

# TROJAN SWIMMING CLUB

## HANDBOOK



SWIMMING CLUB





## TABLE OF CONTENTS

<a href="#">Introduction</a>	3
<a href="#">Club Vision and Mission Statement</a>	3
<a href="#">Club Philosophy</a>	4
<a href="#">Membership Fees</a>	5
<a href="#">Squads</a>	6
<a href="#">Codes of Conduct Overview</a>	7
<a href="#">Code of Conduct for Young People</a>	8
<a href="#">Code of Conduct for Parents and Carers</a>	9
<a href="#">Code of Conduct for Coaches</a>	10
<a href="#">Training Overview</a>	12
<a href="#">Competitions Overview</a>	12
<a href="#">Parent on the bank (POB) Guidelines</a>	13
<a href="#">Parental Involvement in the Club</a>	15
<a href="#">The Squad Rep</a>	15
<a href="#">The Team Manager</a>	16
<a href="#">Galas and Competitions</a>	18
<a href="#">Gala and competition advice for swimmers and parents</a>	20
<a href="#">Division 2 National Championship Advice</a>	22
<a href="#">Trojan Coaches</a>	24
<a href="#">Trojan Squad Reps</a>	24
<a href="#">Trojan Management Committee</a>	24

### **The following Documents and Policies are available to view on the Club website:**

- Changing Room Policy
- Grievance Policy for Members
- Late Collection of Children Policy
- Management of Medical Certificates for Galas
- Missing Child During Away Trip Guidelines
- Whistle Blowing Policy
- Withdrawals and Scratches from Gala Events

*This is a living document and we will update as required.*



## **INTRODUCTION**

Trojan Swimming Club was founded in 1976 in Blackrock, Co Dublin.

The club has its main base in Newpark Sports Centre and has operated from there for many years.

Trojan Swimming Club has a proud history of teaching swimming to children in south county Dublin for the past 45 years. This competitive swimming club has several Irish record holders and a strong history of international and Olympic participation.

## **CLUB VISION AND MISSION STATEMENT**

Our mission is to provide swimmers with a professional coach-led, athlete-centred programme.

Appropriate, exciting opportunities will be delivered at each stage of development to enable the athlete to realise their true potential. The Club will always strive for excellence through the provision of seamless pathways from early skill development to national and international success.

***In the pursuit of what matters to each child we strive to provide the environment where dreams and goals can be realised whatever they are. Winning is more than where you place in the race.***

## CLUB PHILOSOPHY



# OUR PHILOSOPHY

TROJAN SWIMMERS ARE:

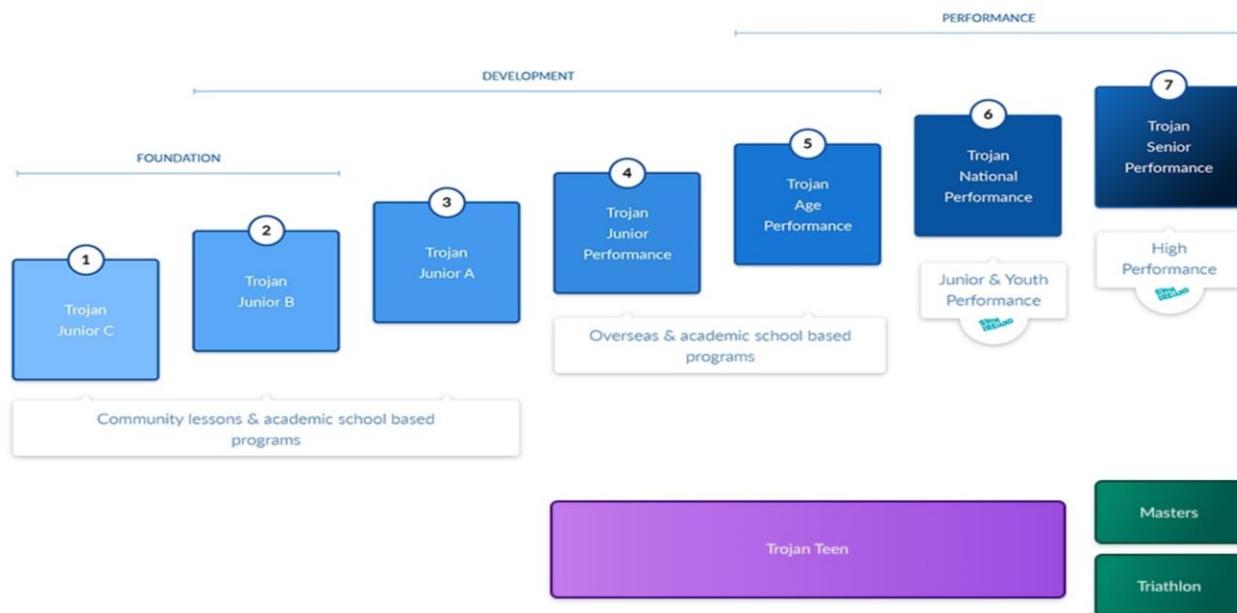
- AT THE HEART OF EVERYTHING THAT WE DO AS A CLUB
- COACHED AND MENTORED TO FULFIL THEIR POTENTIAL AS AN ATHLETE
- TAUGHT HOW TO DEVELOP THEIR PERSONAL AND LIFE SKILLS
- NURTURED IN AN ENVIRONMENT, TO SEE THAT HARD WORK AND HONEST ENDEAVOUR ACHIEVE SUCCESS
- TAUGHT THROUGH EXPERIENCE, TO UNDERSTAND THE VALUE OF SUPPORTING THEIR TEAM, AND THE VALUE OF SUPPORT FROM THEIR TEAM
- TAUGHT TO UNDERSTAND THE IMPORTANCE OF RESPECT; TO WIN WITH HUMILITY AND LOSE WITH RESOLVE
- ENCOURAGED TO EMBRACE THE COMMITMENT TO ALWAYS DO THEIR PERSONAL BEST
- TAUGHT TO APPRECIATE THE PHILOSOPHY AND MIND SET WHICH EMBRACES THE VIRTUES & CHARACTER OF ALL GREAT ATHLETES
- CONSTANTLY CHALLENGED



## **MEMBERSHIP FEES**

1. Please see website for current Fee Schedule.
2. A non-refundable deposit of €145 is required to secure a place in a squad for your swimmer and to cover the cost of Swim Ireland membership.
3. Annual fees can be made via direct debit. Direct debit will commence in August and run until May in respect of swim year Sep-June. Fees are designed to cover swimming costs from September to June, there will be additional fees for holiday/training camps and for Division 1 and 2 extra training.
4. At least one full months' notice, or at least a full months fees in lieu of one month's notice is required if leaving the club.

## SQUADS



Trojan swimming club currently consists of 7 squads. When you are assessed for entry to the club, the coach who assesses your child will decide which squad is the best squad to suit your child's level of swimming ability and age profile.

- Junior C
- Junior B
- Junior A
- Teen
- Junior Performance
- Age Performance
- National squad



## **CODES OF CONDUCT OVERVIEW**

The codes of conduct set out fundamental behaviours expected from each person involved in the Club.

All members must sign up to the relevant codes of conduct annually as part of the membership renewal.

Signing a code of conduct is a mandatory requirement of membership and is a Swim Ireland rule. Failure to sign cannot be used as a challenge against ignorance of the code of conduct.

For safeguarding and well-being of young people the Club has the following Codes of Conduct in place which state expected behaviours for:

- Young People
- Parents and Carers
- Coaches/Teachers



## The Code for Young People

As an athlete, you have rights and responsibilities.

The following code will help identify these for you, if you are not sure ask your parent or your Children's Officer to explain them to you.

This is your Code, whatever your ability or wherever you take part in the aquatics.

You should follow the code and encourage others to do so too.

In our sport you should:

- Be happy, have fun and enjoy taking part and being involved in our sport
- Feel safe and secure when you are taking part in our sport
- Be listened to and have a chance to reply
- Be treated with dignity, sensitivity and respect
- Have a voice in the decisions that affect you within the Club and Swim Ireland
- Say no to something which makes you feel uncomfortable
- Train and compete at a level that is suitable for your age, development and ability
- Know who you can talk to if you are upset or are uncomfortable in any way

Your responsibilities are to:

- Treat leaders, coaches, teachers, team managers, officials and parents with respect
- Respect other athletes and your opponents
- Do your best to achieve your goals; be gracious in not reaching your goals
- Be part of the team and respect and support other team members both when they do well and when things go wrong
- Never bully or use bullying actions against another person; you should never hurt other team members, athletes or your opponent, this includes never taking/damaging their property, never spreading rumours or telling lies about other young people or adults
- Take part in your sport without cheating; you are responsible for not cheating and must not allow others to force you to cheat
- Behave in a manner that is respectful towards your club, your region and Swim Ireland
- Never use violence or bad language; do not shout or argue with leaders, teammates or opposing participants – talk to someone if you are upset or angry or if someone has caused you to be upset or angry
- Set at a level for what you want to achieve with your parent and coach. You can then understand the commitment and attendance needed to achieve your goals
- Not take, or allow others to make you take, banned substances to improve your performance
- Keep to rules and guidelines set by Swim Ireland, the region and your club and make sure you understand the rules
- Abide by all additional Swim Ireland policies and protocols as introduced for clubs and regions

By signing below, you are agreeing to your Code of Conduct.

Breaking this code of conduct may result in a complaint or disciplinary action through the Swim Ireland complaints and disciplinary process.

Print Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_



## The Code for Parents/Carers

Your responsibilities are to:

- Be a positive role model for young people by maintaining the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland
- Allow your child to focus their efforts and set their own goals rather than winning being the main objective
- Understand and ensure your child/children abide by The Code for Young People
- Support the ethos of the club
- Support your child and their teammates in a positive way
- Listen to your child if they have any concerns about our sport
- Become members of the club and contribute your time and effort in the daily running of the club; no club can operate successfully and safely without the help of volunteers
- Be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club
- Where appointed to a role or duty you should not be under the influence of any banned substance or alcohol whilst involved in any club/region/Swim Ireland activities
- Have an awareness of and respect leaders and other adults and their roles
- Understand the complaints and disciplinary process; follow the proper procedure if you feel unjustly treated and that any complaint/disciplinary matter will be dealt with effectively and confidentially
- Know your child's training and/or competitive programme, and accept it is your responsibility for delivering and collecting your child/children. Parents/guardians should ensure they do not leave their child/children waiting unsupervised at any time
- Ensure appropriate leaders are informed regarding any absenteeism, medical conditions or other relevant matters concerning your child
- Provide the appropriate leaders and your child with emergency contact information and to be reasonably available in case of emergency
- Promote that participation in sport for children and young people is fun, safe, fair and in the spirit of fair play
- Arrange an appropriate time and place for discussing any matter with leaders and coaches; communication should not take place whilst leaders and coaches are in a position of supervision or responsible for other young people
- Abide by the procedures and policies regarding the use of mobile phones, any type of camera and videoing equipment
- Be aware of and abide by the Swim Ireland Safeguarding Policies and the rules and constitution of Swim Ireland, the region and our Club
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions

As a Swim Ireland parent, you should:

- Have an opportunity to put forward suggestions and comments
- Have access to Swim Ireland parent support programmes
- Have access to Anti-Doping workshops

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

-----  
Print Name

-----  
Signed

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Date



## The Code for Coaches

As a coach in sport you have an opportunity to make a positive impact on the lives of young people. You, and any other person working with you should abide by the Codes of Conduct.

You should:

- Be eligible to work in a regulated activity or position
- Understand and ensure the welfare and well-being of young people is paramount
- Be qualified for your role and keep up-to date with knowledge and skills appropriate to your position
- Abide by the club, region and Swim Ireland safeguarding policies and rules
- Comply with all additional Swim Ireland policies and protocols as introduced for clubs and regions
- Ensure a safe and fun environment for young people you are responsible for by:
  - Planning and preparing for sessions; explaining to young people what is planned for each session
  - Understanding a young person's developmental needs and being aware of how a young person may be physically and psychologically affected
  - Having consent and accessible emergency contact details for each young person
  - Ensuring your sessions are adequately supervised and you work in an open environment
  - Keeping an attendance register
  - Being positive in your interactions with young people
  - Prioritise young people's skill development and enjoyment
  - Setting age appropriate and realistic goals
  - Treating each young person equally and fairly; challenging bullying behaviour
  - Praising and encouraging effort
  - Engaging positively with parents/carers letting them know how they can help and what you expect from parents

Coaches/teachers must:

- Not expose a young person to criticism, hostility or sarcasm
- Not swear at, make fun of, shout unnecessarily or argue with a young person
- Be aware of a young person's sensitivity to body image
- Never use physical punishment or force
- Correct mistakes without using any form of punishment, exclusion or humiliation
- Never use banned substances or alcohol whilst responsible for or in the company of athletes
- Not engage in behaviour that is inappropriate e.g. bullying behaviour, rough physical games, sexually provocative games, never allow or engage in inappropriate physical contact of any kind or make sexually suggestive comments about or to a young person
- Ensure to maintain a healthy, positive and professional relationship with all athletes. A coach/teacher in a position of authority and trust must not engage in sexual relationships with 16 or 17 year old athletes where an unequal power relationship exists.

As a coach/teacher your responsibilities are to:

- Act as a role model for young people by promoting a healthy lifestyle and encouraging a positive approach to sport
- Maintain the highest standards of personal conduct and respectful behaviour in any activity related to the club, region or Swim Ireland



- Co-operate with the recommendations from medical and ancillary practitioners concerning the health and well-being of a young person. As a coach/teacher you should ensure any young person is medically fit to participate in the activity; you may request a certificate of medical fitness to ensure safe or continued participation
- Act only within your qualifications and competence; you should not carry out medical testing, therapy or provide advice if you are not qualified to do so; any such activity must only be with the assent of the young person and the consent of a parent/carer
- Keep any personal or medical information relating to a young person strictly confidential unless required to pass this on in the best interests of the young person
- Never apply undue influence or pressure on a young person for your own personal benefit or reward

By signing below, you are committing to and agreeing with the above. Any breach in this code of conduct will be dealt with appropriately and in accordance with the Swim Ireland complaints and disciplinary process.

-----  
Print Name

-----  
Signed

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Date



## **TRAINING OVERVIEW**

- Understand you WILL be asked to challenge yourself on a weekly basis.
- Arrive in good time on poolside before the training session starts and be prepared/ready to swim with the required equipment at least 15min before every session to prepare/stretch.
- Have a good and positive attitude.
- Listen to what your coach is telling you at all time and respond quickly to them.
- If you need to leave the pool for any reason during training inform your coach & POB before doing so.
- If you are at training, coaches will therefore assume you ARE able to do any work planned. Injuries and illnesses are to be managed appropriately and communicated throughout this period with the coach.
- It is YOUR responsibility to prepare to train & stretch and roller post training/swim downs. Athlete management guidelines are available by request.
- Demonstrate respectful behaviour to others in the changing rooms.

## **COMPETITIONS OVERVIEW**

- Always behave in a manner that shows respect to other competitors, coaches, officials and team mates.
- Listen to instructions from the coaches and team manager.
- Always remember to wear Trojan SC full kit (e.g. Trojan swim hat and Trojan T-shirt)
- Support your team mates. Everyone likes to be supported and they will be supporting you.
- Report to your coach and / or team manager on arrival.
- Never leave an event until either the gala is complete or you have the agreement of the coach or Team Manager.



## PARENT ON THE BANK (POB) GUIDELINES

Under Swim Ireland rules it is a requirement that a parent is present on poolside for all swimming or gym sessions when the swimmers are under 18 years. This is designed to protect both the swimmer and the coach and needs to be adhered to at all times (Swim Ireland, 2010). This detail is further developed due to the present Covid-19 concerns and requirements of the club and the Parent on the Bank.

1. All POBs must have completed Covid Officer training.
2. The facility may decide to check temperature on entry to the facility.
3. The POB should make a personal risk assessment as to whether or not to wear a face covering and bring one with them.
4. The POB must arrive 15 minutes before and check all the children in on the notes of their phone and send this log of children and coach names to [steven.davitt@ucd.ie](mailto:steven.davitt@ucd.ie). Alternatively you can just email the names to him including the coach name, they need this for contact tracing.
5. A parent on the bank must also be present to observe any gym sessions.
6. The Parent/Member on the bank should observe the session and the interactions between or among members and coaches. This means observing the child's and the coaches' demeanour, if there are specific engagements between coach and swimmer or between swimmer and swimmer.
7. The Parent/Member on the bank (POB) will log all details on a Survey monkey link and submit at the end of the session. WIFI is patchy in Blackrock so just step outside and send the survey.  
- Please document Squad name, Coach, swimmers present, any issues that arise during the session, and a digital signature of the POB. These questions will be pre-prepared in the POB log online.
8. The POB must sit in a location that allows them to hear the interactions between the coach and the athletes. In UCD the POB will wear blue overshoes and sit half way up along the pool bank to hear and see any interactions as they occur. Blue pool shoes are available at the pool entrance. Speak with the life guard about your intention to sit on the pool bank giving them Steven Davitts (Pool Managers) name if required- permission has been sought by the committee.
9. Children should only be identified by their initials or first name. In the case where two children have the same name put an initial for the surname – to comply with GDPR. If there are two children with the same initials then some identifier must be arranged.
10. The Parent/Member on the bank (POB) should take note of any member who is:  
ill, injured or leaves the session early and record this in the Parent on the Bank log.
11. In the event a child becomes ill the POB will contact the parent to arrange collection immediately. The POB will stay with the child until collected. Covid 19 social distancing should be observed at this time and the child may be required to wear a mask if Covid is a possibility.
12. Any incident of note is recorded in the Parent/Member on the Bank log. A member of the Club committee must be alerted to any event of particular concern.

13. In the event of an accident or emergency the member's parents/guardians should be contacted as soon as possible. In the case of serious incidents the Pool Management and/or the emergency services should also be notified. The Child Care Officer is informed in the event of an emergency involving the child.
14. The Parent/Member on the bank is required to be in the vicinity of the pool/changing room until all children are collected. A member of the committee and the squad rep should be notified of any underage member who is not collected from sessions on a regular basis.
15. Parents must collect their child at the carpark as soon as they leave the session. Current requirements mean that the parent should only be 5 minutes away from the pool in case they need to collect their child.
16. If a parent fails to collect their child on time a member of the Covid committee or the Club child officer must be informed.
17. A parent may give permission for their child to leave the pool area unaccompanied if the child is 16 or above and they have signed the relevant form to state that they are giving consent.  
In the event that this is the case, the rep of the group is made aware and the POBs are alerted to this detail for the early morning or evening sessions.



## **PARENTAL INVOLVEMENT IN THE CLUB**

All Parents are requested to contribute their time and effort to the daily running of the club; no club can operate successfully and safely without the help of volunteers.

Parents must be available for specified duties if and when required; some duties are mandatory and form part of the procedures for safeguarding your children; some will be at the request of the Club.

Parents will be expected to complete Swim Ireland courses as required by the Club.

## **THE SQUAD REP**

The Squad Rep is a voluntary role within the club. The purpose of this role is to improve communication between all club members and the coaches and the committee particularly when information has to go out quickly such as last minute changes and cancellations.

The Squad Rep:

- Can give general advice and information about the club- If they do not know the answer to their query they will revert to the committee and get back to you.
- Gives assistance to new members and parents
- Organises the POB rota and sends it to the squad on a monthly basis
- Communicates any vital messages via what's app to the squad that have been requested by the committee
- Is very involved in away trips for the squad, organising the venue /flights if required, check in , accommodation, transport and tickets, restaurants and any other fun activities. The Squad Rep organises any Team Managers that may be required for trips.
- Arranges any celebrations to team bonding activities
- Any parent with an issue or concern can contact the Squad Rep and they will represent the parents issues with the committee
- Any particular concern can be PM- Private Messaged to the Squad Rep for clarification and passed on to the coach and/or the committee
- Can arrange contact with the coach as required.
- Any membership or fee queries should be sent to the Treasurer.

It is important to remember that the Squad Rep is a voluntary role and therefore should be treated in a respectful manner at all times by both parents and children as per code of conduct.

Should you have any issues and wish to make a complaint the club has a complaints procedure that you can follow and this policy is documented on our website.



## **THE TEAM MANAGER (TM)**

The Team Manager (TM) is a trained parent who is available for every session during the gala. The TM is available to assist the coach/es in all administrative matters for the gala. The TM should be in the vicinity of the pool for the duration of the gala session, including the full warm up and should make their presence known to the coach as early as possible when the gala commences.

### **Before Gala**

TM mobile to be submitted to Leinster prior to any Leinster galas by the gala secretary, assign all officiating roles (if required) and ensure all are confirmed.

- Collect team flags and banner and setup at gala (Away/NAC only, depending on space/suitability for them. Need duct tape for banner, cable ties, blu tack and scissors).
- Liaise with gala secretary regarding warm up times / changes and pass on to coaches / squads
- Ensure coach will be present for warm-up
- Tell coach of any scratches
- May need photos of swimmers for Swim Ireland galas. Photos will be required for all galas so the TM must organise an individual to take photos with the required permissions. Submit any other documentation (code of conduct, permission to travel, etc.) /identification as needed
- Attend the coach/TM meeting and relay any relevant information to squads.
- For any away gala, liaise with all those attending to coordinate hotel/dining requirements.
- Print out the list of entries by name and event
- Bring highlighters, pens, hardback folder, etc
- If away gala/in hotel, keep list of all room numbers/who is in each room, list of parents phone numbers, and swimmers phone numbers.
- Take first-aid bag

### **During Gala**

- ensure all swimmers have arrived per session (tick off against report/name)
- ensure there is a club representative present at the briefing meeting prior to the gala
- ensure that scratch sheets, heat sheets and any other paper work is collected from the recorders desk
- Scratch sheets must be returned within the allocated time frame
- Ensure all swimmers are attentive to the coaches instructions before and after each event
- Ensure swimmers are reminded to drink and eat as soon as possible after events.
- Ensure swimmers keep their kit tidy and dispose of any rubbish.
- The TM must be aware of the medical needs of any swimmers
- Must ensure that swimmers line up for their events when called
- Only the TM or club coach may scratch swimmers from heats or finals. In the Leinster and National events clubs are fined €50 if a swimmers scratches, a medical cert must be submitted to SI in order to prevent this fine- the information on the medical cert can be that the child is unfit to swim it does not need to contain any confidential information. Once the medical cert is sent to Swim Ireland it must be deleted from the TMs phone.
- Must ensure that swimmers are on time for medal ceremonies and are appropriately dressed WEARING CLUB TSHIRTS AND SHORTS OR TRACKSUIT BOTTOMS.
- Assist coach poolside if required; liaise with host club/referee to resolve results disputes
- Ask coaches to assign swimmers to relays and let all parents/swimmers know
- Assist coach to submit relay swimmers names to recorders desk
- Ensure official requirements are filled for afternoon finals session



- Obtain copy of any accident/incident reports and submit to the secretary, AND Club Child officer for filing following the event.
- Keep log book/write report – particularly if an away gala/camp.

#### **After Gala**

- Return flags to gala secretary for storage
- write up summary of results and send to Coach and Club President
- Obtain any medical certificates and submit to gala organisers





## Targeted Galas

The Coaches and Club Gala Secretary will recommend your participation in certain open or Swim Ulster/Swim Ireland galas.

See the proposed galas in On Deck and you will also receive an email from the Club Gala Secretary.

- On Deck is an app which gives you access to gala events that are coming up and for which your child may be eligible for. It is essential that you keep an eye on this app as it will give you plenty of notice to declare your child's interest in a gala.
- Each gala in On Deck has a level that will give you the information you need to decide if your child is available or not. Your coach should be talking about the galas and can advise you on whether you should or not commit and if your child needs to be at a gala or not.
- You will receive an email from the Gala Secretary reminding you of a date for a gala to remind you to declare your interest.
- Coaches and Gala Secretary will also make selections for team Relays at the galas.
- Swimmers in competitive squads should be available for team selection, the coach will decide on the events your child will swim in conjunction with your child.
- All swimmers should make every effort to attend targeted galas and team galas. Only the TM or club coach may scratch swimmers from heats or finals. In the Leinster and National events clubs are fined €50 if a swimmers scratches, a medical cert must be submitted to SI in order to prevent this fine- the information on the medical cert can be that the child is unfit to swim it does not need to contain any confidential information. Once the medical cert is sent to Swim Ireland it must be deleted from the TMs phone.
- There will always be a coach present to speak with your child before and after their event- *see advice for At the Gala*
- The Team Manager is there to ensure the swimmers know what Heats, Lanes etc they are in. *You should sit with your Team Manager and teammates and always inform the Team Manager if you are leaving the area for whatever reason.*
- The clothing and food requirements are the same.
- *As these events can last all day, you will need to ensure you have enough drinks and food to last you for the whole length of the gala. It may be worth bringing a small amount of cash for the day.*

## 5 good reasons to enter Galas and Competitions

- To gain experience in competitive swimming
- To build your confidence for swimming events such as galas
- To set new PB's as you are often competing against some of the best swimmers in the area which will stretch you
- It's great fun!



## GALA / COMPETITION ADVICE FOR PARENTS AND SWIMMERS

### What You Need to Know!

- **Arrival In advance of the gala**, check the Warm Up times, make sure you know what time the pre pool land warm up is at. Do not be late! If you will be delayed, advise the coach allocated to this meet.
- Swimmers can usually go straight to the Trojan designated area.
- If wishing to take **photos/videos** poolside, ensure that the permission document has been signed when you enter the gala at the designated area pool reception.
- **Clothing**. Swimmers should have footwear (e.g. flip-flops) on poolside as they won't be allowed to go into the public areas barefoot. Bring runners for the land warm up. The official club tee shirt and shorts or tracksuit bottoms should be worn. You must wear a club swim hat for your races- bring 2. At some of the national events you need to bring a towel poolside with you. Bring 2 towels and always dry off properly after your races and warm-ups. Base the number of swim togs you bring with you on the number of warm ups you will be in so if you swim in the morning it is handy to change into a dry togs for the afternoon so for a full day you will potentially need 3 swim togs. If you have skins make sure to bring them with you. The goggles that you wear and a spare pair need to be in your bag. Bring a warm hoodie to keep you warm between events will be useful- if your body is warm your muscles are warm.
- **Nutrition** Food can sometimes be purchased at the venue but this is not guaranteed and where possible, ensure the swimmers have sufficient snacks, drinks and meals (e.g. pasta, sandwiches etc. if the gala stretches over more than one session). Sweets and crisps should be only provided for after the gala! Take plenty to drink-preferably squash but if not water. **DO NOT TAKE FIZZY DRINKS**. Make sure you drink throughout the day. Usually you will be able to refill your water bottles at the pool. Take plenty to eat and keep it with you. (Don't leave it with your parents!) You will need to snack/ eat throughout the day. The rule is – high carbohydrate, low fat. You also need a certain amount of sugar. Pasta, sandwiches, buns, bananas, cereal bars are ideal. Fruit is fine but avoid apples which are hard to digest. **DO NOT BRING CRISPS OR ANYTHING ELSE THAT IS VERY SALTY**. Eat just after you swim not just before. Keep any sandwiches or fruit in solid containers as sometimes bags can get squashed.
- **Coaches** There will always be at least one coach at the gala. Report to the coach/team manager on arrival poolside. Do not leave the pool area without telling the coach (or Team Manager if there is one). This is especially important to ensure that swimmers do not miss races. Parents should not ask children to leave poolside during the swim sessions. Only Coaches will decide if a child needs to be withdrawn from a race. In some events it is necessary to submit a medical certificate if a swimmer wishes to withdraw as the club may be fined for swimmer scratches. Swimmers should report before the race and back to the coach at the end of their race for feedback.
- **Behaviour** As a representative of the Trojan Swimming Club, swimmer's behaviour should be of the highest standard at all times. Trojan swimmers sit together poolside. Stay in this area when not swimming. Cheer on your team-mates if possible during their races.
- **Things to do**. It is often a long day and you may have to wait a long time between swims. Card games like Top Trumps are good, or bring a book to read. You may bring MP3 players, iPods etc.



but at your own risk. It might be an idea if there is a long time between races to consider monopoly or Bananagrams to play. Using your phone for long periods of time means you are not interacting with your team mates.

- **Swimmers should be aware that these items are your responsibility to look after; the club, coaches etc. will not be held responsible for any loss or damage however caused. Supporting your team mates is essential.**

### **Parents:**

**Duties** for the day are organised by the Gala Secretary, if you have difficulty with the time of your duty it is up to you to swap with another parent.

**Team manager** a TM is allocated by the Gala Secretary for each session, if you have any queries you can ask the TM for the day which will be circulated in advance from the Gala Secretary. Only the coach in conjunction with the TM can 'scratch' a child from a race. If you have any concerns about your child then speak to your coach as soon as possible.

**Officials** As a club we aim to recruit and train a number of officials who can then be available to help at the galas we run and attend as a club. Having qualified officials is crucial to swimming. Without them, meets cannot be licensed and swimmers' times will not be officially recognised. Additionally, it will often be a condition of the meets we enter as a club that we provide a certain number of officials. So by becoming qualified, you can directly help our swimmers. There are several grades of licensed officials, ranging from timekeeper through to referee. The Club expects parents to complete the Swim Ireland courses if they are not already qualified. Level 1 and level 2 Official's courses are available each year.



## **Division 2 National Championship advice for swimmers and parents**

The Division 2 National championships takes place in the University of Limerick. This is a very exciting event with five days of events. All Trojan swimmers from past years have really enjoyed this event and it gave them an opportunity to spend time with team mates. It also gives them an opportunity to support each other in the pool so if you are competing day 1 and 2 it might be nice to stay day three to support your teammates. Your coach may ask you to come down to Limerick early- to train with your team in advance of the event – if required this will be organised well in advance.

### **University of Limerick**

The pool is located on the Dublin side of Limerick City. The campus has a shop, and a restaurant. You will need to organise some food for lunch time as the choice is limited. There is a lot of space outside the pool so there is plenty of opportunity for your child to kick a ball outside or be out in the air when the coach deems this suitable and they are not required at poolside.

### **Codes of Conduct**

As with any event the children are expected to adhere to the code of conduct, they will be representing Trojan when they compete, so will expected to behave in the usual manner.

### **Photography and Social Media**

A member of the squad will be allocated the responsibility of photo taking and social media, this will be organised in advance to ensure the correct information is posted in the correct and appropriate manner.

### **Team Manager**

A team manager will be required for each session, this will be organised in advance. As the children will be poolside with the coach the TM will be the only parent permitted to be with them. Parents not with pool side duty will be asked to be in the viewing area. Your child will be well looked after in your absence.

### **For Parents**

- You will need plenty of light clothing, the venue is very hot and humid.
- As mentioned there is plenty of open space so lots of walks and outside seating.
- Swim Kit will be there selling skins and goggles and there will also be a swim Ireland sales point selling tee shirts and hoodies.
- There will be a tee shirt with all the children's names on it that are competing from Swim Ireland– this is a nice memento but you should order that for collection in advance as they sell out quickly.
- There is usually a company taking photos of your child swimming or a photo of a medal ceremony these can be bought on site.

### **Trojan Gear- Jerseys and shorts/tracksuit**

Your child will be expected to wear a Trojan Hat, Jersey, Shorts,/ tracksuit for the event. If they are receiving an award full gear will be required for the presentation and photo. Children not appropriately attired cannot be on the podium.



### **What do I need to bring with me?**

- Kit bag
- Trojan gear
- Snacks – there is a supermarket on the UL campus down from the swimming pool
- Many, many towels
- A fold up chair that your child will need poolside- this can be found in Dunnes at the beginning of the summer, Halfords or sometimes Lidl. You need to place your child's name on the chair and cover.
- All the gear that you would bring to a gala at home. See document on Gala advice for Swimmers and Parents for further information.



## **TROJAN COACHES**

Head Coach:	Jonathan Preston (JP)
Age Performance Coach:	Lucy Gaynor
Junior Performance Coach:	Niamh Byrne
Junior A Coach:	Niamh Byrne
Junior B Coach:	Zofia Cautley
Junior C Coach:	Ali Mulhall
Teen Coach:	Mia Ivanovic

## **TROJAN SQUAD REPS**

National:	Sinead Hayes
Age Performance:	Louise Campbell
Junior Performance:	Helen Veale
Junior A:	Sarah O'Reilly
Junior B:	Louise Veitch
Junior C:	TBC
Teen:	Marie Kelly McInerney

## **TROJAN COMMITTEE MEMBERS**

Chair:	Louise Campbell
Vice Chair:	Jane Harte
Club Secretary:	Brenda Sweeney
Treasurer:	Sheila Ramke
Gala Secretary:	Adrienne Mulhall
Membership Secretary:	Tara O'Meara
Club Childrens Officer:	Fionnuala O'Neil
Covid Officer:	Mary Kerins
Head of Fundraising:	Helena McGrath
Squad Rep:	Sinead Hayes (National)
Squad Rep:	Helen Veale (Junior Perf)
Squad Rep:	Louise Veitch (Junior B)



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