our noticeboard. We ask you to take note of your times and where needed arrange your replacement as early as possible. Where changes are made to the rota we ask that you update the copy posted on the club noticeboard.

NB: It is a mandatory that each parent/guardian makes themselves available for supervision duty. Failure to meet this requirement may result in the session being delayed or ultimately cancelled. An individual on the rota is responsible for their own replacement in the event they cannot fulfil their obligation

If no one shows up within 15 mins of the session starting or no one else volunteers, the session will be cancelled.

ALL SESSIONS MUST BE SUPERVISED OR THE SESSION WILL NOT TAKE PLACE



Swimmers should not be left at the door of the pool, presuming the coaching staff is there or the session is being supervised. Never presume 'somebody' is minding your child – be sure the session is taking place.

Swimmers must be collected promptly after the training session. Neither the coach nor the committee is responsible for the children once the session is over. If a swimmer gets out early, they should remain in the building until collected.

For more up to date information on Supervision Duties please see the section titled '**Duties of the Supervisor**' in our Supervision Policy available on our website under the [Club Documents](#) section.

COMPLAINTS AND DISCIPLINARY PROCEDURE

The Swim Ireland Complaints and Disciplinary Rules and Procedures have been adopted by Asgard SC. These are available from the Secretary or can be downloaded [here](#).

Any complaint or concern should be writing and brought to the club secretary who will help with the situation as far as possible. If they cannot help, the complaint will be given to the club Complaints & Disciplinary Committee (CDC). The function of the CDC is to investigate and determine complaints and disciplinary issues.

The committee (comprising of no less than 3 persons over the age of 18 and who are entitled to vote at an Annual General Meeting) will meet in private and in confidence to discuss any formal complaint received.

The Club Children's Officer shall attend the hearing where the matter concerns a member under 18 years old, but shall take no active role in the decision making process. They may advise the CDC on various issues including on how to conduct the hearing in the most child friendly manner.

Committee findings or sanctions cannot be amended by the club committee

If either party is dissatisfied with decision of the CDC then they may appeal the decision to the Swim Ireland Complaints and Disciplinary Committee (SICDC) via the Complaints and Disciplinary Officer.

CLUB CAPTAINS

Club Captains are nominated by the committee (with their agreement) from the senior group training the full hours and must be over 15 years of age. They are in place to help all swimmers with any problems. They can bring any issues to the coach, committee or CCO on the swimmers' behalf. The club captains (male and female) are voted in annually by the swimmers and their details will be on the notice board.

SAFETY AT THE POOLSIDE

The safety of every member of the club is of extreme importance. Breaches of these rules, which in the opinion of the coach, could lead to injuries, and could result in suspension of training facilities.

- WALK at all times at the poolside



- NEVER push, pull or strike another swimmer
- NEVER run along the pool bank and jump into the water
- DIVING will only be permitted under the supervision of a coach
- NEVER misbehave in dressing rooms, bathrooms , pool or foyer of the building
- NEVER abuse , bully or tease another swimmer either verbally or physically
- ALWAYS treat other swimmers, coaches and pool staff with respect
- ALWAYS treat pool and club property with respect

HEALTH AND HYGIENE

- Always follow the guidelines of Coral Leisure with regard to showers etc.
- Always wear your swim hat and goggles in the pool
- Swimmers are advised to remove all jewellery in order to prevent accidental injury to themselves or others
- Dry yourself properly before leaving the building
- Put all your rubbish in the bins provided
- Never enter the pool if suffering from a contagious illness
- Never enter the pool when suffering from an illness which may affect your health if you enter the water. Notify the coach if you are on any medication
- Never enter the pool if suffering from an injury which could affect your health
- Always warm up before a training session. This will help to prevent sports injuries.
- If an injury occurs, the club can identify a sports specialist for you
- Inconsiderate behaviour including messing, horseplay or fighting **will not** be tolerated. This type of behaviour may result in injury. Disciplinary procedures **will be taken** in these situations.

CHANGING ROOMS

The changing rooms consist of a number of individual cubicles and group changing rooms for both males and females. These changing facilities are open to others using the gym or sauna/steam rooms. Asgard swimming club does not supervise the changing rooms as they are not part of the hire agreement with the pool. Therefore, it is up to parents to advise their children of this and to check on their children if necessary.

TRAINING

The benefits of training with a swimming club will stay with a swimmer for life. Besides the obvious health benefits, it gives an opportunity for competition which can give great personal satisfaction as well as the possibility of a University scholarship. A swimmer can participate in swimming related sports such as Masters pool swimming, open sea swimming or triathlons for life. Many friendships will be developed throughout the sport.



- Turn up for training on time- every minute counts
- If a swimmer cannot attend a session, please let the coach know by texting a committee member who will let the coach know(committee member phone numbers are available on the website)
- If a swimmer chooses to attend less than 50% of their training time, their place in that group may be lost
- Use the time the coach is writing up the session to stretch –this will help to prevent any muscular injuries
- Toilet breaks are permitted after warm up and between training sets- these would average 40 minutes for the senior group. Should a swimmer require a break outside of these times, please let the coach know that it is important, or speak to the club captain who will let the coach know. A parent can let the coach or the parent on duty know before training if an unanticipated toilet break may be necessary.
- Stay for the full session – don't waste it!
- Use the pace clock - this will help you to assess your performance
- TURN CORRECTLY AT THE END OF THE POOL AND FINISH ALL SWIMS TO THE END OF THE POOL
- Respect the swimmers in the lane with you – use the 5 second rule ie. 5 second gap between yourself and the swimmer in front- unless otherwise indicated by the coach
- Slower swimmers should pull in at the end of the lane to allow faster swimmers to pass There are a number of different types of training which will be covered by the coaches:

TECHNIQUE: This requires concentration on the quality of swimming

AEROBIC TRAINING: How to swim at a continuous pace to develop the cardiovascular system

ANAEROBIC TRAINING: Training at a high even pace to improve ability and maintain stroke effectiveness at the latter stages of races

SPRINT TRAINING: This requires all out pace over a short distance to develop the neuromuscular responses to allow a swimmer to inject pace in a race

RACE TRAINING: This requires the combination of all of these methods

Training with Leinster in the NAC in Dublin is available to those swimmers achieving National Division One times. Your coach will discuss this with you when you have achieved these times.

TRAINING GROUPS

The swimmers train for the number of hours appropriate for that swimmer. As they develop the swimmer will be advanced through the different groups. A number of factors determine these moves:

1. The swimmers ability
2. The times the swimmers achieve both in training and at competition



3. The swimmers attendance

When a coach decides a swimmer is ready to move, a letter will be sent to the parent of the swimmer offering them a place in the next group. A review of the groups is done at the end of each term. The training groups are as follows:

SENIORS: 9.5 hours per week

STINGRAYS: 7.5 hours per week

EXAM YEAR STUDENTS OR NON- COMPETITIVE SWIMMERS: 6 hours per week

DOLPHINS: 6 hours per week

PORPOISES: 4 hours per week

OTTERS: 2 hours per week

TURTLES: 1 hour per week

The coach should be informed of any changes to your training due to illness, family holidays etc.

TRAINING FEES

Fees are necessary to keep the club functioning- to pay for pool hire, coaches, equipment etc. The fees are kept as low as possible and any shortfall is covered by fundraising.

The fees are payable at the start of each term (3 per year) . They may be paid monthly by standing order- please check with treasurer- or cheques may be made out to Asgard Swimming Club. Term fees must be paid by the end of the first month of the term or if by standing order, the first month paid and the standing order in place. A family of 3 swimmers or more will receive a 10% discount on the term fees only.

The first terms fees include an annual membership fee of €20 and a Swim Ireland fee of €39. Fees are as follows but are subject to change:

TURTLES (1 HOUR): €196 per annum

OTTERS (2 HOURS): €361 per annum

PORPOISES (4 HOURS): €616 per annum

DOLPHINS (6 HOURS): €856 per annum

STINGRAYS (7.5 HOURS): €991 per annum

SENIORS (9.5 HOURS): €1080 per annum

Fees will be issued with the term letter at the start of each term.

COMPETITIONS/GALAS

- Swimming galas are open to all swimmers – some may require qualifying times.
- Coaches will recommend which galas and which events a swimmer should enter
- Club hats and tee shirts must be worn when representing the club at competition



- Always attend the warm up for the competition- usually 1.5 hours before the start time of the event
- Speak to your coach before and after a race
- A summary of the FINA rules for competition is available [here](#)
- Be part of the team and enjoy your race!

See the Gala Information document for further information regarding competitions

All senior swimmers (from 6 hours up) should attend more than 3 galas per year. Galas for the junior groups will be recommended by the coaches

All gala fees must be paid on entering the gala- these will be detailed on the gala entry form

Parents have a role to play in play both in supporting their swimmers and in running of the galas themselves. Events run by Leinster or Swim Ireland require clubs to provide time keepers and turn judges. Training will be provided for these roles and any parent with a swimmer entered in the event will be expected to help out on the day.

TRIPS

The club may hold away training camps or compete in away competitions. Where swimmers are accompanied by parents/ guardians, the club will not be responsible for that swimmer.

Where swimmers are unaccompanied, the club will provide qualified Team Managers.

PHOTOGRAPHY POLICY

All swimmers, on joining the club, will sign a photography consent form. The club will not photograph or video any swimmer without parental consent. However, by entering some galas you are accepting that your swimmer may be photographed during the event.

IT IS A CONDITION OF ATTENDING A SWIM IRELAND EVENT THAT SWIMMERS ACCEPT THEY MAY BE PHOTOGRAPHED OR FILMED AS PART OF THE OCCASION, EITHER AS AN INDIVIDUAL OR AS A MEMBER OF A GROUP. SWIMMERS MAY ALSO APPEAR IN A PHOTOGRAPH OR VIDEO INADVERTENTLY. PARENTS AND SWIMMERS MUST ACCEPT THIS. ALL PHOTOGRAPHY AND/OR FILMING WILL BE IN ACCORDANCE WITH SWIM IRELAND GUIDELINES.

Please see Swim Meet rules on <http://www.swimireland.ie>

GENERAL USE OF CAMERAS AND CAMERA PHONES/MOBILE DEVICES

- Cameras and mobile phones/devices with cameras should not be used at unsuitable times or in certain locations, e.g. changing rooms or where camera use is unauthorised.
- Any photograph taken should be of an appropriate nature.
- Group photographs involving children are preferable to individual photographs.
- For presentation ceremonies swimmers should be dressed in shorts/track bottoms and a top or similar and preferably in Club kit



- 'Action' shots with children in swimming attire only which capture the nature of the sport are acceptable.
- Parents/adults taking photographs of their own children should respect other young people's privacy.

USING CAMERAS AND CAMERA PHONES IN FACILITY

In order to protect your children, **Asgard Swimming Club** are implementing the following:

- Swim Ireland policy recommends that camera phones should not be allowed in changing room areas due to the possible inappropriate use that may cause upset or offence to another person.
- **Asgard Swimming Club** fully support this policy and request that swimmers turn off all mobile and camera devices whilst in the changing rooms.
- If a swimmer needs to receive or make a call/txt from a mobile device with or without a camera we request that this happens in the lobby or other public area where there is less likelihood for any such use to be misinterpreted.
- Any person taking inappropriate photographs will be reported to the Designated Person or other such responsible person, e.g. Club Children's Officer or event organiser.

MISUSE OF CAMERA EQUIPMENT

- Any member of **Asgard Swimming Club** suspected of misuse of their phone/camera equipment will have the device confiscated by the responsible person and, if under 18, their parent/guardian will be contacted.
- The Club Children's Officer should be informed if the incident involves a member under 18.
- The device will be checked by the responsible person as soon as possible in full view of the member and parent/guardian (where a member is under the age of 18).
- The incident will be reported to the facility manager and it may be necessary to report suspected inappropriate use of camera equipment to An Garda Síochána for further investigation.
- Following any outside investigation it will be necessary for **Asgard Swimming Club** to follow up with further action as required, this will be in line with the Swim Ireland Complaints and Disciplinary process. Any sanctions will be imposed according to the severity of the incident.
- Where the suspected misuse involves an individual outside **Asgard Swimming Club** the matter will be reported directly to the facility for further action.
- If you suspect misuse is happening please report it to a member of staff, a coach, a parent on the premises, member of the committee or other responsible person present.
- Young members in the club can talk with the Club Children's Officer at any time if they have worries or questions about this policy. (Please see <http://asgardsc.ie/committee/> for contact details)
- All information reported will remain confidential.

We ask all members, parents and swimmers to be vigilant regarding this policy.



LETTER TO PARENTS AND SWIMMERS FROM OUR HEAD COACH: JOHN KEALY

Dear Swimmers and Parents,

Asgard Swimming Club was set up in 2000 by me with the help of a few committee members. It has been a lifelong dream of mine to have a swimming club where I can train and coach swimmers - who are competitive as well as swimming for a hobby. The main aim of the club is for the swimmers to be able to reach Olympic standards and be able to take part in National and International events as well as enjoying this sport with their friends as well as meeting new people in the team.

The swimmers train the hours they do because of different levels that are involved in swimming. The more they train, the more competitive events they take part in, the more the improvement is shown in their swimming skills. Moving up into senior lanes has nothing to do with age, it is more to do with the four aspects I consider important in swimming training - Skills, Physical and Mental ability and the most important ability is that of enjoyment.

Swimmers in the club, I believe, should be willing to swim of their own free will and enjoy the sport and endure the long hours of training that are involved. The training hours are long due to the normal training programme that is required for swimming. Currently the senior squad in the club trains ten and a half hours a week - these hours are broken down into different aspects of a swimming programme such as Skill, Fitness, and building up of physical and mental stability and attitude that is required at competitive level especially in top squads.

The Senior Squad does the full intensive programme of ten and a half hours a week due to the skill that is required at their level. The junior squad who do four to six hours a week uses a programme that is focused on skill and fitness in order to build up the level and ability that will allow them to participate in competition and gain the experience. The other junior club that does two to four hours a week uses a programme that concentrates on skill which allows them to build up the stamina for a longer programme in the future.

It is necessary to do galas so they can get a record of their times and PB's at competition level and this will build up their confidence and aim as they progress in the club. Being involved in galas will develop a positive mental and physical attitude that is needed for training that is involved in the senior squad should they move into the senior lanes.

There are many advantages in being part of the club that your child enjoys. It creates confidence, positive mental and physical ability and attitude, great fitness and swimming skills and the opportunity to take part in both National and International Events, an opportunity also to be part of the Irish Squad representing Ireland as well as maybe be gaining a scholarship for College or University while you are training, either abroad or in Ireland.

Yours in Sport,

John Kealy